

The SPIRIT GUIDE for Parents and Students of Roosevelt School

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www.lyndhurstschools.net
www.schoolnotes.com

**BE RESPECTFUL!
BE RESPONSIBLE!
GET A GOOD EDUCATION!**

RULES FOR GENERAL BEHAVIOR

Good citizenship must be followed at all times. Common courtesy must be practiced. Others property must be respected. Hands must be kept to oneself at all times. Discipline rules and consequences are in effect to and from school, during all classes and activities within, around and/or sponsored by Roosevelt School.

The only behavior that you can control is your own!

Student harassment of any form will not be tolerated.

FLAG SALUTE:

The Pledge of Allegiance will be recited daily as part of opening exercises.

TIME SCHEDULES:

Grades K - 8 8:50AM - 11:30AM 12:25PM - 3:10PM

REGULAR SCHOOL DAY

Doors open	8:37AM	Doors open	12:15PM
Student late bell	8:45AM	Student late bell	12:20PM
Homeroom	8:40-8:55AM	Homeroom	12:20PM-12:25PM
Lunch	11:30AM-12:15PM	Homeroom	3:05PM-3:10PM
	Student dismissal		3:05PM

Students in grades K-8 are not supervised before 8:37AM and 12:15 PM.

Please do not send your child to school before these times.

SINGLE SESSION DAY SCHEDULE

Kindergarten - Grade 8 9:00AM - 1:00PM (Lines come in 8:50AM, Late Bell 8:55AM)
Homeroom 8:55AM - 9:10AM
Break 10:50AM - 11:05AM
Student dismissal 1:00PM

STUDENTS IN GRADES K-8 ARE NOT SUPERVISED BEFORE 8:37AM.

Please do not send your child to school before this time.

NOTE: FOR THE FIRST 3 DAYS ONLY

September 7,8,9

KDG. SCHEDULE: 9:30AM - 12:30PM

EMERGENCY DELAYED OPENING SCHEDULE

Staff arrival	10:55AM
Doors open Gr. K-8	11:07AM
Homeroom	11:10-11:15AM
Homeroom	1:10-1:20PM
Student dismissal	3:10PM
Staff dismissal	3:10PM

A “bag lunch” is encouraged for all students – no lunch program meals served on delayed opening days.

All elementary students involved in first and second period classes at LHS will not attend high school classes. Report directly to Roosevelt School at **11:07AM**.

STUDENTS IN GRADES K-8 ARE NOT SUPERVISED BEFORE 11:07AM.

EMERGENCY SCHOOL CLOSINGS

REVERSE 911 WILL BE ACTIVATED.

WOR Radio 710 AM WINS 1010 AM WCBS 880 AM

WWW.CANCELLATIONS.COM

Please keep the office aware of any changes in emergency phone contacts.

EXTRA HELP

Students who would like extra help from teachers should not arrive at school before 8:20am and must have a note from a parent or a pre-arranged pass from his/her teacher. All other students will not be admitted into school early without a note/pass until the entrance bell rings.

STUDENT EMERGENCY INFORMATION

Parents/Guardians are responsible for providing Roosevelt School with updated student information regarding address changes, new work/home telephone numbers, emergency contact information, custody and medical documentation.

RETURN OF NOTICES

Parents are urged to sign and return emergency cards, early dismissal forms, permission slips, lunch envelopes, progress reports, assignment deficiency reports, district testing notices, etc. on or before the designated due date.

AFFIDAVIT OF RESIDENCE

Every parent/guardian must submit a notarized Affidavit of Residence and provide required documentation substantiating residency. If you have any questions, please contact the Attendance Office at 201-896-2100 Ext. 4005.

DOCUMENTATION OF CUSTODY

In order to ensure the health, safety and well-being of our students, we require all parents/guardians of children residing in single parent households to provide legal court documentation of custody. An annual notice of custody and any changes need to be submitted to the office.

SCHOOL SUPPLIES

Paper, pens, pencils, textbooks and lunch are all a student needs to bring to school on a daily basis. Roosevelt School and/or the Lyndhurst Board of Education will not be responsible for unauthorized items of value that are damaged or stolen from Roosevelt School or Roosevelt School sponsored activities.

Bottled water*, glitter, whiteout are **not** to be brought to school.

Students in grades 4-8 are required to have a book to read at all times.

*In the event of extreme heat and humidity, students will be notified if water may be carried to school.

TEXTBOOKS

Textbooks are the property of the school. Books must have a book cover on them at all times. Parents must replace lost books and end of the year fines are imposed. Final report cards will not be issued until all fines or replacement costs have been collected.

ENTRANCE/EXIT PROCEDURES

All students line up in the playground.

Grades K-3 will enter and exit the building via the Kingsland Avenue entrance.

Grades 4-5 will enter and exit the building via the North entrance (parking lot). When exiting they will go to the right and walk across the back of the building to Kingsland Avenue.

Grades 6-8 will enter the building via the North entrance (parking lot). They will exit at front door.

Prior to entrance:

NO ROUGHHOUSING

NO TACKLE SPORTS, PUSHING OR SHOVING

NO BIKES SKATEBOARDS OR SCOOTERS

NO BALLS, BATS, FRISBEES, YO-YO'S, IPOD, ELECTRONIC DEVICES

NO TRADING CARDS

Roosevelt School is not responsible for the damage, loss or theft of any items brought to school.

Children arriving after 8:45AM or 12:20PM will be marked tardy and must report to the Main office prior to admittance to class. Excessive Tardiness will result in detention.

DISMISSAL PROCEDURES – K-3

- Parents/guardians are asked to submit in writing whenever someone other than the parent/guardian is designated to pick up his/her child.
- Children are instructed not to leave the building without the teacher seeing the parent/guardian or designee. Please reinforce this at home.

DISMISSAL PROCEDURES K-8

Any child outside school without a parent/guardian or designee is instructed to re-enter the building for assistance. Please discuss the importance of this with your child.

Your designated pick-up arrangements are on the back of the Emergency Information Card.

Discuss with your child who will pick them up.

Please **DO NOT** call the office unless it is an emergency change in pick-up arrangements.

Please secure all Doors! Only enter and exit the front main doors.

LOITERING

Students are not to remain on or around school grounds upon dismissal from school. Students who loiter will receive administrative detention and parents will be notified to assist in eliminating any subsequent problems. Students are not supervised after 3:10PM/1:00PM dismissal and must exit the school/playground property.

SCHOOL SECURITY

Roosevelt School’s doors are kept locked at all times. Visitors during school hours are asked to use the main entrance only. Safety is a primary concern for all of us and we continually seek your cooperation to keep our building safe and secure. Alarms have been installed on all doors. All unauthorized opening of the doors will trip the alarms. ALL VISITORS are always welcome, but will only enter the front main doors, sign in with the secretary, and secure a visitor’s pass at the main office.

“DO NOT OPEN THE SCHOOL DOORS FOR ANYONE !!!”

ROOSEVELT SCHOOL DISCIPLINE PLAN

- First Offense: Warning

- Second Offense: Detention/Time out
Home and guidance notified

- Third Offense: Detention/Time out
Home and guidance notified
Student conference with guidance counselor

- Fourth Offense: Detention/Time out
Phone call and discipline report to parent/guardian by teacher/authority.
Principal and Guidance notified
On-site parent conference with teacher/authority optional.

- Fifth Offense: Meeting with principal, student, and teacher/authority
Administrative Detention
Discipline report to home and guidance
Student assigned an individual student report (optional)
Guidance intervention

- Sixth Offense: Meeting with parents/guardians
Student, teacher/guidance, parents/guardians, and principal conference
Behavior plan developed

CHEATING

Cheating is an act of deception by which a student (s) misrepresent (s) his/her mastery of material on a test or other academic exercise. In most cases, a failing grade will be imposed as a consequence. All persons involved in an act of cheating will be sanctioned on the basis of the deception. As with all matters of discipline, students have rights of due process.

DETENTION

Detention will be at 8:20 AM - 8:40 AM, 11:30AM – 12:15PM, or 3:10PM – 3:30 PM.

Parents will be apprised of repeated detention for misbehavior or work deficiency.

Detention before 8:20AM or beyond 3:30PM shall not occur without parent/guardian notification.

A detention slip will be given to a student the day prior to an assigned detention. This slip must be signed and returned the next day when the student reports for detention.

No work is to be done. This is not a time for doing homework or other assignments.

If a student does not report for detention or is late for detention, he/she will receive 2 days detention.

If a student is absent on the day he/she is to report for detention, he/she must report for detention on the day he/she returns to school

When primary grade children (K-2) are to be detained parents are to be notified prior to the detention.

Students in Gr. 3-8 receiving detention will have the opportunity to notify parents/guardians and/or siblings. It is the student's responsibility to notify parents/guardians and/or siblings of a detention

All student requests for parental contact or changes in day/time of detention will be sent to the office.

ATTENDANCE

Consistent with the objectives and philosophy of the Lyndhurst Board of Education, prompt and regular attendance in all classes is an integral part of a student's performance in school. Board of Education Policy # 5113 states that "any youngster that fails to attend school 160 days within any academic year, shall be subject to an administrative review by the Principal of his/her school before the student can be considered for course credit or promotion regardless of grades."

Any unresolved or chronic attendance issue will facilitate a five (5) day notice to the municipal court by the attendance officer. A court appearance may be required and a fine may be imposed.

ABSENCE

If your child is going to be absent, **please be sure to notify school** no later than 9:00AM for the morning session or 1:00PM for the afternoon session.

Your home, work, or emergency number will be called if we do not hear from you regarding an absence. Finally, the truant officer and local police are notified if absence cannot be confirmed. This is done for safety and precautionary purposes.

A written excuse note must be sent for any and all absences from school on your child's first day back. A doctor's note is required for absence of 5 days or more, or when required by nurse or Principal's office.

TARDINESS

Students not in their homeroom by the time the bell stops ringing are considered tardy. Students must report to the office for a late pass. Tardiness disrupts the work of the class. Parents are urged to carefully observe the opening time of school.

MAKE-UP WORK

It is the student's responsibility to see his/her classroom teacher to review the work covered during an absence. It is the staff's responsibility to monitor the student's completion of Make-Up-Work.

For each excused day of absence, two days of make-up time is permitted. The building procedure for absentee homework is the following:

1. Homework assignments will not be sent home for 1 day absence.
2. Completed Homework must be turned in within 5 days.
3. Five (5) points will be deducted daily until the assignment (s) are completed

MARKING PERIOD DATES 2011-12

Marking Period

Progress Reports

Report Cards

1st MP	Sept. 7 – Nov. 4	Oct. 13	Nov. 9
2nd MP*	Nov. 7 – Jan. 27	Dec. 15	Feb. 1
3rd MP	Jan. 30 – April 20	March 15	April 25
4th MP*	April 23 – June 20	May 17	June 20

* Kindergarten will receive a report card at the conclusion of the second and fourth marking periods.

GRADING SYSTEM

Grades 1 – 2:

Consistently Demonstrates (CD) – Mastery applying concepts

In Progress (IP) – Working toward mastery

Needs Reinforcement (NR) – Review skill

Not Applicable (NA) – Skill not yet introduced

Grade 3:

[90-100] A

[80-89] B

[70-79] C

[65-69] D

[64 & below] F

Grades 4 – 8:

[98-100] A+ [93-97] A [90-92] A-

[87- 89] B+ [83-86] B [80-82] B-

[77- 79] C+ [73-76] C [70-72] C-

[65- 69] D [50-64] F

Only number grades will appear on report cards grades 4-8.

WORLD LANGUAGE PROGRAM

Students in Kindergarten through grade 7 are participating in the Lyndhurst Elementary Foreign Language program. The language currently taught is Spanish.

Elementary Testing Schedule

Grades 3 & 4 Week of May 7, 2012

Grades 5 & 6 Week of April 30, 2012

Grades 7 & 8 Week of April 23, 2012

**Details will follow.

HOMEWORK

Parents are encouraged to supervise their child's homework and may be asked to sign a homework slip signifying that work has been completed.

Students who do not meet homework requirements will receive Assignment Deficiency Reports. Excessive homework deficiency will result in isolated lunch, after school, and Saturday school administrative consequences.

LUNCH PROGRAM

Any child who wishes to remain in school for lunch **must** fill out a lunch envelope and return it to school on

or before **Wednesday, AM** of the preceding week. Children must apply for a full week. Only written requests from parents/guardians and approval from the office will excuse a child from the program. Children leaving the building without written permission from a parent/guardian are subject to administrative consequences. Attendance is taken daily and parents will be notified if a student has left the building without permission.

Student behavior in the lunch program is subject to administrative consequences including isolated lunch assignment. Chronic or extreme lunch program disruptions may lead to lunch program exclusion.

Free and Reduced Lunch: A lunch application was mailed to all student from the Board of Education Office. Students who are eligible for free or reduced meals will be notified by the LBOE.

RECESS MILK

Milk will be available for grades K, 1, and 2. When notified, please send money in a sealed and labeled envelope. Recess milk money is separate from lunch program milk money.

EMERGENCY DRILLS

Emergency fire drills are conducted bimonthly to insure a quick safe exit from the school in the event of an actual fire. Periodic drills are conducted to prepare for non-evacuation emergencies (i.e. lockdown, tornado, etc.) In the event of a prolonged evacuation of Roosevelt School, arrangements are in place to shelter our entire student body. Notification phone calls to parents will be made as soon as appropriate if an emergency situation forces a prolonged evacuation from school. Please be sure that emergency contact phone numbers are kept current.

STUDENT DRESS CODE – REFER TO POLICY #5132 – STUDENT DRESS & GROOMING

Proper dress and attire is an important part of the school program, therefore we believe that standards for student dress must be maintained. Students wearing objectionable attire will be signed out and sent home immediately to change. If a designated adult is not available to escort the student to/from home an Olympic shirt or appropriate cover-up garment will be provided until time a chaperoned change can be effectuated.

Sunglasses may not be worn indoors unless their use is prescribed by a doctor.

Students may not wear outdoor clothes in class. No bare midriffs, halters, swim suits, muscle shirts, net shirts or tank tops will be permitted in school.

Any clothing that is alcohol, drug, gang related or has inappropriate designs or sayings is not acceptable.

Hats, head bands, or any other head coverings are not permitted to be worn by boys or girls.

Footwear must provide a firm walking surface and good balance, and be securely attached to the entire foot. Metal cleats, spike heels, concealed wheels may not be worn.

PHYSICAL EDUCATION

Acceptable Gym Clothing *

- Sweat Pants
- Pants no longer than shoe laces
- Cotton Draw String Pants
- Warm Up Outfits

Not Acceptable

- Jeans or Denim Clothing
- Excessively long pants
- Dresses / Skirts
- Rubber sole shoes
- Platform Sneakers

*On special “dress-up” days, such as picture or recital days, the dress code for gym will be rescinded and a low activity or non-activity day will be planned for class that day.

Students excused from physical education by a physician may not participate in any school physical activities (i.e.Olympics, outdoor rewards, etc.) and are not to resume participation without a physician’s release. Students may be excused from physical education by written parent note in an emergency. Prolonged or repeated parent excuses must be supported by a physician. Adaptive Physical Education is available for prolonged injury or physically individuals.

OLYMPICS

Athletic Olympics are held annually. Children participate in physical education events with a winning team of blue or gold.

STUDENTS ARE NOT TO WRITE ON OLYMPIC TEE SHIRTS.

NURSE

The nurse is at Roosevelt School as scheduled throughout the week.

Illness/Injury - The nurse will aid all students in need of first aid treatment. Parents will be informed of illness or injury. Students are not to visit the nurse between classes without permission/pass from staff. Parents will be notified if students repeatedly visit the nurse. Continued frequent visits to the nurse will require a note from a physician.

Medications - State Policy does not allow any medication, including inhalers, to be dispensed in school without prior written approval from the parent, family physician, and school physician. Call the building nurse for specific directions. The approval process is a very carefully detailed procedure, which will not have a same day approval unless all medical releases have been properly executed.

EXTREME FOOD ALLERGIES

“Peanut Free” areas are designated in all classrooms/lunch rooms where students with extreme allergies to nuts/food products may be present. Parents whose children suffer from extreme food allergies must make certain to notify the school nurse.

SUBSTANCE/CHILD ABUSE

District policies exist governing the detection, prevention, reporting and counseling of students and/or parents suspected of child/substance abuse. The crisis intervention counselor for Roosevelt School is Lori DeLuca. The local 24 hour helpline phone number is 201-460-1811. County Alcohol/Drug information is available at 1-800-262-2463. The Bergen County Division of Youth and Family Services (DYFS) can be reached at 201-956-8900 to report any cases of suspected child abuse.

Any student suspected of substance or child abuse must be referred to the school nurse and building administrator.

Once a student is referred to the nurse and or principal for suspected substance abuse, the parents will be

notified and the student will be excluded from school until a release is received from a doctor indicating that an illegal substance screening has been done and the child may return to school.

If a child is referred to the nurse or principal as a suspected victim of child abuse, it is the school's legal responsibility to refer the child to the DYFS.

HEAD LICE SCREENING

Head lice screenings are done by the school nurse. It is a parent's responsibility to report head lice to the school nurse or principal to avoid the unnecessary spread of lice. If you have detected and treated head lice at home, you still must notify the nurse who will make a follow-up examination.

DOCTOR AND DENTIST APPOINTMENTS

Students will be excused from school for doctor and dentist appointments requests must be in writing from a parent/guardian in advance of the scheduled appointment. For security reasons, children must be picked up by a designated parent or guardian who must report to the office and sign their child out before the child will be dismissed.

EARLY DISMISSAL--PARENT REQUEST

A note must be sent by the parent, requesting that the child be dismissed at a designated time. For security reasons, children must be picked up at these times, by a designated parent or guardian. Parents/guardians must report to the office and sign their child out before the child will be dismissed.

CROSSING GUARDS

Children must obey the crossing guards at all times, cross at the corner. Remember, the crossing guard is part of our school community. Crossing guards are on duty until 3:45PM. Students who disrespect the crossing guard are subject to administrative consequences.

TRAFFIC SAFETY

Students are to obey all the traffic safety laws and will be reported to the school for jaywalking, crossing between parked cars, entering an illegally parked car, disobeying the crossing guard, or general disregard of traffic safety. Parents are to adhere to all traffic and parking regulations. Remember, parking in a posted area and/or at as Yellow Curb is illegal and may result in a ticket/fine. Please do not park illegally when picking up or discharging your children. The Lyndhurst Traffic Division has been requested to patrol our school to ensure student safety. No parking is allowed on school grounds at any time or in an area that blocks neighboring driveways.

The bus cut is for busses only. No parking is allowed. Stop, drop, and go!! For safety sake, endure the inconvenience and walk from a "legal" parking spot to pick up or discharge your child. Do not pull in to the parking lot to drop off your children! Exiting the lot is both a pedestrian and traffic hazard.

Let's work together for the health and safety of all the children!

SUBSTITUTE TEACHERS

Substitutes have complete and relevant curricular plans and discipline information to ensure minimal disruption to the regular school day. The behavior of students in classes supervised by substitutes must reflect that which is outlined by their regular teachers as appropriate classroom behavior. Consequences for disruptions will be imposed accordingly.

CONFERENCES

Parent-Teacher conferences will be held at least once a year. Conference Guides are available to all parents in preparation for your meeting with the teacher (s). If a parent desires a conference anytime during the school year, a note to the teacher requesting a conference date should be sent to school

ANNOUNCEMENTS FROM THE ROOSEVELT SCHOOL OFFICE

Notices will be sent home periodically, please be sure to check your child's book bag on a regular basis to help with communication between school and home.

CABLE TELEVISION/WEB PAGE/VIDEOTAPE/NEWSPAPERS/NEWSLETTERS

Many Roosevelt School activities will be photographed and/or video taped throughout the school year. These events will be published in newspapers, broadcast by Comcast TV of Lyndhurst, distributed on video (i.e. graduation video), and/or posted on our Lyndhurst School Webpage. Any parents/guardian who takes exception to his/her child being seen in the newspaper, on cable TV, in a video, or on the Internet should notify the school office in advance of the event. www.lyndhurstschools.net

INTERNET/E-MAIL ACCESS

Every student, staff, or parent user must have a signed Lyndhurst Board of Education Network/Internet Acceptable Use Policy Contract on file at school.

"PG" RATED FILMS

Throughout the course of the school year, carefully selected "PG" rated films may be chosen for viewing by the Roosevelt School students in the classroom, lunch program, or at an assembly.

If you have any concerns with your child viewing a "PG" rated film, please contact the school.

PHYSICALLY CHALLENGED

The Lyndhurst Board of Education does not discriminate on the basis of race, age, color, national origin, sex or disability in admission to, access to, treatment in or employment in its programs and activities.

The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Special Services 201-896-2100 Ext. 4022

During the course of the school year various meetings and school events will be held throughout the building of Roosevelt School, 530 Stuyvesant Avenue, Lyndhurst. If you have a disability that may impact upon your participation in any of the following programs, please contact Peter G. Strumolo at 201-896-2068 prior to an event to discuss necessary services.

AFFIRMATIVE ACTION

The Lyndhurst Public Schools provide support and informational resources relative to issues of Affirmative Action compliance.

- Affirmative Action - Married/Pregnant Pupils - Sexual Harassment
- Equal Educational Opportunity - Student-to-Student Sexual Harassment

DRUG FREE SCHOOL ZONE

Roosevelt School and all Lyndhurst Public School buildings and grounds are drug free school zones. Students are engaged in substance abuse prevention education programs grades K-8 including the D.A.R.E. (Drug Abuse Resistance Education) program at grade 5 and 7 in conjunction with the Lyndhurst Police Department.

Any student who displays suspicious behavior must be reported to the office and/or nurse immediately. Upon initial assessment of the situation, the nurse and/or administration will react in accordance with district policies.

Please note that cigarette smoking is prohibited in and around Roosevelt School. Students will be subject to board of education policy consequences if observed or reported to be smoking.

Parents and staff are prohibited from smoking in school or on/around school grounds.

ZERO TOLERANCE FOR WEAPONS AND VIOLENCE

The Lyndhurst Board of Education has adopted a zero tolerance for weapons and violence. Students in violation will be held to the scrutiny of the board policy and procedures.

THREATS

All threats, no matter how idle or in what context, will be investigated to the fullest. The Lyndhurst Board of education and its administration have a multi-tiered investigation process in place for any alleged threats made by students, staff, or parents grades K-12 which includes collaboration with the Lyndhurst Police Department and/or any other appropriate agencies.

NON-EMERGENT THREATS

To report non-emergent threats regarding school safety call 1-877-624-8082

Portable Communication Devices

Cell phones will not be permitted in school. If a child brings his/her cell phone to school it will be collected daily by the homeroom teacher and returned before dismissal.

SPIRIT DAYS

A positive environment sponsored throughout the year by the Student Council to promote school spirit and have as many students/ staff/parents understand that they are an important part of Roosevelt School Spirit by supporting central themes.

YEARBOOK

Students in grade 8 are encouraged to work with the yearbook supervisor in preparing a personal memento of their Roosevelt School experience. Meetings are at lunch or after school for 40-60 minutes in length. Frequency of scheduling is based on the publisher's deadline.

PEER TUTORING

Programs are available throughout the year and upon request for younger students to receive academic tutoring from seventh and eighth grade students.

Professional and high school honor student tutors are available for a fee. Contact the office for more information.

PARENT TEACHER ASSOCIATION

Please support our PTA. You can become an active member. Show you care, join the Roosevelt School PTA. The staff and students appreciate your support.

FAMILY LIBRARY WEEK

Family Library Week is held at the Lyndhurst Public Library. The program has been developed to enhance reading opportunities, encourage library skill use, and provide meaningful educational activities for parents with their children. Parents and students should bring their library cards with them. Those who do not have library cards may apply on site. Check with the Lyndhurst Public Library for dates & times

BIRTHDAY PARTIES

Out-of school party invitations may not be distributed in class. Balloons, flowers or any other birthday recognition/decorations will not be delivered to the classrooms and will be held at the office until dismissal.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age

("eligible students") certain rights with respect to the student's education records. Additional information regulating student's education records are available for public scrutiny in the office of the principal and will be distributed to parents at least annually.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. Additional information regulating PPRA are available for public scrutiny in the office of the principal and will be distributed to parents at least annually.

FIELD TRIPS

Students may be excluded as necessary from social/entertainment trips that are not an integral part of the curricula.

Annual field trips will be held for all grades. Parent chaperones are encouraged to attend and help teachers supervise the safety and well-being of all students. Chaperones may not smoke or consume alcoholic beverages during a field trip.

Class field trips may present additional concerns for students with extreme food allergies and parents whose children have extreme food allergies are advised to make arrangements to attend field trips or have a family adult who is trained to administer an epipen attend field trips with his/her child.

Following of busses by parents to field trip sites is strongly discouraged for safety sake.

Please do not consider Field Trips as a family outing.

CLASS PARENTS ARE NOT ALLOWED TO PARK IN THE FACULTY PARKING LOT

STUDENT/SCHOOL FUND RAISING ACTIVITIES

The Lyndhurst Board of Education will not approve any fund-raiser that encourages door-to-door efforts. Furthermore, the Lyndhurst Board of Education will not approve any fund-raiser including sales incentives for students.

PICTURES

Individual, class, and family portraits are taken once a year for parents to purchase.

Date: Friday, October 7, 2011.

PETS AT SCHOOL

No pets are allowed at Roosevelt School.

IF YOU HAVE ANY QUESTIONS REGARDING THE INFORMATION PROVIDED TO YOU IN THIS GUIDE, PLEASE FEEL FREE TO CALL ROOSEVELT SCHOOL AT 201-896-2068.

Please do not call the school with messages for your child unless there is **an emergency**.

Reminders of lunch or after school arrangements/responsibilities **ARE NOT** considered emergencies and should be addressed in a note to the school **THAT MORNING**.

The delivery of personal messages by the secretaries disrupts the efficient operation of the school for all concerned.

PLEASE REMEMBER THIS DOES NOT INCLUDE PHONING IN YOUR CHILD'S ABSENCE.