

ROUGH RIDER

NEWSLETTER

WELCOME BACK TO SCHOOL!

Hello Roosevelt Families,

Welcome back, and to our new families, welcome to Roosevelt School! I hope your summer was filled with exciting and enriching experiences. While the school year has not yet begun, I wanted to share the following information so your family can be fully prepared. I also want to take this opportunity to introduce the newest members of the Roosevelt faculty. Please join me in welcoming Mrs. Irene Yetter (Academic Coordinator), Mrs. Samantha Jarquin (Kindergarten), Mrs. Cynthia Colella (4th & 5th Grade), Mrs. Gina Venticinque (4th Grade) and Mrs. Besjana Xhangolli (Speech Therapy). I am confident these individuals will continue in the tradition of great educators at Roosevelt School!

As you start planning for the upcoming school year, we want to work together to ensure that your child has a positive experience. With that thought in mind, I would like you to take some time to familiarize yourself with the policies and procedures outlined in this newsletter. Important information will be delivered via phone calls, texts and/or e-mail throughout the school year so please make a habit of keeping your contact information current. Finally, please check your child's backpack after the first day of school as we will be sending home several important notices and forms that require your attention. Thank you in advance for your anticipated cooperation and support. I look forward to another great year at Roosevelt Elementary School and wish you all a safe and happy school year!

Joseph Pisacane
Principal



973-423-6485

www.hawthorneschools.org

Parent Portal

[Log into portal here](#) or from the [website](#) using your username/password

- Before logging in, you must view/authorize important district documents.
- Update Contact Information
- View your child's attendance record & report cards
- Apply for Free/Reduced Lunch

If you do not have your parent portal information, it will be sent home with your child on the first day of school.

Free/Reduced Lunch Program

Anyone interested in receiving free/reduced lunch **MUST APPLY** online.

If you wish to apply, you can access and submit the application via the Parent Portal. If you prefer to complete the application offline, you can download the application from our website. Please be sure to complete, sign and return the lunch application as soon as possible.

School Lunch Information

PLEASE BE AWARE THAT ALL STUDENTS MUST BRING LUNCH FROM HOME FOR THE FIRST WEEK OF SCHOOL

If you are interested in purchasing lunch through Pomptonian, you must create an account and place orders for lunch through this [LUNCH ORDER LINK](#). You will be brought to the Online Meal Order page where you can register, order and pay. **ONLY ONLINE ORDERS WILL BE ACCEPTED.** The website offers an easy credit card payment system. **Please make sure your orders are in before the 1st of each month.**

SAME DAY ORDERS WILL NOT BE ACCEPTED. FREE/REDUCED LUNCH RECIPIENTS MUST CREATE THEIR ACCOUNT AND MAKE A LUNCH SELECTION.

Peanut & Tree Nut Product Ban

The following items will not be permitted in our K-5 schools:

- Any foods that contain peanuts or tree nuts (almonds, cashews, pecans, walnuts, etc.).
- Any foods that have precautionary labels indicating that the product contains or may contain peanuts or tree nuts.
- All baked goods with unspecified ingredients.

In order to minimize the possibility of accidental exposure, current cafeteria procedures will continue to be in effect.





Calling Roosevelt School 973-423-6485



Main Office: Option 2
SACC Office: Ext. 6123

School Nurse: Option 1

IMPORTANT: WHEN REPORTING YOUR CHILD ABSENT OR LATE, YOU MUST CALL THE MAIN OFFICE BY SELECTING OPTION #2 FROM THE MAIN MENU, DO NOT LEAVE YOUR MESSAGE WITH THE NURSE'S OFFICE.

Parents are asked to please call the Main Office between 8:00-9:00 a.m. to report their child absent or late. When calling to report an absence, please provide the reason for the absence, such as nature of the illness, and whether you would like homework sent home with another student. **Calls placed after 9:00 a.m. cannot guarantee that homework can be sent home.**

Student Arrival & Entry 8:30 a.m. - 8:50 a.m.

Door #1 - Grades 4 & 5 only

Door #5 - Kindergarten only

Door #6 - Grade 1 only

Door #8 - Grades 2 & 3 only



VISITOR GUIDELINES

- Parents and visitors may use only the front doors when entering or exiting the building. For safety reasons, all doors are locked.
- When you need to enter the school, press the white button beneath the call box located to the left of the front doors. You will be asked to announce yourself.
- Wait for the buzzer and enter through the left door. Upon entering, report directly to the security desk.
- You should not visit teachers or classrooms without an appointment.

Parent Change of Plans Regarding Pick-up

Please send a note in to your child's teacher or call the office if your child's pick-up or dismissal routine changes.

If your child:

- 1 - takes the school bus;
- 2 - attends the B&G Club; or
- 3 - attends SACC,

you **MUST** send a note to your child's teacher notifying him/her of the change in dismissal plans. If no note is provided, your child will proceed with their normal dismissal routine.

Parents are urged NOT to take any neighbor's children home - even in an effort to help.

All children should be given the instruction to RETURN TO THE SCHOOL OFFICE if no one shows up at dismissal time.



End of Day Dismissal Exits



All exits are numbered starting with the Main Entrance and continuing counter-clockwise around the building.

Dismissal is at 3:00 p.m.

Exit #1 (Main Door)

Mrs. Sorrento

Exit #2 (Hutchinson)

Mrs. Broking

Mr. Patula/Mrs. Colella

Mrs. Marshall/Mrs. DiRoma

Bus Students

Exit #3 (Hutchinson)

Ms. Jarquin/Mrs. Sela

Exit #4 (Hutchinson)

Ms. Lembo

Mrs. Diorio

Mrs. Casey

Exit #5 (Gym Doors)

Ms. Verrone/Ms. Len

Ms. Roca

Exit #6 (Playground - Hutchinson)

Mrs. Audino/Ms. Farkas

Mrs. Gordon/Mrs. Bushoven

Ms. Galvan

Exit #7 (Playground - Alexandria)

Mrs. Vertucci/Mrs. Gustafson

Mrs. McErlean/Mrs. Martino

Ms. Pappas

Mrs. Torres/Mrs. Maxwell

Exit #8 (Alexandria)

Mrs. Auerbach/Ms. Carlock

Mrs. Mearon

Mrs. DiSerio

Mrs. Palmer/Ms. Quilliam

Exit #9 (Alexandria)

Mrs. Drexler/Mrs. Loaiza

Mrs. Sico

Mrs. Zagatta

Mr. Weisz/Mrs. Venticinque

Ms. Bryan/Mrs. Colella



School Traffic & Safety



In the interest of safety **we have expanded the window for school arrival to 8:30 a.m. - 8:50 a.m.** Our hope is that this will help alleviate crowding. However, please adhere to the following guidelines to ensure safe procedures.

Drop off is permitted in front of the building. Park & Walk is also allowed. Upon arrival, students should enter the building through the proper entry and proceed directly to their classrooms.

Gathering on the playground is prohibited. Also, please do not loiter once your child has entered the building. Dismissal is at 3:00 p.m. Exit assignments are listed above.

Please respect our crossing guards. They are essential in keeping an orderly and safe arrival & dismissal process.

Please drive safely, slowly and be patient and adhere to all signs. The safety of our students depends on your behavior!

Notice to Parents/Guardians:

Please note that monitoring devices may be used on school transportation vehicles transporting students to and from curricular and co-curricular activities.

Security Notice

Video surveillance is in use on school premises.





Snacks & Food in School



Please review the Nutrition/Wellness Policy
Information found on the parent portal.

Students are not permitted to share any type of food with classmates. This includes birthday and star of the week celebrations.

During class parties (i.e., Halloween, Holiday, etc.), class parents will not be providing food or snacks. As a result, we have adopted a BYOS (bring your own snack) policy. Students are permitted to bring in their own individual snack for special occasions.

IMPORTANT Sunday Message

Almost every Sunday evening, the school will contact you with important information via text and email. Please make a habit of keeping your contact information in the parent portal current so you receive the message.

Health / Medical



To report a student late or absent, you must call the MAIN OFFICE.

Do not call or leave a message with the school nurse.



Parents are urged to keep their children home if any of the following symptoms are present: sore throat, skin eruption, runny nose, fever and/or vomiting within 24 hours, red or discharging eyes, pain, earache, headache, coughing, chill, enlarged glands.

Medication during school hours may be administered in accordance with the following:

- Parent/Guardian provides written request for administration of the prescribed medication at school.
- Student's private physician shall provide written orders (Rx).
- Medication is brought to school in the original container, appropriately labeled by the pharmacy.
- Parent/Guardian may administer medication to his/her child during school by reporting to the Principal's Office and requesting to meet his/her child for that purpose.
- The school nurse must maintain documentation of the administration of medication to students.

SCHOOL COUNSELOR & ANTI-BULLY SPECIALIST

Mrs. Tamara Kipkeeva
tkipkeeva@hawthorneschools.org
973-423-6485 Ext. 2612

ACADEMIC COORDINATOR

Mrs. Irene Yetter
iyetter@hawthorneschools.org
973-423-6485 Ext. 2279
(School Discipline & Code of Conduct)

IMPORTANT DOCUMENTS & LINKS

**Please Sign and Return the following two forms
by Friday Sept. 6th!**

- [Student Dismissal Form \(Sign & Return\)](#)
- [Student Handbook \(Sign & Return\)](#)



Please Review the Following Links:

- [Student Accident Insurance](#)
- [Dismissal Exits Chart](#)
- [Tardiness Policy](#)
- [Bicycle Safety Form](#)
- [Class Supply Lists](#)
- [Nutrition & Wellness Policy](#)
- [Peanut/Tree Nut Ban Policy](#)
- [Policy Review Links](#)
- [Roosevelt School Calendar](#)
- [School District Calendar](#)



**BACK TO
SCHOOL**



**HAVE A
GREAT
YEAR!**

www.hawthorneschools.org

Links & Documents also available on the school website