

Roosevelt Elementary School

Student and Family Handbook

2011-12



Great Kids! Great Parents! Great Staff!

Roosevelt Elementary
510 11th Ave
Detroit Lakes, MN 56501
Phone 218-847-1106
Web page: <http://k5.dl.k12.mn.us>

Roosevelt Mission:

Our purpose is to provide each Roosevelt child the skills, knowledge and understanding to be successful in the next phase of their life.

Dear Parents,

Welcome to Roosevelt Elementary School! Our informational booklet is designed to explain some of the policies and procedures that have been formulated to promote the successful operation of your school. We ask both parents and students to read it for future reference.

Please plan to visit school sometime this year. You can arrange to visit at a mutually convenient time by contacting the school or your child's teacher. We extend a special welcome to all families and children new to Roosevelt School.

One of the most valuable things you can give your child cannot be purchased in a store. Your time and attention indicates to your child that you care about him/her as an individual, and what concerns them. Love and warmth, sprinkled with respect and understanding should be the basic formula of your relationship.

We, at Roosevelt School, look forward to the exciting days ahead when our school comes alive with the many activities that indicate learning is taking place. We encourage you to feel free to be in touch with school and your child's teacher. You will always be treated with courtesy and respect.

Each month you will receive a newsletter that will include upcoming dates, events, and curriculum changes and news from school. This information will also be available on our school website. We appreciate your continued support, value your opinions and seek new ways to improve communication between home and school. You are always welcome at Roosevelt School.

Sincerely,

Renee Kerzman, Principal
Roosevelt Elementary School
rkerzman@detlakes.k12.mn.us
218-847-1106

“The mission of the Detroit Lakes Public Schools is to nurture and develop the full potential of all learners in an environment where lifelong learning is valued, educational excellence is expected, and improvement is continuous learning is valued, educational excellence is expected, and improvement continuous.

2011-12 ROOSEVELT STAFF
RENEE KERZMAN, PRINCIPAL DOUG FROKE, SUPERINTENDENT
LAUREL LONG and CONNIE JOHNSON, SECRETARIES

KINDERGARTEN.....BELINDA FREEMAN, GRETA HATTON, DIANA HEDSTROM, SHAN MANKE,
IRENE SKAALAND, and NIKKI PECK

GRADE 1.....EVE DEWAR, LAURA FLINT, CASSIE HANSON, JULIE HANSON,
EMILY ODEGAARD, and GENNA UNDERDAHL

GRADE 2.....CRAIG BAHR, LYNN CIHAK, JILL PERKINS, AMY PORTER and LYNN SCHRAM

GRADE 3.....DEANNA BAUKOL, KEITH ECKHOFF, RHONDA FODE,
AMY TERVOLA-HULTBERG, and LIZ VANDAM

GRADE 4.....KIRK BEEBOUT, JOHN HAUKEBO, DEB HAVERKAMP, LISA PROVO
and KARILEE TRAURIG

GRADE 5..... MARGARET DOLL, ADAM JENSEN, DEB PAVELKO, and MARY VON RUDEN

READING RECOVERY..... BECKY WILLIAMS, TRISH MARIOTTI

MATH RECOVERYJEN HENDRICKSON

TECHNOLOGYJAN ROTHAM

LIBRARY KENT MOLLBERG

LIBRARY ASS'T.....MARY HANSON, JAMIE MOLLBERG

MUSIC/BAND..... JANE BALLARD, KAREN BIMBERG, PAT BENSON, and KENDRA MOHN

PHY. ED.....ROBB FLINT, TODD JACKSON, KRIS NELSON, and PAT STARBECK

ADAPTED PE.....ROBB FLINT

CULTURE..... BROOKE JOHNSON

NURSE/ HEALTH OFFICE ASSISTANTS.....DAWN HOWITZ, JULIE HOKANSON, SHARON SAUER

PSYCHOLOGIST/COUNSELOR SARAH JENSEN-FRITZ

COUNSELORPAULA JONES-JOHNSON

OCCUPATIONAL THERAPYDAWN GODE, CANDACE MATHIOWETZ, NICOLE McCARL

OTHER HEALTH IMPAIRED. TBD

SPEECH CLINICIAN ANITA HENDERSON, THEA ZITZOW

SPECIAL ED..... BRUCE RABOIN, SUE BORSTAD, DEL HILDERBRANDT, CARRIE MICKELSON, AMY BLAINE, and JOANN STRAND

TITLE 1 PAM KRUGER, VICKI TROSVIG, BECKY WILLIAMS

ELL TEACHER..... VICKY GRONDAHL

TITLE IX/ TITLE IX AIDES JOE CARRIER, JULIE MCCASLIN, BARB GROTH

HEARING IMPAIRED ANNIE MINSKE

PHYSICAL THERAPY CELESTE KOSTOHRYZ

VISUALLY HANDICAPPED ..MICHELLE KRAEMER-PAULSON

KINDERGARTEN TRANSITION.....JENALEE KRAETSCH

SPECIAL ED ASSISTANTS DEB BAKER, VICKI BJORKLUND, MICHELLE BUTLER, CHERYL KICKER, CHERYL DIDIER, CAROL DRETSCH, JILL FELT, BECKY FISCHBACH, DEB HALLISEY, BARB HANSON, SUE HILDEN, GINNY KLEIN, CAROL KEMPENICH, ANGIE JOHNSON, KRIS JOHNSTON, KARI LANE, ROBERTA LENDE, BECKY MALLOW, CAROL MARISTUEN, HOLLY MCCAWLEY, JEN MODROSE, DEB ODENS, ANNETTE SAILER, LINDA SCHERPING, TRACI TOTLAND, PAULINE TUNHEIM, LORI WALLER, DEB WAVRA, PATRICE WAVRA, SANDY WEBB, CAROL WOOD

TITLE 1 ASSISTANTS JOYCE BAUER, RUTH BAUMGART, CATHY BUCHOLZ, LISA CHRISTIANSON, BEV EVEN, BECKY FISCHBACH, JULIE HOKANSON, KRIS JOHNSTON, TRISH KLINGSPORN, BARB THOMSEN, SUE WOYTASSEK

NOON SUPERVISORS BEV EVEN, MARILYN ENGLUND, SUE WOYTASSEK, JOYCE BAUER

LUNCH SERVERS CHERYL JONES, PAM GULSETH, AMANDA SANDOVAL, PAMELA ANDERSON

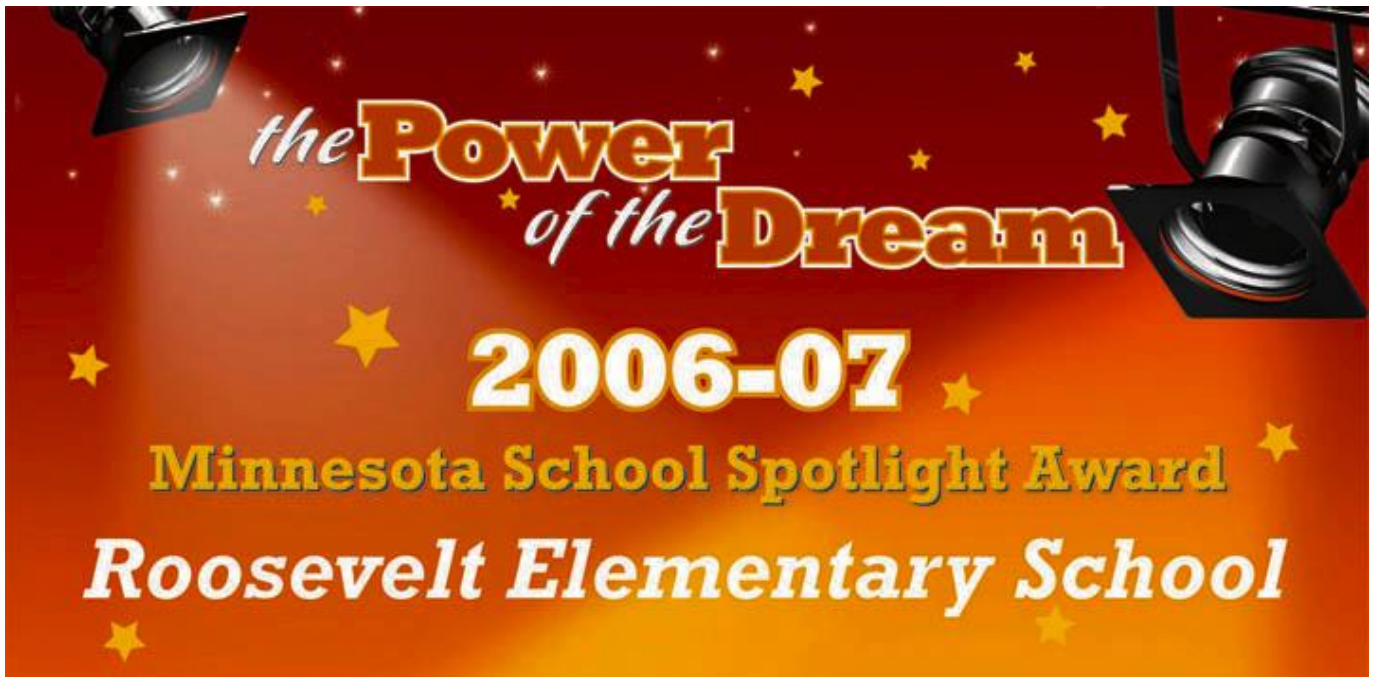
BREAKFAST SERVERS CHERYL JONES, PAM GULSETH

CUSTODIAN..... BRAD ENDERSBE

TRUANCY INTERVENTION COORDINATOR.....KAREN FRITZ-STALEY

GIFTED/TALENTED AND ENRICHMENT (GATE)...MELISA GATHERIDGE

Great Kids! Great Parents! Great Staff!



ACCEPTABLE USE POLICY

All of our schools have access to the Internet. The school district has adopted an acceptable use policy for staff and students using the Internet. In addition, the district is taking steps to prohibit access by students to inappropriate materials on the Internet. An acceptable use form needs to be signed by student and parent before a student is allowed access to the Internet. This completed form is kept on file and needs to be completed only once. A copy of the entire acceptable use policy is available at any school or the district office.

ADDRESS

Roosevelt Elementary School
510 11th Ave
Detroit Lakes, MN 56501

APPROPRIATE DRESS

It is our belief that people feel better about themselves when dressed neatly. We also believe that when students feel good about themselves they will work and learn better. Therefore, we encourage parents to see that their children come to school neat and clean and ready for a variety of conditions. Students will not wear caps inside the building, unless special permission has been granted by the principal. Students will not wear clothing with tobacco or alcohol advertising on it. Because of health and safety factors, all students **MUST** wear shoes while attending school. Tennis shoes are required for PE classes. "Wheelie" tennis shoes are not allowed (the ones with the roller wheels in the heel).

ARRIVAL TIME

Elementary teachers come on duty each day at 7:50 a.m. **We respectfully request that children arrive no earlier than 7:50 a.m. All students must be dropped off in the south parent parking lot (Lot 4) this year. The Lot 3 parking lot will be bus pick-up and drop-off ONLY. (See bus parking map included at the back of this book.)**

ATTENDANCE PROCEDURE

Philosophy

School attendance is the combined responsibility of the student, the parents and the school. A student can readily make up missed assignments, but missed time in the classroom cannot be replaced. Therefore, for a student to realize their full learning potential, daily class attendance is important.

Definitions

Excused Absence

This is an absence from school for reasons recognized by the State of Minnesota, the Detroit Lakes Public Schools or those deemed legitimate by administration of the school. The State of Minnesota recognizes the following reasons for absence: Personal illness, death or medical emergency in the immediate family, and inclement weather. Other reasons that could be acknowledged as excused include those that are requested in advance such as medical or legal appointments, religious activities, travel, essential work at home, and family vacations. Any absence for participation in a school sponsored activity shall be considered an excused absence.

Unexcused absence

This is an absence from school without a valid excuse. Common examples of unexcused absences include: oversleeping, shopping, hair appointments, missing bus, non-essential work at home, and part or full time work.

Continuing truant

A child who is subject to the compulsory attendance laws of Minnesota Statute 120.101 and is absent from instruction in school without a valid excuse within a single school year for: (1) three days if the child is in elementary school; or (2) three or more class periods on three days if the child is in middle school, senior high school.

Procedures

Absence Reporting Procedures

Whenever possible, the school should be contacted on the day of absence. If it is not possible to contact the school on the day of the absence, a note signed by a parent/guardian or a phone call from the parent/guardian indicating reason for absence is required upon the return of the child to school. The building administrator/or designee shall determine if the absence will be excused or unexcused. If the school does not receive a note or phone call when the child returns to school, the absence shall be classified as unexcused until a note or phone call is received. **The district also reserves the right to require a signed note from a doctor or other appropriate medical personnel for absences due to illness or other medical reasons.**

If a student has been absent due to participation in a school-sponsored activity, no note or phone call from the parent/guardian is required.

Advance Notice

If a family knows that a child will be absent in advance for reasons such as dental or medical appointments, the district requests that the parent/guardian notify the school in writing or phone call in advance with the reason for the absence. The building administrator shall determine if the absence will be excused or unexcused.

Continuing Truancy

Upon classification as a continuing truant, the school attendance officer or other designated school official shall notify the child's parent or legal guardian by first class mail or other reasonable means, of the following:

- 1) That the child is truant;
- 2) That the parent or guardian should notify the school if there is a valid excuse for the child's absence;
- 3) That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minnesota Statute 120.101 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minnesota Statute 120A.34;
- 4) That this notification serves as notification required by Minnesota Statute 127.20;
- 5) That alternative educational programs and services may be available in the district;

- 6) That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
- 7) That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings;
- 8) That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction or delay of the child's driving privileges; and
- 9) That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

A copy of this letter shall also be sent to county social services.

On the seventh unexcused absence the county attorney will be notified, requesting a petition of truancy be filed.

Tardy and Absence Guidelines

The following guidelines regarding tardies and absences have been set:

Tardy - Any student who arrives at school after the 8:20 bell in the morning.

Unexcused tardy - Students coming late to school without a note or parent contact. Excessive unexcused tardies will result in disciplinary action.

Morning absence - Students coming after 10:00 a.m. are considered absent for the A.M.

Afternoon absence - Students leaving before 2:00 p.m. are considered absent for the P.M.

Perfect Attendance

Students will be awarded a perfect attendance certificate during each quarter they attend every day. Missing more than an hour of a day will mean at least a half day absence for the day. Awards are given out by the teacher.

Make-Up Work

Students who are absent for any reason will be required to make-up work missed in each class. Teachers will encourage and assist the students in this process. If students are going to be gone for an extended period (family trip, for example) parents should contact the classroom teacher at least a day ahead of time to get make-up work for the student to do while gone.

Truancy Intervention Coordinator

Truancy Intervention Coordinator Karin Fritz-Staley will track student attendance. She will work with building principals to intervene where necessary to correct student attendance problems, including excessive tardiness.

BACKGROUND CHECKS-- Employment and services criminal history background checks

The school district has adopted a policy, the purpose of which is to promote the physical, social and psychological well-being of its students. Pursuant to this policy, the school district shall seek criminal history background checks for all individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors and student employees.

BICYCLES/SKATEBOARDS/ROLLER BLADES

Children may ride bikes to school if they are necessary means of transportation; however, we will not allow them to ride the bike on the school grounds during the school day. The school will not be responsible for their security and recommend that they be parked in the bike racks and locked. The riding of skateboards and use of roller blades are not allowed on school grounds.

BREAKFAST PROGRAM

Breakfast prices are \$1.30 for regular breakfast. Students eligible for reduced price breakfasts and those eligible for free breakfast will not be charged for breakfast. Breakfast will be deducted from the child's account similar to noon lunches. Serving time begins at 7:50 a.m. and ends at 8:15 a.m. We will have a Grab and Go option available for breakfast.

BUS TRANSPORTATION

Transportation for students will be provided either by Schultz Bus Company (847-9266), Olander Bus Company (847-7533), or district buses (847-9271). Rules for conduct on school buses are listed in detail in the Activity Calendar. The school principal is responsible for dealing with the consequences for discipline problems that arise on the school bus. Failure to abide by rules of conduct will result in disciplinary action. The maintenance of the discipline policy as established by the School Board will be carried out by the bus driver.

CALENDAR

The school calendar is attached to the back of this handbook.

CHANGE OF INFORMATION

Parents are asked to keep the school office informed of any changes of address, phone number, and for emergency information that may occur. It is extremely important that we be able to contact parents in the event of illness or other emergencies.

CHEMICAL USE/ABUSE POLICY AND PROCEDURES

The following statement of philosophy relating to chemical use and/or abuse was adopted by the Board of Education for School District #22 on June 20, 1983. For further information, interpretation or assistance, contact the District Chemical Dependency Counselor at 847-4491, or the building principal.

Statement of Philosophy

The Board of Education of Independent School District #22 endorses a chemical policy and set of procedures predicated upon the following beliefs:

1. A positive relationship exists between successful school experiences and sound physical, mental, social, and emotional health.
2. It is the responsibility of the staff and administration of School District #22 to maintain an atmosphere that will promote quality learning and provide an effective response system to conditions which threaten the atmosphere.
3. The misuse of any mood-altering chemical constitutes a hazard to the learning environment and the positive development of all students.
4. A K-12 educational program including an awareness of chemical use and dependency as well as the provision of support services for early misuse may assist in preventing chemical dependency.
5. Chemical dependency is a treatable illness; early identification and intervention is conducive to successful treatment.
6. The harmfully involved and chemically dependent cannot always help themselves by themselves. Opportunity for assistance shall be provided to students and their families in obtaining appropriate service.
7. If treatment becomes necessary outside the school setting, every effort must be exerted to affect a successful continuation in/or re-entry into the school system.

CHILD ABUSE/NEGLECT POLICY AND PROCEDURES

The statement of philosophy relating to Child Abuse and/or Neglect was adopted by the Board of Education for School District #22 on June 20, 1983. For further interpretation or assistance, contact the District Social Worker or your Building Administrator.

1. It is the policy of Independent School District #22 to protect children whose health or welfare may be jeopardized through physical or sexual abuse or conditions of neglect.
2. It is the policy of Independent School District #22 to comply with the law requiring the reporting of suspected physical or sexual abuse and conditions of neglect involving children.

3. The reporting of maltreatment of minors shall be strictly in accordance with the provision of Minnesota Statute, Chapter 626.556.

CLOSING

Inclement weather may result in a decision to start late, dismiss early, or to cancel classes for the entire day. Official announcements concerning these will be made over KDLM (AM 1340), KRCQ (FM 102.3) radio stations in Detroit Lakes; and over WDAY (AM 970) or WDAY TV Channel 6 in Fargo. We are also continuing with our parent notification program called Instant Alert. Parents can sign up for receiving these special messages from school, ranging from school closings, conference reminders, etc. Parents will need to register with their email addresses and cell phone numbers to get these messages.

It is important for our phone line to remain open during closing situations. For this reason, **please listen to the radio rather than calling the school for weather related announcements.**

Those children living in rural areas should have an alternate place to stay in case the weather is so bad that buses cannot run. Please make arrangements with someone you know in town so your children will have a place to stay in case of an emergency. (This information is requested on your child's registration card.) Children who do not have a storm home will be kept at school if arrangements cannot be made.

CONFERENCES

Parent/teacher conferences are scheduled on the school calendar two times each school year. In addition to this, many individual conferences will be scheduled to determine special needs that students may have. Parents are encouraged to contact the school at any time they have a concern. Conferences are scheduled for November 15, November 22, March 27, and March 29.

COUNSELOR

Each elementary school has a counselor assigned to the building. Students are encouraged to make use of the counselor's services whenever they are needed. Paula Jones-Johnson serves as the Roosevelt counselor.

DISCIPLINE POLICY

The Detroit Lakes School board is committed to promoting healthy human relationships and learning environments that are physically and psychologically safe. It further believes that students are the first priority and that no physical or emotional harm is to come to them during school activities, on school grounds, or during any school-related activity.

It is the policy of Independent School District #22 to maintain a learning and working environment that is free from threats or harmful influence of any person(s) or group(s) which exhibit and promote violence and disruptive behaviors.

All pupils who attend school in ISD #22 shall comply with the regulations established by the school administration, with the policies established by the Board of Education, and shall recognize the authority of the teachers and principals of the district's schools. District employees or agents of the district shall not engage in emotionally abusive acts including malicious shouting, ridicule, and/or threats as well as other forms of corporal punishment.

The district activity calendar contains the district wide discipline policy, sent in the mail before school starts. Parents are encouraged to review the policy with their children. Additional copies of the calendar or a complete discipline policy are available in the office at any of the elementary schools.

We have a discipline policy in effect at Roosevelt School. This is more specific as it relates to Roosevelt School and adds to the district-wide discipline policy.

Belief Statements:

- We believe that an environment in which appropriate behavior is consistently and fairly expected creates a sense of security for each child which makes him/her free to learn.

- We believe that students can do their best learning and teachers their best teaching in an atmosphere in which appropriate behavior is expected from all.
- We believe that all children have the potential for behaving positively, that children choose the behaviors and that children can be guided and taught to make appropriate choices.

The Purpose of a Discipline Plan

This plan was created with the following goals in mind:

- 1) To develop an atmosphere in which all staff and students treat each other with respect.
- 2) To provide all staff and students with the necessary skills to effectively work, play, and solve problems together.
- 3) To consistently recognize positive choices made by students and staff.
- 4) To provide consistent, structured consequences when students do not utilize good decision making skills on the playground.
- 5) The purpose of any consequence is to assist the student in making better behavior choices in the future.

The Discipline Plan

Our school is practicing **LIFESKILLS**. They apply to all age groups in all situations, thus the term **LIFE**. They form the basis for agreement between staff members and students and among the students about behavior and expectations (social and academic). We encourage you to learn about them (ask your child) and ask that you do everything you can to reinforce them at home.

LIFESKILLS:
 Respect – acting considerate and polite toward others
 Responsible – being dependable and accountable for your actions
 Decision Making – using good judgment

Behavioral expectations at Roosevelt are based on good decision making, responsibility, and respect toward self and others. Students will be held accountable for their actions and will be required to “fix” the problem whenever possible. Students having difficulty following school rules will be given help to “fix-it” with the person who was hurt by their actions or by repairing property damage.

When students are on the playground "playing safe" is a priority. These guidelines of safe play have been established for all students:

- 1. Play-fighting, rough play and tackle games are not permitted**
- 2. Rock or snow throwing are not permitted**
- 3. Use appropriate language**
- 4. Appropriate use of playground equipment**
- 5. Do not leave the playground area without permission (this includes outside the fence or going inside the building)**

The student’s behavior will be referred to as “above or below the line.” Appropriate behavior is above the line and inappropriate behavior is below the line.

Implementation Procedures for Staff:

1. Living Above the Line posters will be placed throughout the school and in every classroom.
2. Students who choose to violate school rules will be consistently and fairly disciplined. These rules are to be followed during all aspects of the student's day. All adults working in the building have the right and responsibility to confront children whom they see breaking the rules.
3. Violation reports will be given to students whose behavior is considered below the line. All violation reports will be sent home and **require a parent signature**.
4. Violation reports will be issued by the staff person who observes the violation and given to the homeroom teacher.
5. Classroom teacher may have additional classroom rules of expectations, with consequences. A written copy of this plan will be given to parents, students, and the building principal at the beginning of the school year.
6. It is the teacher’s responsibility to keep track of the behavior infractions. Parents will be notified if a behavior conference is required.

7. Any severe violation of school rules will be reported to the building Principal and may lead to automatic detention or possible suspension from school.
8. Records of violations will be kept on file for the entire year. Copies of violation reports are given to the teacher, principal, counselor and the thinking room supervisor.

Discipline Consequences for below the line behavior:

Violation report will be given to students whose behavior is considered below the line. All violation reports will be sent home and **require a parent signature.**

1. For the **first** violation report, the student will be sent to the thinking room for the next full noon hour.
2. If a student receives a **second** violation report, the student will be sent to the thinking room for the next full noon hour plus arrange a conference with the principal.
3. If a student receives a **third** violation report, the student will spend five full noon hours in the thinking room plus the parent/guardian will be required to have a conference with the classroom teacher, school counselor, and principal. The parent and student will be warned of next consequence.
4. If a student receives a **fourth** violation report, the student will spend five full noon hours in the thinking room plus have after school detention or in school suspension arranged as soon as possible.

Thinking Room: While in the thinking area, students will be given the assignment of fixing their mistake and will be given other learning tasks that will assist them in gaining control over their behaviors.

* Progression of violations reports will start over when the student has gone 60 days between violation reports.

ROOSEVELT BEHAVIOR VIOLATION REPORT	
DATE: _____	QUARTER: 1 st 2 nd 3 rd 4 th
Your child _____ chose not to follow life skills by using below the line behavior in the following manner:	

Reported by: _____	
Please help us curtail a problem in our school; talk to your child and have them return this signed note to their classroom teacher.	
1st - 2nd - 3rd - 4 th OFFENSE _____	
Classroom Teacher	
Parent's Signature: _____	
Child's Signature: _____	

DISTRIBUTION OF NONSCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS AND EMPLOYEES

The purpose of policy 505 is to protect the exercise of students' and employees' free speech rights, taking into consideration the educational objectives and responsibilities of the school district.

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, non school-sponsored material. To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the school district, the school board has adopted regulations and procedures regarding distribution of non school-sponsored material on school property and at school activities.

This is a summary statement of Policy 505. A complete copy of the policy is available at any school or the district administration center.

EMERGENCIES/ACCIDENTS/ILLNESS

Unfortunately, children may get sick or injured at school from time to time. For this reason, it is very important that we have the name and phone number of a neighbor, relative, or friend in case we cannot get in touch with the

parents. In the event that no one with authority to seek medical attention can be contacted, we will do what we consider to be in the best interest of the child.

FIELD TRIPS

A yearly field trip permission slip will be filled out by all parents at the beginning of the school year. Teachers will inform parents of all trips but no further permission slips will be needed.

GRADING PLAN

A Grading Plan will be provided for each parent and students in the fall by your child's classroom teacher. This plan will discuss how student evaluation is accomplished and grades are determined. Parents may follow student progress on the Skyward web-based system (password protected so only you see your child's grades).

HAZING POLICY

Hazing means committing an act against a person, or coercing a person into committing an act, that creates a substantial risk of harm to a person, in order for the person to be initiated into or affiliated with an organization, or for any other purpose. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

This is a summary of Policy #526. A complete copy of the hazing policy is available from any school or the district office.

HOURS

School hours are from 8:20 a.m. to 3:30 p.m. for grades K –5.

ILLNESS

If your child is in school and doesn't feel well, he or she will be sent to the Health Office to visit the Health Assistant. The following symptoms means the child will be sent home: Fever, vomiting, diarrhea, head lice, impetigo, pink eye, chicken pox, measles, and any other infectious diseases. Complaints of stomachaches and headaches will be treated in the following manner: The child will be allowed to rest in the sick bay area until they feel better. If the child begins to feel better, he or she will be sent back to class. If they do not feel better, the parents will be notified to come and pick up the child.

The school staff cannot administer over the counter medications unless the parent provides the health office with the medicine in its original container and signs a permission slip. **Students are not allowed to carry any medicine on them; it needs to be kept in the health office at all times.**

If your child is required to take prescription medicine during school hours it is imperative that the parents sign a permission slip as well as the doctor. Forms are available in the Health Office. If this is not done, school personnel cannot give the medicine.

It is important for the health office to have current parents' phone numbers as well as having two other emergency contacts on file so the school can contact someone should the need arise.

IMMUNIZATION

Minnesota has a policy that all students must be protected against Rubella (German measles), Rubella (red measles), diphtheria, tetanus, pertussis (whooping cough), polio, mumps, and Hepatitis B before starting school unless there is a religious exemption. Students not protected must be, by law, excluded from school. We will contact the parents of children not in compliance.

INSURANCE

The district does not carry insurance on students. You will, however, have the opportunity to take out insurance at group rates. Information will be sent home to you early in the school year. If you have any questions at that time, please feel free to call and we will try to answer your questions. If you do not have family insurance, you might want to consider enrolling your children.

LEAVING SCHOOL GROUNDS

Children will not be permitted to leave the school grounds once they have arrived at school unless the teachers receive a *signed and dated note from home granting permission or a phone call from the parent/guardian*.

Parents are asked to come to the office to sign out their children if they are picking them up for appointments before the normal dismissal. They should also sign the student in if the child arrives late to school. There will be a sign in/out book in the office.

LOCKERS

Lockers and coat hooks are assigned to students to store backpacks and apparel in during the school day. Students may choose to put a lock on lockers provided they give the combination to the classroom teacher and office. Students should refrain from storing valuables (money, CD players, etc) in lockers. School officials may inspect lockers, without student permission, at any time when there is probable cause for such inspections.

LOST AND FOUND

All lost articles found at school are kept where children or parents may claim them. You can assist us at school by marking items to help us find their owners. Please feel free to stop in periodically to check for lost articles.

LUNCH PROGRAM

A well-balanced lunch is served each day. **Present cost for lunch is \$1.55 for each meal.** Parents are encouraged to pay for at least five meals when purchasing meals. **Students on a reduced program will pay a reduced price of \$.40 per meal**, while students who qualify for free lunch will not need to pay for lunches.

If children prefer, they may bring a cold lunch instead. Milk may be purchased at \$.30 by the student who brings a cold lunch from home. Another option is to purchase a sack lunch. This is a cold lunch which meets the same requirements as our hot meals. Children who go home for lunch must bring a signed note granting permission. **Please refrain from sending pop with lunches since it is against federal lunch regulations to have pop in the lunchroom during lunch hours.** Parents are welcome to join us for lunch. Adult meals are \$3.15. Please call ahead so we can prepare a lunch for you.

Children will be offered rather than served all items. Students will be able to select three of the four food groups offered. This will eliminate some of the tray waste schools normally experience.

Information on free and reduced price lunches is sent home with students on the first day of school. If we missed you for any reason, this information is available in the school office throughout the school year. If you are eligible for free or reduced priced meals, you must fill out the application each year and return it to the school office. If you were on free or reduced last year, you'll need to fill out a new form by Sept. 29. If you fail to do so, you will be put back to normal priced meals.

A \$20 family limit is set on charges. After a reach a \$20 charge limit the parents or guardian will be notified that they need to send in additional funds. Parents must send in money or pay online (at the www.dlschools website). Family account balances are available on line, as well. You may also sign up for email notification of lunch balances (we strongly encourage you to do this!).

The **MILK JUICE BREAK** program is purely optional. It will begin September 19. The cost of milk will be \$.30 per carton and juice will be \$.35 per carton. Parents may pay for half a year in September and again in January. There will be NO refund and students must select milk or juice. Students will not be permitted to buy daily. By district policy, we encourage all snacks to be nutritional.

There will be some things that will be new with the implementation of Skyward. Part of the Skyward system is a different food service (lunch) program than the one currently being used. The Skyward system is a family based system. This means that money sent to the district will be deposited in a family account. As your children eat, lunch money will be taken from the family account. This means that if you have more than one child in the district,

that money for lunch has to only be sent to school with one of your children, which will be deposited in your family account.

LUNCH MONEY

A family wishing to purchase lunch or breakfast for their children should do so in the following manner:

- 1) Lunch money can be paid at any of the schools or from home via the internet (using credit card). If paying by check, be sure student's name is on the check (on the memo line). Please strive to keep a positive balance. You will be able to check this online.
- 2) Each student will have an account number credited with the amount you send and deducted with each meal eaten. **(We cannot make change. The amount you send will be the amount credited your account.)**
- 3) Costs deducted will be \$1.55 for lunch (or \$.40 if eligible for reduced lunches) and \$1.30 for breakfast.
- 4) Weekly bills will be sent out when a student's balance goes below zero.

MEDICINE

All medicines (except cough drops) must be stored in the office and administered by school personnel. If your child needs medication during school hours, we must have a doctor's authorization plus parent's permission to administer the medication. **Medication must be in the original container with name of medication, amount to be given, time of day to be given, and student's name.** Pharmacies will give duplicate bottles for school use upon request. In the interest of student safety, all unauthorized medicines will be taken from children and their parents contacted. For safety reasons, we keep all medicines locked in a cabinet in the Nurse's Office. If you have any questions regarding medicines, please contact Dawn Howitz, School Nurse (847-9228).

MONEY, VALUABLES, AND PERSONAL PROPERTY

Parents are encouraged to **put money for lunch in a sealed envelope with your child's name on it.** Please pay by check whenever possible. If a child finds or loses any money, he/she should report it to the teacher. The school is not responsible for toys or valuables which get lost or damaged at school.

Radios, CD players, MP3 players, iPods, cameras, expensive watches, toys, jewelry, and large sums of money should not be brought to school. If they are brought, they are the responsibility of the student.

MUSIC

We have music instructors for both vocal and instrumental music. Vocal music classes are held for all students, while band lessons are for 5th grade students. Select choir groups are also formed in grade five.

NEWSLETTER

Near the beginning of each month, we will send out a newsletter. The intent is to keep parents informed about upcoming events for the month. Your attention to this is appreciated. We will also be able to email the monthly newsletter to parents who provide the school with their email addresses. If you would like to have this happen, please contact Mrs. Long at 847-1106 or llong@detlakes.k12.mn.us.

NOON HOUR

We feel fresh air is invigorating so students go outdoors at noon on most days. Students are asked to dress according to weather conditions. Suggested winter wear for children during cold weather months are a warm coat, hat, mittens, snow pants, and winter boots. **All children are expected to go out for noon recess with weather temperature at or above -5 degrees or wind chill at or above -10 degrees.** Noon supervisors are hired to oversee activities in the hallways and on the playground.

PARENT/STUDENT RIGHTS IN IDENTIFICATION: EVALUATION AND PLACEMENT (Section 504 of the Rehabilitation Act of 1973)

Section 504 is an Act which prohibits discrimination against persons with disability in any program or activity that receives or benefits from Federal Financial assistance. The Act defines a person with a disability as anyone whom:

1. has a physical or mental impairment which substantially limits one or more major life activities including activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

2. has a record of such an impairment; or
3. is regarded as having such an impairment.

(34 Code of Federal Regulations Part 104.3)

In order to fulfill its obligations under Section 504, the Detroit Lakes School District #22 recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and learners. No discrimination against any person with a disability will be permitted in any of the programs and practices in the school system.

The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, provide access to appropriate education services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Action (FERPA) also specifies rights related to educational records. The Act gives the parent or guardian the right to: 1) inspect and review his/her child's educational records; 2) make copies of these records; 3) receive a list of all individuals having access to those records; 4) ask for an explanation of any item in the records; 5) ask for amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and 6) a hearing on the issue if the school refuses to make the amendment.

If there are any questions, please feel free to contact 504 Coordinator for the school district, at 847-9271.

PARENT VOLUNTEER SURVEY

Roosevelt Elementary greatly benefits from the participation and involvement of parents and community members in school activities and functions. To increase involvement and organization, a parent volunteer survey will be given each fall. Parents wishing to volunteer at school are requested to complete this form. You will be contacted by our District Volunteer Coordinator, to arrange convenient times for your work at our school. Please feel free to call the school office or your child's teacher if you would like to help at anytime.

PARENT TEACHER ORGANIZATION

There is a very active PTO at Roosevelt School. Everyone with a child in school is automatically a member. There is no membership fee. The PTO of Roosevelt Elementary is the link to create a caring partnership between students, family, school, and community.

PTO OFFICERS: President - Lori Dirckx
 Vice President - TBD
 Treasurer - Arlene Anderson
 Secretary – Karri Muff

Meeting dates will be published in Roosevelt Revelations.

PEST CONTROL MATERIALS USED

Detroit Lakes Public School personnel may apply pest control materials inside or school grounds as needed.

Pest control materials are requested by the US Environmental Protection Agency (EPA) and are selected and applied according to label directions. The long-term health effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood.

An estimated schedule of interior pest control inspections and possible treatments is available for review or copying at the district office located at 702 Lake Ave. Parents of student may request to receive, at their expense, prior notification of any application of a pest control material, should an application be deemed necessary on a day different from the days specified in the schedule.

PETS

Due to many student allergies, bringing in pets and animals for show and tell is not allowed.

PHYSICAL EDUCATION

All classes will have an organized physical education program. All children are expected to take part in regular physical education classes unless they have a doctor's written recommendation requesting they do not participate.

REPORT CARDS / PROGRESS REPORTS

Reports cards will be used in grades K-5. Report cards will be issued at the end of each quarter (nine weeks) for all students in grades 1-5 and every 12 weeks for Kindergarten. If a student is doing unsatisfactory work a progress report will be sent to parents. Through our Skyward program parents may also request email notifications if grades drop below a pre-determined level.

SCHOOL PATROL

Fifth grade students volunteer to serve on the Roosevelt Elementary School Patrol under the supervision of Principal Renee Kerzman and the 5th grade teachers. Student patrol the Central Avenue crossing each morning and afternoon. All students are to use this crossing and follow the instructions of patrol members on duty. Our captains this year are Maddie Kirchner and Garrett Knopf.

All children living west of Roosevelt Avenue are to ride a bus to school. Due to the heavy traffic on Roosevelt Avenue we do not have crossing guards at Roosevelt and Central. We strongly discourage students from crossing Roosevelt Avenue. Bussing is provided.

SEARCHES OF LOCKERS, DESKS, PERSONAL POSSESSIONS AND A STUDENT'S PERSON

In an effort to provide a safe and healthful educational experience for students, the School District reserves the right to search school lockers, desks, the personal possessions of students and a student's person. School lockers and desks are the property of the school district and, at no time, does the school district relinquish its exclusive control of lockers and desks that are provided for the convenience of students. Inspection of lockers and desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

The personal possessions of students and/or a student's person (including, but not limited to purses, backpacks, book bags, packages and clothing) may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

The school district may use contraband-sniffing animals through law enforcement or private certified contractors to conduct a general search of the hallways adjacent to student lockers, common areas, gym areas and parking lots. School administration may also request a limited number of classrooms be checked according to the administrator's choice of a random selection system.

SCHOOL WEB PAGE

The Roosevelt School Web page can be accessed www.dlschools.net. You will need to go to the Roosevelt school site. Parents and students can stay in touch with school happenings and view our morning school news program KRSV News each day on this site. If there is something you'd like to see on our website, please contact webmaster Jan Rootham(jrootham@detlakes.k12.mn.us)

SEXUAL, RACIAL AND RELIGIOUS HARASSMENT AND VIOLENCE POLICY

1. Everyone in the Detroit Lakes Public Schools has a right to feel respected and safe. Consequently, it is important for everyone to know about the district policy to prohibit sexual, racial, or religious harassment or violence of any kind..
2. A harasser may be a student or an adult. Harassment may include, but is not limited to, any of the following when related to race, religion, sex or gender:
 - a. name calling, jokes, or rumors;
 - b. pulling on clothes;

- c. graffiti;
 - d. notes or cartoons;
 - e. unwelcome touching of a person or clothing;
 - f. offensive or graphic posters, book covers; or
 - g. any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.
3. If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, social worker, principal, dean of students, or the District Human Rights Officer, Lowell Niklaus (847-9271).
 4. You may also make a written report using your own paper or the district report form available in the principal's office, School District office, or the office of the Human Rights Officer. It should be given to the teacher, counselor, social worker, principal, dean of students, or the District Human Rights Officer.
 5. Your right to privacy will be respected as much as possible.
 6. We take seriously all reports of sexual, racial, or religious harassment or violence and will take timely and appropriate actions based on your report.
 7. The School District will also take action if anyone tries to intimidate you or take action to harm you because you have made a report.
 8. This is a summary of the policy prohibiting sexual, racial, and religious harassment and violence of Independent School District #22. If you would like a copy of the complete policy, have questions or would like further clarification, please contact the District Human Rights Officer, Lowell Niklaus, or your building administrator.

SHELTER-IN-PLACE AND LOCKDOWNS

The Detroit Lakes School District wants to ensure the safest and most secure environment possible for students and staff. As part of this practice, all of our schools have adopted policies for a variety of emergency situations. Students should be aware of how to respond during these incidents.

Lockdown drills are mandated by Minnesota State Law and will be practiced a certain number of times per year. Teachers will go through the steps with your child and help to answer any questions he/she may have. There are two types of lockdowns:

CODE YELLOW is a Shelter-In-Place modified lockdown that keeps students secured in rooms and suspends regular school functions but still allows teachers to have classes and assigns other staff members different duties. A Code Yellow may be used for a variety of situations and there is no reason to panic. Students not already in classrooms should report to their homeroom or the nearest classroom promptly.

CODE RED is a Lockdown Emergency where all students and staff must take shelter in a room immediately. It is an unstable and dangerous situation that will stop all school functions and involve law enforcement officers. A Code Red means you must get to the nearest safe place right away. If you are outside of a classroom, get there immediately or hide somewhere safe. If you are outside, you should go to the school evacuation point and wait there.

SPORTS

Several co-curricular sports including volleyball, basketball, soccer, gymnastics, and wrestling are offered to boys and girls in elementary through various organizations. Parent permission slips and schedules will be sent home with the student prior to each activity.

STATE WIDE COMPUTER REPORTING SYSTEM

All Minnesota school districts are part of a statewide computer reporting system which uses the student social security number to record information about your child. This information is in turn provided to the Minnesota Department of Children, Families and Learning. This Department is required by law to collect and store information about each pupil, each staff member, and each educational program. Therefore, we ask that you, the parent, provide your child's social security number although you are not legally required to do so.

This information is used to determine how much money your school district receives from the state and federal government, to judge the quality of the state's educational programs, to improve instruction, to follow trends in student enrollment, and to track student participation in various programs.

The school district will use all social security numbers currently collected unless a parent and/or student withdraws that permission. If you choose to withdraw that permission, please notify the school your child presently attends.

STUDENT PROMOTION, RETENTION, AND PLACEMENT

It is the belief of the Board of Education, administration, and the teaching staff of School District #22, that promotion, retention, and placement of students must be planned to permit the flexibility that recognizes individual differences. Factors such as academic achievement, student performance, social and emotional factors, and a student's special education Individual Education Plan (IEP) shall be considered. Efforts shall be made to identify the special needs and talents of students early in their school careers so that an appropriate placement can be made. The final decision as to promotion, retention, or placement shall be made by the principal after consultation and review recommendations from teachers, parents and other resource persons. The complete copy of the policy can be obtained at the school or district office.

STUDENT DROP-OFF/PICK-UP

Student drop-off and pick-up areas are on the east side of school in Lot 4. Buses will load on the east side of the building in Lot 3. **Both areas are extremely congested before and after school so please remind your child to proceed with caution to the nearest sidewalk. Remember, we have school until 3:30 pm. To reduce congestion in our hallways, when picking up students after school, please wait outside or by the elementary office until dismissal time.**

SURVEILLANCE EQUIPMENT

To help ensure the safety of students and staff, Roosevelt Elementary uses video cameras for surveillance on school property including, but not limited to, halls, cafeterias, gymnasiums, and parking areas. Video cameras will not be used for classroom surveillance unless the principal and classroom teacher consent to the surveillance. Video cameras will not be used at any time or location that would violate a student's reasonable expectation of privacy including, but not limited to, a locker room, lavatory, or another area where a student may disrobe.

TELEPHONE

The telephone number at Roosevelt School is 847-1106. Feel free to call the office when you have a question or problem in which we can be of help.

Teachers and students will not be called from class unless it is an emergency. Messages will be relayed for you.

Our phone is for necessary school-related business so students must have their teacher's permission before using the phone. Many times the line is tied up by students at critical times when parents are trying to call the school. Many of the students' calls involve items that should have been settled at home. Calls regarding playing or staying with someone else after school will not be permitted. Also, students should not need to call regarding Campfire, Cub Scouts, etc. that are regularly scheduled and on our monthly newsletter.

In the event of any illness or injury, someone in the office will make the call. Students will not make their own calls for illness or injury.

ELEMENTARY STUDENTS ARE NOT ALLOWED TO CARRY CELL PHONES OR TO HAVE THEM IN SCHOOL. WE CANNOT GUARANTEE THE SAFETY OF CELLS PHONES WITH MANY STUDENTS HAVING HOOKS, NOT LOCKERS.

TITLE IX POLICY

It is the policy of the Board of Education of School District #22 not to discriminate on the basis of sex in its educational programs, activities, or employment policies as required by Title IX of the 1972 Education Amendments. Inquiries regarding compliance with Title IX may be directed to the Title IX coordinator,

at 702 Lake Avenue, Detroit Lakes, (281/847-9271), or to the Director of the Office for Civil Rights, Department of Health and Welfare, Washington, D.C.

TOBACCO

Possession and use of all tobacco products is prohibited on K-12 school district property and at school-sponsored activities off school property within district boundaries. This shall include school buildings, grounds, and school-owned vehicles.

VISITORS

You are always welcome to visit school during regular classroom hours to observe your child at work. The experience of watching your child interact with others in the classroom is something we encourage you to do. We also know that when you visit the classroom you give your child a feeling of cooperation between his/her parents and his/her teachers. **You should prearrange the visit with your child's teacher. Non-Roosevelt children are not allowed to visit school unless accompanied by an adult or unless arrangements have been made with the teacher or the building administrator. All doors except the main east doors are locked for security reasons during regular school hours.**

Please check in the office when you enter the building for a visit or to check your child out for appointments. You receive a "Visitor" badge when you sign in. Please wear it at ALL TIMES while visiting our school.

VOLUNTEERS

We encourage parents to help out at school by giving of their time and talents. We have had an extensive volunteer program and we invite all of you to school. If you are interested, please contact our Parent Volunteer Coordinator.

WEAPONS

Detroit Lakes Schools and their grounds are a weapons-free zone. Students in possession of a weapon will be disciplined. The Detroit Lakes School District will share weapons violation information ONLY with another school district, as required by law.

WITHDRAWAL OF STUDENTS FROM SCHOOL

Parents are asked to notify the school at least several days prior to withdrawal to indicate their child's final day of attendance. This allows an orderly transfer of information and records to the new school.