**Roosevelt Parent Handbook**

**2023-2024**

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**VISION STATEMENT**

Roosevelt students will be compassionate, curious learners with the confidence to embrace life’s

opportunities.

**MISSION STATEMENT**

The mission of Roosevelt Elementary is to provide differentiated instruction supported by an

enriched curriculum that fosters academic excellence and self-reflection.

**SCHOOL INFORMATION**

Roosevelt Elementary opened its doors in 1925. The school was named after President

Theodore Roosevelt. Our school colors are navy blue, khaki, and gold. Our school mascot is the

Rough Rider.

**TELEPHONE/DIRECTORY**

Main Office - 272-3090

Fax – 233-3577

Denise Wheatley Principal

Lisa Brengel Assistant Principal

Debra LeRoy Principal’s Secretary

Kathleen Prokopp Guidance Counselor

Kathy “Nikki” Counce Social Worker

Open Registration

Denise Monte Secretary

**Bell Times:**

Monday 7:40 AM – 12:55 PM

Tuesday-Friday 7:40 AM – 1:55 PM

**GENERAL SCHOOL INFORMATION**

**ABSENCES/TARDIES**

The staff of Roosevelt Elementary is responsible for teaching your child. Learning builds day by day. A child who misses a day of school misses a day of learning. Your child’s success in school depends on having a solid educational background – one that only can be gained through regular school attendance. Please familiarize yourself with the Hillsborough County Public School excused absence policies found in the student handbook.

Being tardy for school can also interfere with learning because students miss instructional time. Instruction begins at 7:40 promptly.

If your student is late, an adult must escort the student to the office each time to provide a reason for being late.

**24-HOUR ATTENDANCE LINE (272-3090 PRESS “1”)**

All students are expected to be present and on time each day. If your child must be absent, please call the

24-hour attendance line by 8:00 a.m. to inform us that he/she will not be at school. Please share the following:

“This is \_\_\_\_\_\_\_\_\_. My child \_\_\_\_\_\_\_\_\_is in grade \_\_\_. His/her teacher is \_\_\_\_\_\_\_\_\_.

He/she is absent because \_\_\_\_\_\_\_\_\_\_\_\_\_\_ and will return to school on \_\_\_\_\_\_ (date). I can

be reached at \_\_\_\_\_\_ (phone number) for verification if needed.”

**You must call the attendance line in order to report your child’s absence. Reporting the absence to your child’s teacher will not excuse the absence.**

**ARRIVAL AND DISMISSAL**

**School hours**

Breakfast – 7:10-7:40 a.m. All children in Florida receive a free breakfast daily. Student supervision begins at 7:10.

Students can arrive on campus at 7:10 a.m. Students can report to the cafeteria for breakfast, PE track for the walking club, courtyard to relax and read, or to the Media Center.

Children are welcomed into their classroom beginning at 7:35 a.m. each day.

First Bell – 7:35 a.m.; Tardy Bell – 7:40 a.m.; Dismissal Bell – 1:55 p.m. (12:55 p.m. on Mondays).

**The campus gates will be closed and secured promptly at 7:40 a.m.**

Children arriving after 7:40 a.m. each morning must be escorted into the main office by their parent/guardian to be signed in and given a class admittance slip.

The traffic pattern for our school was developed by Risk Management Services from Hillsborough County Public Schools and provides for the safety of our children.

**Walkers**

If you walk your child to school, please allow them to walk to the classroom on their own from the school gates. You can help transition the students into school each morning by preparing them to be dropped off at the school gates**.**

Approved Crosswalks- Concordia and San Luis, Concordia and Obispo. Concordia and Tacon is not an approved location to cross. We do not have a crossing guard. You are responsible for walking your child across the crosswalk.

**Drop Off and Pick Up Locations for Walkers**: Front Gate on Ferdinand, the Back Gate on Concordia and the Side Gate on San Luis.

**Walkers Drop Off and Pick Up Procedures**

Please do not drive and park in the neighborhoods near the school to drop off or pick up your child/children as walkers. All students that are car riders should arrive and be dismissed on Concordia in the car line.

**Pick Up Procedures**-You must have a car tag or a picture of the car tag on your phone to pick up your student. Please arrive at 1:55 (Tuesday-Friday) and 12:55 (Monday) to pick up your student. A teacher will walk a group of students to the location to ensure safety. We ask that you adhere to the pick-up locations to limit carpool line and dismissal confusion.

**Independent Walkers**

Please email your child’s teacher or the principal: [Denise.Wheatley@hcps.net](mailto:Denise.Wheatley@hcps.net) stating you give your child permission to walk home alone. Every student that walks home alone will be issued a backpack tag to ensure safety.

**Bicycles/Scooters**

Students may ride bicycles/scooters to school. Bicycles and Scooters should be walked across streets, inside a crosswalk only and must be walked once on school grounds. Students should chain and lock their bikes and scooters to ensure safety of personal property. Please do not leave bicycles overnight. The school is not responsible for lost, stolen or damaged bicycles. Helmets are required.

**Green Line**

If you carpool with two or more families, you can pick up for Dismissal in the **GREEN LINE** on Tacon Street, where the buses pick up in the afternoon. To arrange this, please complete the Green Line Request Form you received and return it to your classroom teacher. You will need to include the names of the families that are carpooling with you each day.

**CAR LINE**

Drop Off and Pick Up Procedures

**All pick up and drop off areas are designated for safety as NO CELL PHONE ZONES**

**Below are things to keep in mind when dropping off in the morning:**

* Please do not drop children off before 7:10 am.
* Enter carline on Concordia south of San Luis Street at the end of the car line.
* Drop off is available from San Luis to the main walking gate on Obispo – have your child unload while the carline is stopped at a pole. Having 8 cars unloaded at one time makes the line most effective.
* Please make sure your child exits on the right side of the car.
* When you pull up to carline, please have your child ready for drop off, unbuckle, get backpack, and give a quick goodbye.
* Stay in the carline do not pull parallel to the carline to exit, Concordia is a two-way street.
* Parking on Concordia, Tacon, and Obispo slows down the car line by hampering the exits and making it very difficult for pedestrians; please consider using the car line, walking routes, or the green line.
* The staff and safety patrols are present to keep our students safe at Roosevelt! We appreciate your help.

**Below are things to keep in mind when picking up in the afternoon:**

* Unless there is an emergency, please be sure that your child knows of any changes in pick up before coming to school and teachers are notified.
* At the beginning of the year, the carline is slow, however, once the process is synchronized, we are typically finished by 2:15 p.m. so please follow procedures closely and have patience.
* The teacher will call your name as it is displayed on your car tag. Please listen for the pickup number for your name and move forward to the number that was called. The numbers are posted on the poles. Our goal is to call 8 names at a time and to load 8 cars before moving forward.
* If someone else is picking up, please make sure they display the car tag on their visor and that they have a copy of these procedures with ID if needed.
* We ask that you keep the car tag on the visor and that you do not drive holding it out the window.

**Back Packs**

Please provide a backpack that does not have wheels. The wheeling backpacks are a safety issue and take up too much storage space.

**Birthday Celebration/Celebrations**

Our PTA provides a “Birthday Sundae” once a month for students who have a birthday during the month. You are welcome join your child for lunch on their birthday. Please do not bring food to the classroom to celebrate birthdays. The classroom is allowed two celebrations a year and we ask that you only provide healthy store-bought food when asked by the teacher. There are many food allergies that we must watch for.

**CHANGES IN TRANSPORTATION**

Make all arrangements well ahead of time for afternoon transportation. If you are making a change from your child’s normal designated method of going home, the teacher must be notified in writing. Changes in transportation will not be accepted via the telephone. These procedures are in place for the safety of all Roosevelt children.

**CELL PHONES/SMART WATCHES**

Children at Roosevelt may not have a cell phone or smart watch on them while on campus. If your child needs a cell phone/smart watch for Dismissal purposes, please let your child’s teacher know and the cell phone/smart watch will be kept in your child’s backpack, or the child may check the phone/watch into the office in the morning and pick it up at dismissal time.

**COMMUNICATION**

*School wide*

A newsletter containing items of interest to students and parents (program announcements, classroom news, school wide events, business partnership recognition, PTA news, etc.) will be sent by email using Membership Toolkit. Parents not having computer access are to contact the school for a hard copy to be sent home via the student. Please take the time to read the newsletter as we continue to strengthen school to home communication. Friday Folders will be distributed to all Roosevelt Rough Riders the last day of each week. These white envelopes are labeled “Weekly Communicator” and contain flyers and student work, etc. The items in the Friday Folder may be kept at home. The cover of the folder will be signed by the parent and then sent back to the classroom teacher on the following school day.

*Classroom:*

Children in Kindergarten will bring home a communication folder daily. Children in grades 1-5

will utilize the agenda planner. We encourage all parents to read and sign this planner each night.

*Website:*

<http://roosevelt.mysdhc.org/>

The school has a Facebook page, Twitter account and an Instagram as well.

*Telephone:*

School staff members will return parent phone calls within 24 hours.

*Email:*

Staff communication will be through email and the school phone. Each classroom does not have a direct phone line, therefore, each teacher will choose the best way to communicate.

**DAD’S CLUB**

Roosevelt Elementary is fortunate to have an active Dad’s Club that assists with a variety of projects and student incentives throughout the school year. Join the Dad’s Club!

**DISCIPLINE**

**POLICY**

The staff at Roosevelt Elementary believes that all children can and want to behave in a manner that positively reflects on himself, his family, his classroom, his teacher, and the school.

**ACTION**

The Roosevelt Discipline Policy is designed to develop self-discipline and good citizenship. It is built on a principles of Conscious Discipline. If a student violates classroom or school rules, the teacher and/or administration may impose in-house suspension, out-of-school suspension, after-school detention, behavioral contracts, parent/guardian conferences, revocation of student privileges and other consequences that are not listed here as needed. See the district Student Handbook for more specific policies set forth by the district.

**EMERGENCY INFORMATION CARDS**

Every student’s record **must** have up-to-date addresses, phone numbers, emergency contacts,

etc. Only the registering parent may make changes to this information. PLEASE NOTE: The school cannot take any changes or additions to the student’s emergency card over the phone.

**I FORGOT MY…**

We at Roosevelt believe in individual student responsibility. It is normal for school aged children to forget homework, lunch money, etc. Accepting the consequences for one missing homework assignment now is sometimes a lesson that will reap benefits in the future. ***Because of our belief, we are conservative in our decisions to allow children to call home for forgotten belongings.*** If a parent does bring in items left at home, they must be brought to the main office with the student and teacher’s name on the item. The office staff will ensure that your child receives the item at an appropriate time.

**LOST AND FOUND**

Personal belongings and articles of clothing that are left at the school are kept in a central

location in the hallway. It is very helpful if **names** are placed on all jackets, coats, sweaters, and

lunch boxes. At the end of each nine weeks, articles are laid out for students’ retrieval. All

remaining items are given to charity quarterly.

**MAKE-UP WORK**

If you would like make-up work for your child when they are absent, please contact your child’s

teacher. At a parent’s request, a teacher will have work ready and available in the front office within 24 hours. We are unable to provide work for vacations that are taken during our school schedule.

**PARENT CONFERENCES**

Effective parent-teacher communication is essential for student progress. Roosevelt is committed to facilitating parent involvement in school. In addition to the pre-scheduled fall and spring conference evenings, conferences may be scheduled between 7:10-7:35 a.m., and then again from 1:55-3:00 p.m. In order to give every parent the proper consideration and time that a conference deserves, conferences with teachers will be scheduled in advance.

**PETS**

Pets are only allowed by special permission from the teacher and administration. When walking

your child to and from home to school, **please leave your pets at home**. Animals can be unpredictable around large groups of people.

**PROGRAMS AND SERVICES**

Citizenship Recognition ~ Academic Recognition ~ Music ~ Physical Education ~ PTA Clubs ~

Technology ~ Art ~ Chorus ~ Academic Field Trips ~ Varying Exceptionalities ~

Academically Gifted ~ Conflict Resolution ~ Conscious Discipline ~ Speech/Language Therapy ~ Guidance ~ Social Work/Psychologist ~ Peer Mediation

**PTA**

The Roosevelt Elementary PTA is actively involved in improving the school. All parents are encouraged to become members. Meetings are scheduled four times a year and are announced several weeks in advance. Each year the PTA sponsors fund raisers that are spent on projects that directly enhance the educational programs at our school. The PTA website is [***www.roughriderspta.***](http://www.roughriderspta.)***com*** Check out the Roosevelt PTA Facebook Page.

**RAINY DAY DISMISSAL**

At 1:45, (12:45 on Mondays) we will determine if a Rainy-Day Dismissal will take place. Parents will be sent a Parent Link to inform them of the Rainy-Day Dismissal.

All Flagpole front of school walkers will be released from the ADA Gate, located to the right of the front doors. The students will line up in the hallway next to Room 18.

All San Luis Gate Walkers will be released from the gate in front of the school, located to the left of the front doors. The students will line up in the hallway next to Room 1.

All Concordia Walkers/Bike Riders will be released from the back walker’s gate. The students will line up in the hallway next to Mrs. Thornberry’s Room, Room 30.

Bus students will report to the Bus Ramp and dismissed as usual.

All Day Care students will line up in the hallway next to Room 6 and be dismissed as usual.

The Green Line students will line up in the hallway next to Room 7 and be dismissed as usual.

Car Line Students will line up under Dad’s Club Pavilion on Concordia as usual unless there is lightning. If there is lightning, you will be informed where to go.

**SCHOOL ADVISORY COUNCIL (SAC)**

The School Advisory Council helps the principal and staff evaluate the effectiveness of the school’s educational objectives and programs and communicates specific types of information about school effectiveness and accountability to parents. There are forms on the website if you are interested in this committee.

**SENDING MONEY TO SCHOOL**

Frequently, parents send money to school for lunch, the book fair, field trips, etc. All money sent to the school must be enclosed in a sealed envelope with the child’s name, teacher’s name amount enclosed and purpose of the funds. This practice ensures that student accounts throughout the school are credited appropriately. Checks written to the school need to include your student’s ID number.

**SIGNING YOUR CHILD OUT OF SCHOOL**

**DO NOT PICK STUDENTS UP EARLY** unless you have an **unavoidable**

doctor’s appointment or situation. Many parents do not realize that if you pick up your student they are missing the curriculum. When a student is picked up, it disrupts the instruction of the entire class.

If it becomes necessary to sign your child out of school prior to dismissal, an adult must come to the main office prior to 1:30 pm Tuesday – Friday and 12:30 pm on Mondays. We stop signing students out after those times and all students will follow their normal dismissal routine.

**If you sign out early, be sure to inform your day care provider (including YMCA) or car pools as the school cannot do this for you.**

Parents/guardians are asked to take special note of who is listed on their student’s emergency card. Only adults listed on this card will be permitted to sign your child out of school. PLEASE NOTE: The school cannot take any changes or additions to the student’s emergency card over the phone. In order to make the most of every instructional minute, we will call children once parents arrive in the office.

**PHOTO ID IS REQUIRED FOR ALL ADULTS**

**STUDENT HEALTH SERVICES**

We are fortunate to have an LPN to supervise our clinic every day to administer medication and tend to minor injuries. The area nurse, an RN, covers several school and will be on campus intermittent. She is responsible for the maintenance of health records, routine health checks, parent contact concerning health problems and assisting with vision screening. If your child must take prescribed medication at school, please secure the proper authorization form from the School Health Services staff. We are not permitted to administer medication without the proper authorization form on file. An adult must bring medication to the clinic in the original bottle. Non-prescription medication will only be given if the medications are accompanied by written order from the doctor. Under no circumstances are students allowed to carry over the counter or prescription medications with them, in their pocket or in their backpack, etc. In case of illness or injury, children will be sent to the clinic. School Health Services will render first aid treatment only. If emergency medical treatment is necessary, parents will be contacted. If parents are not available, the child will be transported to the emergency room at the hospital listed on your child’s emergency card.

**STUDENT NUTRITION SERVICES**

Breakfast is complimentary to all students in our school. Lunch is served from 10:oo a.m.-1:30 p.m. daily. A basic meal is prepared each day along with several choices. Students are encouraged to take advantage of this service. Parents are encouraged to pay for student lunches on line on a weekly or monthly basis or you can pay by check or cash.

*Paying via the internet*

Please access instructions for online payment on the School District of Hillsborough County

website (**www.sdhc.k12.fl.us**) or at [*www.MyPaymentsPlus.com*](http://www.MyPaymentsPlus.com)

**TOYS**

Toys, rubber arm bracelets, laser key chains, silly bands, electronic games, headsets, collectable cards, etc. are considered a distraction to the instructional process. Students will refrain from bringing these items to school. If a “toy” is found on campus, the item will be held by the classroom teacher for parents to pick up.

*Show and Tell:* Classroom teachers will inform parents in advance when normally prohibited items may be

brought to school for curriculum enrichment.

**VISITORS**

Our campus welcomes visitors. Upon arrival to campus, all visitors, volunteers, tutors, mentors, etc. must visit the main office, sign in, and obtain a visitor’s tag. Classroom visitations are set up, with the appropriate teacher, by appointment only. Please make sure that you have filled out a Volunteer Application Form.

**VISITOR PARKING**

Visitor parking is located on the south side of the school, along the fence line on San Luis Street.

Gates are open in the morning from 7:10 a.m.-7:40 a.m. and in the afternoon from 1:55 p. m. –

2:15 p.m. We urge all parents to utilize the designated visitor parking area and refrain from

parking along the side streets in our neighborhood.

**VOLUNTEERS**

Roosevelt considers its parent volunteers a very special resource. Volunteers must complete and submit the Volunteer Registration Form on-line. This form is submitted for a background check. Parents are encouraged to help in all classrooms, programs, and extracurricular activities. Please let your classroom teacher know when you are available so you may be scheduled for assistance. Volunteer hours must be recorded in the main office.

**The volunteer form must be filled out every August to be involved in field trips, classroom events, etc. We are not able to process the forms as events are planned, therefore, the parents who fill the forms out in August will be able to go on trips, etc.**