

# **Roosevelt Parent Handbook**

## **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

## **ABSENCES/Tardies**

The staff of Roosevelt Elementary is responsible for teaching your child. But we can't do our job if your child is absent. 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 interfere with learning because students miss instructional time because the day starts 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.

## **GENERAL SCHOOL INFORMATION**

### **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 SERVE 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.

## **ARRIVAL AND DISMISSAL**

### ***School hours***

Breakfast – 7:10-7:40 a.m.; First Bell – 7:35 a.m.; Tardy Bell – 7:40 a.m.; Dismissal Bell – 1:55 p.m. (12:55 on Monday) We do not have supervision before 7:10 but you can call the Y for their early morning program at Roosevelt.

Monday Early Release-Every Monday at 12:55.

Children are welcomed into their classroom beginning at 7:35 a.m. each day. An announcement is made at that time to line up any students who are in a morning activity. Prior to that, Students will go to the cafeteria for breakfast (all children in Florida receive a free breakfast daily), walk in the walking club, go to the computer lab as assigned by teachers, read in the cafeteria or report to the cafeteria to read.

**If you walk your child to school, please allow them to walk to the classroom on their own from the gates.**

**You can help transition the students into the classroom each morning by preparing them for dropping off at the gates.**

### **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.

Please consult the morning drop off procedures.

Parents delivering or picking up students at school will use Concordia Street.

Tacon Street is reserved for bus traffic until 2:15 p.m.

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. Supervision is provided for bus students from arrival at school until boarding the bus at dismissal.

**GREEN LINE-If you carpool with two or more families, you can pick up on Tacon Street where the buses pick up in the afternoon. To arrange this, email [Christina.Dickens@sdhc.k12.fl.us](mailto:Christina.Dickens@sdhc.k12.fl.us) to get approval. You will need to include the names of the families that are carpooling with you each day. As soon as you get a response, you can start the green line.**

## **SIGNING YOUR CHILD OUT OF SCHOOL is DISCOURAGED**

Please **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 early that it is disruptive to important instruction. In order for a child to pack up, get homework, and have an escort of two other students, there must be a true need to leave early. When one is picked up, it disrupts the instruction of the class and two escorts are at the risk of missing important instruction.

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 p.m (12:30 on Monday) At that time, we stop signing students out, and all students will follow their normal dismissal routine.

**If you sign out early, be sure to inform your day care provider or car pools as the school will not do this for you.**

**PHOTO ID IS REQUIRED FOR ALL ADULTS**

**SIGNING A CHILD OUT OF SCHOOL.** Parents/guardians are asked to take special note of who is listed on their student's emergency card. Only adults listed will be permitted to sign your child out of school. In order to make the most of every instructional minute, we will call children once parents arrive in the office.

### **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 in order to keep classrooms interruptions to a minimum. The office staff will ensure that your child receives the item at an appropriate time.

### **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.

### **MAKE-UP WORK due to illness**

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.

### **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, email, or any other method. These procedures are in place for the safety of all Roosevelt children.

### **RAINY DAY DISMISSAL**

The carline will dismiss using the usual procedures unless there is lightening. Teachers will direct the cars for any changes in the case of lightening. Walkers will dismiss from the media center in the event of **heavy** rain.

### **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 send changes in writing to our data processor as soon as they are made.

### **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.

## **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.”  
Parents are asked to schedule appointments before and after school hours.

## **BICYCLES/SCOOTERS**

Students may ride bicycles/scooters to school. They 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.

## **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.

## **LOST AND FOUND**

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

## **STUDENTS WITH CELL PHONES-VERY IMPORTANT**

Children at Roosevelt **may not** have a cell phone with them while on campus unless there are circumstances, such as; the child is walking home alone and will be home alone after school. **Please contact the teacher and the principal to let us know the reason for a phone. We will have the child check the phone into the office in the morning and pick up at dismissal time.**

## **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 pickup.

### *Show and Tell*

Classroom teachers will inform parents in advance when normally prohibited items may be brought to school for curriculum enrichment.

## **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

## **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/>

### *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.

## **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 web if you are interested in nominating yourself for this committee.

## **PTA**

The Roosevelt Elementary PTA is actively involved in improving the school. All parents are urged 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.org](http://www.roughriderspta.org)

[Check out the Roosevelt PTA Facebook Page.](#)

## **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!

## **VOLUNTEERS**

Roosevelt considers its parent volunteers a very special resource. Prior to working in classrooms, parents must complete and submit the Volunteer Registration Form provided in each child's first day packet. 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 in 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.**

## **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.

## **DISCIPLINARY ACTION**

The Roosevelt Discipline Policy is designed to develop self-discipline and good citizenship. It is built on a principle 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.

### **Birthday Celebration/Celebrations in the classroom**

**Please do not bring food to school to celebrate birthdays.** Our PTA provides a monthly “Birthday Sundae” once a month for students who have a birthday during the month. Please do not bring in birthday treats for the class. The classroom is allowed two celebrations a year and we ask that you only provide healthy food if the teacher is planning for food. There are many food allergies that we have to watch for. If you are in a peanut free classroom, the teacher will give guidance as to what we can allow.

## **STUDENT NUTRITION SERVICES**

Breakfast is complimentary to all students in our school. Lunch is served from 10:15 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](http://www.sdhc.k12.fl.us)) or at [www.mealpayplus.com](http://www.mealpayplus.com)

## **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, visits our school once a week. 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.

**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.