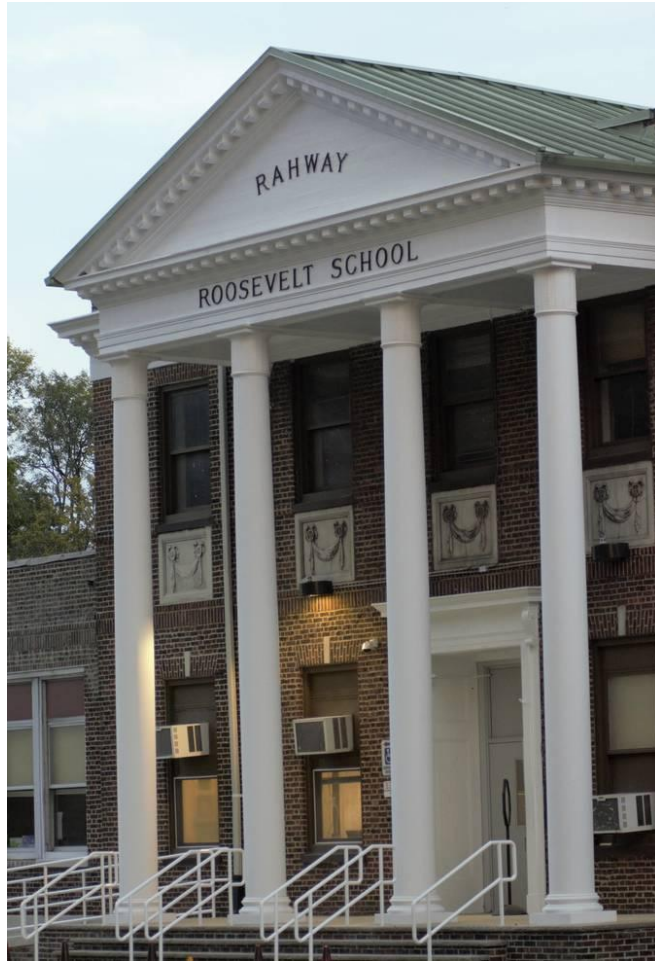


Roosevelt Elementary School Parent/Student Handbook



**Where Children Rise to
High Expectations**

Dear Parents and Students,

Welcome to Roosevelt Elementary School. We look forward to an academically productive year while also focusing on the social and emotional growth of every student at Roosevelt School.

The pages of this handbook are filled with academent and behavioral guidelines for Roosevelt School. The information provided will help students and parents understand their responsibilities as we form a dynamic partnership in guiding our children in their educational journey. If you need clarification of any of the guidelines, feel free to ask any staff member for assistance.

We hope this school year will be a rewarding one for all of you.

Best Wishes,

Mrs. Marianne Tankard
Principal

Mrs. Maria Hennessy
Vice Principal

Rahway Board of Education District Mission Statement

With diversity as our strength, the Rahway School Community shall provide inclusive and challenging programs to accommodate the unique needs of all students, allowing them to experience success and reach their highest potential. Our programs will prepare all students to become independent and self-sufficient adults who will succeed and contribute responsibly in the global community.

A Snapshot of Our School

This year looks to be an exciting one at Roosevelt School as our students and professional staff explore and utilize academic programs which promise to be both informative and challenging. The focus of our curricula is to provide our students with an educational experience that is uniquely suited to their development and academic needs.

Roosevelt School continues to strive for excellence. Our staff is dedicated to providing each child the opportunity to fulfill his or her potential. We are committed to providing a quality education encompassing academics, fine arts, and physical activities in a safe, secure, and enriching environment. Our goal is to help our students to develop as independent thinkers, effective communicators, and life-long learners who are responsible and have good moral character. We encourage our children to challenge themselves to meet the highest expectations.

Visit our website www.res.rahway.net to see Roosevelt School in action.

School Address

Roosevelt Elementary School
811 St. Georges Avenue
Rahway, NJ 07065

Websites

District: www.rahway.net
Roosevelt School: www.res.rahway.net

Phone Numbers and Email Addresses

732-396-1060 Main Office Fax 732-396-2643
732-396-1061 Mrs. Marianne Tankard, Principal mtankard@rahway.net
732-396-4201 Mrs. Robin Shelmet, Principal's Secretary rshelmet@rahway.net
732-396-1056 Mrs. Maria Hennessy, Vice Principal mhennessy@rahway.net
732-396-1057 Mrs. Laura Grider, Vice Principal's Secretary lgrider@rahway.net
732-396-1058 Mrs. Almeena Tucker/School Nurse Fax 732-396-0819 atucker@rahway.net
732-396-1062 Mrs. Raquel Laties/Child Study Team rlaties@rahway.net
732-396-1062 Mr. Sam McSpiritt, Psychologist smcspiritt@rahway.net
732-396-1064 Mrs. Janet Bauer, LDTTC jbauer@rahway.net
732-396-7203 Mrs. Lissette Marchica, Social Worker lmarchica@rahway.net
732-396-4085 Ms. Laura Ahmed, Counselor lahmed@rahway.net
732-396-1202 Ms. Rina Haleva, School Counselor rhaleva@rahway.net
732-396-1060 Front Desk

School Hours - Regular (Full Day) Session

- Elementary Grades Pre-K through 6 - 8:36 am to 2:53 pm
- Preschool Disabled Program - 9:00 am to 2:00 pm

Shortened Day Session

- Elementary Grades Pre-K-6th - 8:36 am to 12:50 pm
- Preschool Disabled Program 9:00 am to 12:00 pm

Please note: Supervision is not provided for students prior to 8:26 am.

- Students will be permitted to enter the building at 8:26 am (rain or shine)
- Students are not allowed in the building before 8:26 am unless participating in the Breakfast Program. Breakfast is served daily from 8:00 am to 8:21 am in the cafeteria.
- Instruction begins at 8:36 am.
- Students arriving after the 8:36 am bell will be marked tardy for the day. Report to the main office to check in.

Delayed Opening Hours

Instruction begins at 10:36 am and school is dismissed at 2:53 pm. Lunch will be served on a delayed opening, breakfast will not be served. Transportation for morning pick-ups will be approximately 2 hours later than the normal pick-up time.

School Closings

Automated phone calls will be made to each household regarding emergency school closings. It is important to keep your home phone number up to date with the main office. You may also dial the school directly at 732-396-1060. Press “1” for information about school closings. You may also obtain this information from <http://rahway.net> , WNBC Channel 4, TV 35 Local Access Station, and 101.5 FM Radio.

Morning Arrival and End of Day Dismissal

Grade /Teacher	Location
Pre-K (Alvarez & Quinn)	Door 15 <i>Arrival & Dismissal</i>
Kindergarten (Contreras, Delloiacono, & Jacob)	Door 16 <i>Arrival & Dismissal</i>
First Grade (Dawkins, Pizzano, & Poulos)	Door 2 <i>Arrival & Dismissal</i>
Second Grade (Bradley, Pear, & Stanback)	Door 8 <i>Arrival & Dismissal</i>
Third Grade (Johnson, Moran, & Siegel)	Door 13 <i>Arrival & Dismissal</i>
Fourth Grade (DelSordi, Klein, & Mueller)	Door 14 <i>Arrival & Dismissal</i>
Fifth Grade (DeFonte, Paul, & Polanin)	Door 14 <i>Arrival & Dismissal</i>
Sixth Grade (Cirillo, Ericksen, & Harms)	Door 13 <i>Arrival & Dismissal</i>
SD Program (Ali & Necci)	Door 16 <i>Arrival & Dismissal</i>
Self-Contained Programs (Cardile, Dagine, DelleDonne, Kukan, Medeiros, Perez, Pinto, Purcell, & Santo Pietro)	Door 9 - <i>Arrival</i> Door 21 - <i>Dismissal</i>
Self-Contained Programs (DeNigris, Harbachuck, McFadden, Rainaud)	Door 8 - <i>Arrival</i> Door 16 - <i>Dismissal</i>

Please note:

- ***Dogs are not allowed on the school grounds.***
- ***No smoking or vaping on the school grounds.***
- ***Do not double park while dropping off or picking up students.***
- ***Drop off students on the curbside of the vehicle.***
- ***Roosevelt staff parking lots are for employees only - entering these parking lots is strictly Prohibited.***

Entrance into Roosevelt School

The safety of your child/children is always a priority at Roosevelt School. Before entering the building visitors have to ring the bell at the front entrance, Door # 1 on St. George’s Avenue, state the reason for entrance into the building, and sign-in. You will be assigned a visitor’s pass ([File Code 1250](#) adopted 1988).

Report Cards/Progress Reports/Conferences

Children are assessed on an ongoing basis throughout the school year. Report cards are issued four times each year. Kindergarten reports cards are issued twice per year (mid-year and end of the year). Pre-K students do not receive formal report cards. Parent conferences are scheduled for all grades in November. The first report card is issued at this conference. The remaining three report cards can be viewed on-line through the Parent Portal.

Progress Reports

Progress reports are issued four (4) times a year, midway through each marking period and can be viewed on the Parent Portal.

Grading

Kindergarten through Fourth Grade: Standards Based Report Card Rubric

- 4=Exceeds Standards
- 3=Meets Standards
- 2=Developing Standards
- 1=Not Meeting Standards

Fifth and Sixth Grade

- 90-100=A
- 80-89=B
- 70-79=C
- 63-69=D
- 50-62=F

Textbooks, Workbooks, Library Books, and Chromebooks

Students are responsible for all textbooks, workbooks, library books, and the Chromebook issued to them. Any lost or damaged items must be paid for. Fines will be issued at the end of the year.

School Telephone

Use of the office telephone by students is limited to emergencies only. Students will not be permitted to call a parent for a homework assignment.

Cell Phones and Electronic Devices

Cell phones, hand held games, and all other electronic devices are strictly prohibited from use during the school day. When students arrive at school, they must turn off their cell phones and secure them in their locker or book bag. If a student's cell phone is seen, heard, or used during the school day, the phone will be confiscated and returned to the student at the end of the day. For a second offense, the phone will be confiscated, held at the main office, and returned only to a parent/guardian. The student will also face disciplinary action. To ensure everyone's privacy, cell phones use for picture taking is strictly prohibited.

Attendance

To receive the maximum benefit from classroom and instructional participation, it is important that children report on time to school each day between 8:26 am and 8:36 am and remain until dismissal at 2:53 pm at their designated door. Please note: students who are tardy more than FIVE times during the school year WILL NOT be considered for Perfect Attendance awards. Please make every effort to arrange appointments after school hours. Our goal is to eliminate disruptions so students can focus on learning.

Tardy Check In

Should you need to drop off a student after 8:36 am please come to the main entrance on St. George's Ave. QR codes are posted at the entrance. You will need to scan the QR code, complete the entire Google Form. You must complete a separate form for each of your students. Submit the answers and then ring the bell. When the door opens, send your student(s) into the building. This procedure will help expedite the process of getting the students to their classrooms in a timely manner.

It is the student's responsibility to make up all missed assignments, projects, and tests due to an absence. Parents may request homework assignments for students who will be absent due to illness. Assignments will be sent to the office by individual teachers and will be available for parents to pick up after 3:00 pm on the day the homework request was made.

Absence Procedure

- Please call the school office at 732-396-1057 or email at lgrider@rahway.net to notify the school that your child(ren) will be absent and the reason. Please try to call as early as possible. In the event your call is not picked up, please leave a message.
- Students returning from an absence must bring a note from a parent, guardian, or doctor stating the reason for the absence. Upon returning to school, the note should be given to your student's homeroom teacher or the main office.
- If you anticipate an absence longer than two (2) weeks, please contact the main office as soon as possible.

Early Dismissal

All requests to have students dismissed during regular school hours must be submitted either in writing (email) or through a phone call the morning of the requested early dismissal, please include the name of the student(s), the requested dismissal time, and the name of the person picking up the student. When picking up the student(s): report to door 1 Main Entrance, in the vestibule you will scan the QR code with your cell phone, this will open a Google form, please complete the entire Google Form. You must complete separate forms for each of your students. Upload a photo of your ID and submit. This process will enable us to look up your student's information and check your ID in a more timely manner. Your student will be called down from their class. Please be patient as your child may not be in their classroom and may have to go back to their classroom/locker to retrieve their belongings before coming to the office.

PLEASE NOTE: WE WILL ONLY RELEASE STUDENTS TO ADULTS LISTED ON THE STUDENT'S EMERGENCY CONTACT LIST.

School Nurse

Over-the-counter and prescription medications can only be administered by the school nurse with medical orders from a doctor and parental consent.

Security Drills and/or Emergencies

The following safety and security drills are practiced throughout the school year to prepare students and staff for emergency situations:

- Fire Drills
- Lockdown Drills
- Shelter in Place
- Evacuations

No one will be admitted to the building during any drills.

In the event of a true emergency in which students need to be evacuated, students and staff will relocate to a predetermined location under the guidance of emergency personnel. A global connect call will keep parents/guardians informed during the evacuation.

Breakfast Program*

The breakfast program begins the first day of school and runs through the last day of school. Participation in the program is voluntary. Breakfast is served to all grades from 8:00 am to 8:21 am.

Lunch Program*

The lunch program begins on the first full day of school and continues through the last full day of school. Lunch is served on early dismissal days (12:50 pm dismissal time).

*Menus/prices of breakfast/lunch are available at: <https://rahway.fdmealplanner.com/MENUS>. You may apply for Free/Reduced Meals at <https://payschoolscentral.com>.

PBSIS: Positive Behavior Support in Schools

The mission of Roosevelt School PBSIS is to promote a safe, positive, inclusive community. Students learn to make responsible choices, empowering them to reach their fullest social, emotional, and academic potential. Students who accomplish established goals will be awarded on a weekly and monthly basis. Special school-wide events are planned for students by the PBSIS Committee including the annual end of year “Roosevelt Fun Day”.

Code of Conduct

Roosevelt Elementary School strives to provide a safe, healthy, and comfortable environment for all students and staff. As a Roosevelt student, you are expected to act in a safe, courteous manner, and serve as a role model to your peers. Every teacher has the right to teach, every student has the right to learn. The behavior of one child should not inhibit the learning of another.

Please review the following expectations, rules, consequences, and rewards with your child. All students are expected to follow the school rules as well as their classroom rules.

BEHAVIOR	1ST OFFENSE	2ND OFFENSE	SUBSEQUENT OFFENSE
Tardy - arrival to school after 8:36 am	On 5th tardy: warning, parent notified	On 10th tardy: detention w/parent conference	Administrative discretion
Tardy to Class	On 5th tardy: detention, parent notified	On 10th tardy: detention	After 10th tardy: detention each time
BEHAVIOR	1ST OFFENSE	2ND OFFENSE	SUBSEQUENT OFFENSE
Cell Phone Use	Confiscated: returned at end of day, parent notified	Confiscated: parent must pick up	Administrative discretion
Insubordination Willful and Open Defiance	Detention: parent conference	Suspension	Administrative discretion, loss of next school wide event/privilege
Inappropriate Behavior/Language	Warning, parent notified	Detention	Administrative discretion
Horseplay/Hitting	Warning, parent conference required	Detention	Administrative discretion, loss of next school wide event/privilege
Threat of Bodily Harm to Staff or Student	Conference w/student & parents, possible police notification	Suspension	Administrative discretion, loss of next school wide event/privilege
Fighting	1-3 Day Suspension, parent conference required	3-5 Day Suspension, parent conference required	Suspension, Administrative discretion
Intentional Spitting	1-3 Day Suspension, parent conference required	3-5 Day Suspension, parent conference required	Suspension, Administrative discretion
Plagiarism	Zero on the assignment parent notified	Parent conference	Administrative discretion

Severe Clause

- Any form of bullying, intimidation, or harassment
- Disruption of the orderly school environment (including throwing food in the cafeteria)
- Vandalism/destruction of school property
- Taking or attempting to take, personal property or money from another person

PLEASE NOTE: Severe Clause infractions may result in suspension from school the very first occurrence. It is in the student's best interest to follow all rules. Consequences for more serious infractions may result in a Superintendent's suspension or expulsion.

Hallway Rules

- Stay to the right
- Walk quietly
- Single file

Cafeteria Rules

- Use good manners, be polite
- Clean up after yourself
- Use an inside voice
- Follow directions
- Ask permission to leave your seat and/or the cafeteria
- Respect the adults on duty

Playground Rules

- Leave personal belongings as home
- Follow safety rules
- Stay in the assigned area
- Take turns with the equipment, be polite
- Report injuries to an adult
- Stop at the whistle and follow directions
- Respect the adults on duty

Bathroom Rules

- Have a bathroom pass
- Use an inside voice
- Respect the privacy of others
- Use healthy hygiene habits, wash your hands
- Keep the bathroom clean and safe

Auditorium Rules

- Enter quietly and be seated
- Follow directions
- No food or drink allowed
- Keep hands, feet, and objects to yourself

- Respect the adults on duty
- Exit quietly and in line

Bus Regulations

- School bus transportation is available to students who qualify. For more information please contact Mrs. Kozick at ckozyick@rahway.net or 732-396-1007.
- Students should arrive at the bus stop at least 10 minutes prior to their scheduled pick up time.
- Buses are available only at regular school arrival and dismissal times.
- **Important rules to remember: Sit in your assigned seat; remain seated at all times; wear your seat belt; and obey the directions of the bus driver and aide.**
- Improper behavior at the bus stop or while riding the bus will result in disciplinary action and/or loss of bus privileges.

Birthday Celebrations and Snacks

Birthday celebrations are considered a function of the home. However, if a parent wishes to send a simple treat they **MUST** view and follow the district [Wellness/Nutrition Policy](#) also posted on the district website.

If your child is in a designated “Nut Free” classroom, any daily or celebration snacks **MUST** be PEANUT AND TREENUT free. It CANNOT be processed in a factory that “May contain nuts”. If the snack provided does not meet the above requirements it will not be distributed in the classroom.

Preferred celebration items are: pencils, stickers, or other non-food items.

Dress and Grooming Policy

The Board encourages all students to dress in a manner appropriate to a safe participation in learning. The Board recognizes that each pupil’s mode of dress is a manifestation of personal style and individual preference. It is neither the Board’s intention to usurp parent/guardian prerogative for determining appropriate grooming for their children, nor to use style, fashion, or taste as a sole criteria for exclusion from instruction. For details refer to: [File 5132 Dress and Grooming](#).

The Board acknowledges that styles change rapidly. Accordingly, the Board assigns the building administration and superintendent the final decision to determine the “appropriateness” of student clothing. Students are expected to comply with administrative decisions regarding dress and grooming pending the outcome of any grievance filed under [Policy 5145.6](#). Violators of this dress code will be required to make the necessary adjustments in school and may be assigned to one day of Alternative Education Class. (Adopted 3/15/94, Revised 8/24/04)

Assistance to a Student and/or Family in Need

Consultation: Members of the Child Study Team (CST) are available to you for consultation purposes. You may contact CST at 732-396-1059 to discuss and determine the best team member to set up a meeting with.

Intervention & Referral Services (I&RS): I&RS are available to help any student and/or family in need. The Roosevelt School team consists of the principal, the nurse, a general education teacher, a special education teacher, and a social worker from CST. We will arrange a meeting for the team and the parent(s)/guardian(s). At which time an intervention plan will be formulated. Periodically the team will meet to discuss the child. If at any time the team determines a referral is warranted, the principal will begin the necessary paperwork.

Withdrawal of a Student

If you need to withdraw your child from Roosevelt School, please call 732-396-1057 or email lgrider@rahway.net for instruction on the procedures to follow. The student's Chromebook, books, and any other property of the school must be returned before the transfer process is complete. The office will need time to complete necessary paperwork.

The Staff of Roosevelt Elementary School appreciates your cooperation and continued support.

Together, as partners in your child's education, we can accomplish great things and ensure the success of all students.

Thank You!