



**ROOSEVELT SCHOOL
STUDENT HANDBOOK
2023-2024**

**Roosevelt School
410 Brooks Boulevard
Manville, New Jersey 08835**

**Main Office: (908) 231-8500 x8613
Health Office: (908) 231-8500 x8614
ATTENDANCE LINE: (908) 231-8500 x3953
Fax: (908) 231-1881**

**Website: www.manvilleschools.org/roosevelt
Facebook: <https://www.facebook.com/Roosevelt.Colts/>
Twitter: [@RooseveltColts](https://twitter.com/RooseveltColts)**

MANVILLE PUBLIC SCHOOLS

District Contacts (908) 231-8500

Dr. Jamil Maroun	Superintendent of Schools	Ext. 8545
Ms. Kelli Eppley	Assistant Superintendent	Ext. 8620
Mr. Paul Roth	Interim Business Administrator/ Board Secretary	Ext. 8503
Mrs. Laura D'Amato	Director of Special Services	Ext. 8536
Mr. Kristopher Corso	Director of Technology	Ext. 3150
Mrs. Samantha Kosty	District Anti-Bullying Coordinator	Ext. 2311
Mrs. Rebecca Fosbre	Supervisor of PreK-4 Education	Ext. 3427

Board of Education

Jeanne Lombardino, *President*

Timothy Kenyon, *Vice President*

Debra Babich

Justina Breen

Rikki Erickson

Kimberly Fleming

Kelly Harabin

Sharon Lukac

Sairilin Parra

ROOSEVELT SCHOOL

TO REPORT YOUR CHILD ABSENT-CALL 908-231-8500 X3953

Administration

Mrs. Alicia Rissmiller	Principal	Ext. 8613
Mrs. Itayelsy Cristalinias	Administrative Assistant to the Principal	Ext. 8613

School Counseling

Mrs. Theresa Paone	Counselor/ Anti-Bullying Specialist	Ext. 8618
Mrs. Kristen Stranieri	Counselor	Ext. 8621

School Nurse

Mrs. Heather Sheffrin	School Nurse	Ext. 8614
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Community Resources

Manville Police Department	(908) 725-1900
Manville Fire Department	(908) 725-1900
Child Protection and Permanency (CP&P)	(800) 392-2734
Child Abuse Hotline	(877) 652-2873

Manville Public School's Mission Statement

*“We believe in the potential of our students, the ability of our teachers
and administrators, and the support of our parents and community.
Every child. Every day.”*

Daily Affirmation

*Excellence Starts with Me
I am a scholar
The standard is excellence today and tomorrow
I am here to excel
I have no excuse to fail
I am prepared for school by being disciplined, focused, and on-time
I am organized, respectful, and responsible
I am on a mission to improve myself, my community and humanity
I will do my personal best!*

Manville School District 2023-2024 District Calendar

September 5	Students Report (Early Dismissal)
October 9	No School/Staff In-service
October 17	Early Dismissal Students/Staff In-service
November 9 & 10	No School
November 14, 15 & 16	Early Dismissal/Parent-Teacher Conferences
November 22	Early Dismissal
November 23 & 24	No School
December 5	Early Dismissal Students/Staff In-service
December 22	Early Dismissal
December 25 - January 1	No School
January 9	Early Dismissal Students/Staff In-service
January 15	No School
February 1	Early Dismissal/Parent-Teacher Conferences
February 19 & 20	No School
March 19	Early Dismissal Students/Staff In-service
March 28	Early Dismissal
March 29 - April 5	No School
April 23	Early Dismissal Students/Staff In-service
May 21	Early Dismissal Students/Staff In-service
May 27	No School
June 12 & 13	Early Dismissal / Last Day of School June 13

Roosevelt 2023-2024 - Building Schedule

	Regular Day	Early Dismissal	Delayed Opening
Building Opens	7:00 AM	7:00 AM	10:00 AM
Student Breakfast	8:25 AM	8:25 AM	10:25 AM
Teachers Report	8:35 AM	8:35 AM	10:35 AM
Students Enter	8:35 AM	8:35 AM	10:35 AM
School Day Begins	8:45 AM	8:45 AM	10:45 AM
Grade 3 Recess/Lunch	10:55-11:55 AM	10:20-10:50 AM	12:20-12:50 PM
Grade 4 Lunch/Recess	12:00-1:00 PM	11:05-11:35 AM	1:00-1:30 PM
Student Departs	3:10 PM	1:15 PM	3:10 PM
Teachers Depart	3:20 PM	1:25 PM	3:20 PM

Trimester Dates

	Start	End	Report Card Available to View
T1	09/05/2023	12/04/2023	12/11/2023
T2	12/05/2023	03/12/2024	3/19/2024
T3	03/13/2024	06/13/2024	6/14/2024

Classroom schedule will be shared by your student's teacher at the start of the school year.

ARRIVAL/DISMISSAL POLICY AND PROCEDURE

*****Please be advised that arrival & dismissal procedures are subject to change.***

ARRIVAL	DISMISSAL
1. Students attending the breakfast program should arrive no earlier than 8:25 am and are to enter the building immediately upon arrival on the North 4th Avenue side of the building. A staff member will be at the door at 8:25am. Students should report directly to the multipurpose. All other students should report at 8:35 AM. 2. During arrival, all students will be required to enter the building using the North 4th Avenue entrance. Parents may utilize the school side of North 4th Avenue as a “Drop & Go”. Students can be dropped off as soon as they are on the school sidewalk. Parents are then asked to safely pull away. Parents SHOULD NOT be waiting for their child to enter the building in the “Drop & Go” line. All other parents should utilize the parking lot to park and walk their child to the crossing guard. 3. Doors will close immediately at 8:45 AM. Any student arriving to school after 8:45 AM must be signed in by a parent/guardian to the Main Office on North 5th Avenue. 4. All students are required to immediately enter the building upon arrival. 5. Students should NOT be dropped off to the school playground in the mornings or on the North 4th Ave. side of the building before 8:25 AM. There is <u>NO SUPERVISION</u> of children prior to 8:25am OR AFTER 3:20pm.	1. Students will be dismissed between 3:10 PM and 3:20 PM. 2. Students may only exit the building from the North 4th Avenue doors. 3. Parents/Guardians are required to pick up the students from their classroom teachers at their designated area. If someone other than the parent/Guardian is going to pick up please notify your child’s teacher. The adult picking up must be on the pick up list and present identification (ID). 4. Students will begin to be dismissed after the 3:10 PM bell. Parents should meet their children outside the building on either sidewalk. Please do not block entrance/exit doors, stay off the dismissal blacktop area, and avoid blocking the stairs since this can cause a hazard for the students. 5. All teachers will escort their students out of the building and make sure the student connects with their ride, unless written permission to walk home or to a designated site has been documented on the general dismissal form in Genesis. 6. If a student does not connect with an adult by 3:20 PM, they will be taken inside to a designated area. The parent will have to come to the Main Office on North 5th Avenue to sign out and pick up their child. 7. No student may be dismissed to a parent from a classroom. If you need to pick up a child from school prior to 3:00 PM, please contact the Main Office and your child’s teacher. Students will need to be signed out/picked up from the Main Office. 8. For the safety of our students and families, it is important that you obey the No Parking signs and cross only at the corner where the Crossing Guard is stationed. Please park in the lot adjacent to North 4th Avenue.

BEFORE/AFTER SCHOOL CARE

Before School Program - **Jointure** - 7:00 AM to 8:35 AM
After School Program - **Middle Earth** - 3:10 PM to 6:10 PM

Visit the Manville School District/Roosevelt School website for more information:

<https://www.manvilleschools.org/Domain/10>

ARRIVAL/DISMISSAL POLICY AND PROCEDURE CONTINUED

- Parents/Guardians must report their child absent or tardy to/from school by calling the **ABSENTEE LINE at 908-231-8500 Ext. 3953**, as early as possible please.
- If the parent/guardian permits their child to visit the library, parks/playgrounds, and/or local businesses after school, it is recommended that the child report home first.
- There are no after school clubs/activities on Tuesdays.
- No student will be dismissed early unless picked up by a parent, guardian, or other appropriately designated adult. Please present a picture ID when signing out a student.
****Note:** *The Roosevelt School Main Office is a busy place at dismissal time - please avoid picking up students from the Main Office after 3:00 PM.*
- Visiting parents/guardians must sign in at the Main Office and wear a School ID tag.
- Children are not to be dismissed/picked-up before/after school and left unsupervised on the playground/parking lot of any school before/after five minutes of the start/dismissal times;
- **NO SUPERVISION** OF CHILDREN PRIOR TO 8:25am OR AFTER 3:20pm;

School	Arrival	Dismissal
Roosevelt School	8:35 AM	3:10 PM

- School office hours: **School offices close at 4:00 pm.**
- Late Arrival: Parents/Guardians of students in grades **PRE-K THROUGH 4th GRADE MUST ESCORT THEIR CHILD INTO SCHOOL AND SIGN THEM IN.**
- Late pick-up: Parents/Guardians may pick-up their child after the identified times below in the following location:

School	Location	A Child is Considered a Late Pick-Up
Roosevelt School	Main Office	3:20 PM

- The monitoring of late pick-up from school will be conducted by the Principal and reported to the Superintendent.

PARKING LOT SAFETY TIPS
For the Parking lot on North 4th Avenue and Brooks Blvd.

1. Park cars in three rows.
2. Single row of parking ONLY (Please no double parking).
3. Reverse into the parking spot, if possible, to allow full sight of children walking.
4. Avoid idling in the parking lot.
5. 5 mile speed limit in parking lot.
6. **Enter/Exit on North 3rd Ave ONLY**
7. Walk to meet your child on the sidewalk and escort back to the car.
8. **You MUST utilize the crosswalks - No jaywalking!**

EMERGENCY SCHOOL CLOSING/EARLY DISMISSAL
INFORMATION

Please review all “home” procedures with your child in the event of an emergency closing or early dismissal. IT IS THE RESPONSIBILITY OF THE PARENT/GUARDIAN to ensure that all emergency contact/pick-up information is updated in the Genesis Parent Portal and that the childcare arrangements are in place.

Delayed Opening & Emergency Early Dismissals

The following procedures will govern the unscheduled closing of school for the entire school day, the delayed opening of school, and the early closing of school. No single set of rules can anticipate the problems that may be encountered when schools must be closed.

- When circumstances are such as to require the late opening of school, the school day will ordinarily be delayed by **two hours**.
- The decision to delay the opening of school will be made as soon as possible.
- Notice of the delayed opening will be given in accordance with the information identified above.
- The Principal of each school will modify the school's schedule to accommodate the shorter day. Morning schedules may be canceled. After-school and athletic events may be canceled.
- Breakfast/Lunch will be served as usual, but may be delayed.

Emergency Notification & Communication

REMIND -Sign up @ <https://www.remind.com/join/resmsd>
www.manvilleschools.org
NJ 101.5 FM
WABC-TV

School Closing

The decision to close schools is made in collaboration with the Borough of Manville and the Manville Police Department. This decision will be made as soon as possible. As soon as the decision is made, the Superintendent will promptly:

- Activate the emergency calling system;
- Contact television/radio systems identified above; and
- Place an announcement on the district website.

EMERGENCY MANAGEMENT PROCEDURES/DRILLS

Emergency Management/Security Drills are necessary for the safety of our students and staff. Our students will be taught the proper procedures to follow during such drills. Emergency Management/Security Drills are held twice per month and specific information for such drills is posted in each room. Teachers review the information with the students. Students are expected to follow all procedures. These drills are held in collaboration with the Manville Police Department.

ATTENDANCE

1. Students are expected to attend school each day unless they are ill. Refer to Board of Education Policy 5200. Any pupil who accumulates more than **12 chargeable absences** within a school year shall be subject to administrative review by the Principal before the student can be considered for promotion.
2. When your child is going to be absent from school due to illness or will be late to school, **call the Health Office at 908-231-8500 Ext. 3953** to notify the school.
3. When your child returns to school he/she should bring a note, signed by a parent, explaining the absence. This does not signify an excused absence. Please provide a note from a medical professional if possible.
4. Students who arrive LATE to school **must be escorted and signed in at the main entrance on North 5th Avenue by a PARENT/GUARDIAN.**
5. Refer to the Board of Education [Policy/Regulation](#) 5240.

HOMEWORK

Homework is important. It is an extension of the learning that takes place in school. Parents can help their children by arranging a quiet, comfortable place for them to work and also seeing that the assignments are complete. If questions arise concerning homework, do not hesitate to contact your child's teacher. Both Jointure and Middle Earth offer additional support for Homework help.

INTERVENTION AND REFERRAL SERVICES (I&RS)

The Intervention and Referral Services Team provides assistance to staff and parents/guardians for students who demonstrate learning, behavior and/or health difficulties. A collaborative problem solving approach is used to collect information and data in order to determine a plan of action.

The Intervention and Referral Services Committee shall:

- Plan and provide appropriate intervention services;
- Actively involve parents/guardians in the development and implementation of intervention plans;
- Develop an action plan for the identified student; which specifies tasks, resource persons responsible, completion dates and dates for review;
- Coordinate the services of community based social and health provider agencies;
- Process and complete documentation forms;
- Review and assess the effectiveness of the services provided in achieving the outcomes identified in the intervention and referral plan.

DRESS CODE

Policy/Regulation 5511:

The personal appearance of every pupil is an important component in establishing a safe environment for optimal learning. School clothing is to be appropriate for the time, place and weather conditions. Dress and attire is to be clean and neat at all times. Pupils are expected to dress in an acceptable manner and style while on the school campus. Personal appearance shall be such that it does not disrupt schoolwork or school order, become distracting to the members of the opposite sex, or violate health and safety rules. Therefore, certain types of clothing which may be acceptable for recreation wear may not be suitable for school.

Special items of dress which are prohibited:

1. Clothing which is excessively tight, revealing, or immodest;
2. Clothing which violates acceptable safety standards. Pupils may not walk about the school barefoot at any time;
3. High heels that are excessive, rollerblades, and skates - flip-flops, slides, and slippers;
4. Clothing bearing words deemed offensive by the teachers or administration, or advertising, alcohol, drugs, or tobacco products;
5. Sunglasses, hats, bandanas, headbands, visors, or other head coverings;
6. Metal chains, jewelry, or accessory articles that can be used as a weapon;
7. Gang colors, or gang attire as identified by the administration; and
8. Facial makeup that displays non-school related symbolism.

Other examples of inappropriate attire, include, but are not limited to spaghetti straps, halter tops, tank tops, muscle shirts, midriff tops, excessively short shorts/skirts, spandex clothing without cover ups, basketball shirts.

The administration has the authority to determine when personal appearance and dress style do not meet school standards. In these instances, administrators may request the parent(s) or legal guardian(s) to bring appropriate clothing so that the pupil may change or send the pupil home to change clothing. Consequences for inappropriate dress will be issued in accordance with the code of conduct.

LOCKERS

Lockers are issued for student use. Inspections of the lockers by school officials may occur periodically during the year.

PERSONAL BELONGINGS

Students should only bring items required for schoolwork to school with them. Personal belongings, such as toys, can easily be lost or broken in a school setting. In addition, they can also create an unnecessary distraction. Some toys may pose safety risks, especially if they involve small parts, sharp edges, or other potential hazards. Personal belongings must remain at home. Any item or object deemed inappropriate for school may be taken by a staff member and turned in to the Principal. Cell phones, **turned off**, may be kept in the student lockers during school hours. Students wearing smart watches must refrain from sending messages or making phone calls within school hours.

DETENTION

1. A teacher or the principal may keep students for detention. The student will be given a written notice to bring home the day before (unless arrangements are made the day of with the parents) the detention is to be served.
2. Parents should discuss the notice with their child and then sign it so their child can return it to school the following day. Please feel free to contact the staff member assigning the detention. Your support is essential!
3. Students staying for detention will be dismissed at 4:10pm to North 4th Avenue.

BEHAVIOR RUBRIC

Please review the Roosevelt Behavior Rubric with your child(ren) for more information regarding the behavioral expectations and consequences for students. <https://tinyurl.com/RooseveltBRubric>

HARASSMENT INTIMIDATION AND BULLYING (HIB)

Policy 5512

HIB Policy Statement

The Board of Education prohibits acts of harassment, intimidation, or bullying of a student. The Board has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards; harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Since students learn by example, school administrators, faculty, staff, and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

Please report all alleged situations of harassment, intimidation, and bullying.

Theresa Paone
Anti-Bullying Specialist
(908) 231-8500, ext. 8618
tagonzalez@manvillesd.org

Samantha Kosty
Anti-Bullying Coordinator
(908) 231-8500, ext. 2311
skosty@manvillesd.org

► Report an HIB issue - <https://www.manvilleschools.org/Domain/10>

HEALTH OFFICE INFORMATION

WHAT IF MY CHILD BECOMES ILL IN SCHOOL?

If your child feels ill or is injured, the teacher should be told. Your child will be sent to the health office. If necessary, the nurse will call you and you can decide on a plan of action. Please be sure to update the Genesis Parent with any home, work or cell number changes. Make sure there are at least two people listed on your child's emergency card who could pick up your child in case you are not available.

WHEN SHOULD MY CHILD STAY HOME?

In order for your child to learn and to control communicable disease in school, it is important for you to keep your child at home for the following reasons:

- Temperature of 100.4 degrees or more and need of fever reducing medications within 24 hours of the school day. Diagnosed strep infection (strep throat or impetigo). Your child should be on antibiotics for at least 24 hrs before returning to school.
- Has vomited or had diarrhea during the night or in the morning.
- Has a moist productive cough or chest congestion.
- Eyes with pus-like drainage & crusts. If diagnosed as "pink eye", medication should be used for 24 hours before returning to school.

If your child has been diagnosed with a communicable disease (examples include, but not limited to: chicken pox, impetigo, scabies, lice, and ringworm) contact the school nurse to discuss when your child should return to school. **If your child is absent, please call the Health Office at 908-231-8500 Ext. 3953.** A note from a parent or guardian explaining the absence should be sent to school. If your child visits a doctor, please make sure to obtain a doctor's note for the absence to be excused.

WHAT IF MY CHILD NEEDS TO TAKE MEDICATION DURING SCHOOL?

Most children are able to go through the school day without taking medication. Antibiotics prescribed three times a day can be given before school, after school and at bedtime. If your child needs to take medication in school (**even non-prescribed, over-the-counter medicines such as Tylenol or cold medications**) the following procedures must be followed:

- We need a physician's note stating the name of the child, name of the medication, the dosage, the reason it needs to be given, and the length of time it will need to be given.
- We have medication authorization forms for your convenience.
- Parent/guardian must also, along with the physician's note, complete a parent permission form or write a note.
- Parent/guardian needs to bring in all medications to the school nurse in the original containers labeled with the child's name.
 - (Hint: Ask the pharmacist to put the prescription into two containers).
- Students are not to carry medications in their backpacks, nor should medications be on your child's person. Medications should be brought in by the parent/guardian to be stored in the health office. No medications are to be kept in the classroom or child's locker.
- Medications are for personal use as prescribed by the physician, no medications are to be shared.
- A parent/guardian may come to the school and administer medication if needed in the presence of the school nurse.

****Please be aware that district policy prevents the nurse from giving any medication unless the above criteria have been met. *****

WHAT IF I DO NOT WANT MY CHILD TO TAKE PHYSICAL EDUCATION?

Write a note explaining the reason for the request. Send it to the Health Office. If it is for more than 1- 2 days, a doctor's note will be needed. A copy of the note will be given to the Physical Education teacher.

SCREENINGS

During the school year, most children will visit the health office for vision and hearing screenings. Height, weight and BP checks will also be done. Students, 10 years old and up, may have their backs screened for scoliosis (unless done by their own physician). Notes will be sent home whenever further attention may be needed as a result from the screening. Screenings do not replace any concerns you may have regarding your child's health. Keep the school updated of any changes in eyeglass prescription, or any private screenings or tests done.

SPECIAL HEALTH NEEDS

If your child has an allergy, dietary restrictions, asthma, diabetes or any other kind of special health need, please notify the school nurse. The health and safety of the students at our school are the primary concern of the faculty and staff.

REFERENCES

The policies and regulations referenced in handbook are identified below:

Number	Title
2340	FIELD TRIPS
2624	GRADING
5111	ELIGIBILITY OF RESIDENT/NONRESIDENT PUPILS
5200	ATTENDANCE
5230	LATE ARRIVAL/EARLY DISMISSAL
5240	TARDINESS
5511	DRESS CODE
5512	HARASSMENT, INTIMIDATION, OR BULLYING INVESTIGATION PROCEDURE
5561	USE OF PHYSICAL RESTRAINT
5600	PUPIL DISCIPLINE/CODE OF CONDUCT
5610	SUSPENSION

District policies are located on the district web site:

<http://www.manvilleschools.org/bylaws-policies-regulations>

PTA

The [Roosevelt PTA](#) is a non-profit organization consisting of parents, school staff, and community members. The purpose of this association is to support our children and our educational programs. The PTA runs fundraisers, social events, and other special projects for our school community. Since this is a volunteer-based organization, these services could not be provided without your help and participation.

[Join the fun - Become a PTA member](#) @ <https://www.manvilleschools.org/domain/169>