

# Roosevelt Parent Handbook

## 2024-2025



### 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- 813-272-3090

Fax 813-233-3577

Denise Wheatley	Principal
Lisa Brengel	Assistant Principal
Debra LeRoy	Principal's Secretary
Kathleen Prokopp	Guidance Counselor
Kathy "Nikki" Counce	Social Worker
Cecile Miles	Registration
Denise Monte	Secretary

### Bell Times:

Monday	7:40 AM – 12:55 PM
Tuesday-Friday	7:40 AM – 1:55 PM

### Roosevelt School-Wide Commitments

Rough Riders are...

Responsible  
Inclusive  
Determined  
Engaged Respectful  
Safe

## 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 (813-272-3090 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 to report your child's absence. Reporting the absence to your child's teacher will not excuse the absence.**

### ARRIVAL AND DISMISSAL INFORMATION

#### School hours

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

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 parents/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.

Please allow the students 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.

**Please read the Arrival and Dismissal Procedures provided and return the signed Agreement Form to school.**

### Back Packs

Please provide a backpack that does not have wheels. The wheeling backpacks are a safety issue and will not be used on campus.

### Birthday Celebration/Celebrations

Our PTA provides a “Birthday Sundae” once a month for students who have a birthday during the month. Please do not bring food to the classroom to celebrate birthdays. The classroom is allowed only two celebrations a year.

You are welcome to join your child for lunch on their birthday. Due to space issues, please limit it two guests for the Birthday student. We want to make this a special time for your birthday student so refrain from bringing additional children to lunch.

## **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 by 9:00 AM.

**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 on 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.mysdnc.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 the principle of Conscious Discipline. If a student violates classroom or school commitments, 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.

## **Roosevelt School-Wide Commitments**

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## **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.com](http://www.roughriderspta.com) Check out the Roosevelt PTA Facebook Page.

## **RAINY DAY DISMISSAL**

At 1:40, (12:40 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 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 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.

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

All YMCA Bus students will line up in the hallway next to Room 1 and be dismissed as usual.

All Afterschool Day Care students will report to Room 5148 and be dismissed as usual.

All Green Line students will line up in the hallway next to Room 407 and 408 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 school 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 carpools 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 schools and will be on campus intermittently. 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.

Any assistive devices used by students in the school district must have physician/provider's order. A physician/provider order is also required for a student to obtain a pass for elevator use.

**The following information is provided for parents on our school district website under SHS and states the following:**

*"Medical devices such as crutches, canes, walkers, wheelchairs, braces, and splints are prescribed by the medical doctor, advanced registered nurse practitioner, or physician assistant to facilitate mobility or provide support or alignment of an injured or deformed body part. Health professionals specifically fit these devices to a child, taking into consideration such parameters as height, weight, angle of alignment required, and degree of mobility assist required; and train the child/parent in their safe use and appropriate care. In order to reasonably and safely accommodate the child who has been prescribed an assistive device in the educational setting, a medical order is important in describing any activity limitations at school (i.e. no PE for one month), length of time device is to be used, any monitoring or nursing care needed during the school day (i.e. ice applications to injury, observe for pressure areas), and needed assistance in mobility on the school campus (i.e. elevator key, assistance with carrying books or extra set of books for home, extra time going from one class to the next). Parents/guardians are encouraged to communicate with the school clinic personnel regarding their child's medical needs during the school day while using any assistive devices. A parent or guardian without a health care provider order for assistive devices or is unable to produce the documentation for assistive devices should be referred to the principal.*

*A student may be exempted from the regular physical education program by a written request from the attending physician, advanced registered nurse practitioner, or physician assistant stating the length of the exemption; in all cases, the principal should be notified."*

## STUDENT NUTRITION SERVICES

Breakfast is complimentary to all students in our school. Lunch is served from 10:00 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 online 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](http://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 visits are set up, with the appropriate teacher, by **appointment only**.

## **VISITOR PARKING**

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

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 current to attend field trips, or any 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.**