

Roosevelt Elementary School

Parent/Student Handbook



Empowering Every Student to Succeed

Dear Parents and Students,

Welcome to Roosevelt Elementary School!

We are excited to begin the 2025–2026 school year together. At Roosevelt, we are committed to creating a learning environment that supports both the academic success and the social-emotional growth of every student.

This handbook is designed to provide families with important academic and behavioral guidelines. Our goal is to help students and parents understand their shared responsibilities as we work in partnership to guide children on their educational journey. If you have any questions or need clarification, please don't hesitate to reach out to any member of our staff—we are here to help.

We look forward to a positive, rewarding, and successful school year for all!

Best Wishes,

Dr. Leslie Septor
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 is proud to continue our tradition of striving for excellence. Our dedicated staff works to ensure that every child has the opportunity to reach their fullest potential. We are committed to providing a well-rounded education that balances strong academics with the fine arts, physical education, and enrichment experiences—all within a safe and supportive environment.

Our goal is to nurture students who are independent thinkers, effective communicators, and lifelong learners. We also place great value on fostering responsibility, integrity, and strong moral character. At Roosevelt, we encourage every student to embrace challenges and rise to meet high expectations, knowing that growth comes through effort, perseverance, and curiosity.

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 Dr. Leslie Septor, Principal lseptor@rahway.net
732-396-1060 x4201 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 Ashlee Dias/School Nurse Fax 732-396-0819
732-396-1062 Mrs. Raquel Laties/Child Study Team rlaties@rahway.net
732-396-1062 Ms. Lauren Horbacewicz, Psychologist lhorbacewicz@rahway.net
732-396-1064
732-396-7203 Ms. Marleny Lopez, Psychologist
732-396-4085 Mrs. Inelda Bermudez, Counselor
732-396-1060 x4243 Mrs. Lori Poulos, School Counselor lpoulos@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

Shortened Day Session

- Elementary Grades Pre-K-6th - 8:36 am to 12:50 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 (Door #1) to check in.

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).

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.

Attendance

To benefit fully from classroom instruction, students should arrive on time each day between **8:26–8:36 a.m.** and remain until **2:53 p.m. dismissal** at their designated door. Students who are tardy more than **five times** during the school year will **not** be eligible for Perfect Attendance awards. Please schedule appointments outside of school hours whenever possible. Our goal is to minimize disruptions so students can focus on learning.

Absence Procedure

- Please notify the school if your child will be absent by calling **732-396-1057** or emailing **lgrider@rahway.net** as early as possible. If your call is not answered, please leave a message with your child’s name, grade, and reason for absence.
- When returning to school, students must bring a note from a parent, guardian, or doctor stating the reason for the absence. Notes should be given to the homeroom teacher or the main office.
- If an absence is expected to last more than **two weeks**, please contact the main office promptly.

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. (Door #1) to sign your child in. Children must be accompanied by a parent or guardian. 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.

Early Dismissal

All requests for early dismissal must be submitted either in writing (email) or by phone on the morning of the requested dismissal. Please include the student’s name, the requested dismissal time, and the name of the adult who will be picking up the student. When arriving to pick up a student, report to **Door 1, Main Entrance**, and use the guest management system to upload a photo of your ID. This allows us to verify your information and check your ID efficiently. Your student will be called from their classroom; please allow extra time, as they may need to return to their classroom or locker to gather belongings before coming to the office.

PLEASE NOTE: STUDENTS WILL ONLY BE RELEASED TO ADULTS LISTED ON THEIR EMERGENCY CONTACT LIST. BE SURE YOUR CHILD’S CONTACT LIST IS UP TO DATE AND INCLUDES AT LEAST ONE ADDITIONAL EMERGENCY CONTACT.

Morning Arrival and End of Day Dismissal

Grade /Teacher	Location
Pre-K: Kozick, Tomsia	Door 21 <i>Arrival & Dismissal</i>
Kindergarten: Contreras, Grimm, Baker	Door 16 <i>Arrival & Dismissal</i>
First Grade: Castro, Alvarez, Marchica	Door 14 <i>Arrival & Dismissal</i>
Second Grade: Romero, Gargiles, Pear	Door 14 <i>Arrival & Dismissal</i>
Third Grade: Beirne, Ciraco, Kuster	Door 13 <i>Arrival & Dismissal</i>
Fourth Grade: Casterlow, Pizzano, DelSordi	Door 13 <i>Arrival & Dismissal</i>
Fifth Grade: Delloiacono, DeFonte, Purcell	Door 8 <i>Arrival & Dismissal</i>
Sixth Grade: Bradley, Cardet, Harms	Door 2 <i>Arrival & Dismissal</i>
Self-Contained Programs: Biddulph, McFadden, Teixeira-Santos, Noto-Billera, Moises Kleinman, Harbachuk, Kukan, DeNigris, Santo-Pietro, Perez, Feinberg, Lemole, Delaney, Cardile, LLD Vacancy	Door 16 - <i>Arrival & Dismissal</i>
Self-Contained Programs: DeChellis	Door 21 - <i>Arrival & 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.***

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 instructions 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 the necessary paperwork.

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. The state mandates, if a student has a fever or vomits they cannot return to school until they are fever or vomiting free for 24 hours. A parent must pick up a student within 30 minutes of receiving a phone call from the nurse stating the child must go home.

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.

Report Cards/Progress Reports/Conferences

Student progress is assessed throughout the school year. Report cards are issued four times per year for grades 1–5. Kindergarten report cards are issued twice per year (mid-year and end of year). Pre-K students do not receive formal report cards. Parent conferences are held in November for all grade levels, with the first report card distributed at the conference. The remaining report cards are available online through the Genesis Parent Portal.

Progress Reports

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

Cell Phones and Electronic Devices

Students may not use personal electronic devices, cellphone, anywhere on school grounds during the school day. This includes before- and after-school programs, co-curricular activities, physical education classes, cafeteria, hallways, and all instructional spaces. Upon arrival, students must turn off their devices and store them securely in a locker or book bag.

- **First offense:** The device will be confiscated and returned to the student at the end of the day.
- **Second offense:** The device will be held in the main office and returned only to a parent/guardian. Additional disciplinary action will also be assigned.

For everyone's safety and privacy, cell phone use for taking pictures is strictly prohibited.

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.

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

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.

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

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>.

Birthday Celebrations and Snacks

To ensure student safety and well-being, **balloons, cakes, cupcakes, and candy** are not permitted at school and will not be accepted in the office. Families are encouraged to celebrate with non-food alternatives such as reading a favorite book to the class, choosing a class game or dance song, leading a simple craft, or enjoying a special indoor recess activity.

If your child is in a designated “Nut-Free” classroom, all daily snacks **must be completely free of peanuts and tree nuts** and cannot be processed in a facility that “may contain nuts.” Snacks that do not meet these requirements will not be permitted in the classroom.

Dress and Grooming Policy

The Board encourages students to dress in a manner that supports safe and active participation in learning. While student dress is a reflection of personal style and family choice, it must not interfere with the educational environment. For details, see Board Policy File 5132: *Dress and Grooming*.

The Board recognizes that fashion trends change; therefore, building administration and the superintendent have final authority in determining the appropriateness of student attire. Students are expected to comply with administrative decisions while any grievance is under review (Policy 5145.6).

Students in violation of this dress code will be required to make appropriate adjustments during the school day and may be assigned to one day of Alternative Education Class.

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.

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.

Bus Regulations

School bus transportation is available to eligible students. For more information, please contact Mrs. Kozick at **ckozick@rahway.net** or **732-396-1007**.

- Arrive at your bus stop at least 10 minutes before the scheduled pick-up time.
- Buses operate only at regular school arrival and dismissal times.
- Rules to remember: sit in your assigned seat, remain seated, wear your seat belt, and follow all directions from the bus driver and aide.
- Improper behavior at the bus stop or on the bus may result in disciplinary action and/or loss of bus privileges.

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".

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 at home
- Follow all safety rules
- Remain in your assigned area
- Share equipment and be polite
- Report any injuries to an adult
- Stop when the whistle blows and follow directions
- Show respect to all 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

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	FIRST OFFENSE	SECOND OFFENSE	SUBSEQUENT OFFENSE
Cell Phone Use	Confiscated: returned at end of day, parent notified	Confiscated: parent must pick up	Confiscated: parent must pick up; additional disciplinary action at 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

Severe Clause infractions include, but are not limited to:

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

Please Note: Severe Clause violations may result in **suspension on the first occurrence**. Students are encouraged to follow all school rules. More serious infractions may result in a **Superintendent's suspension or expulsion**.

Chain of communication

We are committed to working together to ensure every child's success. If you have questions or concerns, we encourage you to first reach out to your child's teacher, as they know your student best. If further assistance is needed, please contact the Vice Principal, and if necessary, the Principal. By following this chain of communication, we can best support your child and maintain a strong partnership between home and school. Together, as partners in your child's education, we can accomplish great things and ensure the success of all students.

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

Thank You!