



ROOSEVELT HIGH SCHOOL
SENIOR HANDBOOK
2016

DR. CRYSTAL GALE
PRINCIPAL

Key Contacts

Contact Information- (314) 776-6040

Administrators

Dr. Crystal Gale, Principal

Mr. Alfred Carey, Assistant Principal

Mr. David Shanks, Assistant Principal

Senior Class Counselor

Mr. Dexter Weaver (A-He) ext. 46529

Ms. Rachel Irving (Hi-Pi) ext. 46532

Ms. Allison Mallory: (Pl-Z) ext. 46530

Social Worker

Ms. Catlin Tritch ext. 46525

College Advisor

Shatera Davis ext. 46107

Senior Class Committee

Ms. Laura Craig

Ms. Michelle Franklin

Mr. Brian Kruger

Ms. Amanda LaBoo

Ms. Allison Mallory

Ms. Monica Perry

Ms. Teresa Seals

Senior Advisory Board

Aja Gates

Dominic Parker

Donitra Gibson

Erin Randall

Gabrielle Hayes

Elaina Ochoa

Jaidyn Watford

PARENTS, PLEASE PAY ATTENTION TO THE FOLLOWING DATES AND PROCEDURES:

ACADEMIC DEFICIENCY LETTER:

This document will alert the students when he/she is jeopardy of failing a class. On the following date, teachers will submit to the counselors the deficiency notices:

Monday, April 4, 2016

FINAL FAILURE NOTICE:

This document will alert the students that he/she has failed a class.

Friday, May 6, 2016

END OF COURSE TESTING:

All students must complete the end of course test before they graduate (English, Biology, Algebra 150, American Government).

English: March 28 thru April 5

Biology: April 7 thru April 15

Am. Government: April 7 thru April 15

Algebra 150: April 21 thru April 29

AP Test:

May 2 thru April 13

A.C.T.

These academic tools are used to determine acceptance to college and the amount of scholarships that are awarded. Your child may have the option to take the test twice without paying.

ACT TESTING DATES:

<u>Test Date</u>	<u>Registration Deadline</u>	<u>Photo Upload Deadline</u>
Saturday, October 24, 2015	Friday, September 18, 2015	Friday, October 16, 2015
Saturday, December 12, 2015	Friday, November 6, 2015	Friday, December 4, 2015
Saturday, February 6, 2016	Friday, January 8, 2016	Friday, January 29, 2016
Saturday, April 9, 2016	Friday, March 4, 2016	Friday, April 1, 2016

THEODORE ROOSEVELT HIGH SCHOOL

Dr. Kelvin Adams
Superintendent of St. Louis Public Schools

Dr. Crystal Gale
Principal

Dear Parent/Guardian:

According to the terms of the agreement, I understand that my student must maintain a 93% attendance rate. A student who is absent no more than 1 day out of 15 school days is maintaining 93% attendance. I understand that I may be assigned in school suspension if I acquire multiple cuts and tardies. If I continue to fall below 93% attendance I may be withdrawn or have my school assignment/placement changed (Fresh Start or virtual schools).

Seniors who do not maintain 93% attendance may be ineligible to participate in senior activities and will not walk across the stage on graduation day.

All absences must be verified in writing by the parent or legal guardian. Phone verifications will not be accepted. The note should list the student's name, the reason for absence and a phone number where the parent or guardian can be contacted.

Signature of Student

Date

Signature of Parent

Date

Phone Number

School Counselors (assigned by last name):

Mr. Weaver (A-He)

Ms. Irvin (Hi-Pi)

Ms. Mallory (Pl-Z)

ROOSEVELT HIGH SCHOOL ABSENCE POLICY

It is the responsibility of the Roosevelt support staff to monitor excessive absences and tardiness. Roosevelt students must be in compliance with The Missouri School Law, which states that students in the St. Louis Public School District are required to attend school between the ages of seven (7) and seventeen (17) years of age.

Additionally, students must maintain 93% attendance or higher. A student who is absent no more than 1 day out of 15 school days is maintaining 93% attendance. SENIORS WHO DO NOT MAINTAIN 93% ATTENDANCE WILL NOT PARTICIPATE IN THE GRADUATION CEREMONY.

The following policies pertain to excessive absences and tardies:

ABSENCE

1. If it is determined that a student has reached **3 or more unexcused absences** at any time in a given school year, then a staff member will notify the parent/guardian by either a phone call or a letter/email detailing the amount of absences.
2. If a student reaches **6 or more unexcused absences** in a given school year, a second notice letter/email will be sent, detailing next steps if absences continue.
3. If a student reaches **10 or more unexcused absences** in a given school year, the family will be referred to St. Louis City Truancy Court and/or the Missouri Department of Social Services – Children’s Division for further assistance.

To clarify further, if a child is absent due to illness, it does not excuse them from an absence, unless doctor notification is provided. Simply calling in and notifying our office that your child is ill, does not qualify as “excused”.

- Absences due to a death in the family must be substantiated with documentation.
- Absences due to **vacation during the school year**, will be counted just like any other unexcused absence.

WITHDRAWAL

If a student reaches 3 days of consecutive absence, s/he will be automatically withdrawn from school for non-attendance. In order to be re-enrolled the student ***must return with their parent*** and any documentation explaining the absences.

Multiple withdrawals may result in a referral to St. Louis City Truancy Court or MO Dept. of Social Services – Children’s Division.

TARDY

We understand that families often have extenuating circumstances, but it’s vitally important that all our students are present daily and arrive on time at 8:20 a.m. Any time of arrival **after 8:45 a.m.** is considered tardy and is counted against your student’s attendance

Please sign below to acknowledge receipt of this policy.

Parent Signature _____ Date _____

100 Neediest CASE STORY FORM 2015
Roosevelt High School/Senior Dues Assistance
Agency Name St. Louis Public Schools

Name of Student

First Name _____ **Last Name** _____

Student Social Security Number _____

Address _____

Street

City

State

Zip

Name of Parent/Guardian

First Name _____ **Last Name** _____

Social Security Number _____

Parent/Guardian Gender (circle) M / F

Disability/Chronic Medical Condition _____ Detail _____

Family Population (list number): Men ____ Women ____ Children (under 18) ____

Email Address _____

Phone Number _____

Financial Status (List Monthly Dollar Amount)

Foster Care \$ _____ Food Stamps \$ _____ Unemployment \$ _____ TANF \$ _____ SSI \$ _____

Social Security \$ _____ Work Full Time \$ _____ Work Part Time \$ _____ Child Support \$ _____

Other (include description) \$ _____

Living Status

Homeless _____ Living with Relatives _____ Public Housing _____ Section 8 _____

Independent Living Program _____ Transitional Housing _____ Other _____

Expenses (List Monthly Dollar Amount)

Child Support \$ _____ Gas \$ _____ Electric \$ _____ Medical \$ _____ Phone \$ _____

Transportation \$ _____ Minor Child Expenses \$ _____ Rent/House Payment \$ _____

Other (include description) \$ _____

Family: List relationship to the student: Child, Extended Family, Foster Parent, Grandchild, Grandparent, Non-relative, Parent Sibling, or Spouse. If case is not being adopted (Level 1) clothing sizes are not necessary.

Name	Relationship to client	Sex	Age	Clothing Sizes Pants/shirts/shoes
1. _____				
2. _____				
3. _____				
4. _____				
5. _____				

Caitlin Tritch

Roosevelt High School

314.776.3300

Social Worker's Name

School

Phone #

caitlin.tritch@slps.org

_____ Signed Confidentiality Release Form

****If you have any questions about how to fill out this application please call Ms. Tritch.**

The 100 Neediest Cases – 2015

RELEASE OF CONFIDENTIAL INFORMATION FOR THE PROVISION OF HOLIDAY ASSISTANCE

I, _____ give my permission for the St. Louis Public Schools to release and disclose information about me and members of my family for the purpose of applying for and receiving holiday assistance from the *100 Neediest Cases Program*, sponsored by the St. Louis Post-Dispatch and the United Way of Greater St. Louis.

I understand that my signature on this release does not guarantee that my household will receive specific assistance from the *100 Neediest Cases Program*, the United Way, the St. Louis Post Dispatch or the referring organization.

This release will be valid for 12 months from the date of my signature below.

Client Signature: _____ Date: _____

(Complete the following only if signer used an X for his/her signature.)

Their mark above was witnessed as the signature of:

By: _____ Date: _____

Senior Calendar of Events

All activities were reviewed and approved by Dr. Gale.

October 2, 2015	First Senior Dues Payment
November 6, 2015	Second Senior Dues Payment
November 16, 2015	Jostens – Cap and Gown Measurements
November 23, 2015	Jostens will take orders for class rings, etc.
December 4, 2015	Final Payment for Senior Dues
March 8 th & 9 th	Rehearsal for Colors Day
March 10, 2016	Colors Day/Class Photo
April 20, 2016	Cap and Gown Picture with Dr. Gale
April 23, 2016	Prom
May 17, 2016	Rehearsal for graduation (Mandatory) @ 8:30 a.m.
May 18, 2016	Rehearsal for graduation (Mandatory) @ 8:30 a.m.
May 19, 2016	Graduation 4:30 p.m. at the Ferrara Theatre

Senior Dues

The senior committee has considered a range of activities for the graduating class of 2016. It is required that senior dues are **paid in full** no later than Friday, December 4, 2015. Payments may be made beginning Friday, October 2, 2015. It is important to have your full balance paid so that the senior sponsors can secure activities and venues. Due to district policy we are unable to accept checks; only cash or money orders will be accepted.

Dues are to be paid to **Ms. Craig**.

The senior dues are \$180.00 (non-refundable)

The following items are included in your senior dues.

These items are non-negotiable. There will be no reductions in senior dues, due to the students choosing not to participate in the activities.

- Cap, Gown, Tassel.....\$30.00
- Class Ribbon, Graduation Stole.....\$20.00
- Diploma, Diploma Cover.....\$15.00
- Luncheon.....\$25.00
- Graduation Fees.....\$50.00
- Senior T-Shirt\$15.00
- Photos: Cap & Gown with Dr. Gale and group picture\$25.00

Payment Schedule

- October 2, 2015.....\$60.00
- November 6, 2015.....\$60.00
- December 4, 2015.....\$60.00

Colors Day / Senior Luncheon

Colors Day recognizes seniors for the accomplishments that they have made in the areas of academics, citizenships, athletics, and attendance. Scholarships and awards are announced and distributed.

Ribbon Day Ceremony

Date: Thursday, March 10, 2016
Location: Roosevelt High School
3230 Hartford Ave.
St. Louis, MO 63118
Ceremony: 9:30 a.m. – 11:30 a.m.

Senior Luncheon

Date: Thursday, March 10, 2016
Location: Christy Banquet Center
5856 Christy
St. Louis, MO 63116

- **Parents and children are not allowed to attend the luncheon.**

Attire for this occasion is business casual. No tennis shoes, jeans, bike/hip chains or t-shirts will be allowed.

**Failure to abide by these specifications will result in the senior being excluded from the ceremony.

** Administration and Senior Committee members have the right to exclude any senior from the ceremony or luncheon, if a student does not adhere to the guidelines set by St. Louis Public Schools.

Prom

Location: The Four Seas

Address: 1910 Serbian Drive

Date: Saturday, April 23, 2016

Time: 7:00 p.m. until 11:00 p.m.

Cost: \$60

Admissions:

- Tickets will be collected @ the door; you will not be admitted without your ticket.
- All guests must be approved for attendance. Guest forms are located in the library. Guest forms must be returned to Mrs. Craig on or before Friday, April 15, 2015.
- Guest must show school or state identification before entering.

Ticket Sales:

- Tickets will be sold from April 4 thru April 22.
- Tickets will not be sold at the door and they are NON REFUNDABLE.
- **All tickets will be purchased in the library.**

Attire:

- Roosevelt High School Dress Code Policy will be enforced; the length of your dress must meet the Dollar Bill Criteria (the dollar bill must measure from your knee up).
- Excessive front/back cleavage will not be allowed.
- **NO TENNIS SHOES OR JEANS ALLOWED.**

If there are questions about the attire, please consult with senior sponsors prior to the event date.

Dinner:

The price of the ticket includes hors d'oeuvres, soda and desert.

Graduation 2016

Location

Graduation is at the Ferrara Theatre, which is inside the America's Center.

Date & Time

The graduation will begin promptly at 4:30 p.m. on Thursday, May 19, 2016.

Admission

Graduation ticket is required for admission, regardless of age.

Attire

- Roosevelt High School dress code policy will be enforced.
- Provocative dresses will not be allowed. Excessive front/back cleavage will not be allowed.
- The length of your dress must meet the Dollar Bill Criteria (the dollar bill must measure from your knee up).
- NO TENNIS SHOES OR JEANS ALLOWED!!!!
- NO SUN GLASSES/SHADES

Rehearsal

MANDATORY graduation rehearsals will be Tuesday, May 17th, Wednesday, May 18th and Thursday, May 19th. If a student does not take part in graduation rehearsals, he/she will not be allowed to participate in the ceremony.

Cap and Gown

Students will receive their cap and gown on Thursday, May 19, 2016.

**** Any student involved in any senior pranks or other misconduct will be excluded from senior activities, including graduation!!! Any graduate who chooses to display any form of negative behavior during graduation rehearsal or the ceremony will be immediately escorted off the stage and out of the building.