

Round Valley Elementary School “Soaring to New Heights”

Student and Parent Handbook 2023-2024

**Welcome to
Round Valley Elementary School!**

We are glad you are part of our RVS school team!



Student Section

Staying Safe and Happy

We want all children to feel safe and happy at school!

Everyone in our school family must use kind words and use our hands and feet in a kind way. It is important to take care of ourselves, each other and our property.

If anything makes you feel scared, worried or uncomfortable, it is important to tell a grown up you trust, like a parent, a teacher, your principal, Mrs. Postma or your school counselors, Mrs. Frey, Mr. Ruttenberg or Mrs. Giordano.

Rules and Consequences

Rules are made to keep us safe and help children learn in our classroom and all areas of our school.

You will make and discuss rules with your friends and teacher in your classroom.

Sometimes people don't follow rules. Consequences are put into place when rules aren't followed.



RVS School Rules

- 1) Take care of yourself.
- 2) Take care of others.
- 3) Take care of the school environment.



Morning Meeting

You will begin each day with a Morning Meeting. You will have a chance to greet your friends, do a fun activity, share news and announcements and discuss what you will do during your school day.



Participation in Class



Take an active part in your class.
Give answers, share ideas and ask questions.
Always respect others when they are participating. When you participate, you learn more, when learning in school!

Class Work

Class work includes learning together as a class, in small groups, with a partner, one-on-one with a teacher and working independently on your own. You can learn both at home and at school.

Always try your best and respect others as they learn.

Homework

On most nights, you will have homework. Homework can include review sheets or activities to reinforce learning. You should also read each night and practice math facts.



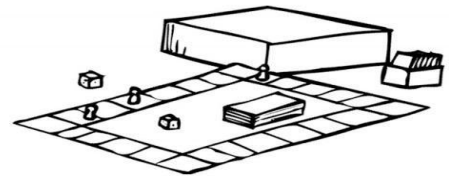
Indoor Recess

Include others and take turns.

Use indoor voices.

Take care of materials.

Remember to clean up when you are finished!



Outdoor Recess

Always be a good friend on the playground. Use kind words, and keep your hands and feet to yourself. Include others, take turns and play safe.

Your teachers will review how to play safely in each recess area.

Remember to wear sneakers!

Dress for the weather!

Bathroom Expectations

- Knock if the door is closed.
- Close the door and lock it behind you.
- Flush the toilet one time after you use it.
- Unlock bathroom stall doors as you leave.
- Respect the privacy of others-only one person per stall!
- Use only the toilet paper and paper towels that you need.
- Keep the walls and floor clean.
- Wash your hands and throw paper towels in the trash can.
- Turn the water off before it overflows the sink.
- It is unsafe to climb on stalls, toilets and sinks.



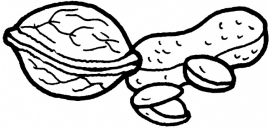
Snack time

Every day, you will have time to eat a snack.

A healthy snack will give you energy and help you to do your best in school.

Be respectful of your friends with allergies when choosing your snack.

Allergies

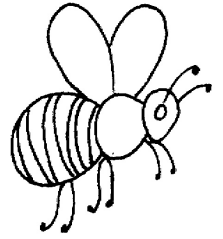


An allergy is when your body reacts to something it cannot handle.

Some friends in your classroom may have an allergy to a certain food, an insect or a medicine.

All of our classrooms are peanut and tree-nut free.

Be respectful of your classmates' allergies.



Being a Good Friend

You will make many new friends this year.

New friends and old friends are an important part of your life in and out of school.

Help a friend when they need it. Tell an adult if you need more help!

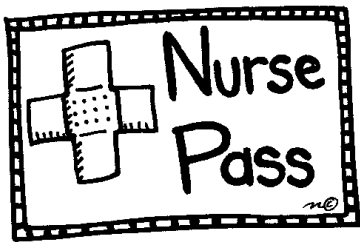
Always remember to treat your friends the way you would want your friends to treat you.

Keeping Ourselves and Others Healthy

- Tell an adult at home or school if you are not feeling well.
- Cough or sneeze into your elbow and use a tissue to blow your nose.



Visiting the Nurse



Our school nurses are here to help anyone who is hurt or doesn't feel well.

It is important to only visit the nurse when you REALLY don't feel well.

Your classroom has a supply of things you may need for a cut or an itch. Ask your teacher for help.

Bus Expectations

- 1) Be respectful - Respect and follow the driver's instructions.
- 2) Be safe - Remain seated and buckled, facing forward.
- 3) Be kind - Keep hands, feet, and objects to yourself.
- 4) Be polite - Talk quietly, and use appropriate language.



Acceptable Use of Technology

We use technology for learning.

- I will take care of my school computer and use it safely and appropriately.
- I will tell a trusted adult if I see or read anything that makes me feel uncomfortable.

Image Sources

Discovery School

<http://school.discoveryeducation.com/clipart/>

Pic Gifs

<http://www.picgifs.com/>

Parent Section

SCHOOL CONTACT INFORMATION

PH: 908.236.6341

FX: 908.236.2847

Secretaries

Mrs. Annette Guenther ext. 9304

Mrs. Karen Stavac ext. 9303

Mrs. Donna Donovan ext. 9326



Principal

Mrs. Mary Postma ext. 9304

Guidance Counselors

Mr. Alex Ruttenberg ext. 9320

Mrs. Carole Frey ext. 9320

Mrs. Christine Giordano ext. 9246

Health Office

Mrs. Staci Kane ext. 9305

District Website

www.ctsdnj.org

School Hours

Regular Hours: 8:50 am - 3:10 pm

Early Dismissal: 8:50 am - 12:50 pm

Delayed Opening: 10:50 am - 3:10 pm

ABSENCE AND TARDY

Students enrolled in the school district are required to attend school regularly in accordance with the laws of the State. A parent or guardian must provide advanced notice to the school prior to the student being absent from school. For the complete attendance policy, see Board [Policy 5200](#).

When a child will be absent or tardy, please go to our website and complete the **'Report an Absence/Tardy'** form. You may also call the 'Early Alert' line at 908.236.6341, menu option #1, and leave the following information: **student's name, teacher's name, date of absence/tardy, and reason for absence/tardy.**

ARRIVAL

When dropping off students, please use the front parking lot. Staff members will be available from **8:30-8:45** to ensure students' safety. **Please do not drop students off before 8:30.**

For the safety of our students and parents who are crossing the parking lot, cars must yield to pedestrians.

Please help us keep everyone safe by remaining in the car line. **DO NOT** pull around other cars waiting in line, even if your child has exited your car.

If you need to get out of the car, please park in the front lot away from the drop-off zone and utilize the sidewalk.

BUSES

Please know the number of your child's bus. Buses at RVS are numbered R1-R10. This will help us assist you and your child if there are any concerns with pick-ups or drop-offs.

Mrs. Carmella Shaw can answer questions regarding bus transportation. She can be contacted at 908.236.7235 ext. 9521

Please use this number for transportation concerns before 8 AM and after 3:30 PM.



DISMISSAL AND EARLY PICKUPS

Dismissal begins at 3:10 and is completed by 3:30. When picking up students, please use the **FRONT LOT** and place an 8.5x11 piece of paper with your child's last name on the front dash, driver's side. A staff member will escort your child to your car.

Early pickups must be done before 2:30 and are facilitated in the main office. For the safety of our students, requests for changes in dismissal should be made in writing and delivered to the homeroom teacher in the morning upon arrival at school.

****Always be prepared to show a photo ID when picking up your child.****

EMERGENCY CLOSING

Regular sessions of school are canceled only in the case of emergencies. Emergency broadcasts will be sent via phone, text, and/or email. It is very important to keep your information up-to-date in PowerSchool. Notice of closing can be found on:

District Website: www.ctsdnj.org

99 FM Radio: www.wfmz.com

HARASSMENT, INTIMIDATION and BULLYING (HIB)

Students are expected to treat each other with civility and respect. Our school promotes a supportive and safe environment where students can learn. Acts of harassment, intimidation or bullying against any student are not permitted in accordance with Board Policy 5512 Harassment, Intimidation and Bullying, and law. Please visit our district website for information about our anti-bullying policies and procedures, as well as forms to report a concern for HIB.

HEALTH

RVS has a number of students with life-threatening food allergies. In order to maintain a safe environment for everyone, all classrooms are peanut and tree nut-free for snacks. Some classrooms may have additional restrictions.

LUNCH

Lunch is provided by Maschio's Food Service daily. Snacks are sold for an additional charge. Lunch is not served on early dismissal days; students are encouraged to bring a larger snack. Monthly menus are posted at: <https://ctsd.nutrislice.com/menu/> Students may use cash or the online payment system, PaySchools Central. If students pay with cash, the change is credited to their account.

LEARNING

Instructional Models: 4th and 5th grades will be utilizing the shared instruction model of teaching, which is considered to be a "best practice" for this age group. This model enables students to learn from a small team of teachers who are experts in the subjects they teach. One of your child's teachers will teach English Language Arts and Social Studies, while the other teacher will teach Math and Science (teacher names specified in Powerschool). This is a developmentally appropriate progression to the middle-school model at CTMS. 3rd-grade students will be with their homeroom teacher(s) for all core subjects.

Unified Arts: Students will be offered a rich program that includes Art, Health, Library/Media, Music, STEM, Spanish, Health, and Physical Education. Students rotate through the classes on a six-day schedule.

LOST AND FOUND

Please label all outerwear & lunchboxes so they can be returned if left behind. We end up donating dozens of clothing items each year.

NOTES FROM HOME

Please direct all notes to your child's homeroom teacher and always include the date, the teacher's name, and your child's name. If you go away on vacation without your child(ren), please notify the office in writing of the name of the person who will be in charge of your child(ren). We will not release children to anyone not on your emergency contact sheet, including grandparents and siblings, unless we have written permission from parents.

Please do not email teachers with dismissal changes.

POWERSCHOOL

Parent Portal: This is part of the district's PowerSchool student information system. Parent Portal allows parents/guardians to view their child's grades and attendance, submit updated contact information, and get in touch with teachers via email. To access the portal, use the following link: <https://ctsd.powerschool.com/public>



Please note that if you have not previously set up your guardian account, you will need the linking codes (Access ID and Access Password) unique to each student to link pupils to your login. These codes are sent out early in the school year. If you have not received your access code/information or are having difficulty accessing the site, please email parenthelp@ctsdnj.org. More detailed instructions for using the Parent Portal may be found on our Parent Portal web page using the following link: http://ctsdnj.org/resources/parent_resources/parent_portal

PROGRESS REPORTING

Conferences are held at the conclusion of the first marking period. Report cards are issued each marking period (grade 3- 2nd addition to the descriptor grades, teachers write comments, specific to each child. These can be found by clicking on the dash "-" under the homeroom box for each marking period. To access the portal, use the following link:

<https://ctsd.powerschool.com/public>

If at any other time you have questions or concerns about your child's progress, please contact his/her teacher.



SCHOOL EXPECTATIONS AND CODE OF CONDUCT

Our school-wide theme is "Soaring to New Heights", and will be centered around our Eagle

mascot. We promote our school rules of...

Take Care of Yourself

Take Care of Others

Take Care of our School Environment



From time to time, students have difficulty navigating these expectations as they are developing, not only academically, but also socially and emotionally. If your child is ever having difficulty that they need help with, please contact your child's teacher or guidance counselor. We will work hard to resolve conflicts, friendship issues, or any other problems that may occur.

Please review the Code of Conduct [CTSD Code of Conduct.pdf](#)

SCHOOL SPIRIT

Mascot- EAGLE



School Colors- Red, black, gray

Words of the Month:

September ~ Friendship

October ~ Respect

November ~ Responsibility

December ~ Generosity

January ~ Perseverance

February ~ Kindness

March ~ Sportsmanship

April ~ Honesty

May ~ Compassion

June ~ Citizenship

Signature Page

I have read and understand the contents of the Student Handbook.

Student Name: _____

Date: _____

I have read and understand the contents of the Student Handbook including the Code of Conduct linked on page 10 and Code of Conduct Policy 5600.

Parent/Guardian Signature & Date:

Please keep this handbook at home in a safe location to refer to as needed. Thank you!