ROOSEVELT HIGH SCHOOL

SENIOR HANDBOOK

2016

DR. CRYSTAL GALE 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. Allison Mallory
Ms. Michelle Franklin Ms. Monica Perry
Mr. Brian Kruger Ms. Teresa Seals
Ms. Amanda LaBoo
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:**

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

Student Name __________________________________  Teacher ___________________
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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship to client</th>
<th>Sex</th>
<th>Age</th>
<th>Clothing Sizes</th>
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<td>Pantsshirts/shoes</td>
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<td>5.</td>
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STORY: SENIOR DUES ASSISTANCE - Why do you need assistance? Please describe the family situation, highlighting any health problems, economic difficulties, special strengths or characteristics. Your names will not be used, this will be confidential.
<table>
<thead>
<tr>
<th>Social Worker’s Name</th>
<th>School</th>
<th>Phone #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caitlin Tritch</td>
<td>Roosevelt High School</td>
<td>314.776.3300</td>
</tr>
</tbody>
</table>

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 8th & 9th  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, 2016.
- 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.