

# **Roosevelt Elementary**

## **Parent - Student Handbook**



**2022-2023**

## **Roosevelt Core Beliefs**

We Believe...

### **Students**

- \*\*All students can learn.
- \*\*Students need to take ownership of their learning and responsibility for their work.
- \*\*Students enter the learning environment with different ability levels and experiences.
- \*\*Students need to be loved, feel safe, and be a part of the community.
- \*\*Students need to feel a sense of accomplishment.
- \*\*Students will treat others with dignity and respect
- \*\*Students need social skills to be successful in their personal and work world

### **Staff**

- \*\*Staff is responsible for providing the opportunity for all students to learn and experience accomplishment.
- \*\*Staff will work with students to provide a safe, and caring environment.
- \*\*Staff will be a positive role model.
- \*\*Staff will be prepared for and complete their duties.
- \*\*Staff will treat others with dignity and respect.
- \*\*Staff input and contributions are valued and necessary.

### **Parents & Community**

- \*\*Parents are responsible for supporting, monitoring and encouraging learning.
- \*\*Community involvement is important in supporting learning opportunities for students.
- \*\*Parents/community should be a positive role model for students.
- \*\*Communication between school, community and parents is important.

### ***Mission Statement...***

Enabling all students to succeed in an ever changing world.

By following our mission, we will create:

- Effective Communicators
- Technologically Literate Individuals
- Globally and Culturally Aware Individuals
- Healthy Individuals
- Investigative and Creative Thinkers
- Quality Producers
- Collaborative Workers
- Responsive Citizens
- Lifelong Learners

## **WELCOME TO ROOSEVELT ELEMENTARY SCHOOL**

Roosevelt Elementary has a long and proud tradition of service to the Watertown community. The staff is committed to providing our students with the best education possible.

The educational process is a partnership between parents and the school. Parental involvement influences the child's academic success and develops positive attitudes towards school. Parents + Staff = A GREAT SCHOOL!

Please feel free to call, e-mail or set up an appointment in the office if you have any questions or concerns.

### **ABSENCES (DURING THE SCHOOL DAY) AND APPOINTMENTS**

1. Be sure that you have a plan for picking up your child during the day should he/she get sick at school.
2. Students should not be picked up from school early except in emergency situations, due to illness, or for appointments that could not be scheduled at other times.
3. Be sure that "pick-up procedures" are clearly communicated and discussed with your child before school that morning.
4. Notify the teacher in writing when you will be picking your child up early.
5. Students will not be taken out of class for phone calls, but in cases of emergency, messages will be relayed to students. This will not be done for messages of a routine nature.
6. Plan ahead! Instructional time is important to your child's learning.

### **ACTIVITY TICKETS**

You may purchase a season ticket to all Watertown activity events for \$10.00. Please contact the office. Make checks to: Watertown School District.

### **ATHLETIC EVENT STUDENT BEHAVIOR EXPECTATIONS**

Athletic events sponsored by the school system employ the same rules as any other school related activity.

1. Students are expected to be respectful of the rights of others and take responsibility for their actions.
2. Students are asked to sit with their parents and stay in your seats as much as possible.
3. Students are to refrain from running up and down the bleachers.

4. Students may stand during the contest as long as they are not blocking the view of other fans.
5. Students are to refrain from hanging over the railings on the top or the side of the bleachers.
6. Students are asked not to throw objects off from the bleachers.
7. Students cannot play football on the grass field south of the bleachers during football games.
8. Students are asked to properly dispose of any refuse in the proper containers.

## **ARRIVAL**

All doors will be locked for safety measures. Supervision begins at 7:30 a.m. If students are dropped off before 7:30 a.m. they will be outside and unsupervised.

7:30 - 8:00 - All students will enter through door C.

8:00 - 8:20 - Breakfast students, enter through door C and eat. Non-breakfast eaters will go straight to the playground.

8:20 - Bell rings to head inside

8:20-8:30 Enter through the front doors. All other doors will be locked.

8:30 - School Begins

## **ATTENDANCE POLICY**

Class attendance is necessary for students to gain optimum benefits from their school experience. Attendance is the responsibility of the student and parent, although the school will cooperate and assist students and parents to strive toward good attendance practices. Please telephone the school office at 882-6360 to notify us when a student will be tardy or absent. When your child returns to school from a doctor's appointment, a written excuse for our files is encouraged.

## **ATTENDANCE / TARDY**

It is important that students arrive at school on time at the beginning of the day. Parents will be contacted due to being continually tardy.

## **ACHIEVEMENT TESTING**

Various achievement tests are administered throughout the course of the school year.

**NWEA MAP (Measures of Academic Progress) Assessments** are held in the Fall, Winter, and Spring for all students to gauge progress and tailor instructional needs.

The **Smarter Balanced Assessments** are given in the Spring for students in grades 3-4.

## **BOX TOPS FOR EDUCATION**

Roosevelt participates in this General Mills sponsored fundraiser. The school receives \$.10 for each box top collected. Money from collecting Big G Box Tops has been used to purchase playground equipment, books, fund school improvements, or other student incentives that are above what the school budget will allow.

*Box Tops can be saved year-round and turned to Roosevelt at any time during the school year.*

## **BREAKFAST PROGRAM**

Breakfast is served Monday through Friday starting at 7:45 AM - 8:25 AM. Cost of the meal is charged to the student's Mealtime account. The cost of breakfast is determined in the Fall. Students who are approved for free or reduced lunches also qualify for free or reduced breakfast.

## **BULLYING**

Roosevelt Elementary actively seeks to provide an environment that is safe from all forms of bullying.

### **Bullying defined:**

Bullying is a pattern of repeated conduct that causes physical hurt or psychological distress on one or more students that may include threats, intimidation, stalking as defined in chapter [22-19A](#), physical violence, theft, destruction of property, any threatening use of data or computer software, written or verbal communication, or conduct directed against a student that:

- (1) Places a student in reasonable fear of harm to his or her person or damage to his or her property; and either
- (2) Substantially interferes with a student's educational performance; or
- (3) Substantially disrupts the orderly operation of a school.

All bullying incidents should be reported to an adult in the school building. Each incident will be taken seriously, investigated, and if warranted, will be addressed through the behavior plan.

Here is a copy of the policy:

[https://core-docs.s3.amazonaws.com/documents/asset/uploaded\\_file/906/Watertown\\_School\\_District/3127935/6.4.2\\_JICK.pdf](https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/906/Watertown_School_District/3127935/6.4.2_JICK.pdf)

To submit an anonymous report of bullying please utilize Safe2Say South Dakota at the following link: <https://safe2say.sd.gov/>

## **CHANGE OF ADDRESS AND WITHDRAWALS**

It is important that the school office be notified immediately of a change of address, home, cell, or work telephone number, or emergency information during the academic year. If the student is moving out of the district, the school should be notified at least a day in advance so proper transfer records can be prepared and the student's books and supplies can be collected.

## **COMMUNICATION**

A school newsletter is published and distributed at the beginning of every month. This newsletter includes announcements, recent school news, upcoming events and other school-related news. Morning Announcements to staff / students will be completed each day of the week. Many classroom teachers send take-home folders. Please review the content and return promptly any information needing to be returned. REMIND is an app that will be used for classroom level and school-wide communication. Facebook and the school website are used as well to communicate with families and to be transparent in celebrating the work our students and staff are immersed in on a daily basis (i.e. artwork, collaborative projects, videos, and more).

## **COMPLAINT OR CONCERN**

If a parent has a concern about school related activities, classroom expectations or workload, please contact your child's teacher first. If a parent has concerns about other issues or wishes to discuss them further, please contact the building principal.

## **DAMAGE TO SCHOOL PROPERTY**

If a student intentionally damages school property, the student's parent/guardian will be expected to pay for the replacement or repair.

## **DISCIPLINE**

Discipline is an important dimension of life. We want to create an atmosphere of respect and responsibility at Roosevelt Elementary. We want to foster an environment conducive to learning and caring. In order to do this, students must work at treating all people with respect and take responsibility for their own personal behavior. Each teacher at Roosevelt has a classroom management plan based on the District Social Skills model. The staff at Roosevelt Elementary requests parental support in helping maintain appropriate conduct in school.

## **DISCIPLINE MATRIX**

The following matrix will be used when students receive an office referral. The administrator reserves the right to adapt based on each individual situation.

## District-Wide Kindergarten - 4th Grade Discipline Matrix

*Administration and staff reserve the right to administer alternative consequences to inappropriate behavior, as it is impossible to list every inappropriate behavior and/or its possible consequence.*

*Violation of each behavior infraction follows through its own progression of violation/s. (ie. Multiple Class One violations do not add up unless they are the same behavior violation.)			<b><u>1st Incident</u></b> Consequences are listed on a continuum depending on severity of infraction. <u>Any or all may be used.</u>	<b><u>2nd Incident</u></b> Consequences are listed on a continuum depending on severity of infraction. <u>Any or all may be used.</u>	<b><u>3rd Incident</u></b> Consequences are listed on a continuum depending on severity of infraction. Any or all may be used.	<b><u>4th (or more)</u></b> Consequences are listed on a continuum depending on severity of infraction. <u>Any or all may be used.</u>
<b>Level One</b>	Academic Dishonesty, Class Disturbance, Keeping Hands and Feet to Self, Dress Code Violation, Electronic Device Violation, Inappropriate Language, Tardy	<b>1</b>	Warning Incident Report Office Intervention	Incident Report Office Intervention Detention Behavior Contract	Incident Report Restriction Detention (1+) Behavior Contract ISS (1/2 to 1 day)	Restriction Detention (1+) Behavior Contract ISS (1-3)
<b>Level Two</b>	Bullying, Electronic Device Violation, Inappropriate Language, Theft, Non-Compliance, Physical Aggression, Threat/Intimidation	<b>2</b>	Warning Incident Report Office Intervention Restriction Restitution	Incident Report Office Intervention Detention (1+) Behavior Contract Restriction Restitution Counselor Referral	Detention (1+) Behavior Contract Restriction Restitution ISS (1/2 to 1 day) Risk/Threat Assessment	Detention (1+) Behavior Contract Restriction Restitution ISS (1-3) Risk/Threat Assessment
<b>Level Three</b>	Disorderly Conduct, Electronic Device Violation, Fighting, Gross Insubordination, Harassment, Theft, Vandalism	<b>3</b>	Incident Report Office Intervention Restriction Detention Restitution	Incident Report Office Intervention Behavior Contract (20) Restriction Detention Restitution ISS (1/2 - 1 day)	Behavior Contract (20+) Restriction Detention Restitution ISS (1-3) Counseling Referral	Restriction Detention Restitution ISS (3-5) Risk/Threat Assessment OSS (1-3)

<b>Level Four</b>	Alcohol, Battery/Aggravated Assault, Drugs, Theft/ Larceny, Threat/ Intimidation, Tobacco, Vape, Weapons	<b>4</b>	Office Intervention Parent Conference Detention ISS (1/2 - 1 day)	Detention Parent Conference ISS (1-3) OSS (1) Law Enforcement Conversation	ISS (1-2) OSS (1-2) Law Enforcement Conversation	ISS (2-3) OSS (2-3) Law Enforcement Conversation
<b>Level Five</b>	Battery/Aggravated Assault, Alcohol/Drugs (under influence, selling), Firearms, Threat/ Intimidation, Tobacco, Vape, Weapons	<b>5</b>	Referral to D.O. and/ or SRO Long Term Suspension Expulsion	Referral to D.O. and/ or SRO Long Term Suspension Expulsion	Referral to D.O. and/ or SRO Long Term Suspension Expulsion	Referral to D.O. and/ or SRO Long Term Suspension Expulsion

## **DRESS CODE**

Students should wear clothing that is clean, in good taste, and does not attract other than normal attention. Clothing displaying obscenities or slogans inappropriate to school will not be permitted.

Shorts should be long enough so the child's fingertips touch the hem part. Halter tops or "spaghetti" strap tops are prohibited. No pajama / lounging pants.

Since many students have similar pieces of clothing, such as gym shoes, coats, mittens, and boots, it is recommended that these items be marked with the student's name.

During the cold season, please make sure that your child arrives at school dressed with a proper coat, hat, boots, and gloves. Snow pants and boots are necessary in order to use all parts of the playground during the winter.

## **EMERGENCY FIRST AID**

Every effort will be made to provide an environment in which students will be safe from accidents. If your child is injured, the staff will take whatever steps necessary to provide the needed medical attention and care. Please make sure to have emergency phone numbers updated.

## **FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:



1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The Watertown School District official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Watertown School District decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the Watertown School District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the Watertown School District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.]
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901**

**Directory Information:**

Under FERPA, the Watertown School District may disclose directory information without consent, unless the parent or eligible student has requested the Watertown School District not disclose directory information about them. The parent or eligible student has fifteen calendar days from the date of the annual publication of FERPA to submit a written request to the student's building principal or superintendent regarding the non-disclosure of directory information.

"Directory information" means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to,

the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (e.g. undergraduate or graduate; full-time or part time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended.

FERPA requires that school districts use a reasonable method to identify and authenticate the identity of parents, students, school officials, and any other parties to whom they disclose personally identifiable information from education records. The Watertown School District method for verification of identity will include requiring photo identification for any individual who is not a current student in the Watertown School District, or is not a current member of the district staff who seeks educational records in person. Requests for records in writing will be made on the letterhead of the school or agency making the request.

**FIELD TRIPS**

When parents fill out the enrollment card at the beginning of the year they are asked to authorize student's attendance at field trips for the school year. Students will not be allowed to participate in any field trips if the permission form is not checked on the initial enrollment / emergency contact form. Parents will be notified by note from the teacher of any upcoming field trips. The note will explain the purpose, date, and time of event. Parents may be asked to chaperone classes on school-related field trips.

## **FIRE / TORNADO / LOCKDOWN SAFETY DRILLS**

Every precaution is taken to insure the safety of your child during normal school hours. Periodic fire, tornado, and lockdown drills are carried out to meet regulations and to make certain students learn proper safety procedures and adhere to all safety guidelines

## **FOOD, CANDY, GUM & DRINKS**

Food, candy, gum and drinks (pop, juice, etc.) are not to be brought to school by students for consumption during the school day unless authorized by the classroom teacher for special events or circumstances. *We encourage children who eat cold lunch to bring healthy and nutritious food.* Please refrain from sending pop or candy for lunch.

## **FREE / REDUCED MEALS**

Students approved for free and reduced lunches for the previous year will continue for ten days into the new school year. You must reapply each school year. The application is sent home at the beginning of the school year.

## **GETTING TO AND FROM SCHOOL (CAR, BIKE, WALKING, DROPPED OFF)**

\*BY CAR- students should realize that if they are driven to school, the driver should let them off by the school and the student(s) should cross at the crosswalk.

\*BY WALKING- children should be aware of the safest route to school, understanding they should never accept rides from strangers.

\*BY BIKE- the school cannot be held responsible for stolen or damaged bicycles.

Students may not ride their bikes once on school property. They need to walk the bike to the bike racks. Please discuss bike safety with your child.

## **G.A.T.E.**

The G.A.T.E. Program is for students with high academic abilities. A student may be referred for testing by a parent, teacher, or principal. To be eligible for the program, a student must score two or more years above grade level on an educational achievement test in reading or math and 127 or higher on an IQ test. Classroom enrichment and challenges or individual programs are available for students who qualify for the program

## **G.I.F.T.**

Teachers or parents can request that a student attend the after school program Get It Finished Today (G.I.F.T.). This program is designed for students in grades 3-4 not getting homework done.

The program is run by the Boys and Girls Club and is held in the school library Monday through Thursday from 3:30-4:30. It is not a program designed as an after school care center.

### **GRADING SCALE Grades 3-6**

A= 100-92%

B= 91-84

C= 83-76

D= 75-68

F= 67 and below

### **HEALTH**

Students should not be in school if they have a fever of *100 degrees or higher*. All communicable diseases should be reported to the school as soon as diagnosed.

There are times when a parent cannot be reached. The school requests an emergency phone number of a relative or friend who can be contacted in case the parent is not available. It is the parent's responsibility to keep this information current.

### **HIGHLY QUALIFIED TEACHERS**

The Every Student Succeeds Act of 2015 requires that all teachers are highly qualified for their teaching assignments. If you would like information regarding the professional qualifications of your student's teacher, please contact the building principal at 882-6360.

### **HOMEWORK**

Educators and parents share one common goal: ***To help each student in our school to be successful.***

Homework is one way families and schools can cooperate to improve students' learning. The amount of homework will vary at each grade level and with each teacher.

### **ILLNESS and INJURIES**

The school will make every effort to notify parents in cases of illness or serious injury at school. If parents cannot be contacted in an emergency, the school nurse will be contacted. If the emergency warrants the child will be taken to the office of the family physician named on the child's health card. Please keep this information up to date.

### **IMMUNIZATION**

All students entering school for the first time are required to have proof of immunization. Failure to do so will result in the student being excluded from school.

### **LOST AND FOUND**

All items that are found in school will be placed on the lost and found table. Unclaimed items will be given to a charitable organization at the end of the year.

### **LOST TEXTBOOKS/LIBRARY BOOKS**

Students who lose or damage textbooks or library books will be charged replacement or repair fees. Library privileges may be revoked until a book is returned or replaced.

### **LUNCH SCHEDULE**

Kindergarten	11:10 - 11:30
1st Grade	11:20 - 11:40
2nd Grade	11:50 - 12:10
3rd Grade	12:05 - 12:25
4th Grade	12:15 - 12:35

Please refrain from bringing fast food items into the lunchroom. We encourage parents and children to participate in the district lunch program.

### **LUNCHROOM BEHAVIOR**

The following rules apply in the lunchroom:

L- listen to lunch helpers

U- se your manners

N- oise level is low (use low level voice)

C- lean up after yourself

H- ands & feet to yourself

### **MAKE-UP WORK**

When a student has been absent from school, it is likely that there will be some work to be done at home or after school in order to complete the make-up work. Please understand teachers cannot duplicate all missed assignments (ex. lectures, field trips, experiments). It is asked that parents give teachers adequate time to prepare missed

schoolwork. *Requests for homework will be delivered to the office by 4:00 pm the day of request.* Advanced notice of a student's absence is greatly appreciated.

### **MEAL ACCOUNTS**

Lunch and/or breakfast money can be paid in the office. This will be applied to the student's account. A notice will be sent home when the account is down to one and two meals. A phone call from school personnel will also be made as a courtesy reminder. The regular lunch price for students and adults is determined each Fall. Breakfast prices are for students and adults are determined each Fall. The price of an additional milk is 30 cents.

### **MEDICATION**

Medication brought to school must be in its original, pharmacy labeled container. The parent needs to complete the "Parent Request for Assistance with Medication" form. In the event that permission is not received from the parent, medication will be given for one day only, upon telephone consent. All prescription medications must be brought to the Administrative Office of the school, placed in the custody of the principal, and stored in a locked location. It is the responsibility of the child to come to the office to take the medication. Trained school personnel shall supervise the child when taking medication.

### **NON-DISCRIMINATION / ACCESSIBILITY**

Watertown School District 14-4 provides equal opportunity in its employment regulations, educational, and activity programs. It is the policy of the District not to discriminate on the basis of sex, race, color, national origin, creed, religion, marital status, status in regard to public assistance, age or disability.

Persons with inquiries regarding implementation and compliance of Americans with Disabilities Act may contact Jen Heath, Special Services Coordinator, Watertown School District 14-4, P.O. Box 730, Watertown, SD 57201-0730, 605-882-6399, and persons with inquiries regarding implementation and compliance regarding Title IX or Section 504 may contact the Watertown School District Superintendent's Office, P.O. Box 730, Watertown, South Dakota 57201-0730, 605-882-6312. Additional inquiries may be directed to the Regional Director, U.S. Department of Education, Office for Civil Rights, 10220 North Executive Hills Boulevard, 8<sup>th</sup> Floor, Kansas City, MO 64153-1367, 816-880-4200.

### **PARENT-TEACHER CONFERENCES**

Parent-Teacher conferences are held during both the Fall and Winter each year. The school believes these conferences are beneficial because it provides the parents and teachers an opportunity to share information that will be of assistance in working with

the students. Parents or teachers may request additional conferences when necessary. 100% parent attendance is our goal in completing conferences.

### **PARTY TREATS / INVITES**

Parents often wish to send a treat to the class for their child's birthday. Please make arrangements with the classroom teacher. Several students have severe allergic reactions to eggs, nuts, and other ingredients.

All treats brought into the school must be pre-packaged.

Please avoid sending party invitations to school unless the entire class is invited. This is done to avoid hurt feelings that may occur.

### **PLAYGROUND BEHAVIOR AND EXPECTATIONS**

R - Respond: Respond to the signal and all teacher instructions.

E - Encourage: Use encouraging and kind words.

C - Cooperate: Cooperate with other students.

E - Equipment: Use all equipment properly.

S - Sportsmanship: Show good sportsmanship.

S - Safety: Play in a safe manner.

Students may not play on the playground after dismissal. Students are to go directly home after dismissal at 3:20 pm. They may return to the playground after 4:00 p.m.

### **PARENT INVOLVEMENT / PTO**

The Roosevelt PTO exists to promote the welfare of children. It sponsors worthwhile experiences for students, family activities, and gifts to our school. Parents are encouraged to join and participate in the activities. Monthly meetings begin on the third Tuesday of the month at 5:30 pm at Roosevelt Elementary.

#### **Roosevelt Elementary PTO 2019-2020**

President.....Renee Greenfield

Vice President.....Laura Greenfield

Secretary.....

Treasurer.....

### **PARENT VOLUNTEERS**

Parent volunteers are an important part of a child's educational experience. The evidence is now beyond dispute that, when schools work together with families to support learning, children tend to succeed not just in school, but in life. Research clearly indicates that parent involvement directly affects academic achievement and improves

student behavior. Roosevelt Elementary values parent involvement and would like anyone interested in helping, to call their child's teacher or the office at 882-6360.

### **PERMISSION TO GO HOME WITH ANOTHER STUDENT**

Children who wish to go from school to another student's home must bring a note giving permission from parents of both children. Please notify the office in advance with your written permission if arrangements of this nature are necessary. *Please remind your child that they will not be allowed to call home at the last minute to make after-school arrangements to visit a friend.*

### **PETS AT SCHOOL**

Pets are not allowed at school without teacher permission in special circumstances. Please keep animals out of the building and off of school property during school hours. This is due to safety and health concerns.

### **POP TABS**

Roosevelt Elementary School collects tabs from pop cans. These are given to the Ronald McDonald House, which provides temporary housing for parents with children in the hospital.

### **RECESS**

The schools operate on the assumption that if students are well enough to be in school, they are well enough to participate in recess. School personnel will use their judgment with regard to taking students outside for recess during the winter months. If rainy conditions begin while students are outside, playground supervisors are responsible for signaling students to come into the building. Parents are requested to be aware of weather conditions and to dress children accordingly. Students will be allowed to stay in from recess up to two days with a note and parent signature. A doctor's note may be required if a request is made for more than three days.

<b><u>Recess Times:</u></b>	
Kindergarten	10:50-11:05
1st Grade	11:05 - 11:15
2nd Grade	11:35 - 11:50
3rd Grade	11:50 - 12:05



4th Grade	12:00 - 12:15
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## **REPORT CARDS**

Report cards are sent home to parents/guardians of students in grades JK – 4<sup>th</sup> at the end of each nine-week period. Please review the school calendar to see when each quarter ends.

## **RELEASE OF STUDENTS**

Definite procedures are followed to assure the safety of children who are released during the day.

Written parental permission should be sent to the teacher stating the requested time of release. PLEASE NOTE THE FOLLOWING: IF ANY PERSON OTHER THAN THE PARENT OR GUARDIAN IS TO PICK UP THE CHILD, THE SCHOOL MUST HAVE A STATEMENT SPECIFYING THE NAME OF THE PERSON ON RECORD AT THE SCHOOL.

*If a student needs to be dismissed early for medical, emergency, or whatever reasons, the parent or guardian must come to the office to sign out the child. All children must be signed out in the office.* Children will remain with the teacher until notified.

## **SECOND STEP**

Second Step is a guidance service provided for all students. Counselors provide classroom instruction and individual or group counseling. The counselors also offer services to parents and teachers.

## **SCHOOL HOURS**

Student supervision at Roosevelt begins at 7:30 am. Students must enter the building at the northeast playground doors if delivered to school before 8:05 am. Students are dismissed at 3:20 pm. Teacher hours are from 8:00 am until 4:00 pm. Roosevelt office personnel are available from 7:45 am to 4:00 pm daily.

## **SCHOOL WEATHER CLOSINGS**

If it is necessary to close school due to inclement weather, an announcement will be made on radio stations KWAT, KSDR, and KXIG. An announcement will also be made on the local television stations as well as posted on the District Website. The Watertown App will be used to contact parents.

## **SEXUAL HARASSMENT**

Sexual harassment is a form of discrimination and compromises the attainment of educational and work excellence. The Watertown School District 14-4 strictly prohibits sexual harassment of the same or opposite sex. Harassment may be cause for disciplinary action up to and including expulsion of the student.

This policy applies to employees and students attending any event on district property, and at any event or location when the behavior involves district employee(s) and/or students.

## **SCHOOL SPIRIT**

It is important for students to take pride in their school. School spirit doesn't just happen; it takes special effort from all of us. The result is a sense of loyalty and an atmosphere of caring. Parents can play a major role in making positive school spirit a reality!

Parents can positively reinforce what is happening at school. Students notice when their parents attend school events. Cooperation in supporting rules and regulations pertaining to the school or events sponsored by the school is also important. Talk with your children about school and keep the lines of communication flowing.

School spirit adds to a positive and supportive school climate. It will help to make all students feel a sense of family when they walk through the doors.

## **STUDENTS LEFT AT SCHOOL AFTER DISMISSAL**

School is dismissed at 3:20 pm. ***Students who have not been picked up by 3:30 will be brought to the office and must be signed out there.***

## **STUDENT VISITORS**

Students from other schools or friends of Roosevelt students **may not** come to school for any part of the day. This can often serve as a distraction in the classroom. However, they are welcome for special programs or events.

## **STUDENT RECORDS**

According to the Family Rights and Privacy Act of 1974, the parent/guardian or student age 18 or over is permitted to inspect and review educational records relating to the student. Parents have the right to:

1. Review and inspect records
2. A listing of types and location of records

3. Request an explanation of or amendment to the records and a hearing regarding all records affecting your child should there be a disagreement as to any part of the content of such file.

## **TELEPHONE CALLS AND MESSAGES**

Teachers and students **will not** be called from class to answer the telephone except in case of emergency. A telephone message will be delivered to the classroom.

## **TITLE I**

In accordance with Title I Part A, Section 1111 (h)(6), this is to notify you that, as a parent of a student attending a Title I school, you may request information regarding the professional qualifications of your child's classroom teachers. The Watertown School District will provide a response to the parent's request in a timely manner. The information provided to parents will include the following:

- Whether any teacher has met state qualification and licensing criteria for the grade level and subject areas in which the teacher provides instruction
- Whether any teacher is teaching under an "Authority to Act" status,
- The baccalaureate degree or major of the degree held by the teacher, and the field of discipline of the certification or degree,
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Parents may also request information on the level of achievement of their child in each of the state academic assessments. The Watertown School District will give parents timely notice that their child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified. Any parent wishing to obtain information regarding the qualifications of their child's teacher may direct inquiries to the building principal. All inquiries regarding achievement information on your child can also be obtained by contacting your child's building principal.

## **TITLE I COMPLAINT POLICY**

Citizen Concerns About Federal Program A parent, student, employee, or District stakeholder who has a complaint regarding the use of federal funds and is unable to solve the issue, may address the complaint in writing to the District's superintendent. Disputes addressing the enrollment, transportation (including inter-district disputes), and other barriers to the education of children and youth experiencing homelessness are also addressed under this procedure. Parents, guardians, and unaccompanied youth may initiate the dispute resolution process directly at the school they choose, as well as

at the District or District's homeless liaison's office. Students should be provided with all services for which they are eligible while disputes resolved.

- The superintendent will investigate, within one week, the circumstances of the complaint and render a decision within two weeks after receipt of the complaint.
- The superintendent will notify the complainant of the decision in writing.
  - The complainant will either accept or disagree with the decision and will provide such acknowledgement in writing, addressed to the District's superintendent.
  - If the issue is not resolved with the superintendent, the complaint will be forwarded to the District's School Board for further review. The parent, guardian, or unaccompanied youth shall be provided with a written explanation of the District's decision including the rights of the parent, guardian, or youth to appeal the decision.
  - Unresolved complaints may be forwarded by the stakeholder to the South Dakota Department of Education for review. (Consult SD Department of Education Complaint Procedure).

## **UNNECESSARY ITEMS**

**Electronic Equipment** - Students are not allowed to have electrical equipment such as iPods, hand held games, headsets, or other electronic devices in school or on the playground. These items should be left at home.

**Cell Phones** - We discourage bringing cell phones to school. If a student must bring a cell phone it must be kept in their backpack and turned off during school hours. The school will not be responsible for lost or stolen phones. Phones found to be in use will be held in the office until picked up by an adult.

**Personal Belongings** - Toys, stuffed animals, Webkinz, Pokémon, and other trading cards should be left at home. The school is not responsible if any personal belongings are lost, stolen, or damaged. The only time these items should be present at school would be for special occasions noted by the child's teacher.

## **VISITORS IN THE BUILDING**

Visitors will sign in. Visitor badges are to be worn by all visitors in the building. As visitors leave the building, they must stop by the office and sign out. These are safety procedures required by Watertown School District policy.