



**Roosevelt Intermediate School**  
301 Clark Street  
Westfield, NJ 07090

Mary Asfendis  
Principal

Brian Gechtman  
Assistant Principal

## **General Information for Parents 2018-2019**

### **Attendance**

Due to the importance of regular attendance, we encourage students to be present every school day except in the case of illness or religious observance. Should your child need to be absent, please call the main office that day. Students may access any missing assignments on teacher websites. Please see the Student Handbook for a detailed explanation of attendance procedures including tardiness and requests for early dismissal.

### **Pick-up/Drop-off Procedure**

We encourage you to use the school side of the street or near a crosswalk when dropping off or picking up students. Students should only cross at the crosswalks where crossing guards are stationed. Also, please be aware that both parking lots, on Clark St. and Tuttle Pkwy., are for staff parking only. Please do not use the lots for student drop-off, pick-up or to turn around. This creates an unsafe situation for drivers and pedestrians.

### **Cell Phones**

Students are expected to turn phones off and have them out of sight as soon as they enter the school building. This is for classrooms, hallways and all school locations. The only exception is when the teacher gives permission for cell phone use for an academic activity. If a student is on their phone, they may be asked to turn their phone in to the main office. Please refrain from texting your child during the school day as it will distract them from the learning taking place in the classroom. If your child is ill, they should report to the nurse first and the nurse will contact a parent for pick-up.

### **Visitor Policy**

All visitors to the school must ring the main office and state their name, child's name and reason for visit. All visitors without prior appointments with school personnel must have administrative approval. Visitors must have ID badges when in the school building and return badge to office on departure.

### **Dropping Off Forgotten Items**

If you need to bring a forgotten item to your child, there will now be a drop-off bin outside the main entrance to the school. Please label the item with your child's name and leave it in the bin. Students will be called down to the office prior to 6<sup>th</sup> grade lunch to collect missing items. This new procedure is similar to the elementary school and is in an effort to increase school security by lessening the large number of visitors dropping off items in the main office each day.