



Roosevelt

Elementary School

3010 Eighth Street

Eau Claire, WI 54703

(715) 852-4700

FAMILY HANDBOOK
2025-2026

*“Collectively committed to educating our Roosevelt community in
a safe, nurturing, and responsive environment.”*

www.ecasd.us/Roosevelt-Elementary/Home

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September 2025

Dear Roosevelt Families,

It is my pleasure to welcome you to Roosevelt Elementary School. We hope you find our *Family Handbook* to be a helpful resource as you learn more about our general school procedures and policies. Please keep this handbook in a convenient location so you can refer to it easily whenever you have a question about how our school operates. If you ever have any questions or concerns about the content of this handbook, please feel free to contact us at (715) 852-4700.

We truly believe that clear lines of communication between families and staff are an essential part of your child's success at Roosevelt. While this *Family Handbook* may be a useful resource for you, other sources of information will also be important to use throughout the school year. This will include your child's *Roosevelt Home/School Communication Folder*, the monthly *Roosevelt Roar Newsletter*, and the bi-monthly *Roosevelt Family Newsletter* which details information about specific activities and programs taking place at Roosevelt. District Rules and Regulations are also available on our district web page at www.ecasd.us

Please check with your child each day to see if any important papers were sent home directed for you. Often the notes we send home contain important information about deadlines for aspects of your child's school program such as: field trips, programs, and after school events. Also, please do not hesitate to call us or send a note in your child's *Home/School Communication Folder* if you think there is something important for us to know about your child.

We are looking forward to having a wonderful year working with you and your family. With your help and support, we will ensure that our children are on the right path towards reaching "post-secondary success" as they begin their educational journey at Roosevelt Elementary School. If I can be of any assistance, please do not hesitate to call, email, or stop by to visit our school. Thank you for the positive support you provide your children each day!

Sincerely,

Ben Dallman

Principal
Roosevelt Elementary School
(715) 852-4710
Bdallman@ecasd.us

"Collectively committed to educating our Roosevelt community in a safe, nurturing, and responsive environment."

ACCESS TO STUDENT RECORDS

Parents of minor students may examine their children's school records. Access may be requested through the school principal. See the district handbook for more information.

ACCIDENT/EMERGENCY PROCEDURES

In the event of an accident or emergency, every effort will be made to contact the parent at home or at work as soon as possible. If the parent cannot be reached, emergency contacts listed on the Student Information Form (SIF) will be called. The facts of the accident or emergency will be given and the parent or contact person will determine if a doctor is needed. In the event of an extreme emergency, an ambulance will be called.

In the event of an accident or emergency which causes school to be closed and students to leave at other than the normally scheduled time, no child will be released to any person other than his/her parent without written consent from the child's parent/guardian or permission indicated on the Emergency School Closing Plan.

ANIMALS ON SCHOOL GROUNDS

The presence of animals in schools provides many opportunities for addressing academic standards and supporting the social/emotional growth of students. Animals are part of our natural environment and can be used effectively as teaching aids.

The ECASD will only allow live animals to be brought into District buildings for educational purposes, and only under conditions which ensure the health and safety of children, staff, and the well-being of the animal. Persons bringing live animals into District buildings must receive prior written permission from the building supervisor. Service animals are permitted in District buildings as permitted by the Americans with Disabilities Act.

Due to health/anxiety concerns and allergies, animals are not allowed on school grounds between 8:00-4:00 pm when students are present. This includes our bus lane, school entrances, lineup locations, and playground area.

ATTENDANCE/ABSENCES

Every student, every day!

Did You Know?

- Attending school every day helps children feel better about school – and themselves.
- Good attendance will help children do well in high school, college and at work.
- Being late to school may lead to poor attendance.
- It is important to be present for the entire school day. Arriving at school just 10 minutes late, or leaving 20-30 minutes early, may seem harmless, but there is important instruction occurring throughout the school day. Even “short” absences cause students to miss out on critical learning opportunities.

- An absence will be defined as missing school during regularly scheduled school hours for either part or all day. For example, if your child leaves for a doctor's appointment 40 minutes before the last bell rings, this will be considered an absence. Similarly, if your child is absent for the entire school day due to an illness, this will also be considered an absence.
- Any student who is not in their classroom by 8:40am will be marked absent for a portion of the day.
- If your child is unable to attend school, we need you to contact the office by 8:45am on the day of the absence. Likewise, if your child is going to be late, or will be leaving early a phone call or written note to the office is necessary on or before the day of the absence. If you drop off or pick up your child early, please come to Door 1. We will call the classroom and walk your child outside to meet you.
- The ECASD will allow up to 10 excused absences (being absent from school for all or part of a day) in a school year.
- If a student does have more than 10 excused absences (all or part of a day) per school year, the parents and/or guardians will be contacted by the school to help develop a plan to improve the child's attendance. In addition, a written doctor's note may be required for all additional absences.
- Our number one priority is making sure your children receive a quality education. To do that, we need to have them in school regularly. We understand that life happens...doctors' appointments arise, family vacation plans are made, and children get sick. We ask that you help in your child's academic success by ensuring that he/she is present during the school day. We appreciate your assistance in scheduling doctors' appointments, vacations, sporting events, etc. before or after school hours.
- If you have any questions or would like to discuss ways to assist in a successful attendance record for your child this school year, please don't hesitate to reach out to your child's teacher, the counselor or the office staff. We would love to help ensure your child has the best academic year possible!

BEHAVIOR EXPECTATIONS

Behavior expectations at Roosevelt are based on our school-wide belief statement:

"We are a community of learners who believe in pride, respect, and responsibility"

Roosevelt Elementary School uses Positive Behavior Intervention Support (PBIS) as a process for creating a safer and more effective school. PBIS focuses on improving a school's ability to teach and support positive behavior for all students. We recognize that it is very important to be consistent with behavior expectations, to teach respectable behaviors, to handle poor behaviors with consequences, and to provide positive reinforcement when students are following the rules. Our main goal is to create safe environments where teachers can teach, and students can learn. Students receive a Tiger Ticket when they are caught being good and following school expectations. Students create a fix-it plan when problems occur.

BICYCLES, SCOOTERS, SKATEBOARDS, AND ROLLER BLADES

Bicycles are welcome at school, scooters with handlebars are permitted, but skateboards and rollerblades are not allowed. Children are not to ride bicycles or scooters on the sidewalk in front of our school or on the blacktop area of the playground. Students should walk their bikes or scooters to the bike racks and secure them with a lock. Skateboards and roller blades create safety hazards, as well as disagreements between students. We request your support by not allowing your child to bring skateboards or roller blades to school in accordance with Board of Education policy and City of Eau Claire ordinance. All bikes and scooters must be kept outside at the bike racks.

BIRTHDAYS AND SPECIAL OCCASIONS

Birthdays are special and we recognize students on their birthday. Students are also allowed to share a treat with their class on their birthday. We prefer the treat not be expensive or elaborate. When bringing a treat, please choose a pre-packaged item instead of homemade goods just in case we need to verify ingredients because of food allergies. Also, if you choose to have your child bring a birthday treat, please make sure they bring enough for the entire class. If your child is having a party, invitations may only be distributed at school if every child in the class is invited.

Otherwise, other arrangements must be made to distribute invitations. **Please do not arrange for flowers, balloons, gifts, or other “surprises” to be delivered to your child at school as this disrupts the instructional day and they will be kept in the office until the end of the day.** Please share this policy with other friends or family members who may also need this information.

BUS TRANSPORTATION- Guidelines for Student Transportation

School buses are an extension of the school. The bus driver, like the teacher at a school classroom, has the responsibility for the safety and welfare of the students. Because students' behavior on the school bus directly affects their safety and the safety of others, the following regulations always apply when students are riding the school bus, including school field trips.

1. Students shall always follow the instructions and directions of the bus driver.
2. Students should arrive at the bus stop on time, waiting in a safe place off the road.
3. Students will wait until the bus comes to a complete stop before attempting to board.
4. During boarding or exiting from the bus, students will not run.
5. Once seated students will remain seated while the bus is in motion and will not obstruct the aisles with legs, feet, or other objects.
6. Students will be courteous to the driver and fellow passengers. Students, who have not already been assigned to a seat by the driver, will be allowed to sit in any available seat on the bus.
7. Bullying, teasing, threatening, or harassing are hurtful and will not be tolerated.
8. To avoid choking, eating, or drinking on the bus is not permitted.
9. Loud talking, laughing, yelling, singing, whistling, throwing of objects, standing, or changing seats are prohibited. Serious safety hazards can result from noise and behavior

that distracts the driver.

10. No part of the body (hands, arms, legs, or head) will be put out the window.
11. Nothing will be thrown from the bus.
12. Students will keep the bus clean and be respectful of bus company property. Students and/or parents of students who damage or deface the bus or bus equipment will be responsible for payment of any repairs/damage.
13. Possession of cigarettes, chewing tobacco, alcohol, or illegal drugs while on the bus will not be tolerated.
14. Possession of flame or spark producing devices, including matches, lighters, etc. are prohibited.
15. Aggressive and/or physical conduct such as hitting, punching, fighting and inappropriate touch are unacceptable behaviors and will not be tolerated.
16. Possession of weapons such as knives, chains, guns, or any other dangerous item(s) including laser pointers that can inflict injury are prohibited.

Violation of any of the above listed regulations will result in disciplinary action. (See Disciplinary Action Plan addressing school bus behavior) Violations will not be tolerated. Students who do not follow these guidelines can be suspended from riding the school bus.

If actions result in the student or students needing to be removed from the school bus immediately, the Eau Claire Police Department will be called to assist in removing the student(s) from the bus. The student will be released to his/her parent or legal guardian by the Eau Claire Police Department.

Students are assigned to a specific bus to and from school. Parents must request in writing any exception from this rule. Students will not be allowed on or off the bus at a place other than their regular stop unless the bus driver is presented with a written parent request.

Parents and students are encouraged to contact Student Transit or the respective school official regarding any problems with school bus transportation. Students are encouraged to discuss issues with their bus driver (during appropriate times) the principal, counselor, teacher, parent, or any appropriate adult. To ensure safe transportation for all involved, it is imperative that the students, parents, school officials, bus driver and the bus company work cooperatively together to solve any problems that may arise.

The consequences of inappropriate or unacceptable behavior on the school bus is outlined in the Disciplinary Action Plan below and will be imposed for violation of behavior/safety standards that cause danger to students or drivers. **Serious or repeated misbehaviors may result in long term or permanent loss of bus transportation privileges. Serious consequences apply for students who hit or bully anyone on the bus.**

First Student Violation of Bus Policy

- 1) First Offense: The bus driver will counsel the student(s), discuss the behavior, and give a verbal warning.
- 2) Assigned seating may be enforced.

- 3) Following the above interventions, a description of the violation will be written up by the driver on a Bus Misconduct Form and submitted by Student Transit to the respective school officials.

Disciplinary Action: First Violation

- 1) The school official may have a conference with the student, review the ECASD Guidelines for Student Transportation as appropriate per age level, and remind the student of the consequences of continued behavior. A copy of the report may be sent home to the student's parent/guardian. A copy of the Misconduct Form will be kept on file at the school for future review.

Second Student Violation of Bus Policy

If the above actions have been taken and the student's behavior continues to violate the policy:

- 1) A second Bus Misconduct Form is submitted by the driver and delivered to the respective school officials.

Disciplinary Action: Second Violation

- 1) The school official may have a second conference with the student discussing misconduct on the bus. A copy of the report may be sent home to the student's parent/guardian requiring a signature from the parent and student. The form will be returned to the school. A copy of the misconduct form will be kept on file at the school for future review.
- 2) The student may be assigned in-school consequences to be determined by the respective school official.

Third and Subsequent Student Violation of Bus Policy

If the above actions were taken in the first and second violation and the student's behavior continues to violate the policy:

- 1) A third and subsequent Bus Misconduct Form is submitted by the driver and delivered to the respective school officials.
- 2) The school official may have a conference with the student and the student's parent/ guardian may be notified. A copy of the Misconduct Form may be given to the parent for review and signing. One of the following steps may be taken based on the severity of the behavior (the action is left to the discretion of the school official):

1st Bus Suspension: 3 school days

2nd Bus Suspension: 7 school days

3rd Bus Suspension: 15 school days

4th Bus Suspension: 30 school days

5th Bus Suspension: loss of bus privileges for the remainder of the school year.*

The following behaviors may merit *suspension* from riding the school bus. The respective school officials will determine such suspensions.

- A) Insubordination: Defined as a direct refusal to follow instructions of the bus driver or others in charge.
- B) Smoking, Drugs, or Alcohol: Defined to mean any act leading to or participating in these activities.
- C) Fighting: Defined to mean any act leading to aggression or harm, or physical assault upon a person or persons, regardless of whether promoted by the action of others.
- D) Abusive or Offensive Language: Defined to mean abusive or derogatory remarks intended to be uncomplimentary or unacceptable (bullying or verbal abuse fall into this category).
- E) Destruction of Bus Property: Defined to mean any act relating to the marring, cutting, tearing, or general destruction of the bus or bus property.
- F) Repeat Offenders: Defined to mean students who have three completed Bus Misconduct Forms in a calendar school year.

Riding the school bus is a privilege, not a right. Students may lose their bus riding privileges immediately for serious violations to the ECASD Guidelines for Student Transportation. These include physical fighting, destruction of property, use of a weapon, or making a dangerous threat to anyone while on the bus. Other penalties may include suspension or expulsion from school.

***Wisconsin law requires a student's attendance in school. If bus privileges are revoked, it will remain the responsibility of the parent or guardian to transport the student to and from school.**

CHILDCARE

Before and after school childcare is offered by Grace Lutheran Foundation at Roosevelt School. Please call Grace Lutheran Foundation at (715) 832-3039 to register or for more information.

CHILDREN OF SEPARATED/DIVORCED PARENTS

The Eau Claire Area School District will maintain strict neutrality between parents who are involved in an action affecting the family, unless otherwise directed by Court Order.

Prior to the beginning of each school year, each parent enrolling a student will be requested to provide the building administrator with current information regarding any Court Order, which provides specific rights to the child's parents. In the absence of a Court Order, neither parent will be deemed to have rights superior to the other parent.

Either parent may provide the building administrator with a certified copy of the most recent Court Order. Unless directed in the most recent Court Order, both parents, custodial and non-custodial, are entitled to all grade reports, newsletters, disciplinary action, and teacher/principal conference appointments. The non-custodial parent must make a written request for the specific information requested and provide address information.

CODE OF CLASSROOM CONDUCT

As part of Wisconsin Act 335, the Eau Claire Area School District has developed a “Code of Classroom Conduct” that defines when disruptive students will be removed from class. Parents will be contacted by phone or letter (office discipline referral) if a student is removed from class. Types of violations that could result in removal include: 1) Acts of violence toward students, staff, or other individuals, 2) Acts of inciting, 3) Alcohol, tobacco, and other drug issues, 4) Other behaviors, which seriously disrupt the learning environment.

COMPLAINTS

Initial questions, comments, concerns, or compliments may be shared through the ECASD [Eau Claire One Voice](#) link which can also be found on our ECASD homepage.

When a problem or issue develops between the school and the home, families are encouraged to go directly to the source of the problem.

- **Start with the Closest Adult:** If you have a question, comment, or concern, please begin by reaching out directly to the adult most closely involved in the situation. This could be a teacher, specialist, school nurse, school counselor, bus driver, or, depending on the issue, me (the principal).
- **If Unresolved, Contact Their Supervisor:** If your concern is not resolved after speaking with the closest adult, the next step is to contact that person’s supervisor. In most cases, this will be the Principal or the Principal’s direct supervisor (Superintendent).
- **For Playground or Cafeteria Issues:** If your concern involves an hourly staff member, such as a playground/cafeteria supervisor, secretary, or crossing guard, contact the school Principal.
- **For Bus Issues:** Begin by contacting the bus driver through Student Transit (715-839-5116, info@student-transit.com). If you continue to have concerns, contact the school Principal.
- **As a last resort,** after contacting the above staff members, if the situation remains unresolved, families may contact the school board.

CONTROLLED SUBSTANCES

The possession or use of any controlled substance such as tobacco, alcohol, drugs, etc. on school property, school buses, or at any school-related event is prohibited. Students possessing or using controlled substances will be subject to disciplinary action, including possible suspension and/or expulsion, and reported to law enforcement officials.

CRISIS EVACUATION PROCEDURES

In the event of an evacuation that requires us to leave school property, we will evacuate to **Eau Claire Sports Warehouse**. If there is an emergency that requires us to leave the school grounds, parents should report to May’s to pick up their children. Students who ride the bus will be transported home on the bus after the media has notified the public of the evacuation.

DRILLS

All students are instructed on proper procedure to be used in the event of a fire, tornado, or other emergency. Drills are held periodically to practice emergency procedures in an efficient and safe manner. In the event of an emergency, every effort will be made to protect all students from harm by following recommended emergency procedures. All students would be accounted for and no student would be allowed to leave the area except with parents or guardians or with specific written permission from them.

FAMILY VISITORS AND VOLUNEERS:

School volunteers are allowed into our building after completing their *background check* and *volunteer forms* have been processed and are on file. As part of our school safety protocols, all visitors will need to provide a government issued ID before entering our building. For *background check* and *volunteer* information, please contact Tammy Rud, partnership coordinator, at (715) 852-4707.

If you are picking up your child during the school day, please call the office (715) 852-4701 when you arrive. If you do not have a cell phone, please come to door #1 to let our secretary know who you are here to pick-up before returning to your vehicle. Students will only be allowed to leave with the primary and secondary guardians listed in Skyward without your permission, so please let us know if you plan to have someone else pick up your child during the day.

FIELD TRIPS

Occasionally, a field trip or outing is offered to particular grades or classes. Students must submit written parental permission in order to participate in such an activity. All trips are adequately chaperoned and are of educational value to the children. Prior to each field trip, your child's teacher will send a notice of the field trip destination, date, time, and mode of transportation for parent permission.

HEALTH SERVICES

Hearing and Vision Screening

Each fall, volunteer parents, under the direction of the City-County Health Department, will give a hearing test to students in grades K/1 and a vision screening to all students in K, 1, & 3. Should either test indicate a problem, a retest is given. If the child does not pass the retest, the parents will be notified in writing by the Health Dept. with a recommendation to consult a doctor for further examination. The vision and hearing testing we conduct is simply a screening measure and is not meant to replace regular medical appointments.

School Nurse

We have a school nurse available to assist with designing and implementing plans for students with critical health needs. The school nurse splits her time between several schools and is available by appointment. If you'd like to meet with the nurse, please contact the office and you

will receive assistance in setting up an appointment.

Immunizations

Wisconsin State Statute 140.5 requires that all students entering public school have basic immunizations or they will be refused entry unless the child has been exempted for religious or medical reasons. It is the parent's responsibility to make sure that their child meets this requirement. We require evidence of these immunizations to be kept in the child's cumulative file. If immunizations are not up to date, your child may be excluded from school until the proper immunizations are received.

Medications

Medication will only be distributed to students at school if we receive an appropriate Child/Student Medication Management Form. Both the parents and the doctor prescribing the medication must fill out this form. The prescription and amount of medication given must be clearly indicated on this form. Absolutely no medication (including over the counter meds) will be administered without this consent form. Forms are available in our office and on our website.

Sick Child Guidelines

To maintain the good health of all our students, please refrain from sending your child to school if they are sick. This will reduce the overall number of illnesses among our students. If a child exhibits any of the following symptoms at school, a family will be notified to come and pick up the student:

- ✓ Fever- Temperature of 100.4°F or more
- ✓ Diarrhea
- ✓ Vomiting
- ✓ Persistent coughing
- ✓ Draining or spreading rash

Please keep your child home if they currently have or have had any of these symptoms during the past 24 hours. If you have any questions about these guidelines, please contact your school nurse.

Students should not return to school until 24 hours have passed and they are symptom free.

HOMEWORK

Homework is defined here as taking books, materials, and assignments related to the school curriculum home after school for the purpose of independent study. K-3rd grade students may have occasional assignments of general homework which they can do by themselves. They may also have specific assignments such as practicing reading and solving math problems, which require parental guidance. 1st-5th grade students may have homework. That does not necessarily mean that all children will have homework every day.

The Eau Claire Area School District recognizes that extended learning opportunities/homework are activities designed to enhance the individual learning needs of students. Extended learning opportunities/homework shall refer to those assignments to be completed outside of school by

the student or independently while in attendance at school. Teachers shall ensure that students and parents are informed of extended learning opportunities/homework expectations. The Eau Claire Area School District will provide extended learning opportunity/homework procedures that:

- Reflect best practice research and District guidelines
- Extend classroom learning
- Explore educational learning experiences beyond the classroom
- Assess background knowledge
- Ensure extended learning opportunities/homework shall not be assigned as a disciplinary measure
- Ensure extended learning opportunities/homework require the use of common materials accessible to families in all socio-economic statuses
- Ensure extended learning opportunities/homework shall not be dependent on parent/guardian participation

INFORMATION CHANGE

It is extremely important that we maintain current data on our students (address, phone number, emergency contacts, etc.). Please call the school office as soon as possible if any of this information changes or you move during the year.

INSURANCE

The school district does not carry insurance to cover medical or dental costs should your child have an accident at school. If insurance needs exist, families should consider the low cost insurance, for which information is provided at the beginning of each school year through the district fall mailing.

INTERNET USE AGREEMENT

ECASD Student Technology Usage Expectations.

For the purpose of this document, “technology” includes the use of any of the following at ECASD:

- The school networks.
- The Internet.
- Any sites or software that supports learning.
- Any technological devices that belong to the school.
- Any personal technological devices used while on campus (cell phones, iPods, tablets, computers, etc.).
- Any private or commercial network accessed while on Eau Claire Area School District property.

Expectations

- All use of personal and District technology resources must be in support of, and consistent with, the educational objectives of the Eau Claire Area School District.
- Students are solely responsible for use, security and protection of any personal technological devices that he or she brings onto District property or while participating in school events.
- Students are responsible for their behavior and the language they use. All District policies prohibiting bullying, harassment, and discrimination apply with full force to an individual's online and other technology-based activities and communications.
- Students will follow the school rules, board policy and all applicable state and federal laws, including adhering to the Eau Claire Community Core Values while using technology. (Board policies 443.7 and 364.1)
- Any attempt to circumvent security or filtering systems is a violation of school rules and board policy.
- Utilizing District technology resources for commercial purposes is prohibited.
- All students have a responsibility to respect the privacy, property, including intellectual property of others. Students will only modify data, files, communications, applications, and other content that they own or have permission to modify. Students will always provide citations for the work of others.
- Students will respect and comply with proper use of copyrighted text, images, video, and music, including transmitting, downloading, reproducing, or using copyrighted material.
- Students will only use their own credentials for accessing the network and will take full responsibility for the impact that their actions and words may have on themselves and others when using technology.
- Students will carefully and critically consider their privacy and personal and electronic safety before sharing personal information, including last name, phone number, or address. Students should never share passwords with others.
- Students will follow technology safety practices such as always logging off or otherwise terminating network or Internet sessions before leaving any device connected to a network and/or the Internet.
- To the extent not prohibited by applicable law, monitoring of user's activities may include the use of applications, services, equipment, or other methods by which school personnel can:
 - track and review users' Internet histories; online communication; uploaded, downloaded, saved, or deleted data, files, applications, programs, or other content; or other online activities.
 - track and log network access and use by any person or under any account; or
 - monitor fileserver space utilization by district users.
- The Internet has inappropriate materials that do not support student educational or District goals. Students will practice self-discipline and good judgment in choosing the web

sites that they visit: students will immediately notify a staff member should they see inappropriate information or pictures while using the school network and/or Internet. Inappropriate information includes anything that is hateful, racist, obscene, or anything else that makes them uncomfortable.

- Failure to meet the expectations established within this document or in related district policies will result in consequences to be determined based on the infraction, and can include suspension or expulsion. Inappropriate use of technology while at school or under the supervision of school authorities can have non-school consequences when the conduct is also unlawful or violates the rights of others.

LOST AND FOUND

Lost and found items are inside the door 6 lobby. Should your child lose anything, be sure to have him/her check these areas. Please place names in jackets, boots, caps, sweatshirts, lunch boxes, etc. to help us identify lost items. Small items such as money, jewelry, and keys can be claimed in the office. Unclaimed items will be donated to charity, so please check for lost items immediately.

LUNCH PROGRAM

Breakfast and lunch are served at school each day. You may access the menus on the school and district web site at: www.ecasd.us/District/Departments/Food-and-Nutrition/Breakfast-and-Lunch-Menus Parents/guardians are required to prepay money into an account for each child. Every child is assigned a PIN (Personal Identification Number) that the child will enter every time he/she eats lunch or takes milk. **Your cooperation in maintaining a positive balance is appreciated.** If you have questions about your child's account, please call the school cook at (715) 852-4706. If your family income makes you eligible for free or reduced meals, please file an application as soon as possible. New applications must be approved before free or reduced prices begin. Students who received free or reduced lunch in Eau Claire last year, have 30 days to re-qualify. A new application must be completed each year. You can also pay for lunch online at: www.myschoolbucks.com

Breakfast is served daily at beginning at 8:15am. Students who have not eaten breakfast may enter door #1, leave their belongings in bins along the hallway, and walk to the cafeteria for breakfast. After eating, students will gather their belongings and exit door #7 to join the rest of our students on the playground.

Meals from Home: If your child will not be eating school meals, please ensure they are packing nutritious options to choose from instead of candy and other junk food. When choosing a beverage to pack, please make sure the beverage is non-carbonated and non-caffeinated. Students who bring carbonated or caffeinated beverages with their meal will be asked to return them to their lockers to take home, with cold water as an available option to them. Students may bring their own water bottles into the lunchroom.

ONLINE THREAT REPORTING SYSTEM & RESOURCE CENTER

SPEAK UP, SPEAK OUT is an online resource center made available to all families and community members to report important concerns that was created by the Wisconsin Department of Justice (DOJ) and Office of School Safety (OSS). *SPEAK UP, SPEAK OUT* gives students the tool to break the culture of silence and connect with adult authorities who can help.

SPEAK UP, SPEAK OUT allows students and community members to confidentially report tips on potential harm or criminal activities directed at school students, school employees, and schools. The *SPEAK UP, SPEAK OUT* Resource Center can respond confidentially and quickly to get help to you or to someone who is hurting or struggling. Tips can be submitted 24-hours-a-day, 7-days-a-week by telephone, mobile app, or via the *SPEAK UP, SPEAK OUT* website.

To report a tip, please visit <https://speakup.wisconsin.gov/> or call 1-800-MY-SUSO-1 (1-800-697-8761) Call 911 if this is an emergency or a crime in progress.

PARENT-TEACHER ASSOCIATION (PTA)

Roosevelt has an active and supportive Parent-Teacher Association. Early in the school year you will receive a newsletter from the PTA with contact information and other details about PTA events for the year. Our PTA helps to provide many things for our school through fundraising and planning special family events. We hope you will be an active member of our PTA. For information regarding the friendship directory, please contact the PTA.

PHOTOGRAPHING/VIDEOTAPING

We encourage the media to come and learn about our school. However, we are also sensitive to the fact that some families may not want their child to appear in the media. If this is a concern for you, please contact the principal to fill out the appropriate form. If we do not hear from you, we will assume that you give us permission to allow your child to be photographed or videotaped.

Use of Student Photographs on the web: Pictures may be published on school/school district websites unless a signed parent exclusion form is turned in. Last names will not be used to identify students. First names may be used.

PUPIL NONDISCRIMINATION POLICY

If any person believes that the Eau Claire Area School District or any part of the school organization has failed to follow the law and rules of §118.13, Wis. Stats., the Americans with Disabilities Act, Title IX, Title VI, or Section 504 or in some way discriminates against students on the basis of sex, race, color, religion, creed, age, national origin, ancestry, pregnancy, marital or parental status, sexual orientation, or disability, he/she can bring or send a complaint to Michelle Golden, Executive Director of Human Resources, 500 Main Street, Eau Claire, WI 54701. Ms. Golden can be contacted at (715) 852-3051.

RECESS

Students will go outside for recesses everyday unless it is raining, or the temperature is dangerously cold. The school staff will make that decision based on district guidelines. Please send your child to school with appropriate clothes for the weather. Warm winter coats, hats, boots, and mittens are essentials of every elementary school child in the Eau Claire Area. If your child is not dressed appropriately, he/she will not be able to participate in outdoor recess. If a child must stay inside for medical reasons, parents are required to send a **note from the doctor** detailing the duration of restricted activity. When this is the case, the child will remain in the office and can read or play quietly.

RELIGIOUS ACCOMMODATION POLICY

The district shall provide for the reasonable accommodation of a student's sincerely held religious beliefs about academic requirements including examinations. The Board of Education recognizes that parents/guardians may desire or request that their children be excluded from receiving instruction in specific phases of certain curricular offerings based on their religious beliefs. Please see the district handbook for further information.

ROOSEVELT STAFF DIRECTORY

To view our current staff directory, please visit our [Roosevelt Elementary School website](#). Choose "Staff Directory" on the upper right corner and "Roosevelt Elementary" as your location. You will find our Roosevelt Staff Listing in alphabetical order when you click on "Search Directory".

SAFETY PATROL

Safety patrol is used to facilitate safe crossing for students walking or riding their bikes to and from school. Fifth graders will have an opportunity to serve on patrol this year. Patrollers will be on duty from 8:30-8:40am and 3:35-3:45pm. We also have an adult crossing guard at the bike path crossing on Folsom St., and the corners of Jeffers Rd./Truax Blvd. and Eighth St./Truax Blvd. Children are encouraged to cross in these areas, if possible.

SCHOOL CLOSINGS AND VIRTUAL SCHOOL DAYS

During times of bad roads, inclement weather, or snowstorms, bus routes may be cancelled, schools may be closed all day, or school may start late. In that situation, this will still be an instructional day because students will receive virtual instruction from their teachers (synchronous or asynchronous). Please listen to local radio broadcasts. You can also sign up, via several local TV stations, to receive text or email message regarding school closings. School closing announcements will be made after 6:30am. Please do not call the school or Student Transit to see if school is closed. Our phone lines must be kept open for emergency calls. At times, it may be necessary to close school early. In this case, radio stations will broadcast necessary information. Regular bus routes will still be running. Parents should make appropriate arrangements for childcare during that time if necessary.

SCHOOL SAFETY AND SECURITY

Safety at school is our utmost concern. We require all people who enter the building during the school day to use the doorbell located at Door 1, identify themselves and their reason for visiting and then to proceed to the main office to check in and get a visitor badge. You may be asked to show a photo id at the time of your visit. We realize this may be inconvenient when you are just stopping in for a minute to drop something off, but safety comes before convenience.

If you are picking your child up from school during the school day for an appointment, please come to the office and we will call the classroom teacher to send the child down to the lobby to meet you. Please help us to keep our school secure by always following these rules.

STUDENT SUPERVISION - BEFORE and AFTER SCHOOL

Playground supervision begins at 8:20am. If joining our playground before 8:20am, we thank you for supervising your own child until school supervision begins. If unable to provide supervision prior to 8:20am, please adjust your child's leaving time from your home so they arrive between 8:20-8:30am unless eating breakfast.

Student Dismissal: At the end of the school day (**3:35 pm**), we typically have every student on their way home by 3:45pm. We appreciate your patience at the end of each day.

- Students who ride the bus will leave their classrooms at 3:30 pm. Students who walk or are picked up by family will go to the same location they start the day at **3:35 pm**. Students attending after school care will go to the gym, outdoor meeting spot, or bus lane depending on the childcare site and their transportation plan.
 - Kindergarten students who ride the bus will have school staff members lead them from their classroom to the bus.
 - Kindergarten, first grade, and second grade students who do not ride the bus or attend *Grace Lutheran* after school care will exit door #7 with their teachers between **3:35-3:40 pm** and watch for their family members from that area.
 - Third grade, fourth grade, and fifth grade students who are not riding the bus or attending *Grace Lutheran* after school care will exit door #5 with their teachers to either reunite with the family members or begin their walk or bike ride home.
- Because playground supervision will not be provided by Roosevelt staff members after dismissal, students are expected to check in at home before returning to the playground.
- Students with family members who are available to supervise their children are welcome to play on our playground after dismissal. Thank you in advance for supervising your own child after school!

STUDENT DRESS

To assure a healthy and safe school environment for students, the following student dress code guidelines will be enforced:

1. No student shall be permitted to wear any clothing or jewelry that contains pictures and/or writing referring to alcoholic beverages, tobacco products, sexual references, profanity, promotion of gambling, illegal drugs and/or gangs. Clothing items that cause intimidation or disrupt the learning of others are prohibited. Students will not wear clothing that defames, insults, threatens, harasses, or injures any racial or cultural groups or individuals.
2. Special requirements may be necessary to assure safety in certain areas such as physical education, art, band, science labs, kitchens, and technology education work areas, i.e., safety glasses, aprons, hair nets, etc.

All students in kindergarten through the 12th grade may be required to wear masks/face coverings, gloves, or other protective equipment. Students who violate the rules for school attire shall be asked to change or further disciplinary action will be taken, which may include suspension. This code is not intended to limit the right of the building and/or district administration to establish rules or restrictions regarding other paraphernalia or dress that disrupts or threatens to disrupt the learning environment of any school. If there is a disagreement between students and/or parents/guardians and the staff regarding the appropriateness of clothing or other paraphernalia, the principal will use his/her discretion to make the final decision.

STUDENTS BRINGING ELECTRONIC DEVICES/PHONES/TABLETS/SMART WATCHES

When students are at school, participating in any school-sponsored activity, and at all other times when the student is under the supervision of school officials, students may possess electronic devices but may only use devices with permission from school staff members prior to each use. We discourage students from bringing any personal electronic devices, including cell phones, tablets, and smart watches to school. These items can be easily lost, stolen, or can interrupt student learning when used for non-educational purposes. Considering their value, we would encourage these items to be left at home. If they are in school, they need to be off (not just silenced) and stored in a backpack. If you send a text message to your child during the school day, please know they will not receive it until they can access their phones after the end of the school day.

Students who wish to communicate with family during the school day may do so after obtaining permission from their teachers at the appropriate time. Students are not allowed to communicate with family and peers through text, email, instant messaging, social media, etc. during the school day. All 30 rooms at Roosevelt Elementary School are equipped with a phone if

communication is ever needed for emergency reasons. Families who have an urgent message or their child should call (715) 852-4700 to deliver their message or request a return call from their child without interrupting instruction.

Students are permitted to use a personal electronic device as needed (e.g., to contact a responsible adult) in any emergency that involves an immediate threat to the health, safety, or property of any person. However, when carrying out school emergency response plans, an administrator or other staff member may direct students to turn off their personal electronic devices so that emergency communication networks are not overwhelmed and so that emergency response efforts are not jeopardized.

1. Students shall not use electronic communication devices:

- To engage in bullying or harassment.
- To communicate test answers, photograph tests, or engage in any other conduct that constitutes or facilitates academic dishonesty.
- To take, disseminate, transfer, or share any images, recordings, or other content that is obscene, lewd, illegal, sexually explicit, or otherwise inappropriate for the school setting.
- In areas where other people have a reasonable expectation of privacy, including all locker rooms, bathrooms, or other changing areas (except in an emergency).
- To create, communicate, share, or post recordings or images of any other student or staff member without permission from that student or staff member (except in an emergency).
- In violation of the ECASD rules surrounding students' acceptable use of technology.

2. Possession and use of an electronic communication device by a student under this policy is a privilege. A student who chooses to exercise this privilege does so subject to the following conditions:

- The rapid expansion of communication technologies, the increasing prevalence of multi-function devices, and the extent to which numerous electronic devices are now Internet-enabled, lead the Board to conclude that the regulation of electronic communication devices has become merged with the broader topic of acceptable use of technology within the school setting. Accordingly, the Board delegates to the administration the authority to develop, implement, enforce, and revise as necessary rules that govern students' acceptable use of technology in a manner that incorporates specific expectations related to students' possession and use of communication devices and other personal electronic devices.
- The District is not responsible for the safety or security of personal electronic equipment that students possess or use at school or at a school-related activity. Students who possess or use such device(s) do so at their own risk regarding possible theft, damage, misappropriation of data/equipment, or other loss.
- If a District official has reason to suspect or determines that a student has possessed or used an electronic device in violation of the law, this policy, or a school rule or directive, a

District official may temporarily confiscate the device and/or turn the device over to law enforcement.

- A device possessed or used by a student may be subject to an appropriately limited search by a District official, the school resource officer, or other designee of the District official when the official has reason to suspect that such a search may lead to evidence of a crime or a violation of Board policy or school rules. The scope of any such search will be limited to the suspected violation.

3. To the extent allowed by law, school employees may request a student to disclose the access information for any of the student's personal Internet account(s), including those that may be accessible through a student's personal electronic communication device, prior to law enforcement intervention.

- If the District determines that a student has possessed or used such a device in violation of the law, this policy, or a school rule or directive, the student is subject to appropriate school-imposed consequences, such as the possible loss of privileges, suspension, and/or expulsion. The District may also refer certain matters to law enforcement.

Related to items to leave at home, please discourage your child from bringing toys, trading cards, stuffed animals, electronics, or anything they consider valuable to school, unless asked to do so as a reward. While theft is not typically a major issue, students do not have a way to store their items securely. Valuable items should stay at home to ensure their safekeeping.

TELEPHONE CALLS

Please refrain from contacting students at school unless it is an emergency. In case of emergency, please call the school office at (715) 852-4700. Students are then called to the office to receive messages. Students are only allowed to make calls for urgent issues. Please make all after school arrangements before sending your child to school each day.

WEAPONS POLICY

No one shall possess a weapon on school property, school buses, or at any school related event. Any object which could be used to cause bodily injury or property damage, and which has no school related purpose will be considered a weapon. Students who violate this policy will be expelled from the regular program for a period of not less than one year. The superintendent shall have the authority to modify such expulsion on a case-by-case basis. A referral to the criminal or juvenile justice system will be made for any student who brings a weapon to school.

ECASD DISTRICT POLICIES/RULES/EXHIBITS

To view all policies of the Eau Claire Area School District in more detail, please visit

<https://go.boarddocs.com/wi/ecasd/Board.nsf/Public#>

Select "*Policies*" and then "*ECASD District Policies / Rules / Exhibits*" from the drop-down menu. If you have additional questions, please call us at (715) 852-4700.