

# **Theodore Roosevelt School**

Oyster Bay, New York

*“Brilliant Beginnings”*

## **PARENT/STUDENT HANDBOOK**

Pre-K – Grade 2

2023-2024

**Devra Small, Principal**

**Theodore Roosevelt Elementary School**

**150 West Main Street**

**Oyster Bay, New York 11771**

**Main Office**

**(516) 624-6572/6573**

**Attendance Line**

**(516) 624-6595**

**Health Office**

**(516) 624-6575**

**FAX**

**(516) 624-6591**

**[www.obenschools.org](http://www.obenschools.org)**

**Welcome to the Theodore Roosevelt School. This handbook is prepared for the families of students at the Theodore Roosevelt School. It is designed to provide you with information about our school's and district's protocols and policies. We want your experiences at our school to be positive and successful.**

**In order to work together effectively, we must maintain effective communication between home and school. Please contact us whenever**

**you have questions or concerns. Home-school partnerships are essential to the success of our students.**

**We look forward to working with you during the upcoming school year. As families, you are key members of your children’s educational team. We truly hope that you and your children enjoy a “Brilliant Beginning” with us.**

## **STUDENT GUIDELINES**

**This Handbook is intended to assist both families and students in understanding what is expected of them at the Roosevelt School. It was established to ensure a safe, positive and nurturing school environment for learning.**

**If you have any questions, please feel free to contact us at 624-6572/73.**

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## **A. STUDENTS WITH DISABILITIES**

Students who have disabilities and attend a school within the District are eligible to participate in all programs and activities.

## **B. GENERAL BUILDING AND GROUNDS RULES**

1. A teacher must be in the classroom before a student may enter the room.
2. All students not involved in a supervised school sponsored activity are to leave the building at dismissal. Once students are dismissed, they are not to return to the building.
3. An Emergency Response Plan has been developed due to the realization of the need for and importance of an effective response to emergency situations. Please be aware of the following procedures to be implemented in an emergency situation:

(a) During a fire drill, there is to be no talking. This is necessary should further instructions be needed. Students are to follow the exit instructions for the room to which they are assigned and are to remain with their teacher until they return to the classroom.

(b) During a shelter in place drill, students and staff are required to remain indoors due to an internal incident such as a medical emergency. Instruction may continue but students and staff should not leave their rooms until the protocol is over. If students or staff are in transition, they should go to the nearest location/classroom that is practicable. In the case of severe weather such as a hurricane or tornado, students would quietly and quickly proceed to the gymnasium and await further instructions.

(c) During a lockdown drill, classrooms are locked and secured. Students are to report to their assigned spots in the classroom where they are not visible from the door or window.

4. Backpacks with wheels are not permitted.

5. Students are not permitted to climb on fences or trees on school property.

6. Animals are not permitted in school except for specific educational purposes. For the health and safety of the children, walking pets on school grounds is specifically forbidden.

7. If you need to set up an appointment with your child's teacher or any staff member, please contact your child's teacher directly or the main office.

8. All visitors upon entry to the building are to sign in at the visitor management system with a photo ID ready to be scanned into our data base. Your identification will be returned to you and you will be asked to wear an identification sticker before proceeding further into the

building. Depending on the event, you may be escorted by security to your location.

### **C. LUNCH and SNACK (K-2 Students)**

We use the mySchoolBucks Point of Sale (POS) system in our school cafeteria. This system is intended to improve service to our families. Parents are strongly encouraged to use this system.

Please visit our district website at [www.obenschools.org](http://www.obenschools.org) to find out more about the mySchoolBucks Point of Sale system. Please contact the Business Office at (516) 624-6510 with questions.

1. During lunch, children will need to follow simple rules of courtesy and respect for the rights of others.
2. During lunch hours, students involved in outside activities must stay on school property within full view of the supervisors and away from the classrooms.
3. It is helpful to anticipate lunch options in the morning before your child arrives at school. It is less disruptive to instruction when your child is prepared for lunch and snack.
4. It is encouraged that students eat a nutritious breakfast before school, at home or at school. Breakfast is served from 8:50-9:05. Students who wish to eat breakfast should report to the cafeteria upon their arrival at schools.
5. Students may bring a spill-proof refillable water bottle to school. Students should pack a snack for snack time. They should be able to open all parts of their snack by themselves.
6. Please note that we are unable to heat up student food from home at any time so please plan accordingly.

6. Students should not share food with one another since some of our students have allergies or health restrictions. Snacks for class parties must be pre-approved by the nurse or teacher and must be from the list of approved snacks that parents received at the start of the year.

## D. CARE OF SCHOOL PROPERTY

1. Students are responsible for taking care of the books, materials and devices issued to them. If a book or other item of school property is lost or damaged, the student must pay for its replacement or repair. If the item is found, it should be returned. We will refund the money.

2. Any student who vandalizes a desk, bulletin board or any other piece of school property must pay to restore or replace what has been damaged.

## E. ATTIRE

1. Students are expected to come to school in neat and suitable attire that does not distract others.

2. Portions of the school program involve free physical activity, such as running and playing games that require loose, comfortable clothing that will not soil.

3. Shoes are required at all times. Discretion should be used as to the appropriateness and safety of certain types of shoes. Dressy shoes with hard soles can be slippery on tile floors and should not be worn. Laced shoes should be tied. Your child may wear sandals that are fastened around the back. Please do not send your child to school in “flip flops” or open-back shoes.

4. Sneakers are required for safety in the gym. A rubber sole (made for a gym floor) is acceptable. An extra pair of sneakers can be left in school to be used for gym days.

5. Print your child's name on articles of clothing, backpacks, lunch boxes, etc. so misplaced articles can be returned.
6. Students will be asked to remove hats and hoods during the school day. This does not apply to religious headwear. Hats may be worn for sun protection during recess.
7. It is recommended that all Pre-K and Kindergarten students bring a full change of clothes to keep in school.

## F. CONDUCT

1. Please review the following school guidelines with your child. They represent simple rules of behavior that, if followed, will create a positive and safe climate for learning that we desire:

- ❖ Be polite and respectful.
- ❖ Keep hands, feet and objects to self.
- ❖ Walk quietly and safely in the halls. No running.
- ❖ Respect school property and each other's property.
- ❖ Use indoor voices inside the school building and use kind words.

***Refer to Policy 7310 – Code of Conduct.***

### 2. Dignity For All Students Act

The New York State Dignity For All Students Act became effective 7/1/12.

***“No student shall be subjected to harassment by employees or students on school property or at a school function; nor shall any student be subjected to discrimination based on a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender***



***(including gender identity or expression) or sex by school employees or students on school property or at a school function or off school property where applicable.”***

The following staff members have been appointed as the Dignity For All Students Act Coordinators:

***Devra Small, Principal***

***Rosanna Moran, School Social Worker***

Any report of harassment or discrimination will be immediately reported to the Dignity Act Coordinators. Further information about the Dignity For All Students Act is available in the Code of Conduct at each school building.

### 3. Bullying Prevention

All students should feel safe in their school and at school functions. Everyone at Theodore Roosevelt School is committed to preventing bullying. Bullying is behavior which is intended to harm another, includes an imbalance of power and is either an isolated, extremely serious incident or occurs repeatedly over time. All reports of bullying are taken seriously and investigated by staff members.

Further information about the forms of bullying (i.e.: physical, verbal, cyber or social) and discipline actions is available in the Code of Conduct.

### 4. Specific rules of behavior are:

- A. Classroom behavior should always be courteous, attentive and responsive. Students are expected to use courteous and proper language at all times.

B. Students should come prepared to follow school rules, routines and procedures.

C. Running, shouting and other disorderly conduct is not permitted in the halls.

D. Throwing snowballs or other dangerous objects is not permitted on school property at any time.

E. Dangerous objects such as matches, knives, weapons, etc. are not permitted in school.

F. Students are expected to respect other people's property at all times.

## G. DISCIPLINARY PROCEDURES

Any behavior that is determined by the classroom teacher to be unacceptable will result in the following disciplinary procedures:

1. The student will be detained at the convenience of the teacher to discuss the problem and the parent will be contacted by the teacher initially.
2. The parent or guardian may be asked to come in for a conference if the unacceptable behavior continues.
3. Should a concerning behavior or violation of the Code of Conduct occur during lunch or recess, the teacher will be informed by the lunch/recess staff member. The parent will then be notified by the classroom teacher including any further disciplinary action that may be taken. The matter may also be referred to the Principal depending on the severity.
4. If suspension is being considered, you will be invited in for an informal conference. If suspension is determined, you will receive an

official letter stating the reason for this action and when your child can return to school. During the time of the suspension, the teachers will provide work for the duration of the suspension and your child will be entitled to home instruction.

## H. ARRIVAL TIME

Our K-2 arrival begins at 8:50 a.m. There is no supervision for students prior to this time. Between 8:50 and 9:00 a.m., students will enter the building and go directly to their classrooms. (AM Pre-K arrives at 8:45 and PM Pre-K arrives at 12:30.)

<b><i>ARRIVAL</i></b>	
<ul style="list-style-type: none"> <li>• <i>Walk your child to the main entrance facing W. Main St.</i></li> <li>• <i>Walk up the walkway towards the K side entrance from W. Main St.</i></li> <li>• <i>Drive through the side loop on Larrabee Ave.</i></li> </ul>	
<i>Grades:</i>	<i>Drop Off Times:</i>
<i>AM Pre-K</i>	<i>8:45</i>
<i>K-2 Students</i>	<i>8:50-9:00 a.m.</i>
<i>PM Pre-K</i>	<i>12:30 p.m.</i>
<i>Buses enter the front loop</i>	<i>Starting at 8:50 a.m.</i>

## I. 6-DAY CYCLE CALENDAR

Our K-2 school operates on a 6-day cycle. Students' schedules will be written based on cycle days 1 to 6 rather than days of the week. This system provides a means to distribute personnel among the grades on a more efficient basis. Refer to cycle days, i.e., Day 1, Day 2, etc. on the district school calendar in order to follow your child's schedule.

## J. LATENESS/ABSENCE PROCEDURE

1. Students are expected to arrive at their designated time for our arrival procedures. Our instructional day will begin at 9:05 a.m. In the event your child arrives to school late, you will need to call the Attendance Line at 624-6595 and alert the school you are bringing your child late. Lateness and absences to school or class will result in the following:

- a. Lateness/absence will be recorded.
- b. Parents will be notified if lateness/absence to school is excessive.

2. TO ENSURE THE SAFETY OF YOUR CHILD, PLEASE CONTACT THE ROOSEVELT ATTENDANCE LINE AT 624-6595 IF YOUR CHILD IS GOING TO BE ABSENT OR LATE FOR ANY REASON. Please leave a voicemail message by 8:45 a.m. or as soon as possible. In your message, please indicate your child's full name, grade, teacher and reason for the absence or lateness. If your child will be absent for an extended period of time, you must contact the attendance line with that information.

3. Please see that your child returns to school from an absence with a note explaining the reason for the absence.

4. If your child is home because of illness, please be in touch with your child's teacher regarding assignments and homework.

## K. DISMISSAL

Dismissal will begin at 3:05 p.m. Please refer to the table below.

<i>Pick-Up Time</i>	<i>Grade</i>
<i>11:10 a.m.</i>	<i>AM Pre-K</i> <i>Kindergarten Side Entrance Door</i>
<i>3:00 p.m.</i>	<i>PM Pre-K</i> <i>Ramp to the left of the Kindergarten Side Entrance Door</i>
<i>3:05 p.m.</i>	<i>"Walkers"</i> <i>Basketball Court</i>
<i>3:05-3:20</i>	<i>Bus Dismissal</i> <i>Front Loop</i>

1. In the best interest of all students' health and safety, changes in dismissal will only be accepted in extenuating circumstances. A written note needs to be sent in with your child.

Students may not leave the school grounds unaccompanied by an adult during the school day. Early dismissals should only be requested for extenuating circumstances. Please send a written note with your child

2. K-2 children will NOT be dismissed off the lines in the basketball court. You must wait by your designated sign.

3. We cannot emphasize enough how important it is to keep the entrance gate area clear for teachers and students to pass as we are aiming to minimize any congestion during our dismissal process. If parents crowd the area, it creates confusion for the teacher to effectively monitor the student pick-up and can cause anxiety for the children.

4. K-2 “walker” students will be dismissed from the kindergarten wing into the gated area. Each class will be identified by a color-coded sign hanging on the fence with the grade and section number, such as K-1 or 2-4. Please refer to the letter in the summer packet to know which sign you should stand by for your child’s class. Signs will be color-coded as follows:

- ❖ *Kindergarten-Green*
- ❖ *First Grade-Yellow*
- ❖ *Second Grade-Pink*

You can exit the area through the gate onto West Main Street or the gate onto Larrabee Avenue.

5. Students should not be allowed to return to the area once parents receive them. This avoids confusion as to which students are without a pick-up.

6. Please note that during dismissal in the basketball court, the safe dismissal of our students is our number one priority. Siblings and students may not run around during this time. It causes confusion as lines of students are walking through and is not safe. Children should stay by their parent or guardian until dismissal in the court is over.

7. Our K-2 buses begin to arrive for dismissal at approximately 3:00 p.m. We do not allow cars into the bus loop area beginning at 2:50 p.m. Parents are asked to use the parking lot behind the school adjacent to the train station (Fireman's Field). Parents are also encouraged to park on West Main Street or Larrabee Avenue. Please do not double park in the lot or on the street.

8. In the initial days of school, we are vigilant with learning and checking (and checking again and again!) how each child goes home. It is recommended to have your child begin right away to practice the usual dismissal plan they will use throughout the year.

9. We take pride in working with our youngest learners. With that in mind, the age of our students makes teaching dismissal routines a bit more challenging. Ensuring that every child gets on the right bus is most important. This takes time and slows the process down at the beginning of the year. Please know the time we put in upfront helps us to run a seamless process all year.

10. Be aware bus drivers are learning their new routes so this can slow the process at the beginning of the school year.

11. While your bus pass might indicate a particular time to expect your child, there are a few things to understand:

❖ The guidelines sent home with bus passes from our Central Office state:

- Bus Pass times are approximate.
- Please allow 15 minutes on either end for the bus to arrive.
- It takes a few days for us to identify the pattern of times for when each bus arrives. Our buses typically arrive at our school in the time frame of 3:05-3:20. After a few days, you will likely see that your bus will tend to arrive around the same time.
- Once we have a better sense of when each bus “typically” arrives, we will be able to better determine if a bus is late. If a bus is running behind schedule, we will make every effort to get messages out to families, so you can anticipate and plan appropriately.

## L. BUS PROCEDURES (K-2 Students)

1. Proper behavior while riding the school bus is most important. Any distraction of the driver can jeopardize the safety of your child and all the children on the bus. Parents should carefully discuss the bus rules with their children.
2. Students must remain in their seats.
3. Any of the following is unacceptable conduct on a bus:
  - a. Offensive or disrespectful language



- b. Excessive shouting and/or screaming
- c. Fighting, pushing, hitting, kicking, spitting
- d. Throwing objects inside or out of the bus
- e. Defacing or destroying bus property or equipment
- f. Touching or using any bus controls
- g. Disobeying the bus driver's directions
- h. Moving out of your seat or around the bus when the bus is in motion
- i. No eating or drinking while on the bus
- j. Any other action which is not considered reasonable conduct

4. In the interest of safety for all pupils, these rules will be strictly enforced. A child who repeatedly breaks these rules will lose bus privileges and all responsibility for transportation will then rest with the parent/guardian. With your cooperation, action of this type can be avoided.

5. At all times, the bus driver is in full charge of the bus. Continued disobedience to the driver's directions may result in the suspension of your child's privilege to ride the bus to and from school.

6. Please note that it is your responsibility to see that your child is at the morning bus stop 15 minutes before the pick up time. Because of the schedule, the bus cannot wait at the stop. It is also important at dismissal that an adult is at your child's bus stop a few minutes prior to the time on their bus pass as times are approximate.

7. Parents are not allowed to board the bus. If your child is experiencing a problem on the bus, please call the school office. If there is a problem regarding bus stops, or routes, please call our District Transportation Office at 624-6501 or Hendrickson Bus Company at 628-1800.

## M. TRAFFIC SAFETY

### 1. Fire Lane

For fire safety reasons, a fire access area must be maintained. No Parking is permitted in the front of the building at the curb near the canopy.

### 2. Double Parking

Double parking is not only illegal, but EXTREMELY DANGEROUS. Small children walking between parked cars are difficult to see. Please do not park on the diagonal lines.

### 3. Crossing Roads

The Nassau County Police Department provides crossing guard coverage on West Main Street and Lexington Avenue. Children and adults crossing at this intersection are to wait at the curb for direction to cross the street. For safety reasons, children are not to be discharged from automobiles at this crosswalk. Drop off your child only at curbside. Traffic signs/signals around and near the school are to be strictly obeyed. Maintaining safe speed limits and following the crossing guard's direction at all times is a must for you and your child's safety.

### 4. Driveway

Our school driveway on West Main Street is closed during arrival and dismissal times for safety reasons. No cars should enter from either end from 8:40-9:00 a.m. and 2:50-3:30 p.m. At these times, buses are arriving and departing from this area. At no time should anyone park across the entrance to or the exit of the driveway. This is a potential safety hazard.

## **N. WITHDRAWAL**

If your child leaves the school district, it must be done so officially by notifying the office and completing a withdrawal form. This will expedite your enrollment and request for records in your child's next school.

## **O. FIELD TRIPS (K-2 Students)**

If your child's class is scheduled for a field trip, a notice will be sent home explaining the details of the trip, including date, time and place. A permission slip will be sent home and must be signed by a parent or guardian and returned to school. Permission slips are required for both walking field trips and trips that require transportation by bus. Students will not be permitted to attend a field trip if a permission form is not signed and returned. Students cannot be dismissed from a field trip. They must return to school first in order to be signed out.

## P. FIELD TRIP CHAPERONE GUIDELINES

### (K-2 Students)

Parent participation as field trip chaperones is very important. In order to make field trips educational, fun, and safe learning experiences, we have outlined a list of chaperone guidelines.

1. Please arrive on time and be prepared to stay until the end of the field trip (even if you have elected to drive.) Please adhere to the trip schedule.
2. Please be prepared to ride the bus if necessary.
3. Please be prepared to closely monitor a group of children; do not leave children alone or unescorted (including trips to the restroom.)
4. Please do not bring siblings or other children with you. Siblings or other children will not be permitted to attend field trips.
5. Please refrain from purchasing food/gifts for adults or students, unless doing so is part of the scheduled trip.
6. Please keep cell phone calls to emergencies only.
7. Please refrain from smoking on school property and during the field trip.
8. Please do not administer any medication to a student. All medical situations must be referred to the school nurse on the trip or the teacher.
9. Please do not release students to anyone other than the teacher.
10. The teacher is ultimately responsible for maintaining discipline and control of the group. Chaperones are under the direction of the teacher. All final decisions are made by the teacher.

## Q. SCHOOL SYSTEM HEALTH GUIDELINES

### 1. Physical Exam Forms

New York State requires a physical examination for new entrants, Pre-K, Kindergarten and Grade 1. New entrants, Pre-K, Kindergarten and Grade 1 must present proof of immunizations and dental certificate before entering school.

#### **a. Communicable Disease**

- i. If your child is exposed to a communicable disease in his or her classroom, the Nurse will send a note home with relevant information.
- ii. Any child who has a fever of 99.9 or higher must remain home. He or she should remain home for a full day after the fever breaks without fever reducer.
- iii. If your child has a cold or allergies, discuss with your pediatrician the use of comfort medications that he or she can take before coming to school. This will help your child focus better and will help prevent the spread of germs to nearby classes.
- iv. Any child who experiences an episode of vomiting and/or diarrhea should remain home for the following full day after symptoms have stopped.
- v. If your child has a throat culture pending at the doctor's office, they should not attend school until the culture is confirmed to be negative.

## **b. COVID-19 SPECIAL PRECAUTIONS:**

The OBEN School District will follow all laws set forth by the NY State Education Department, CDC, and Department of Health.

Please visit the COVID-19 page at [www.obenschools.org](http://www.obenschools.org) for detailed information about the school district's COVID practices and requirements.

### 2. Administration of Medication

Any medication that a student may take during the school day (i.e., Tylenol, creams, eye drops, nose spray, inhalers, Epi pens, etc.) must have a prescription from the doctor. The Nurse must receive a note from the parent and the medicine must be in its original container. DO NOT send medication in with your child. Medications may only be dispensed through the Health Office.

## R. HELPFUL HINTS

The following are some helpful hints that may answer some of your concerns:

### 1. SEPARATION

Additional staff will be on duty during the first week of school to make sure that all children get to the right place on time. We have excellent support staff available to ease your child through this transition. If you are experiencing difficulty, please don't hesitate to inform the teacher, school psychologist, social worker or the main office.

**2. SMOCK**

All children need a smock to keep clean while painting. The best smocks have been found to be old unneeded shirts, or anything else that covers the child's clothing. Please send in a ziplock bag marked with your child's full name, and teacher.

**3. MONEY**

Money should only be brought to school for specific needs. Children should not carry pocket change. It is strongly urged that children bring money in a sealed envelope with his/her name and indicating the use of the money.

**4. PERSONAL ITEMS**

Items such as cell phones, smartwatches, and other privately owned internet-connected devices may not be used during the school day, for student safety, and should be left home except by special arrangement (e.g., a cell phone used for glucose monitoring for a student with diabetes).

Valuables and sentimental toys/ possessions should not be brought to school. The school cannot be responsible for the damage or loss of such items.

**5. NAME**

Please label all items such as, jackets, sweaters, boots, coats, hats, backpacks, lunch boxes, water bottles etc. so that misplaced articles can be returned.

## **6. INDIVIDUAL CONFERENCES**

Parent-Teacher conferences for Pre-K will be held at the end of January/beginning of February. Parent teacher conferences for K-2 are held in November and March. Teachers will set up individual conferences with parents. If you should feel the necessity for a conference before this time, please contact your child's teacher.

## **7. PARTY INVITATIONS**

We ask that you do not have your child distribute invitations in class unless every child in the class is invited to a birthday celebration or party. The PTA Roosevelt student directory contains addresses and phone numbers and is a wonderful source for mailing invitations to classmates and for setting up play dates.

## **8. ADDITIONAL INFORMATION/CURRENT EVENTS**

Please refer to the district website, [www.obenschools.org](http://www.obenschools.org) for any additional information regarding Roosevelt events, weekly bulletins and school/health forms. It is updated on a timely basis. In order to receive emails, it is necessary to join Parent Square on the website.

## **S. EMERGENCY SCHOOL CLOSINGS/EARLY DISMISSALS**

If in doubt as to school closings or delayed openings, usually due to inclement weather, announcements can be heard on radio stations listed in the beginning of the School Calendar, on the Channel 12 News, or on our district website. In addition, you can call 624-6500 and you will hear an updated message regarding school closing or delayed opening.



If there should be an emergency school closing or early dismissal, each student's parent will also be personally contacted at the numbers provided within minutes by our automated phone system that can dial every contact number simultaneously.

"Dismissal Approval/Emergency Contact" forms are mailed home in the summer to enable us to contact parents in the event of an emergency. We ask that you notify the office when any of your emergency contact information changes during the school year so that we can contact you promptly if necessary.

## T. COMMUNICATION

Please contact your child's teacher or our office with any questions you may have. Staff will make every effort to reply to communication requests within 24 hours of the request (or within 24 hours of the start of the first day back to school if the communication was sent during a weekend or school break).