



January 24, 2024

Dear Collegiate Parents and Students,

Welcome to another amazing year 2023-2024 at F.D Roosevelt H-Tech Collegiate Academy.

The purpose of this letter is to communicate the procedures and policies for students traveling to Cedar Valley College. Students will report to Cedar Valley College twice a week - Tuesday and Thursday. 9th and 10th grade students who registered for 100% on-line courses will remain on the Roosevelt campus. Cedar Valley College professors do not teach on Friday's, but students must report to Roosevelt each Friday. The collegiate staff and teachers have selected activities planned for students in the Roosevelt collegiate on Friday. Attendance is mandatory with student signature while present on the Cedar Valley campus. A Roosevelt collegiate employee will always be present on the Cedar Valley campus during the instructional time.

Traveling to Cedar Valley College:

All Roosevelt collegiate students traveling to Cedar Valley College must ride the school bus. The bus departs at 9:00 am and returns to the Roosevelt campus at 3:45pm. Dallas Independent School District (DISD) provides school transportation to all Dallas College campus locations. Therefore, Dallas ISD policy does not encourage or allow students in collegiate programs to drive vehicles to the college campuses. Once collegiate students arrive on the Roosevelt campus in the morning, administrators and security teams are responsible for their safety. Students must arrive at the Roosevelt campus and board the school bus for college routes.

Students can be dropped off by parents at the college and/or arrive timely for the school bus departure in the mornings. If students miss the bus in the morning, parents will need to bring their child to the Cedar Valley Campus. If students miss the bus in the afternoon, parents will need to pick up their child at the Cedar Valley campus. Parents will need to check students out with Collegiate Administrator or Designee if student (s) must leave the Cedar Valley campus before 3:00pm.

Afternoon Arrival to Roosevelt High School:

Upon arrival back to Roosevelt, students must come into the building and report to room C307. Students cannot leave campus before 4:30 pm if their parents are not present for pick-up. Students that drive to Roosevelt cannot leave campus before 4:30 pm. The parking lot gate is closed until 4:30pm.

If there are any questions, please contact the collegiate office at 972-925-6848 or email mchadha@dallasisd.org. A parent/student signature is required for verification of this notification.

Parent Signature/Date _____

Student Signature/Date _____

Sincerely,
Mrs. Chadha , Collegiate Administrator/ Assistant Principal