

ROOSEVELT ELEMENTARY SCHOOL



PARENT & STUDENT HANDBOOK

RYAN WEST - Principal

OFFICE 248-865-6620

SAFE LINE 248-865-6622

FAX 248-865-6621

2065 CASS LAKE ROAD

KEEGO HARBOR, MI 48320

<http://www.wbsd.org/Roosevelt/>

Contents

[INTRODUCTION](#)
[ARRIVAL PROCEDURES](#)
[ASSEMBLY EXPECTATION](#)
[ATTENDANCE](#)
[BIRTHDAY AND OTHER PARTY INVITATIONS](#)
[BREAKFAST](#)
[BULLYING, CYBERBULLYING, HARASSMENT, AND THREATS](#)
[BUS STUDENTS](#)
[BUS STUDENTS – GUEST RIDERS](#)
[CELL PHONES](#)
[CHANGE OF ADDRESS/TELEPHONE](#)
[CHECK IN POLICY](#)
[CLASSROOM PLACEMENT](#)
[COMMUNITY EDUCATION](#)
[CONTACTING TEACHERS](#)
[CONTACTING STUDENTS DURING THE DAY](#)
[DAILY EXPECTATIONS](#)
[DRESS CODE](#)
[DRESS CODE REMINDERS for ROOSEVELT](#)
[DISMISSAL PROCEDURES FOR STUDENTS](#)
[EARLY DISMISSAL](#)
[EARLY PICK UP](#)
[EMERGENCY CARDS](#)
[EMERGENCY DRILLS](#)
[EMERGENCY PROCEDURES](#)
[ENROLLMENT REQUIREMENTS](#)
[FIELD TRIP GUIDELINES](#)
[HEAD LICE](#)
[HEALTH & COMMUNICABLE DISEASES/IMMUNIZATIONS](#)
[HEALTH CONCERNS](#)
[HEALTHY SNACKS](#)
[HEARING AND VISION SCREENING](#)
[HOMEWORK](#)
[HOMEWORK FOR ABSENTEES](#)
[INCLEMENT WEATHER](#)
[KIDS KLUB](#)
[LABELING ALL POSSESSIONS](#)
[LOST AND FOUND](#)
[LUNCH](#)
[LUNCHROOM EXPECTATION](#)
[MEDICATION POLICY](#)
[NONDISCRIMINATION POLICY](#)
[OUR CHILDREN’S FUND](#)
[PARENT COMMUNICATION NETWORK/PCN](#)
[PARENT CONCERNS](#)
[PARENT/TEACHER CONFERENCE](#)
[PARENT TEACHER ORGANIZATION/PTO](#)

[PARENT VOLUNTEERS](#)
[PEANUT/TREE NUT FREE SCHOOL](#)
[PEANUTS/TREE NUTS IN THE LUNCHROOM](#)
[PHYSICAL EDUCATION](#)
[PLAYGROUND EXPECTATIONS](#)
[POWERSCHOOL](#)
[PROGRESS REPORTS/REPORT CARDS](#)
[PUBLIC RELEASE](#)
[RECESS](#)
[ROOSEVELT ELEMENTARY SCHOOL PARK AND GRAB MAP](#)
[ROOSEVELT ELEMENTARY SCHOOL PICK UP/DROP OFF MAP](#)
[SAFETY PATROL](#)
[SCHOOL HOURS 9:07AM-4:07PM](#)
[SCHOOL SUPPLIES](#)
[STUDENT CODE OF CONDUCT](#)
[STUDENT ILLNESS/ACCIDENT AT SCHOOL](#)
[STUDENT RECORD INFORMATION](#)
[SUPPORTIVE SERVICES](#)
[TELEPHONE USE](#)
[TOYS AND VALUABLES](#)
[TRANSPORTATION CHANGES](#)
[VISITORS](#)
[THE WEST BLOOMFIELD SCHOOL DISTRICT MISSION STATEMENT](#)

A PARENT & STUDENT GUIDE TO ROOSEVELT ELEMENTARY SCHOOL

ARRIVAL PROCEDURES FOR STUDENTS

Drop off begins at 8:55AM. There is no adult supervision before this time. All students report to the lockers outside of their teachers classroom. Staff members monitor students and maintain a quiet environment for students. All students wait for the 9:07 bell at which time they may enter their classroom. Parent sign-in and student late passes are required for any student(s) that arrives to Roosevelt after 9:12AM.

Car Riders (8:55-9:07 AM)

- Please turn onto Schroder Blvd and drive around to the entrance of Roosevelt off of Beland.
- Have your child/children kissed and ready to exit the vehicle when you reach the unloading zone. Please stay in your car. Only children should exit the building.
- **Please pull your car all the way forward** and come to a complete stop.
- The second bell (tardy) rings at 9:12 AM and all doors will be locked. If you arrive after this time, you must park your car and sign your child/children into school at the main office.
- Please be considerate to the Roosevelt staff that facilitates the carline process. Their role is to ensure student safety and to keep the carline process efficient.

Walkers

- Students will enter through the front doors or Kindergarten doors.
- Parent are encouraged to say their goodbyes outside the school building and allow students to walk by themselves to their classroom.

Bus Riders

- Students will unload at the front doors and enter the building.

ASSEMBLY EXPECTATION

Special programs of a cultural, informational, and enjoyable nature will be presented to students during the school year. Good school spirit and pride should be shown at such times by treating those presenting an assembly with respect and courtesy. Students will be attentive and show the Roosevelt 5 at all times. Students should sit on the floor, not kneel. Students should maintain a quiet presence while waiting for other classes to enter the Multi-Purpose Room/gym.

ATTENDANCE

Attendance and lunch count is taken in the morning at the start of school. Please call the Roosevelt School Safeline at 248-865-6622 by 9:30AM if you know that your child will be late or absent from school. Safeline is an absence reporting system that is available 24 hours a day. Please give your child's name, teacher, grade and reason for absence. Calls made by students will not be accepted. Please do not leave other messages on this line. We ask that every child is illness free for 24 hours before returning to school.

If you have not called our Safeline by 9:30AM you will be automatically notified via phone/email that your student is absent from school. If you receive an automated call, please contact our Safeline immediately at 248-865-6622 to let us know that your student is safe and accounted for. By automating this process, we are

able to contact more phone numbers/email addresses simultaneously to ensure student safety.

Regular and punctual attendance is essential. Your child is expected to be in their classroom by 9:15AM. Children are marked tardy if they are not in their classroom by 9:15AM. Excessive absenteeism and tardiness interferes with the child's instruction and progress. Being on time is an important responsibility for children and adults alike. Please be a good role model for your children and make sure they get to school on time by 9:07AM. Coming to school late starts your child's whole day off wrong, as they miss the initial instructions from the teacher.

BIRTHDAY CLASS CELEBRATIONS AND PARTY INVITATIONS

Students love celebrating their birthdays with classmates. Teachers will have a monthly Birthday Breakfast in their classroom to celebrate all birthdays. Look for a note that will be sent home with your child the month of their birthday. Please be aware that there may be other restrictions due to allergies. Please check with your child's classroom teacher to confirm any allergies. No balloons, noisemakers, or party items will be allowed. Please do not consider this your child's party and understand that invitations for such events should not be delivered through school, unless the entire class is included.

Your child's teacher may have a birthday alternative celebration, like having students bring in a birthday book, pass out birthday pencils, or a class created birthday book.

Birthday and other parties held during the year are an exciting event for the child hosting the party and those who are invited. It can be a very disappointing time for a child who has not been invited to the same party. Out of respect and consideration for the feelings of all students at Roosevelt, please do not distribute invitations to birthday parties or any other personal parties at school, before, during, or after school. Please use the Roosevelt school directory to access the addresses of Roosevelt families and send the invitations to students' homes. We appreciate your consideration of others and appreciate the modeling of respectful behavior. Party invitations may be passed out in class only if everyone in the classroom has been invited to the event.

BREAKFAST

Children need healthy meals to learn. Studies have shown that the most important meal of the day is your child's breakfast. It is important that your student start his/her day off right and West Bloomfield School District offers a healthy breakfast every morning for \$1.25.

Breakfast is served every day at Roosevelt. Please make sure that your child arrives to school on time to receive this free breakfast. No student will be allowed to bring in fast food or carbonated/caffeinated beverages for breakfast.

BULLYING, CYBERBULLYING, HARASSMENT, AND THREATS

The West Bloomfield Board of Education recognizes that harassment, bullying, cyberbullying, and threats are all inappropriate conduct detrimental to the learning process and establishment of a safe school environment. The West Bloomfield Board of Education therefore prohibits harassment, bullying, cyberbullying, and threats that may occur at school: anywhere else on or immediately adjacent to school premises, on a school bus or other school-related vehicle, at an official school bus stop, on a pupil's way to or from school, or at a

school-sponsored activity or event whether or not it is held on school premises. In addition, the board prohibits cyberbullying that may occur during or after the school day which is likely to cause a material and substantial disruption of school activities. Cyberbullying that occurs outside of the school day may be referred to the local police department or other appropriate authority. Consequences can range anywhere from an administrative conference with the student and parents to a 10 day out of school suspension.

BUS STUDENTS

Students riding the school bus are **encouraged** at all times to be courteous to the driver and to be prompt arriving at their bus stop. Students are expected to ride their designated buses only. Inappropriate behavior on the bus will result in removal from the bus.

BUS STUDENTS – GUEST RIDERS

Unless the Transportation Department has communicated that a bus is at its maximum capacity, students are allowed to go to a friend's house after school as a guest rider. Written permission must be obtained in advance from the parent of the guest rider and presented to the front office the morning before a student will be allowed to ride a bus they normally don't take home, or to get off at a different stop with a friend. The notes received are signed and recorded in the front office every morning. The notes are returned to the student and presented to the bus driver at the end of the day. Students will not be allowed to make phone calls home during the day to make these arrangements. All bus questions should be directed to WB Transportation Office at 248-865-3680.

CELL PHONES

Students are not allowed to use cell phones during school hours. If a student brings a phone to school, it must be turned off, safely secured, and out of sight of staff members and other students. If cell phones are visible or if students use them during school hours, staff members will take the phones to the front office for parents to pick up. Phones will not be returned to the student. Students are responsible for the security of their own cell phone. Please keep in mind that student lockers do not have locks, therefore may be considered unsafe for a cell phone.

CHANGE OF ADDRESS/TELEPHONE

It is very important that the front office has a current phone number for your student. If your address or telephone number should ever change during the school year, please notify the front office immediately. Home to school contact during an emergency is imperative.

CHECK IN POLICY

For security reasons, all parents, visitors, and guests are required to check in at the front office upon entering the building during regular school day hours. You will need to press the buzzer outside the outer lobby before entering the building. All visitors are monitored on a video screen. All visitors must sign in at the front office and get a visitor badge. Please wear this badge the entire time you are in the building. If you are not wearing a badge you will be escorted to the front office to check in and get one. This procedure allows us to better monitor everyone who is in our building. We are all very interested in a very basic issue, student safety. The provision of a safe environment in which your students can learn is, and will be our first priority. To help meet this goal, all doors will be locked after the school day has begun.

If you are coming to pick up your child before the end of the school day, you will need to come into the front office and sign your child out of school. Your child will then be called to the front office to meet you. Please let the teacher know ahead of time whenever your child will be missing class time. This will alert the school of the absence and allow the teacher the opportunity to send school work home with your child ahead of time. If your child will be returning to school, he or she needs to come into the front office with a parent to be checked in prior to returning to the classroom.

CLASSROOM PLACEMENT

Requests for a specific teacher for your child cannot be accepted. Our primary responsibility is to develop classes which reflect a balanced distribution of student learning styles and abilities. Teachers and administrators work together to develop classes for the upcoming school year. They do their best to match students and teachers so that individual needs of each student are considered in the overall composition of each classroom.

COMMUNITY EDUCATION

Roosevelt Elementary School has many wonderful opportunities to have your child involved in before and after school. Ms. Sally Unrath in our Community Education Department coordinates these activities. We find that students who participate in extracurricular activity do better in school and enjoy school more. We encourage all students to get involved in before and after school activities. Please call 248-865-6462 for further information.

CONTACTING TEACHERS

Please feel free to contact Roosevelt teachers regarding your children. During school hours, a teacher's responsibility is toward his/her entire class. Impromptu meetings with the teachers in the classroom may be disruptive to the educational setting and take time away from students. Teachers often indicate a preferred method of communication; email, phone calls, notes, etc. Because teachers work with children during the "business day," we ask for your patience while awaiting a response. If you need to speak to a teacher, please schedule an appointment. By scheduling an appointment, teachers can give you their undivided attention.

CONTACTING STUDENTS DURING THE DAY

Please call the front office if you need to reach your child during the school day. If you have an item that needs to be dropped off for a student (homework, lunch, etc.) please bring it to the front office.

DAILY EXPECTATIONS

- Display the Roosevelt 5 (respect, responsibility, courage, safety, and honesty).
- Students will walk body behind body and use "inside voices" in the building.
- Treat all property with care. Keep hands to yourself and off others and their belongings.
- Fighting, name calling, profanity/inappropriate slang is not allowed.
- Gum chewing is not permitted.
- Students may not enter the school building before 8:55AM. Exceptions to this rule include inclement weather, teacher helpers, scheduled meetings, or being accompanied by a parent or guardian.

DRESS CODE

Students should wear clothing and shoes appropriate for the activities in which they are involved. Gym shoes must be worn during the students' Physical Education class. Shoes that are a safety risk are not to be worn, i.e. platform shoes, sandals, roller blades. ALL STUDENTS SHOULD KEEP AN EXTRA SET OF CLOTHING (INCLUDING SHOES) IN THEIR LOCKERS. Students are not permitted to wear clothing with inappropriate pictures or phrases. Students must wear shirts that are at least 2 finger lengths wide. In addition, all students must wear shorts and/or dresses that can be no shorter than the tips of your fingers when you put your hands to your side. Hats and other headgear that obscures students' faces or vision i.e. hoods and unsuitable novelty items, will not be allowed in school unless there is a special Spirit day for such an occasion. Purses can be brought to school, but must remain in the student's locker. Any items that are a disruption and removed from the student can be picked up from the child's teacher

Please label your child's belongings; hats, coats, boots, lunch boxes, backpacks, glasses, etc. Students should dress for the weather, as we go outside daily throughout the school year. Inappropriate clothing will require a change that will be provided by the parents. Parent cooperation in this matter is greatly appreciated.

DRESS CODE REMINDERS for ROOSEVELT

- NO hats worn in school (baseball caps/winter hats/sweatshirt hoods)
- NO inappropriate language or visuals on clothing
- NO midriff tops (stomach exposed)
- NO spaghetti straps or tube tops without a cover-up
- NO tank tops with straps narrower than 2 finger widths
- Shorts and skirts should be no shorter than the end of the student's finger tips
- Wear safe footwear no opened-toed shoes; no flip-flops, sandals, or rollers, etc.

If your student arrives at school with any of the above, they will be asked to call home for more appropriate attire. The emphasis on school should be learning, not style!

DISMISSAL PROCEDURES FOR STUDENTS

In order to ensure safety of all students, parents should fill out the dismissal form at the beginning of the school year. If any changes are made, please notify the office and your child's teacher. **We realize there are occasions when plans may change. If end of the day plans change during the school day, please contact the office or your child's teachers before 2:30PM.**

Car Riders

Our Roosevelt carline procedure is in place to ensure the safety of our students, to improve traffic flow, and to decrease driver frustrations. Every student at Roosevelt that uses carline for dismissal (excluding all students that have been assigned a bus number) will be using the following carline procedure:

- Every student at Roosevelt that uses carline for dismissal will be assigned a student/family number (i.e. 1, 2, 3, and 4). A Carline Number Request Form must be completed for number assignment.

- Every student/family that is assigned a number will receive 2 laminated number signs to use in their vehicle(s) for pick-up. You will only need 1 sign per vehicle. Students will also receive a smaller version of the same number that will be attached to their backpack/school bag.
- Please place the laminated number sign on your passenger side dashboard with the number facing outward, making it easy for the Roosevelt Paraprofessional to read.
- **THERE IS NO DROP OFF OR PICK UP IN FRONT OF THE PLAYGROUND. IF YOU USE THAT PARKING LOT, YOU MUST EXIT YOUR VEHICLE AND ESCORT STUDENTS ACROSS THE PARKING LOT.**
- As you arrive, please form a lane of traffic around the building, ONLY turning right into the car line
- Please pull your vehicle all the way to the end of the sidewalk before stopping your car. If there is traffic, continue moving forward as students are picked up.
- Do not exit your vehicle to load your child/children as these are moving loading zones only.
- The Roosevelt Paraprofessional staff will read the number from your dashboard and call the appropriate student(s) to the car for dismissal.
- Please be considerate to the Roosevelt staff that facilitates the carline process. Their role is to ensure student safety and to keep the carline process efficient.
- If you have a student that typically rides the bus, but will be picked up in carline, please send a written note to the teacher ***each day of carline pick-up***. The note will be given to the teacher, sent to the front office, and then given to the student to use for carline pick-up. Student(s) who consistently take the bus home on a daily basis will **not** be assigned a number; therefore, the driver will **not** have a number sign in their car.

Any vehicle that does not have a number on their dashboard AND does not have a written note held by the student will be asked to park and sign their student out in the front office. Students will not be released to any vehicle that does not have a number/student note. **Please understand we are all working together to make this process as efficient as possible. Student safety is our number one concern and the Roosevelt staff appreciates parent cooperation in this process to help support keeping all students safe in parking lots with moving vehicles.**

Park and Grab

- Walk around to the back doors of Roosevelt.
- Parents will be allowed into the building at 4:07PM to pick up their child(ren).
- Students will be lined up against the wall.
- Please exit the building through the Kindergarten doors.

Walkers

- Students are dismissed at 4:00PM and will exit through the Kindergarten doors.
- **For safety reasons, students will only be allowed to cross the street in front of the school where an adult crossing guard is present.**
- **Students will not be allowed to cross Beland Ave. or Schroeder Blvd. without out an adult to escort them across the street.**

Parent Walk-Ups

- You may park in the Roosevelt parking lot.

- You should wait for your child outside the Kindergarten doors in the front of our school and wait for parents to walk up and pick them up near the Kindergarten door exit.
- **For safety reasons, students will not be allowed to walk into the parking lot and get into parked cars. All will be kept a safe distance from the parking lot until a parent is available to walk-up and get them.**

Dismissal Times

- Walkers: 3:55
- Cars: 4:00
- Busses: 4:00
- Park and Grab: 4:05
- All other students: 4:07 (including car pick up)

EARLY DISMISSAL

On early dismissal days, school will end at 12:17PM. During this time block, staff will be involved in Professional Development meetings. Afternoon child care is available for these late starts, it is provided by Kids Klub. However, parents must pre-register their students first at the Community Education Office and a fee will be charged.

EARLY PICK UP

When a child is to be excused early from school, parents should go to the front office, not the child's classroom. The front office will call the student down while the parent or his/her designee is signing the child out. Advance notice is appreciated.

Under no circumstances is the child to leave on his/her own. Children under the age of 16 are not allowed to sign students out. No child will be released to a parent or adult at the classroom door. You will not be allowed to stand in the hall outside your child's classroom door to wait for dismissal. Authorized pick ups will meet him/her in the front office or lobby.

If a parent is restricted from having contact with his/her child, the school must have court documentation that specifically eliminates contact with that child. If a parent has visitation rights, that parent is allowed to have full access to his/her child at school and participate in all school related functions.

In the event of excessive early dismissals, parents must provide advance notice of future instances .

EMERGENCY CARDS

At the beginning of each school year, parents are asked to complete Emergency Cards which give information about how to contact a parent in case of an emergency, as well as designated people who can be called in the event that a parent cannot be reached. Parents should be sure that the designated people are willing to pick up the child at school if it is necessary. Parents are also responsible for updating information on the Emergency Card if any of the information should change. Only those individuals listed on the Emergency Card are authorized to pick up a child from school. The appropriate legal documentation regarding people

prohibited from having contact with your child must be kept on file in the front office. There is NO exceptions to this policy. This card is also used to update your current contact information electronically in PowerSchool.

EMERGENCY DRILLS

Please note that Emergency Fire Drills, Emergency Tornado Drills, and Emergency Lock Down Drills are held regularly at our elementary school. The safety of our students is paramount and we are continually reviewing and revising our plans to keep our students out of harm's way. We consistently strive to make Roosevelt Elementary School a safe place for students and staff. As in the past, we will hold fire and tornado drills to familiarize our students with the procedures. These drills are required by law. In addition to these drills, we will also be practicing lockdown drills. While we certainly hope that we will never have a real fire, experience a tornado, or have an intruder in our building, we need to be prepared in case of any such emergency. All drills will be discussed with students at each grade level. This will be done in such a manner that it will not frighten the younger students, yet will allow us to be prepared should the necessity to employ a safety procedure ever arise. All of our exit doors are locked by 9:15AM each day. After that time you will need to use the door buzzer located by the front door. Our secretaries will make visual check on the video monitor, ask who you are, and then buzz you in the door.

EMERGENCY PROCEDURES

In the event school must close early due to unexpected causes such as a sudden change in weather conditions, mechanical failure, etc., we will attempt to notify you by Power Announcer. Power Announcer is the district's automated notification system that will call you, email you, or text you. Please **do not** telephone the school as we need to keep phone lines clear. You can also go to the District Web Site at <http://www.wbsd.org>, or to the Roosevelt School Website at <https://www.wbsd.org/Roosevelt>.

It is imperative that you instruct your child as to what he/she should do and where he/she should go in case no one is at home when they arrive. Arrange with a neighbor or a friend for a place for your child to stay. This is an individual family responsibility and should be discussed with your child.

Rest assured that if a parent or emergency designee is not reached, students will be kept at school until a parent/designee checks out the child.

ENROLLMENT REQUIREMENTS

Parents of **new enrollees** will need to provide the following information:

1. Health immunization records
2. Enrollment information-name, address, phone number, birth date, etc.
3. Verification of residency
4. Birth certificate
5. A medical emergency number(s) which indicates someone other than the parent who can be contracted in the event of illness or medical emergency. The necessary forms are available in the front office.

Parents of **returning** students will need to:

1. Update the medical emergency number/s, if necessary.
2. Provide current work phone numbers of both father and/or mother. Also, it would be helpful for

parents to alert the school as to any change in family circumstances which might affect the safety or well-being of the children.

FIELD TRIP GUIDELINES

The following are a list of rules for all students on school trips.

- All school field trips are considered an extension of the school and as such, students on these trips will be expected to follow the school rules. NO: fighting, bad language, rough housing, etc.
- Field trip permission slips must be received by the defined field trip due date in order for the student to participate.
- If a family member chaperones, they must also fill and complete all chaperone documents by the defined field trip due date.
- If a chaperone is unable to attend, a 24 hour notice must be provided in order to find a replacement.
- A student's legal guardian is the only person permitted to take a student home from a field trip if they are not returning by school transportation.

HEAD LICE

Infrequently, students are found with head lice at school. When this happens, a child needs to be treated for head lice. A letter is sent home to parents notifying them that a case of head lice was reported in their child's classroom. Regular screenings at home is an effective way to eliminate head lice from the school setting. Families should be checking their children on a regular basis.

More information is available in the State of Michigan Head Lice Manual:

http://michigan.gov/documents/Final_Michigan_Head_Lice_Manual_103750_7.pdf

HEALTH & COMMUNICABLE DISEASES/IMMUNIZATIONS

Prevention and control of communicable diseases require knowledge and action by school personnel and parents working together. Diseases such as diphtheria, whooping cough, tetanus, polio, measles (rubella), German measles (rubella), Chicken Pox, and mumps are almost entirely preventable because of readily available and effective vaccines. Children are required to be up-to-date on their immunizations to attend school. The front office will inform parents whose children are missing the immunizations required by the State of Michigan, Oakland County Code, or for whom no record is found in their school file. The West Bloomfield School District does require exclusion from school until children show proof of immunization.

Preventing the spread of other communicable diseases such as colds, impetigo, ringworm, head lice, etc., depends on good health habits and personal hygiene. Covering coughs and sneezes, refraining from sharing personal belongings such as combs, brushes and headwear, and hand washing are habits to encourage daily with your child.

The school is required to report communicable diseases in the school population to the health department weekly. This means that parents must report these diseases, such as chicken pox, strep throat, scarlet fever, ringworm, lice, scabies, influenza, pneumonia, pink eye, impetigo, infectious mononucleosis, and pinworms to the school promptly. The principal is obliged to exclude before admitting children with communicable diseases according to specific guidelines established by the health department. Please call the school for directions on

when your child may return.

The following are symptoms suggesting communicable diseases. Children with these symptoms should be kept at home. Should any of these symptoms be noted while children are in school, parents will be contacted immediately. Parents are urged to have their child seen by a physician and child must be excluded from school until fully recovered. This includes a period of 24 hours free from fever before returning to school. Symptoms common to communicable diseases include:

- Red, or runny eyes. Sneezing, or thick colored discharge coming from the nose. Cough, particularly if persistent or productive.
- Sores and crusts on scalp, face, or body, particularly if red and swollen, or draining.
- Any skin eruptions or rash. Children with rashes must be kept home until a diagnosis by a health physician is made. Undiagnosed rashes pose a health threat to other students and adults.
- A sore throat.
- Swelling and tenderness of the glands, particularly the face and neck.
- Fever, suggested by a flushed hot face.
- Nausea and vomiting. Children should be “vomit free” for 24 hours prior to returning to school.
- Pain and stiffness of the neck and headache.
- Diarrhea and persistent abdominal pain.

HEALTH CONCERNS

Parent and doctor information should be on file regarding any student health concerns. Examples include: allergies, asthma, seizures, diabetes, skin conditions, physical difficulties, hearing loss, vision loss, etc. It is extremely important for the front office and teachers to be aware of possible medical concerns.

HEALTHY SNACKS

Throughout the school year, there may be events or occasions where snacks are provided or brought in for students. Your help in keeping our Roosevelt students healthy is appreciated. Children do need healthy snacks during the day. When deciding on snacks, please consider both content and portion size. Snacks should be single portion easily consumed. Fruits and vegetables are simple and healthy, and therefore strongly encouraged. Please keep in mind when preparing or purchasing your students snacks that all snacks need to be **peanut/tree nut free**. Individual classrooms will have specific procedures on how and when snacks should be eaten. Thank you for your support in this area!

HEARING AND VISION SCREENING

The Oakland County Health Department provides an annual hearing screening for students in grade 2 and 4, and an annual vision screening for students in grades 3 and 5.

HOMEWORK

Homework planners are used for all students beginning in second grade. These planners are an effective way for communication to occur between school and home. It is our expectation that these planners will be signed on a daily basis by parents.

HOMEWORK FOR ABSENTEES

Please do not request homework for a child who is out ill for one day. It is better to let the child concentrate

on getting well. Your child will be able to make up the work when he/she returns to school. If the absence is going to be extended, we ask that you email the teacher before 9AM, the start of the school day, in order to have enough time to put the homework assignments together. If there is any homework, it will be available in the office at the end of the school day for pick up.

If you are planning an extended vacation during school time, assignments will be issued in advance when possible. Please allow your child's teacher at least one week advance notice in order to put the assignments together. Your child's teacher can also provide you with a list of meaningful activities that you can do with your child while you're on vacation, if no advance homework is available.

INCLEMENT WEATHER

In the event of inclement weather or other emergency situations which would result in the closing or delayed opening of school, parents should listen to all major radio and television stations for announcements. Families will receive a call from the West Bloomfield Schools automated response system. You may also check our West Bloomfield School District Website 24 hours a day for updates at <http://www.wbsd.org>.

INTRODUCTION

The information included in this handbook is being provided to the parents of Roosevelt Elementary School to help familiarize themselves with the various aspects of school expectations and requirements. Please take the time to read all the information carefully.

KIDS KLUB

Kids Klub is a before and after school child care program that is offered at Roosevelt School through the West Bloomfield Community Education Department. For more information and pricing, please contact that office at 248-865-6468. If you plan on using Kids Klub, your child must be registered at the Community Education Office.

LABELING ALL POSSESSIONS

Each year many items of clothing are left at school and cannot be returned because there are no owners' names on the items. Please protect the investment you make in your children's clothing by labeling each item clearly with a laundry marker. Parents are encouraged to label all of their child's school supplies. It is especially important to label your child's outerwear, gloves, boots, and water bottles.

LOST AND FOUND

The lost and found is located in the Kindergarten hallway next to the gym. Students and parents are encouraged to periodically check the racks to see if any of the items might belong to them. Items that remain at the end of each semester will be donated to a local charity organization.

LUNCH

Lunch is available to students at a nominal fee of \$2.60. Elementary school lunch includes the main entrée, grain, fruit, vegetable and milk. Milk may be purchased separately for 50¢. A monthly menu is available on the West Bloomfield School District website. Lunches are paid for daily, unless you opt to use the debit system. The Debit System is a convenient way for parents to prepay for their child's meal. Each Student in the district automatically has a debit account, which is activated when a deposit is made. Students can either pay by cash

or check made out to West Bloomfield Nutrition Department. Please include your child's full name on the envelope with the words "lunch money" along with your payment. A \$30.00 fee will be assessed for non-sufficient fund checks. For your convenience, parents can check account balances and make credit/debit card payments through <https://www.myschoolbucks.com/login/getmain.do?action=home>. Once online, log in or register under West Bloomfield Schools. You can search for your child by name, student number or birth date. There is a 3 day processing time for all credit card deposits. When students have exhausted the funds in their account, they may charge up to 3 lunches. If a student comes to lunch with no lunch or money and has a negative \$6.75 balance on their account, a replacement lunch of a cheese sandwich, fruit and milk will be given at no charge. If you have any further questions contact our nutrition department at 248-865-6732.

Parents WILL NOT be permitted to have lunch delivered for their students. This ensures the safety of our students and not having many people in and out of our building. You may drop-off a lunch for your child(ren) to the main office, if needed.

LUNCHROOM EXPECTATION

Students are expected to use quiet indoor voices in the lunchroom. Students are also expected to show respect to their lunchroom supervisors and other students. Students will go through the lunch line in a quiet and orderly manner. Students will observe good table manners and remain seated at all times. Food should be eaten in the cafeteria and not taken back into the classroom or out to the playground. Students are expected to clean up their eating area before being excused from the lunchroom.

Food is not to be shared. Roosevelt Elementary School will prohibit the sharing or trading of food in the cafeteria due to student school wide food allergens.

Soda pop is not an appropriate drink at lunch time. Please help our school implement healthy eating habits for our students.

MEDICATION POLICY

It is policy of the West Bloomfield Schools to have written authorization for students taking medication of any kind (including aspirin and medicated cough drops) during the school day. The school must have a written order from the family physician stating the name of the medication, directions for administering, and the reaction that may be anticipated. These orders must be renewed yearly or whenever there is a prescription change. Forms are available at the front office. All prescription medication must be delivered to the front office by the parent/guardian along with the attached parent and physician's authorization form. ***Oral prescription medication must be delivered in its original container with pharmacy label, including the child's name attached to the container.*** Students are not permitted to carry prescription/nonprescription medication to school.

All medication must be kept in the front office and administered only by school personnel. This is a safety measure for all children. A parent/guardian may come to school and administer the medication personally. The student is responsible for reporting to the front office at the time designated by the school for the administration of medication. It is the parent/guardian responsibility to check with the school staff to determine if a prescription needs refilling. The parent/guardian should remove medication left over at the end of the student's school year or it will be discarded.

NONDISCRIMINATION POLICY

Notice of nondiscrimination: the West Bloomfield School District does not discriminate on the basis of race, color, national origin, sex, age, height, weight, religions, marital status, disability, or sexual orientation in its programs and activities. Eric Whitney, Assistant Superintendent for Human Resources and Labor Relations, has been designated to handle inquiries regarding discrimination and labor relations. He can be reached at 5810 Commerce Road, West Bloomfield, MI 48324, 248-865-6424, <mailto:eric.whitney@wbsd.org>.

OUR CHILDREN'S FUND

Our Children's Fund meets emergency needs throughout the school year and provides resources to help ensure that every student in West Bloomfield Schools is able to participate in academic and enrichment activities. The process by which a family obtains assistance starts with a teacher, the principal, or the school social worker. Our Children's Fund takes great pride in the confidentiality of their process. They want to make sure they have not overlooked a single child/family in need and need your help to realize that goal. Please help our school community by informing the families you interact with about Our Children's Fund and the help they can offer.

You may donate to Our Children's Fund by mailing a check to the address below. Tribute cards are available throughout the school year in all school offices for donations in honor of teachers, in recognition of someone special, for birthdays and anniversary gifts, or in memoriam. All contributions are tax-deductible and as always, your support is truly appreciated.

Please make checks payable to:

Our Children Fund, c/o West Bloomfield School District, Special Services
5810 Commerce Road, West Bloomfield, MI 48324

PARENT COMMUNICATION NETWORK/PCN

PCN is an advisory committee. The role of this committee is divided into two main functions (1) to deal with all forms of communication (rumors, desires, plans, information) and (2) to provide the Superintendent and the Board of Education with a list of building level priority needs to be considered for inclusion in the budget planning process.

PCN meets monthly with the Superintendent, parents, and other district staff. Committee members get to know what's happening, meet people who affect their children's education, and discuss ideas for their school.

PARENT CONCERNS

It is the policy of the principal to act in a manner that is supportive of his staff. At the same time, he holds them responsible for behaving in a manner that serves the academic and social goals of each child in their classroom. If you are concerned about your child's academic or social progress, his or her classroom teacher is able to help you. In the event you require further information, you may contact the front office to arrange a meeting with the principal and teacher.

PARENT/TEACHER CONFERENCE

A Parent/Teacher conference is held once a year in November. Notification of the conference times and dates

will be sent home with your student. Please try to make every effort to attend the meeting, as it is a vital part of the school's method of reporting your child's progress. Teachers are very willing to meet you when questions or concerns arise. If you feel a need to have a conference with a teacher prior to, or after the scheduled Parent/Teacher conference held in November, please feel free to call, send an email, or write a note to the teacher requesting a conference. Please understand that teachers are not always able to meet without prior notice due to scheduled faculty and committee meetings.

PARENT/TEACHER ORGANIZATION/PTO

The PTO is an integral part of the school community. The PTO raises funds, sponsors various in-school events and various after-school or evening social events. The PTO coordinates educational programs, school volunteer programs, and provides hospitality at various school-sponsored events. The PTO also works to help the school obtain additional educational resources and keeps parents informed of school-related issues. A full calendar of events is sent to all parents at the start of the school year. All parents are encouraged to be active members and participants in the school, and the PTO.

PARENT VOLUNTEERS

Roosevelt School Volunteers provide a valuable service by helping out at school. All parents are welcome and encouraged to become involved. Research shows that the single most important element in the school success of a child is parental interest and involvement. The involvement of working parents is somewhat different than those who are home during the day, but is no less important. You are encouraged to attend scheduled activities such as Open House, Parent/Teacher Conferences, family activity nights, student programs and PTO activities. If you have some time available to help in your child's classroom, or at school, please email the teacher or call the front office at 248-865-6620.

We also hope that parents will support the education of their children by:

- Helping children to value education and understand individual responsibility.
- Emphasizing the importance of attendance, completion of work and compliance with rules of conduct.
- Providing positive home conditions that support learning and appropriate behavior.
- Learning school policies and procedures.
- Monitoring homework and school-related activities.
- Serving as an advocate for your child's educational needs.
- Contacting teachers and/or administrators and effectively communicating concerns, questions, or suggestions.

PEANUT/TREE NUT FREE SCHOOL

ALL CLASSROOMS at Roosevelt Elementary School are peanut and tree nut free, due to the high number of students at Roosevelt Elementary School that are highly allergic to peanuts/tree nuts and their by-products. For some students, even the smell of peanuts/tree nut or peanut butter could be **LIFE THREATENING**.

The WBSD completed an evaluation under Section 504, federal legislation which requires school districts to accommodate the needs of all students, so that they may experience the same opportunities. The WBSD naturally considered these needs in the development of this 504 Accommodation Plan, since a child's right to life is paramount. In addition, the district also looked at the needs of the other children as well as the need to

limit the potential for liability on the part of the school district and other families. WBSD believes the implemented plan is the best way to meet all of those needs.

The 504 Accommodation Plan became effective February of 1999. While many of the accommodations restrict only activities, the following accommodations will impact other children. Your assistance in helping to implement these accommodations is appreciated.

1. **SNACK TIME:** Students may bring a healthy **peanut/tree nut free snack**. **NO HOMEMADE** baked goods are acceptable. Examples of acceptable snacks are fresh fruit, vegetables, pretzels, cheese and crackers, etc. Chips, fruit drinks or soda pop is not acceptable snacks for Roosevelt Elementary students.
2. **BIRTHDAY TREATS:** Starting with the 2018-2019 school year Roosevelt Elementary School will no longer celebrate birthdays with treats, baked goods, candy, or toy.. Instead, classroom teachers will continue to recognize children on their special day with a monthly birthday breakfast. Each child's birthday will be celebrated in a unique way as defined by the classroom teachers. Celebration details will be provided at the beginning of each school year.

Please refrain from making any **"HOMEMADE"** baked goods and bringing them into the classroom. Cross contamination from home to school can happen easily. Instead, it is asked that any items that are brought into the classroom are **"PURCHASED"** and include the manufacturer's labels on the product. Please read all labels carefully. Any product entering the classroom with the labels torn off will be sent home. Any items which the label states that the product contains (or may contain): peanuts, tree nuts, ***or items that are manufactured in a plant that contains peanut or tree nuts will also be sent home.***

Please help us keep our children safe as well as help our teachers keep their students and classroom safe.

PEANUTS/TREE NUTS IN THE LUNCHROOM

Your student will be allowed to bring peanut or tree nut products for lunch. The lunchroom will be the only room that nut products will be allowed because students who have allergies are seated at designated "NUT FREE" tables in the lunchroom. We ask for your help to protect our students' health when packing lunches. Please remember even the odor of peanuts/tree nuts near these children could trigger a severe reaction requiring emergency attention.

If you have a student with peanut/tree nut allergies please make sure you have notified your student's teacher and the front office of their allergy. If your student requires medication or has to be seated at the peanut/tree nut free table, please ensure you have the proper paperwork filled out in the front office, and the proper medical information and doctor signature on file. Most importantly make sure that you have instructed your child that he/she should be sitting at the peanut/tree nut free table on a daily basis.

PHYSICAL EDUCATION

All students are expected to participate in physical education classes. A doctor's written excuse will be required if a student is unable to participate for any period of time. Athletic shoes must be worn when playing in the gym during physical education classes.

PLAYGROUND EXPECTATIONS

Our emphasis is on safe, enjoyable play. Children should dress appropriately for the weather. Children without appropriate apparel will remain on the blacktop areas. All snow areas are off limits for students not wearing snow pants and boots. Children should not bring hard baseballs or hard coated rubber balls, bats, expensive toys, roller blades, or skateboards to school.

Good sportsmanship is expected and rough play is not allowed. Students are expected to follow the Roosevelt playground rules and respect the playground supervisors or teachers at all times. No throwing snowballs, wood chips, ice, dirt, stones, or any sharp or dangerous objects of any kind. Students will remain in the area of the playground that is designated for their grade level.

Students who misbehave at lunch recess will be reported to the classroom teacher. Repeat cases of misbehavior by a student will be brought to the attention of the principal and a written document will be put on file.

Children are welcome to use the playground after school with parent supervision.

POWERSCHOOL

PowerSchool is our online parent communication system. Your child's report cards and progress reports will be communicated via PowerSchool. The Power School system is also used to send communications from the office. It is important that you update and keep all email addresses and contact information current.

[How to create a parent portal account](#)

PROGRESS REPORTS/REPORT CARDS

There are two Progress Reports and four Report Cards issued to elementary parents during the year electronically via PowerSchool.

PUBLIC RELEASE

Federal law provides for "public release without permission" of certain student directory information (home address and home phone). The West Bloomfield School District defines directory information to include the name of the student, photograph, major area of study, participation in officially recognized activities and sports, and weight and height if on an athletic team.

Sometimes photographs, videos, and or newspaper articles may appear in district publications and/or the local media about WBSD Schools and/or students. Please contact the front office only if you **DO NOT** want your child's name or photograph included in such publications.

RECESS

Physical activity is an important part of our school day. Recess take place outside, weather permitting. All students are expected to go outside for recess unless the actual wind chill temperature is 0° F or less. Please

make sure students are dressed appropriately for outdoor play. If your student needs to stay in for recess, we require a note from his/her doctor. If your student is well enough to attend school, it is expected that he/she is well enough to participate in recess.

SAFETY PATROL

Our fifth grade student leaders serve our school with “pack leader” responsibilities. Please encourage your children to follow the directions of these students and obey the school safety rules.

SCHOOL HOURS (9:07AM-4:07PM)

8:55 AM Doors open to students.

9:07AM First bell rings.

9:15AM Carline students and parents will be asked to park by a staff member.

9:15AM Parents **MUST** escort their student(s) into the building and sign them in.

9:15AM Sharp-Instruction begins.

12:17PM Early release dismissal.

4:07PM School is dismissed.

Students may not be dropped off before 8:55AM and must be picked up by 4:25PM. Children dropped off earlier than 8:55 AM or picked up later than 4:25 PM will be sent to Kids Klub. A \$10 fee for AM and a \$15 fee for PM will be charged and payable at pick-up.

SCHOOL SUPPLIES

All necessary books, workbooks and teaching supplies are provided by the Board of Education. These materials remain the property of the school. Students, who lose, misplace or misuse textbooks, library books, classroom books or any item that is the property of our school, or the West Bloomfield Public Schools, are responsible for paying for lost items. Students will not be issued a new item to replace the missing one until this fee is collected in full.

A suggested school supply list will be sent home and available on the Roosevelt website. Teachers would like these supplies to come to school with your child on the first day of school. Parents will also be allowed to order these supplies from 1st Day School Supplies. If ordering through this company, all supplies will be delivered to Roosevelt for your child before the first day of school.

STUDENT CODE OF CONDUCT

The West Bloomfield School District has provided an electronic copy of the Student Code of Conduct that can be found on the district web site at <http://www.wbsd.org>. The Student Code of Conduct sets forth policies on: Philosophy, Student Rights, Responsibilities of the School Community, Student Conduct, Suspension and Expulsion, Search and Seizure, Corporal Punishment, Make Up Policy, and Miscellaneous.

STUDENT ILLNESS/ACCIDENT AT SCHOOL

If a student becomes seriously ill or has a serious accident at school, the front office will contact parents using the Emergency Card on file in the front office. The front office staff will make an initial judgment as to the seriousness of the illness or injury. In the case of minor situations such as a stomach ache or headache, students are encouraged to rest in the front office and then go back to class. If this strategy does not help, the front office staff will call home. It is important that we have current phone numbers and/or the names of those individuals who should be contacted if your child becomes ill and needs to be sent home.

Parents are expected to phone the Roosevelt School Hotline 248-865-3282 to inform the school whenever their student(s) is not going to be in school. The Roosevelt School hotline is available for messages 24 hours a day. It is the responsibility of the parents/guardians to notify the school of the student's absence before 9:30AM on the morning of the absence. Students who have not been called prior to 9:30AM will be considered unexcused.

Please do not send notes requesting that your child stay indoors for recess. It is the expectation when you send your student to school he/she is well enough to go outside and participate in outside activities. A doctor's written excuse will be needed if there is a medical reason why your child should not be going outside.

STUDENT RECORD INFORMATION

Every student has a cumulative file called a CA-60 that is located in the front office. Educational material and health information is contained in that file. In case of an emergency, this file is extremely important. Please make sure you notify the front office if there are changes in emergency numbers and/or health related issues.

SUPPORTIVE SERVICES

Roosevelt School is served by many specialists which include:

Reading Consultant

Speech Therapist

School Psychologist

Special Education Teacher

School Social Worker

Design Center Consultant

If you have any questions regarding any of these services please call the Roosevelt front office.

TELEPHONE USE

Students are encouraged to take responsibility for remembering to bring their lunch, homework assignments, etc. to school each day. Students will not be permitted to call home to ask permission to go home with another student after school. All after school arrangements need to be made with parents before coming to school in the morning. We discourage students use of the telephone for any non-emergency situation.

The front office telephone will not be available for use after 4:30PM in the afternoon when the front office closes. Please make sure students participating in after school activities have made arrangements for returning home after the school activity comes to an end.

Students will also not be allowed to use Smartphones and other electronic devices in class, unless a teacher gives permission. If a student is found with a phone it will be sent down to the office and an adult will have to come pick it up.

TOYS AND VALUABLES

In order to limit the risk of misplacement and distraction from learning in the classroom, please keep toys,

valuables, and good jewelry at home. All electronic devices, trading cards, stuffed animals, and other similar items are considered valuables. Any electronic devices brought to school will be sent to the front office and require parent pick-up.

TRANSPORTATION CHANGES

We cannot accept verbal instructions for transportation changes. All changes must be in written form, dated and sent to the child's teacher on the morning of the change. Please print the student's full name, teacher's name, and instructions as to what your child is expected to do after school. The note will be sent to the front office, signed, recorded, and returned to the child. Please call the office your transportation change request

If a child wishes to go to a friend's house after school, the front office must receive a dated note from each child's parent on the morning of the event. The notes received are signed and recorded in the front office every morning.

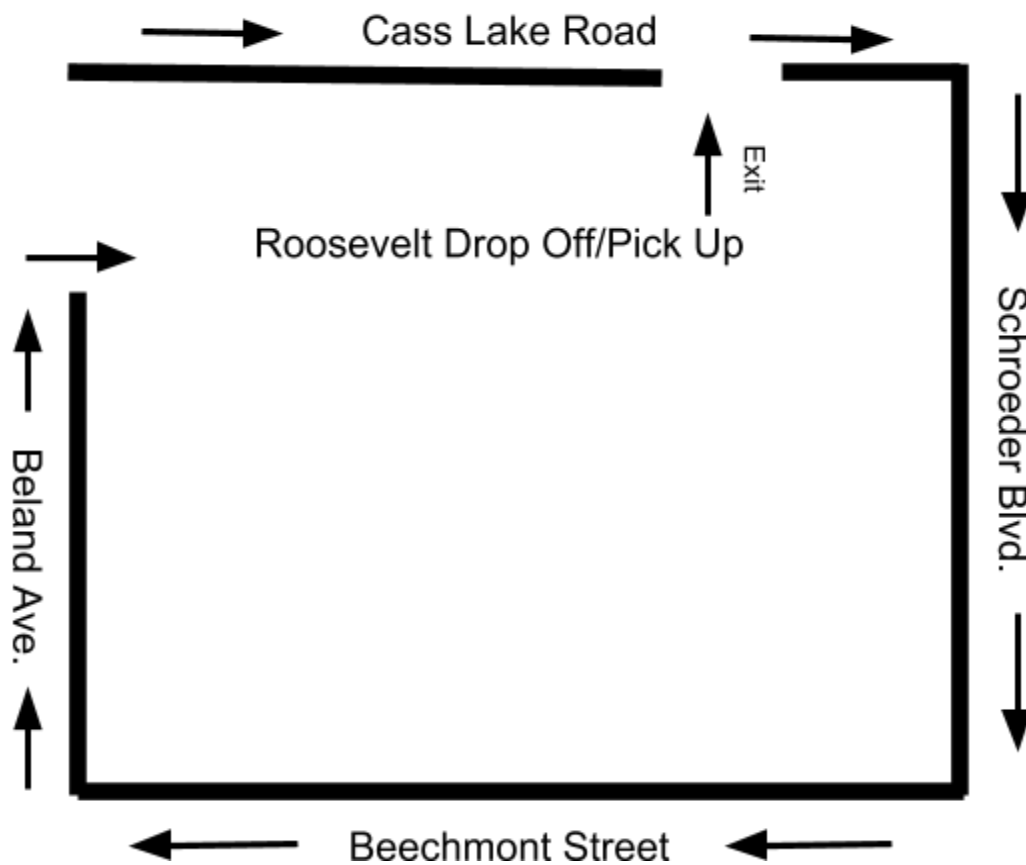
Please make sure that all notes are written on a sheet of paper no smaller than 4 X 5 inches so that it does not get lost between the child, the classroom, and the front office.

Children do best with a consistent routine. Please avoid telling your child that you "might pick them up today." It causes confusion and stress for students. If an emergency occurs, please call the front office directly. **DO NOT LEAVE A VOICEMAIL OR EMAIL YOUR CHILD'S TEACHER.**

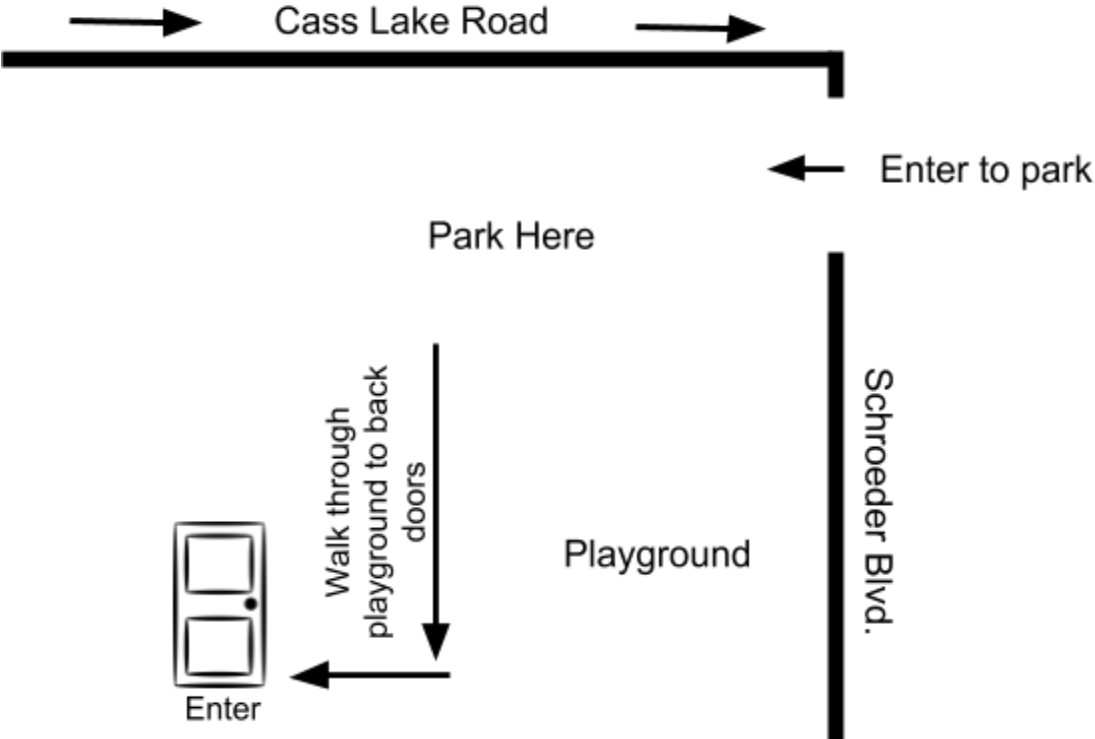
VISITORS

For the safety of our students, all visitors must sign in at the Office and must wear a visitor's badge. Our staff will stop any person in the building without a visitor's badge and you will be told to go to the Office to get a badge. Please respect this rule for the well-being and safety of every student in this building. Visitors must either have a predetermined purpose (such as volunteering in the classroom) or a scheduled appointment. Teacher contracts require a 24 hour notice be given to the teacher if a parent is wishing to visit his/her classroom.

Roosevelt Elementary School Student Drop Off/Pick Up Map



Roosevelt Elementary School Student Park and Grab Map



THE WEST BLOOMFIELD SCHOOL DISTRICT MISSION STATEMENT



The West Bloomfield School District

Is committed to excellence in education

It is our Mission to:

Educate Students to be their BEST IN and FOR the World.

It is Our Vision to:

Develop socially responsible citizens empowered to meet the challenges of a rapidly changing global society, and who are characterized by curiosity, creativity, critical thinking and the ability to effectively communicate and collaborate.

Dear Roosevelt Families:

Please read and carefully review each of the items in this handbook with your family. After you have done this, please sign and date the area below and return it to child's teacher no later than Friday, September 7.

Please read, sign, and print your name and each student in your family's name below.

We have read and carefully reviewed the items listed in the Roosevelt School Student - Parent Handbook. Our family agrees to follow these guidelines to make our school year an awesome year.

_____ Child 1 Name and Signature	_____ Teacher's Name
_____ Child 2 Name and Signature	_____ Teacher's Name
_____ Child 3 Name and Signature	_____ Teacher's Name
_____ Child 4 Name and Signature	_____ Teacher's Name
_____ Parent's / Guardian's Signature	_____ Parent's / Guardian's Signature
_____ Parent's / Guardian's Printed Name	_____ Parent's / Guardian's Printed Name