



ROOSEVELT ELEMENTARY SCHOOL

August, 2025

Dear Roosevelt Families,

This information is designed to ensure a smooth start to the school year, particularly on the first day. **Please read it carefully.** If you have any questions after reviewing this information, contact the main office at (414) 773-1600.

Please add these important dates to your calendar.

1. **Annual Registration In-Person Kiosk**, Wednesday, August 13 (9 a.m.-3 p.m.) and Thursday, August 14 (2-6:00 p.m.) *Currently, 67% of Roosevelt families have completed the registration process. Thank you!*
2. **New Family Tours**, Saturday, August 23 (9-11:00 a.m.)
3. **School Picture Day**, Thursday, August 28 (3:45-7:00 p.m.) Nov. 13 is picture make up
4. **SK-5th Meet the Teacher** (School Supply and Medication Drop Off), Thursday, August 28 (4-6 p.m.)
5. **Family Picnic**, Thursday, August 28 (4-7 p.m.) Two Food Trucks on site to purchase food
6. **First day of school (SK-5th)**, Tuesday, September 2
7. **JK Jump Start Conferences**, Tuesday, September 2 – Friday, September 5
8. **JK First day of school** Monday, September 8
9. **Curriculum Night**, Monday, September 22 (5- 6:00 p.m.)

Annual Registration: Student Information/Emergency Contact:

All families in the district have an **Infinite Campus** account. **Before the start of school, please make sure you complete the [Annual Registration | Roosevelt Elementary School](#) for each student by August 25, 2025.**

- **Check** your account, review all data information (email, phone number, address, emergency contacts, etc),
- **Make ALL corrections and/or additions online in Infinite Campus and add your Emergency Contacts.** (Contact information must be current in case of a school emergency.)
- If you have not set up your Infinite Campus account, contact the school office for your access code. If you need password retrieval help, contact the [District Technology Help Desk](#)
- In-Person Kiosk is available at Roosevelt, Wednesday, August 13 from 9 a.m. to 3:00 p.m. and Thursday, August 14 from 2-6:00 p.m. for families needing assistance completing Annual Registration.

***** If you have moved, update your address in Infinite Campus and provide proof of residency by submitting a signed and dated copy of your rental agreement or a closing or mortgage statement AND a current WE Energies bill to the school office.***

Breakfast:

Sodexo provides breakfast at Roosevelt on every school day from 7:45 a.m. to 8:10 a.m. Students can enter the building through the 74th Street entrance to access the cafeteria. **For those who arrive after 8:10 a.m., a grab-and-go breakfast option is available, ensuring that students can still make it to class on time.**

Class Placement:

Your student's classroom placement will be visible through your parent portal in Infinite Campus on Monday, August 18. ***Note: Families must complete Annual Registration in order to view teacher assignments and schedules in Infinite Campus.***

Curriculum Night

Monday, September 22, classroom teachers will present **curriculum information** in two sessions (5:-5:25 p.m. and 5:30-5:55 p.m.). A welcome message and overview of universal happenings and school-wide expectations, along with information on what your child will be learning throughout the school year, will be provided to parents.

Drop off and Pick Up:

Your child's safety is our top priority! We kindly ask for your help in following all parking and driving regulations. Please pay attention to the signage indicating one-way access during drop-off and pick-up times.

To ensure a smooth and safe experience:

- Keep the cutouts clear before and after school.
- Drive south on 73rd Street and north on 74th Street during drop-off and pick-up times.
- Please do not double park.
- Remind your child to cross only at the crosswalks.

By following these guidelines, we can enhance student safety and improve traffic flow. Thank you for your cooperation!

Early Release Wednesdays:

On Wednesday, **September 3**, **students will be released from school at 2:20 p.m.** because of early release. Make a note that **EVERY Wednesday** is early release and students should be picked up at the dismissal time. If you have signed your student up for the recreation department program, please make sure to inform your student and their teacher.

JK Jumpstart Conferences:

All JK families will soon be receiving information regarding signing up for a Jumpstart Conference to be held the week of September 2. This is your opportunity to meet the teacher, learn about the JK program and drop off school supplies.

Note: JK students will not attend the Meet the Teacher event Thursday, August 28, but you should plan on having a school picture taken and participating in the Family Picnic.

Line Up:

On the first day of school students are asked to gather in the following areas by 8:12 a.m. Teachers will be walking students to classrooms starting at 8:15 a.m. for the first three days of school. (If it is inclement weather, students will report directly to their classroom)

***Just a reminder that pets brought to school must be on the sidewalk and not on school grounds.**

SK Ms. Beilfuss-steps on 73rd Street, Ms. Colacino-south side of the building (Wright Street), Ms. Duffey-outdoor classroom; southwest path,

Grade 1 Ms. Schubert-line up by the generator, Ms. Wall-playground building wall

Grade 2 Line up along the West gym wall

Grade 3 Line up by the northeast entrance on the playground area

Grade 4 Line up on the basketball court

Grade 5 Line up along the 73rd Street fence by the field.

Starting Friday, September 5, students will be allowed to enter the building starting at 8:00 a.m. to go directly to their classrooms.

Meet the Teacher

On Thursday, August 28, Teachers will be available in their classrooms from 4 to 6:00 p.m. to meet with students and their families. We encourage you to bring any school supplies during this time. If your child requires medication, it can be dropped off in the office between 4 and 6:00 p.m.

Please note that due to the time dedicated to meeting families, teachers will not be able to hold individual conferences. If you have specific information about your child that you would like to discuss, please schedule an appointment with the teacher. Thank you!

This event is hosted by Roosevelt's PTA. Your support is essential in helping us continue our tradition of assisting students at Roosevelt. PTA representatives will be on hand to share information about membership, becoming a room parent, and various other ways you can get involved this school year. We look forward to seeing you there!

New Family/Student Welcome Open House:

Saturday, August 23 from 9-11 a.m. New families will have an opportunity to take a tour of Roosevelt. (Information was emailed to new families/students)

On-Site JK Wrap and Before and After School Care

The Wauwatosa School District partners with Right at School to offer on-site JK Wrap and Before and After School Care for students. Visit www.rightatschool.org or call (855)287-2466 for more information or to register.

Personal Communication Devices

Please read and familiarize yourself with the Wauwatosa School District [Personal Communication Devices](#) policy. In order to preserve an optimal educational environment, *student use of PCDs is prohibited* on school grounds during school hours (i.e., start-time through dismissal time). Students are encouraged to leave their [PCDs at home](#).

Picture Day:

Roosevelt Elementary picture day will be held on Thursday, August 28 from 3:45-7 p.m. in the gym. Afterwards, you'll be able to select your image for the yearbook and purchase any portraits. All orders will be delivered to your home. To view and order photos click on the link and fill in the information needed ([Roosevelt Elementary School Pictures](#)). You may also use this link to order a 2025-2026 School Yearbook. If you need further assistance, contact VIP at support@vipis.com. Note: A Picture makeup day will be held during the school day on November 13.

Prescription and Non-Prescription Medication:

Please refer to the Wauwatosa School District Medication Policy [Medication Policy](#) found on the district website. **All prescription and non-prescription medication to be taken at school need current authorization forms completed, signed and on file in the school office before any medication can be administered.** Forms are available in the school office, and on the district website [Medication Forms](#). Please plan to bring medication to the school office during Meet the Teacher, Thursday, August 28.

PTA Directory:

PTA provides a Student/Family Directory to all families through the Memberhub website. Directory information may include student names, addresses, phone numbers, parent names and contact information. Student and parent contact information will appear in the directory as members enter it when joining the PTA.

Become a member and enter your contact information [here](#).

Obtain access to the online directory [here](#).

Please contact Roosevelt's PTA at rooseveltppta@gmail.com with any questions.

School Hours:

The school bell rings at 8:20 a.m.

Jr. Kindergarten	Morning:	8:20 a.m. – 10:55 a.m.
	Afternoon	12:30 p.m. – 3:20 p.m. (M, T, TH, F)
		12:30 p.m. – 2:20 p.m. (Wednesday)
Grades SK – 5		8:20 a.m. – 3:20 p.m. (M, T, TH, and F)
		8:20 a.m. – 2:20 p.m. (Wednesday)

***Please be advised that there will be no supervision on the playground after school hours. For safety reasons, students are expected to go directly home at the conclusion of the school day. However, students may use the playground after school if they are accompanied by an adult supervisor.**

If you have any questions or concerns, please do not hesitate to contact the office. Thank you for your cooperation in helping students be safe.

School Supplies:

School supply lists can be found on [our website](#). In order for your child to be prepared and organized for the school year, students in SK through 5th grade, please bring all supplies to school on Meet the Teacher from 4-6: p.m. on Thursday, August 28. JK students are encouraged to bring supplies to the JK Jump Start Conferences, Monday, September 2 - Friday, September 5.

SODEXO Food Service:

[Free and Reduced Food Service Application](#). If your family qualifies for free or reduced lunch, you will also qualify for free or reduced school fees. Once you complete the application, please check the sharing information box(es) in IC during the annual registration process.

[Online Lunch Payments](#)

If you need to create an account, select "New User" after clicking on the link

Volunteering at Roosevelt

Roosevelt staff is grateful for the continued support of the many volunteers who make a difference in the lives of our students and help our school run smoothly.

As we look forward to a new school year please note; Roosevelt and the school district welcomes and encourages individuals to volunteer their time to serve the students and employees of the District. **All potential volunteers are required to complete a Wauwatosa School District Volunteer Packet prior to volunteering in the school.** Volunteer applications are valid for a period of three school years. If you plan to help out in the classroom, at a special event, or chaperone field trips, etc., approval needs to be on file.

Volunteer Packets must be completed online. Follow the [Volunteer](#) link to complete the application. Be assured that the Roosevelt staff does not have access to your confidential information.

Your time and effort as a volunteer are greatly appreciated, and your contributions make a real difference!

Welcome to Roosevelt's New Staff Members:

Each year, Roosevelt experiences some changes in staff. This year is no exception! We are excited to welcome the following new staff members to the Roosevelt family:

Mr. Noah Merz - Fifth Grade Teacher

Ms. Alyssa Cramer - Special Education Teacher

Ms. Kristina Kuprenas - Special Education Teacher

Ms. Kaylee Radtke - Special Education Teacher

Ms. Lauren Underberg- Educational Assistant, Special Education

Ms. Kalli Nielsen - Speech Pathologist

Ms. Kristen Mandella - School Psychologist

Ms. Lexi Sevedge - Social Worker

Ms. Kari Stankowski - Social Emotional Specialist

Ms. Sonia Pacheco - District Nurse