

# **Roosevelt Elementary School Student and Family Handbook**

## **2021-22**

**Roosevelt Mission:** Our purpose is to provide each Roosevelt student with the skills, knowledge and understanding to be successful in the next phase of their life.



**Roosevelt Elementary School  
510 11<sup>th</sup> Ave  
Detroit Lakes, MN 56501  
(218)847-1106**

**Twitter: @DLLittleLakers  
Instagram: dllittlelakers  
Facebook: Detroit Lakes Public Schools**

Dear Students and Families,

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

Our dedicated and hard-working staff look forward to the exciting days ahead when we are able to work with your children. We encourage you to be in touch with your child's teacher and our school.

Twice a month, you will receive an electronic newsletter that will include important upcoming dates, events and news from school. This information will also be available on our school website. The District also has a Facebook and Twitter page.

We appreciate your continued support, value your opinions and seek new ways to improve communication between home and school.

Welcome / Welcome Back to Roosevelt Elementary School!

Sincerely,

Trisha Mariotti, Principal  
Roosevelt Elementary  
[tmariotti@detlakes.k12.mn.us](mailto:tmariotti@detlakes.k12.mn.us)  
218-847-1106

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



## **2021-22 Roosevelt Elementary School Staff**

**Principal: Trisha Mariotti**

**Administrative Assistants: Connie Johnson and Kelly Westrum**

Kindergarten	Maria Amundson, Rachel Guler, Diana Hedstrom, Nicolle Hillier and Kara Stenger
Grade 1	Emily Bliss, Laura Flint, Kelsey Fode, Julie Hanson and Luke Karlgaard
Grade 2	Lynn Cihak, Susan Jordan, Krystal Meyer, Sarah Newman and Amy Porter
Grade 3	Sam Bergren, Sadie Herman, Markus Okeson, Carla Otten and Mary Von Ruden
Grade 4	Amanda Craig, Rachel Solum, Hailey Swiers and Madyson Webber
Grade 5	Tyler Fode, Jenna Pipek, Val Schultz and Jessica Stuewe
Instructional Coaches	Brady Baxter, Pam Daly, Rhonda Fode and Jill Perkins
Reading/Math Interventionists	Deanna Baukol, Belinda Freeman, Sherri Johnson, Tammy Langworthy and Jennifer Olson
Media Center Specialists	Sara Boeckel and Dona Rosell
Music	Bill Broderius, Annette Rice and Tanya Rupp
Physical Education	Todd Dwyer, Robb Flint and McKenzie Oistad
Adaptive Phy Ed	Todd Dwyer and Robb Flint
Nurse/Health Assistant	Jean Schwartz and Julie Hokanson
School Psychologists	Sara Jensen-Fritz and Kim Sayer
School Counselor	sPaula Jones-Johnson, Mackenzie Hoffman and Olivia Stigen
Occ. Therapist/COTA	Dawn Gode and Jackson Judisch
Speech/Language Pathologists	Anita Henderson and Jill Schramel

ELL	Meredith Gulseth
Special Education Instructors	Ally Nielsen, Deb Haverkamp, Matt Jenson, Lisa Provo, Jillian Lundberg, Rika Quittschreiber, Kayla Thompson, Linda Shaw and Preston Teske
Behavior Interventionist	Mike Bommersbach
Title XI Coordinator	Joe Carrier
Physical Therapist	Kristen Carlblom
D/HH Instructor	Karen Kalk
Education Assistants	Deb Baker, Arlene Bakker, Shiloh Barrows, Connie Bishop, Lorie Blomseth, Kelly Bristlin, Betty Disse, Bev Even, Ashley Francis, Melvina Grose, Barb Groth, Mary Haynes, Alycia Holm, Kristi Husby, Angie Johnson, Machelke Kregel, Ivy McGuire, Ruth Lage, Kari Lane, Sue Livermore, Carol Maristuen, Ashley McDougall, Britt Moore, Shauna Moran, Tonia Nelson, Maja Rolland, Dana Sabers, Mason Sampson, Connie Skersick, Vicky Skinner, Val Soberg, Mary Sundby, Michelle Tappe, Traci Totland, Tiffanie Trautman, Olivia Ullrey and Sue Woytassek
Special Ed Secretary	Heather Seaberg
Noon Duty Supervisors	Shiloh Barrows, Lorie Blomseth, Kelly Bristlin, Bev Even, Sue Livermore, Ivy McGuire, Dana Sabers, Mason Sampson, Olivia Ullrey and Sue Woytassek
Food Service Team	Gwen Daley, Amanda Sandoval, DeeLaine Sperl and Barb Wilson
Lead Custodian/Staff	Craig Blank, Joe Johnson, Kathy Johnson, Jerry Ladwig, Mark Nelson and Brian Skarie

***Great Kids! Great Parents! Great Staff!***

**ACCEPTABLE USE POLICY**

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

### **ADDRESS**

Roosevelt Elementary School  
510 11<sup>th</sup> Ave  
Detroit Lakes, MN 56501

### **APPROPRIATE DRESS**

We encourage parents to see that their children come to school ready for a variety of conditions. Students will not wear caps inside the building, unless special permission has been granted by the building administrator. Students will not wear clothing with tobacco or alcohol advertising on it. Because of health and safety factors, all students **MUST** wear shoes while attending school. Tennis shoes are required for PE classes. "Wheelie" tennis shoes are not allowed (roller wheels in the heel).

### **ARRIVAL TIME**

Elementary teachers begin each day at 7:50 a.m.

**Students should be dropped off in the south parent parking lot ONLY.** The upper parking lot will be bus pick-up and drop-off **ONLY**. Please follow this for your child's safety. During the 2021-22 school year, our students will enter and depart school buses through the north entrance.

### **ATTENDANCE PROCEDURE**

#### **Philosophy**

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

#### **Definitions**

##### **Excused absence:**

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

### Unexcused absence:

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

### Continuing truant:

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

### Procedures

#### Absence Reporting Procedures:

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

#### Advance Notice:

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

#### Continuing Truancy:

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

- 1) That the child is truant;
- 2) That the parent or guardian should notify the school if there is a valid excuse for the child's absence;
- 3) That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minnesota Statute 120.101 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minnesota Statute 120A.34;
- 4) That this notification serves as notification required by Minnesota Statute 127.20;
- 5) That alternative educational programs and services may be available in the district;
- 6) That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
- 7) That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings;
- 8) That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction or delay of the child's driving privileges; and

- 9) That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

A copy of this letter shall also be sent to county social services. On the seventh unexcused absence the county attorney will be notified, requesting a petition of truancy be filed.

#### Tardy and Absence Guidelines:

The following guidelines regarding a tardy and absences have been set:

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

Unexcused tardy - Students coming late to school without a note or parent contact.

Excessive unexcused tardies will result in disciplinary action.

Morning absence - Students coming after 9:00 a.m. are considered absent for the A.M.

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

#### Make-Up Work:

Students who are absent for any reason will be required to make-up work missed in each class.

Teachers will encourage and assist students in this process. If students are going to be gone for an extended period (family trip, for example), parents should contact the classroom teacher at least a day ahead of time to get makeup work for the student to do while gone.

#### **BACKGROUND CHECKS**

Employment and services criminal history background checks -

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

#### **BICYCLES/SKATEBOARDS/ROLLER BLADES/SCOOTERS**

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

#### **BREAKFAST PROGRAM**

Breakfast is free to all Roosevelt students. Breakfast is served from 7:50 to 8:15 am.

#### **BUS TRANSPORTATION**

Transportation for students will be provided either by Schultz Bus Company (847-9266), Olander Bus Company (847-7533), or district buses (847-9271). Rules for conduct on school buses are listed in detail in the Activity Calendar. The school administrator, behavior interventionist or school counselor is responsible for dealing with the consequences for discipline problems that arise on the school bus. Failure to abide by the rules of conduct will result in disciplinary action. The

maintenance of the discipline policy as established by the School Board will be carried out by the bus driver.

If you need to contact someone regarding bussing after 4:30 p.m., please call Kathy Boelter at the administration office (847-9271).

### **CALENDAR**

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

### **CHANGE OF INFORMATION**

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

### **CHEMICAL USE/ABUSE POLICY AND PROCEDURES**

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

#### **Statement of Philosophy**

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

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

### **CHILD ABUSE/NEGLECT POLICY AND PROCEDURES**

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

1. It is the policy of Independent School District #22 to protect children whose health or welfare may be jeopardized through physical or sexual abuse or conditions of neglect.

2. It is the policy of Independent School District #22 to comply with the law requiring the reporting of suspected physical or sexual abuse and conditions of neglect involving children.
3. The reporting of maltreatment of minors shall be strictly in accordance with the provision of Minnesota Statute, Chapter 626.556.

### **SCHOOL CLOSING**

Inclement weather may result in a decision to start late, dismiss early, or to cancel classes for the entire day. Official announcements concerning these will be made over KDLM (AM 1340), KRCQ (FM 102.3) radio stations in Detroit Lakes; and over WDAY (AM 970) or WDAY TV Channel 6 in Fargo. The District Facebook page, along with communication from your children's teacher may also be other avenues to obtain this information.

We use a parent notification program called Instant Alert. Parents can sign up for receiving these special messages from school, ranging from school closings, conference reminders, etc. Parents will need to register with their email addresses and cell phone numbers to get these messages.

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

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

### **PARENT/TEACHER CONFERENCES**

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

### **COUNSELOR**

Each elementary school has a counselor assigned to the building. Students are encouraged to make use of the counselor's services whenever they are needed.

### **DISCIPLINE POLICY**

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

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

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

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

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

## **BEHAVIOR EXPECTATIONS**

### **Belief Statements:**

- We believe that an environment in which appropriate behavior is consistently and fairly expected creates a sense of security for each child which makes him/her free to learn.
- We believe that students can do their best learning and teachers their best teaching in an atmosphere in which appropriate behavior is expected from all.
- We believe that all children have the potential for behaving positively, that children choose the behaviors and that children can be guided and taught to make appropriate choices.

### **The Purpose of a Discipline Plan**

This plan was created with the following goals in mind:

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



### **The Discipline Plan**

Our school is practicing ***Positive Behavior and Intervention Support***. PBIS is a systems approach to preventing and responding to school and classroom discipline problems. PBIS develops school-wide systems that support staff to teach and promote positive behavior in all students. By reducing behavioral problems, PBIS creates and maintains safe learning environments where teachers can teach and students can learn. This applies to all age groups in all situations. The school theme for PBIS is "Ride the Wave of Good Behavior". This is the basis for agreement between staff members and students and among the students about behavior and

expectations (social and academic). We encourage you to learn about them (ask your child) and ask that you do everything you can to reinforce them at home.

Behavioral expectations at Roosevelt are based on good decision making, responsibility, and respect toward self and others. Students will be given reinforcement for their appropriate behavior and choices. Reflection regarding inappropriate behavior will be part of the process of teaching our students how to be **Kind, Safe and Ready**. Students having difficulty following school rules will discuss their choice with an adult. If a student chooses to not follow the behavior expectations indicated, the student will be provided with intervention support.

There are times when behavior problems occur and need to be dealt with in order for the environment to be maintained. When students exhibit behaviors that do not follow the established expectations, we must first and foremost use it as a teaching opportunity to re-teach and model the expected behavior. Students who are not exhibiting expected behaviors must have a conversation with a staff member.

Our goal this year is to develop consistency in the nature of the office referrals. We have developed staff-managed behaviors and office-managed, which are as follows: **Teacher/staff managed behaviors** include: inappropriate language, disruption, property misuse, physical aggression, and defiance/disrespect. **Interventionist/ office managed behaviors** include: abusive language, insubordination, fighting/physical aggression, vandalism/property damage, and harassment.

Parent involvement in disciplining and/or cooperating with the consequences of the misbehavior is extremely valuable to us as a staff, and, more importantly, to the child. It is our hope that we can work together to solve and to UNDERSTAND the conditions that cause the inappropriate behavior. Every child deserves an opportunity for a discussion regarding the issue.

The most important piece of the process to remember is that consequences need to be given in order for the child to learn how to change his/her behavior...the student needs to learn that s/he made a mistake and must learn how to do it the right way the next time. This is where the staff-student conversation and reteaching/modeling is so valuable.

### **DISTRIBUTION OF NON SCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS AND EMPLOYEES**

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

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

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

## **EMERGENCIES/ACCIDENTS/ILLNESS**

Unfortunately, children may get sick or injured at school from time to time. For this reason, it is critical that we have the name and phone number of a neighbor, relative, or friend in case we cannot get in touch with the parents. In the event that no one with authority to seek medical attention can be contacted, we will do what we consider to be in the best interest of the child.

## **FIELD TRIPS**

A yearly field trip permission slip will be filled out by all parents at the beginning of the school year. Teachers will inform parents of all trips, but further permission slips may be needed.

## **GRADING**

Parents may follow student progress on the Skyward web-based system (password protected so only you see your child's grades).

## **HAZING POLICY**

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

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

## **HOURS**

**School hours are from 8:15 a.m. to 3:25 p.m. for grades K–5.** Teachers will begin morning procedures at 8:15. Instruction begins promptly at 8:20 a.m. Parents may wait for students in their vehicles at the end of the day and students are released at 3:25.

## **ILLNESS**

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

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

**If your child is required to take prescription medicine during school hours it is imperative that the parents sign a permission slip as well as the doctor. Forms are available in the**

**Health Office. If this is not done, school personnel cannot give the medicine.** For safety reasons, we keep all medicines locked in a cabinet in the Nurse's Office. If you have any questions regarding medicines, please contact Jean Schwartz, School Nurse (847-9228).

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

### **IMMUNIZATION**

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

### **INSURANCE**

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

### **LOCKERS**

Lockers or coat hooks are assigned to students to store backpacks and apparel in during the school day. Students should refrain from storing valuables (money, electronics, etc.) in lockers. School officials may inspect lockers, without student permission, at any time when there is probable cause for such inspections.

### **LOST AND FOUND**

All lost articles found at school are kept where children or parents may claim them. You can assist us at school by marking items to help us find their owners. Items are periodically donated to local charities. We will notify you when this is so you can do a check for personal items.

### **LUNCH PROGRAM**

A well-balanced lunch is served each day.

If children prefer, they may bring a cold lunch instead. Milk may be purchased at \$.45 by the student who brings a cold lunch from home. Another option is to purchase a sack lunch. This is a cold lunch which meets the same requirements as our hot meals. Children who go home for lunch must bring a signed note granting permission. **Please refrain from sending pop with lunches since it is against federal lunch regulations to have pop in the lunchroom during lunch hours. We continue to encourage our students to make healthy choices.**

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

Please fill out the Educational Benefits Form (...formerly known as the Free and Reduced Lunch Form). **Even though meals are FREE for the upcoming 2021-22 school year, PLEASE**

**continue to complete this form.** Children in households participating in the Supplemental Nutrition Assistance Program (SNAP), MN Family Investment Program (MFIP), or Food Distribution Program on Indian Reservations (FDPIR) and foster, homeless, migrant and runaway children can qualify without reporting household income.

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

The Skyward system is a family based system. This means that money sent to the district will be deposited in a family account. As your children eat, lunch money will be taken from the family account. This means that if you have more than one child in the district, that money for lunch has to only be sent to school with one of your children, which will be deposited in your family account.

### **LUNCH MONEY**

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

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

### **MONEY, VALUABLES, AND PERSONAL PROPERTY**

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

**Electronics, toys, jewelry, and large sums of money should not be brought to school. If any items are lost, they are the responsibility of the student, not the teacher or school. Student cell phones are not permitted during the school day.**

### **NEWSLETTER**

Our electronic newsletter - the Roosevelt Revelations - is shared with families twice a month. The intent is to keep parents informed about upcoming events for the month. Your attention to this is appreciated. The newsletter will also be posted on the Roosevelt School website.

### **NOON HOUR**

Students go outside for recess. We know that physical activity is healthy for children. Students are asked to dress according to weather conditions. Suggested winter wear for children during cold weather months are a warm coat, hat, mittens, snow pants, and winter boots. **Children are able to**

**go out for recess with weather temperature or wind chill temperature at or above -9 degrees.**  
Noon supervisors are hired to oversee activities in the hallways and on the playground.

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

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

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

(34 Code of Federal Regulations Part 104.3)

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

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

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

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

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

**PARENT TEACHER ORGANIZATION (PTO)**

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

**PEST CONTROL MATERIALS USED**

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

Pest control materials are requested by the US Environmental Protection Agency (EPA) and are selected and applied according to label directions. The long-term health effects on children from

the application of such pest control materials, or the class of materials to which they belong, may not be fully understood.

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

### **PETS**

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

### **PHYSICAL EDUCATION**

All classes will have an organized physical education program. All children are expected to take part in regular physical education classes unless they have a doctor's written recommendation requesting they do not participate. We know that physical education is important and increases student health.

### **REPORT CARDS / PROGRESS REPORTS**

Report cards will be used in grades K-5. Report cards will be issued at the end of each trimester for students in grades K-5. Through our Skyward program, parents may also request email notifications if grades drop below a predetermined level. If you have any questions or concerns regarding your child's progress, contact your child's teacher.

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

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

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

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

### **SCHOOL WEB PAGE**

The Roosevelt School Web page can be accessed [www.dlschools.net](http://www.dlschools.net). If there is something you'd like to see on our website, please contact us. Also, follow the Detroit Lakes Public School Facebook page.

## **SEXUAL, RACIAL AND RELIGIOUS HARASSMENT AND VIOLENCE POLICY**

1. Everyone in the Detroit Lakes Public Schools has a right to feel respected and safe. Consequently, it is important for everyone to know about the district policy to prohibit sexual, racial, or religious harassment or violence of any kind.
2. A harasser may be a student or an adult. Harassment may include, but is not limited to, any of the following when related to race, religion, sex or gender:
  - a. name calling, jokes, or rumors;
  - b. pulling on clothes;
  - c. graffiti;
  - d. notes or cartoons;
  - e. unwelcome touching of a person or clothing;
  - f. offensive or graphic posters, book covers; or
  - g. any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.
3. If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, social worker, principal, dean of students, or the District Human Rights Officer.
4. You may also make a written report using your own paper or the district report form available in the principal's office, School District office, or the office of the Human Rights Officer. It should be given to the teacher, counselor, social worker, principal, dean of students, or the District Human Rights Officer.
5. Your right to privacy will be respected as much as possible.
6. We take all reports of sexual, racial, or religious harassment or violence seriously and will take timely and appropriate actions based on your report.
7. The School District will also take action if anyone tries to intimidate you or take action to harm you because you have made a report.
8. This is a summary of the policy prohibiting sexual, racial, and religious harassment and violence of Independent School District #22. If you would like a copy of the complete policy, have questions or would like further clarification, please contact the District Human Rights Officer or your building administrator.

## **SHELTER-IN-PLACE AND LOCKDOWNS**

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

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

**CODE YELLOW** is a Shelter-In-Place modified lockdown that keeps students secured in rooms and suspends regular school functions but still allows teachers to have classes and assigns other staff members different duties. A Code Yellow may be used for a variety of situations, such as a medical emergency, and there is no reason to panic.

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

### **STATEWIDE COMPUTER REPORTING SYSTEM**

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

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

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

### **STUDENT PROMOTION, RETENTION, AND PLACEMENT**

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

### **STUDENT DROP-OFF/PICK-UP**

Because of our large campus, (approximately 1,400 students and over 250 staff members at Roosevelt and the Middle School combined), our areas are extremely congested before and after school. Please remind your child to proceed with caution to the nearest sidewalk. Remember, we have school until 3:25 p.m. To reduce congestion in our hallways, when picking up students after school, please wait inside your vehicles, or outside the school until dismissal time.

### **SURVEILLANCE EQUIPMENT**

To help ensure the safety of students and staff, Roosevelt Elementary uses video cameras for surveillance on school property including, but not limited to, halls, cafeterias, gymnasiums, and parking areas. Video cameras will not be used for classroom surveillance unless the principal and classroom teacher consent to the surveillance. Video cameras will not be used at any time or

location that would violate a student's reasonable expectation of privacy including, but not limited to, a locker room, lavatory, or another area where a student may disrobe.

### **TELEPHONE**

The telephone number at Roosevelt School is 847-1106. Feel free to call the office when you have a question or problem in which we can be of help. Please call prior to 2:00 p.m. with any student messages. If you call later, we cannot guarantee that they will be effectively delivered due to the busyness of that part of the day. Thank you for your help with this matter.

We do not interrupt classes with phone calls during the day. Teachers and students will not be called from class unless it is an emergency. Messages will be relayed for you.

Our phone is for necessary school-related business so students must have their teacher's permission before using the phone. Many of the students' calls to parents involve items that could be pre-planned such as after school arrangements. If after school arrangements change, please write a note to the teacher or put a note in your child's student planner if possible. Students calling home regarding playing or staying with someone else after school are not permissible. Also, students should not need to call regarding after school activities that are regularly scheduled and on our monthly newsletter.

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

Elementary students are not allowed to use cell phones or to have them out in school. We cannot guarantee the safety of cell phones with many students having hooks, not lockers. If a child is using a cell phone during the school day, the teacher will keep the cell phone until the end of the day. If it happens again, the parent will be called and will be the only person that will be able to pick up the cell phone from the teacher.

### **TITLE IX POLICY**

It is the policy of the Board of Education of School District #22 not to discriminate on the basis of sex in its educational programs, activities, or employment policies as required by Title IX of the 1972 Education Amendments. Inquiries regarding compliance with Title IX may be directed to the Title IX coordinator, at 702 Lake Avenue, Detroit Lakes, (281/847-9271), or to the Director of the Office for Civil Rights, Department of Health and Welfare, Washington, D.C.

### **TOBACCO**

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

### **WEAPONS**

Detroit Lakes Schools and their grounds are a weapons-free zone. Students in possession of a weapon will be disciplined. The Detroit Lakes School District will share weapons violation information ONLY with another school district, as required by law. (Policy #501)

## **WELLNESS POLICY**

Policy # 533 – WELLNESS/NUTRITION POLICY OF THE SCHOOL DISTRICT

The purpose of this policy is to assure a school environment that enhances student attendance and academic performance by supporting healthy eating and physical activity.

## **WITHDRAWAL OF STUDENTS FROM SCHOOL**

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