

Roosevelt Elementary School

1220 15th (LA Kirksey) Street ◊ West Palm Beach, Florida 33401

"A Title I School"

Telephone (561) 653-5100 Fax (561) 653-5150

Mrs. Sharonda Alleyne
Principal

Ms. Charlotte Lovely
Assistant Principal



Standard Operating Procedures

“Non-adherence to school rules will result in consequence as outlined in the Student Code of Conduct.”

Arrival

Students are expected to be in class at 8:00 a.m. Students arriving after 8:00 a.m. will be marked tardy. Parents MUST escort tardy students to the Main Office for a late pass.

Arrival of Car Riders

ALL car riders must be dropped off in the designated car rider area beginning at 7:30 am. Please do not drop off your child before this time. Car riders CAN NOT be dropped off in the bus loop or in other unapproved areas. Parents should remain in their cars and children should exit on the side closest to the school. **There is no supervision of students before 7:30 am.**

Arrival of Walkers

Students who walk or ride a bicycle to school should enter the campus through the main entrance. **Students should not arrive before 7:30 am as supervision is not provided.** Students should enter the campus and go directly to the cafeteria for breakfast or report to class.

Arrival of Bus Riders

Students who ride the bus to school are to leave the bus in an orderly manner when exiting the bus. They should report directly to the cafeteria for breakfast or go directly to class. Students are required to be at the bus stop at the designated time. Students are to get on and off the bus in a quiet, orderly manner. Children must be standing at their assigned stop when the bus arrives. Discipline concerns or misbehavior that occur on the bus or at the bus stop may result in suspension or other consequence.

Cafeteria

Both breakfast and lunch are served daily. **The FREE breakfast program is offered to ALL students each morning beginning at 7:30 a.m.**

Celebrations

Student birthday celebrations are not allowed in classrooms as they disrupt and interfere with the daily activities and learning process of students. **Student birthday recognitions can only be held in the cafeteria during their class' regularly scheduled lunch time.** Balloons, treat bags or homemade treats are not allowed. Birthday recognitions may not extend the class' lunch time and must be held during the students' allotted thirty minutes for lunch. Parents **must** make prior arrangements with the child's teacher, be cleared through VIPS/RAPTOR and have a visitor's badge, be dressed appropriately and must plan to stay the entire celebration.

Clinic (Health Room)/Medication

The well- being of our students is a priority at our school. While we encourage regular attendance, we request that ill children remain at home. A full time registered school nurse staffs our clinic. The school nurse helps our children in cases of emergency and communicates with parents and teachers about injuries and illnesses. **Should your child's emergency information change at any time during the year, please provide the school office with the new information.**

Detentions

Afterschool or lunch detentions may be given. Detentions will be served in Room 4-106. Parent contact will be made prior to assigning a detention.

Dismissal

All students must be signed out in the Main Office for early dismissal before 2:00 pm. Be sure to have picture identification with you. Students **will not** be released from a classroom unless teachers have been notified by the office. Please try to schedule appointments for after school. **No student will be dismissed after 2:00 p.m. for early dismissal.** Office staff will not be permitted to hold student(s) for parent pick up. Student(s) will be released upon parent's arrival.

If for some reason a child is not going to ride the bus home, a note from the parent must be given to the teacher. This note must include date, daytime contact phone number and parent signature. This

note can also be written in the student's agenda; otherwise, students will go home their usual way. Change of transportation **WILL NOT** be accepted by telephone, No EXCEPTIONS as this is for the protection and safety of all students.

Dress Code

The dress code for students during the school year is as follows:

Monday – Friday uniforms:

- Uniform shirt should be **ANY** solid POLO-style shirt with a collar (short or long sleeved). Shirts must be plain with no stripes, characters or words.
- Uniform pants/jeans, shorts, skorts, jumpers, capri pants or skirts should be solid **KHAKI, NAVY or DENIM JEANS (No colored, ripped, holes or printed jeans)**
- School shirts can be purchased in the main office and may be worn every day.

In addition to the dress code, all clothing must comply with the following restrictions during school time or in attendance to any school function (See District Student & Family Handbook):

- No leggings/jeggings may be worn.
- No spaghetti straps, strapless or backless shirts may be worn.
- No hats, scarves or bandanas may be worn.
- Sunglasses may only be worn as appropriate, outdoors.
- **Students must wear tennis shoes, properly tied or fastened, or rubber soled, closed toed shoes ONLY.**
- Skirts and shorts must be a reasonable length. This is defined as within 4 inches above the knee.
- No torn or ripped clothing may be worn.
- Pants must be worn at the natural waist with a belt, if necessary. Undergarments are not to be exposed.
- Excessive or disruptive jewelry is not to be worn

Drills

Ten fire drills and several other drills (Tornado & CODE) are mandatory each year. Students will be given directions and training for all drills. Announced and unannounced drills will be conducted periodically throughout the year.

Field Trips

Parents will be notified when class field trips are planned, and a permission slip will be sent home. **Written** permission signed by the parent or guardian is required and must be at the school before a child may participate in any field trip. **No permission will be accepted by telephone. Proper dress code attire is required for all field trips.**

Grading

Elementary students will be graded using the following Performance Codes:

EX = Exemplary: Demonstrates broad in-depth skill/concept development that most often exceeds "grade level standards"

PR = Proficient: Demonstrates skill/concept development that meets "grade level standards"

AP = Approaching: Demonstrates skill/ concept development that is beginning to meet "grade level standards"

ND = Needs Development: Demonstrates skill/concept development that is significantly below "grade level standards"

Elementary students will also be graded using the following Standards Codes:

X = Student meeting standards

= Area of concern

0 = Not assessed

Parent/Teacher Communications and Conferences

Parents may call the Main Office at (561) 653-5101 to leave a message for a teacher. You may also communicate with your child's teacher via student agenda and/or email. Teachers will provide their email address during Open House.

Conferences can be arranged within 24 hours by writing a note to the teacher or by calling the teacher and leaving a message. It is important to schedule conferences in advance in order to avoid conflicts with regularly scheduled staff meetings. Teachers are generally available for conferences before or after school.

Tardies

Students arriving after 8:00 a.m. miss valuable instructional time and disrupt morning routines.

Students arriving after 8:05 a.m. must be accompanied to the office by a parent to receive a tardy pass before going to class. Please do not park or pull to the front of the school and leave your child (ren) alone to walk into the building. Students on reassignment or a part of school choice may be asked to return to their home school due to excessive tardies.

Valuables on Campus

Students are prohibited from bringing toys and/or electronic/entertainment devices or valuables on school. If brought to school; the school/teachers/administration is NOT responsible in the event the item is lost, stolen or damaged. If the valuable is seen or heard, it will be confiscated and given to an administrator and a parent/guardian must pick it up.

Visitation

For security, all doors and gates, excluding the door directly in front of the Main Office, are locked by 8:00 a.m.

Parents are welcome and encouraged to visit the school once being cleared by VIPS (Volunteers in Public Schools System or RAPTOR); however, all visitations must be arranged in advance with the teacher and/or administration. Parents may not drop by a classroom without prior permission or arrangement with the teacher. Please be respectful of our instructional time. Parents must wear a yellow visitor pass when on campus.

All parents and visitors to the school are required to report to the office upon entering the building or visiting the classroom or other areas on campus and obtain a visitor's pass, be appropriately dressed and be cleared through VIPS. This helps to ensure the safety of all students and to minimize classroom interruptions.

Volunteer

If you would like to volunteer on campus; then please see our Guidance Counselor for more details

Who to Turn to on Campus

Ms. Charolotte Lovely	Assistant Principal	653-5105	Any discipline, textbook, curriculum or student concern
Mrs. Kimberly Barker	Confidential Secretary	653-5104	Any/all concerns about faculty/staff, student performance, safety or to set up a conference with the Principal
Ms. LaCresha Davis	Data Processor	653-5107	Update address/phone number, get copies of any student records
Mrs. Sheereeneca Cintron	School Treasurer	653-5106	Fines/Refunds/School Pictures
Mrs. Eugenia West	School Food Service Manager	653-5110	Any cafeteria concerns/questions
Ms. Amanda Mavrakis	Guidance Counselor	653-5160	Any counseling, referral to community agencies, SBT/504/RTI questions/concerns
Ms. Morgan Mitchell	ESE Contact	653-5112	Any ESE related questions/concerns
Nurse Beatrice Heasty	School Nurse	653-5120	Any/ALL medical concerns