

# ***ROOTS PUBLIC CHARTER SCHOOL***

## **PARENTS/STUDENT POLICY HANDBOOK (School/Parent Compact)**



**2013-2014**

***Roots* reserves the right, from time to time, to make changes in the policies and practices described in this handbook, with or without notice. Moreover, because it is impossible to anticipate every situation that may arise, if in *Roots*' judgment, the circumstances so warrant, *Roots* reserves the right to address a situation in a manner different from that described herein.**

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# ROOTS PUBLIC CHARTER SCHOOL

## BOARD OF DIRECTORS

*SY 2013-2014*

- 1 ♦ *Ms. Gilda Sherrod- Ali, Esquire (Chairperson)*  
308 Burbank Street Southeast  
Washington D.C. 20019  
(202) 544-2299 (Work)  
(202) 544-8471 (Home)  
(202) 544-2298 (Fax)  
*Length of Service: (11) years*
  
- 2 ♦ *Rasheki Kuykendall (Teacher) (Secretary of Board)*  
1117 Allison Street Northwest  
Washington D.C. 20011  
(202) 758-3351 (Home)  
(202) 882-8073 (Work)  
*Length of Service: (13) years*
  
- 3 ♦ *Mr. Edward C. Mouton, Sr. (Treasurer of Board)*  
1349 Ingraham Street Northeast  
Washington D.C. 20011  
(202) 667-7446 (Work)  
(202) 291-9348 (Home)  
*Length of Service: (10) years*
  
- 4 ♦ *Mr. Thomas Riddick (Parent)*  
1024 49<sup>TH</sup> Street Northeast  
Washington, DC 20019  
(202) 399-1401 (Home)  
(202) 673-3221 (Work)  
*Length of Service (8) years*
  
- 5 ♦ *Mrs. Mia Pettus - (Parent)*  
6015 2<sup>nd</sup> Street Northwest  
Washington, DC 20011  
(202) 829-7251 (Home)  
(202) 257-6771 (Work)  
*Length of Service (7)*

6. ♦ *Ms. Patricia Mitchell- (Community)*  
7705 13<sup>th</sup> Street Northwest  
Washington, DC 20012  
(202) 438-5485 (cell)  
Length of Service (1)

7. ♦ *Mr. Tony Green - (Community)*  
800 Madison Street Northwest  
Washington, DC 20011  
(202) 288-6721  
Length of Service (1)



### Advisory Board

*Reverend Willie F. Wilson*  
1225 "W" Street Southeast  
Washington D.C. 20032  
(202) 678-8822 (Office)  
(202) 581-2302 (Home)  
(202) 678-6309 (Fax)  
Length of Service: (12) years

### OPEN- ENROLLMENT PROCEDURE

Parents of returning students will receive the re-enrollment form in March of each year and have until the second week in April to re-enroll. Afterwards, children of staff and siblings of enrolled students receive priority admission.

Enrollment for new applicants begins and ends the first Monday in May. If there are more applicants than spaces, a lottery will be announced and held at this public forum. A *Waiting List* will be maintained throughout the year for those applicants who apply after the enrollment capacity has been reached.

At the *Open House* applicants will receive: application packets, be given an orientation tour, facts about the school, and the Parent/Student Handbook (School/Parent Compact). Your child's acceptance is contingent upon completion of the following: the *required* items for proof of DC residency; a signed application, child's health form(including TB), Enrollment Agreement, former school's Official Withdrawal Form, permission to request transcript, latest report card and test scores. Also required: attendance at the August *Parent Orientation Day Workshop* and PAC membership. *If an applicant fails to submit the appropriate documents or attend the August workshop, the first person on the waiting list who meets the criteria will be given the slot.* This is also the deadline date for all incomplete enrollment forms.

## DAYS AND HOURS OF SCHOOL

*Roots* opens the day after Labor Day and continues through the third or fourth week in June –approximately 186 days. Hours for Pre-Primary students (Pre-School/Pre-K-K) are 7:00am until 6:00pm. There is a \$10 late fee for picking up Pre-Primary children after 6:00pm and \$5 for each additional minute.

Hours for grades 1-8 are 8:30 to 3:30pm. 1-8 grade students are to *arrive* when school opens at 8:30am; not before 8:15am. There is not a *Beforecare* or *Aftercare* program for grades 1-8. Due to safety issues, students may not be left *outside, unattended* under any circumstances. Older students may not linger outside the school building talking with friends and/or waiting for parents. *Prior to dismissal, parents should discuss pick-up arrangements with their children.* Students *must* disperse at the time of dismissal.

There is a \$10.00 penalty for 1-8 grade parents who drop-off their children *before 8:15* or pick them up *after 3:30pm*. Children are dismissed everyday at 3:30pm. At 3:35pm, all students who have not been picked up will be brought back inside the school to wait for their parents. By 3:36, all parents/caregivers of students who have not been picked-up, will be charged a late fee of \$10.00 (per child) and a \$1.00 fee for each additional minute.

Lastly, and most importantly, please contact the school if there is an (extreme) emergency. *After 5:30 pm, students still not picked-up, will be turned over to CFSA (Children & Family Services).*

*Roots* will close for the same inclement weather and Emergency days as the DC Public Schools. (*Refer to School Calendar*).

## ATTENDANCE AND PUNCTUALITY

Students are expected at school *daily* and *on time*. If a student is going to be tardy or absent, parents must call to notify the office. If the parent does not call/contact the office the infraction will be recorded as “unexcused”. Re-admittance after a *three* day absence necessitates a note from the parent. Students are marked tardy after 9:00am.

If a student is tardy three (3) unexcused times, it equals *one* (1) absence. A parent/teacher conference will be scheduled if a student is absent three (3) times. At this conference support will be offered & discussed. After five (5) unexcused absences; a support/ intervention plan & Attendance Contract will be implemented. After ten (10) such infractions the student is declared Truant and may be referred to the appropriate District agencies. The reason for the morning arrival policy, in addition to it being a portion of the “*Attendance Law*” is to minimize disruption of the classes and class schedules.

Also, punctuality and attendance are character traits. We must instill in our students that values and responsibilities should be taken seriously.

## **ROOTS PCS RESPONSIBILITIES**

**Roots will demonstrate in every way possible that we appreciate parental participation and teamwork. The Roots staff is dedicated to giving students an enjoyable day of learning and helping parents feel confident that their child is receiving good care. Please feel free to respectfully ask questions when you're in doubt about any events of the day; and tell us if there is something that displeases you. Respectful communication is the key to a good relationship. Roots, therefore, reserves the right to terminate services to any family who is disrespectful, offensive, or aggressive to any staff, parents or students. If Roots is to offer service to families, a two-way level of comfort and confidence must exist.**

### **Additionally Roots will:**

- 1. Provide high quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards. We will do this by providing small class sizes, small group and individualized instruction, qualified instructional staff, effective textbooks, culturally relevant materials, hands-on manipulatives, and tutoring software such as *PLATO*, *TEACHING MADE EASIER* and *DISCOVERY* to be used in the classroom and at home. Our learning environment will be supportive and effective by being family oriented (families operating with staff as extended family in the classroom via multi-graded students and student/teacher looping), open space classroom design with learning stations around the classroom, and a holistic, inter-disciplinary approach to most subjects.**
- 2. Hold parent-teacher conferences in September, January, March, and June as it relates to the individual child's achievement. Additionally, parent initiated or teacher initiated conferences may be convened as needed.**
- 3. *In accordance with the 1118 section of ESEA, "Parents have a right to know" Roots will inform parents, (via the website and Parent Handbook) of staff changes, teacher credentials and qualifications. Teachers will frequently inform parents of their children's progress. Specifically, the school will provide weekly grades in student assignment planners that students must have signed by parents. We also will provide semester grades to parents. When there is any additional concern, teachers may write in the planner/ on a form to parents or call them via telephone.***
- 4. Provide reasonable access to staff. Staff will be available at the school for consultation with parents before 9:00am and from 3:30-4:30pm - Monday through Friday.**
- 5. Provide parents the opportunity of an open invitation to volunteer and participate in their child's class and to observe classroom activities at any time.**

## **PARENT RESPONSIBILITIES**

As parents we promise to support our children's learning in the following ways.

We will:

1. Supervise and make certain that my child correctly completes all homework assignments.
2. Review and sign my child's weekly academic grade progress report provided by the teacher.
3. Supervise my child's free time at home. If my child's weekly academic grade report reflects poor performance, assist in enhancing knowledge in areas of weakness.
4. Ensure that my child is obedient, respectful and demonstrates acceptable behavior. Students are expected to follow School rules and respect school property. *When students' misbehavior or carelessness result in the destruction of school property, parents are billed for the repair or replacement of such property.*
5. Accompany my child to school and spend the day(s) as part of in-school suspension.
6. Be responsible for receiving & understanding all information contained in correspondence sent home with my child, including monthly newsletters.
7. Ensure that my child attends school daily, on time & with all school supplies.
8. Ensure that all textbooks issued to my child will be returned in *satisfactory* condition, otherwise I will pay the cost of the textbooks.
9. Support all fundraisers.
10. Attend all parent meetings & volunteer at least one day per semester in the classroom or office.
11. Be an active PAC member. (PAC chairpersons are required to attend *all* monthly PAC meetings).
12. Communicate positively with all staff & parents.

**Note:** Parents will receive a warning report if the child is excessively absent, tardy, out of uniform, or has delinquent homework. Warning letters will also be issued if the parent fails to complete parental suspension, disrespects the staff or students.

## **UNIFORMS**

The Roots uniform must be worn by students every day. The uniform is the Roots'

***Red*** uniform shirt with a black ***uniform*** bottom; skirt/trousers- No tutus, etc. ***Jeans of any color*** are ***Not*** permitted. Shoes must have ***enclosed toe***, and ***back strap*** if the heel is open. Students who report to school out of uniform will ***not*** be admitted to class until they are attired in the complete ***Roots*** uniform.

## **SCHOOL SECURITY POLICY**

For security purposes, ***Roots Public Charter School*** has a camera monitoring the entrance doors, playground and classrooms. Entry into the school is supervised throughout the school day. The front office will maintain a ***Visitor Log*** for scheduled and unscheduled visitors. Monthly ***Fire drills*** are practiced for student review & safety.

## **STUDENT DISCIPLINE POLICY**

***Roots Public Charter School*** is designed to meet specific needs of U.S. African youth. Our main objective is to provide positive, reinforcement and encouragement. Our goal is to groom productive leaders for tomorrow. **Students must be self-motivated, self-disciplined, respectful, and obedient.** ***There will be no corporal punishment of any type. Teaching staff will never use physical punishment i.e. shaking, hitting, pushing and/or kicking. Neither will teachers engage in emotional maltreatment, psychological abuse or coercion.*** Any student involved in an altercation will first, have an opportunity to explain their story to the teacher. They will then be counseled before a decision is made to call the parent.

Roots PCS maintains high behavioral standards for students. Students must be self-disciplined. Parents must be willing to ensure that their child is obedient, respectful and demonstrates acceptable behavior.

At Roots PCS during ***School Hours***, **ANY use of Cell Phones and other electronic devices such as hand-held games is strictly prohibited.** If students are caught with any of these devices, ***they will be confiscated and returned only to parents.*** When students are consistently disruptive, disobedient, or disrespectful, the teacher sends a ***discipline notice*** home. Parents are expected to sign the notice and handle their child's behavior. Upon receiving **three (3)** discipline notices, the student is given a one (1) day "in-school" suspension in which the **parent is to accompany the child to school and control the child's behavior throughout the time of suspension.** With a fourth (4) discipline slip, the "in-school" suspension for the parent and child is three (3) days; after the fifth notice, a week (7) days; then the expulsion process begins. This ***Due Process*** is outlined in the **RPCS Discipline Plan.** (***Parents receive a copy at Parent Orientation Workshop***) This is because teachers cannot teach when most of their time is spent attempting to ***discipline, undisciplined*** children.

Roots PCS is a small family-centered school with ***required*** parent involvement. All public charter schools are schools of choice. Parents who choose Roots make a choice by agreeing to these terms of enrollment:

1. We will provide clear rules in a nurturing, learning environment.
2. We will find many opportunities to praise and will try to ignore minor unacceptable behavior patterns we wish to weaken.
3. In case of disruptive behavior, a clear warning will be given and "time-out" whenever the warning is unheeded.
4. If a child has involved him/herself in excessively deviant behavior, a discipline notice that outlines the offense is sent home to be signed by the parent and returned the next school day.
5. In case of persistent disrespect, disobedience, or dramatic disruption within a day, we reserve the right to have the child picked up immediately by his/her parent. The student cannot return until the parent can spend the day in the classroom (in-school suspension) monitoring the student's behavior.

## **DRUGS/ALCOHOL/WEAPONS POLICY**

Possession and distribution of tobacco, alcohol, and illegal drugs by staff parents and students are strictly prohibited.

Roots Public Charter School fully complies with the *Gun-Free Schools Act of 1994*.

\*Absolutely, **NO Weapons** of any type; i.e. guns, knives, razors etc. will be allowed in or around the **Roots Public Charter School**.

\*Any student who is found bringing a weapon to school will be ***expelled***. The following process will be implemented:

- A) Student's Parent/Guardian will be contacted to come to the school for a disciplinary meeting with the child's teacher and the Principal.
- (B) At the conference, the section outlining (GFSA) in the Roots' *Parent/Student Handbook*, and signed **Behavioral Agreement Contract** will be reviewed.
- (C) Student will then be referred to the JDS.
- (D) Four (4) copies of written documentation describing the infraction and consequences will be distributed; 1) parent, 2) student's file, 3) school file, 4) Juvenile Delinquency System.

## **SEPTEMBER STUDENT RE-ENROLLMENT**

Enrolled students who desire to return the following September must submit

their Re-Enrollment Forms by April 15<sup>th</sup> of each year in order to secure their space. The Re-Enrollment requirements are: parental involvement and cooperation within the school such as: attendance at the August Parent Workshop, PTA, PAC meetings, parent/teacher conferences, PAC dues, zero balance owed to school, supportive of school fundraisers, volunteering a day or more in the classroom and committee participation.

*A parent is not permitted to register their child for the next school term if they fail to honor their contract with the school the previous school year.*

## **STUDENT WITHDRAWAL**

In case of withdrawal, a *written* one-month advance notice is required along with the completed *RPCS* withdrawal form with parent's signature.

## **STUDENT HEALTH CARE**

When a student becomes ill at the school, parents will be called to pick-up the child. When parents or persons designated as emergency contacts cannot be reached or if parents are delayed in picking up the child; if the child's condition warrants immediate attention, i.e. bleeding, breathing problems, or fever (+ 105 degrees F), we will call 911.

The following symptoms that require exclusion from school: diarrhea, vomiting, pink-eye, excessive cloudy mucus, undiagnosed rashes, fever, irritability, excessive sleepiness, and a dramatic change in behavior. When a student is sent home, she/he should remain at home for at least twenty-four (24) hours and submit a written statement from the physician, approving the return to school.

If your child has a contagious disease, parents should keep the child at home, notify the school immediately so that we can take precautions in preventing the other children from being infected. Allow your child return only with a doctor's statement that the effects of the disease can no longer infect other children. Examples of contagious diseases are ringworm and conjunctivitis (pink-eye).

*No medicine other than prescribed medication will be given to any child.* Prescribed medication will only be administered with the written permission of the parent. It must be labeled with: child's name, time to be given, exact dosage, and expiration date.

## **FIELD TRIPS**

Roots will offer educational field trips. Parents may be required to pay for the cost of the trip. The monthly newsletter will inform you of each month's trip. *Any excessive insubordinate behavior or lack of academic responsibility may result in a student losing certain field trip privileges. Field trips are an earned privilege. If space permits, parents may also attend field trips.* Reminder: If your child is *tardy* the day of a field trip, *the student cannot be taken to the field trip site. They must go with the class.* Also, if your

child is late, you can be asked to take your child back home if the entire division or school has left on the trip.

## **MONTHLY BIRTHDAY CELEBRATIONS**

On the last Friday of each month, we will have a birthday party honoring students and famous Black persons born during that month. Some of the people commemorated:

|                    |                               |
|--------------------|-------------------------------|
| January 15, 1929   | Dr. Martin Luther King, Jr.   |
| January 3, 1919    | Johnie Wilson                 |
| January 17, 1942   | Muhammad Ali                  |
| February 14, 1817  | Frederick Douglas             |
| February 18, 1939  | Toni Morrison                 |
| March 10, 1913     | Harriet Tubman                |
| March 18, 1935     | Frances Cress Welsing         |
| April 5, 1856      | Booker T. Washington          |
| April 22, 1947     | Cathy Hughes                  |
| May 19, 1925       | Malcolm X                     |
| May 11, 1933       | Louis Farrakhan               |
| June 27, 1872      | Paul Laurence Dunbar          |
| June 6, 1939       | Marian Wright Edelman         |
| July 10, 1874      | Mary McLeod Bethune           |
| July 8, 1922       | Yancey Pitts, Jr.             |
| July 5, 1946       | Bernida Thompson              |
| August 17, 1887    | Marcus Garvey                 |
| August 17, 1933    | Grand Master William Phillips |
| August 22, 1933    | Asa Hilliard, III             |
| September 21, 1909 | Kwame Nkrumah                 |
| September 8, 1954  | Ruby Bridges Hall             |
| October 6, 1917    | Fannie Lou Hamer              |
| October 8, 1941    | Jesse Jackson                 |
| November 9, 1731   | Benjamin Banneker             |
| November 1, 1935   | Virginia Aziza Jones          |
| December 7, 1955   | Albert Kamau Robinson         |
| December 19, 1954  | Cicely Tyson                  |

**KWANZAA** – A U.S. AFRICAN HOLIDAY  
(Dec. 26<sup>th</sup> – Jan. 1<sup>st</sup>)

*Roots* is an African Centered School. Before winter break, we will teach the students about *Kwanzaa*. Students are required to wear African outfits or may not be admitted to class.

## **PARENTS ADVISORY/ACTION COUNCIL (PAC)**

All of the *Roots*' parents compose *The Parents Advisory/Action Council* (PAC). The Mission statement: "a working body set up to give positive advice and constructive support". PAC is *not* a school/student policy-making body or governing body for the administration. It has a number of component committees, whose functions are to initiate, maintain, and upgrade the quality of *Roots*' operation. The committees can be added as the need arises. Annual parent dues are \$25.00 per family. The monthly meetings are the last Tuesday of each month at 6:00pm. All committee Chairpersons are required to be present or send a representative to give their committee's monthly report.

**THE PAC COMMITTEES:** *Research shows that the most important factor in a child's success at school is parental involvement in the child's education. "Fill the bill-Share your skill".*

1. **SUPPLIES COMMITTEE:** Monthly, donate office and educational materials.
2. **CLASSROOM HELPERS & SUBSTITUTE COMMITTEE:** Monthly assist in the classroom and volunteer during field trips/special events.
3. **PUBLICITY, COMMUNICATIONS & MEDIA COMMITTEE:** Monthly promoting various school events in the community, via posters, (making/distributing) mail-outs, radio, community & local newspapers etc.
4. **SECRETARIAL COMMITTEE:** Monthly assisting with typing, duplicating, making phone calls and monthly newsletter. Keep a record of attendance, at PAC meetings, PTA's, PAC dues, committee work, and make sure all parents join a committee.
5. **FUNDRAISING & GRANT FINDING COMMITTEE:** Monthly assisting with solicitation of funds and programs from businesses, organizations and the community. Sponsoring the annual Skate Party and Masquerade Party.
6. **COMMITTEE FOR CURRICULUM & EDUCATIONAL AFFAIRS:** Monthly helping to arrange special educational activities such as science fair, spelling bee, geography bee, career month and sex education month etc.
7. **MAINTENANCE, SECURITY & REMODELING COMMITTEE:** Monthly assisting with the upkeep of the school, including repairs, grounds & snow removal.
8. **SCHOOL MEALS & HOSPITALITY COMMITTEE:** Monthly assist with such tasks as: school meals program, PTA dinner functions, *Family Fun Day*, the parent orientation/open-house, cards to acknowledge births, deaths, illnesses, and staff appreciation.

## **PTA MEETINGS**

*(Parents can schedule a meeting with teachers at any time)*

The **four** (4) PTA meetings are scheduled as follows:

|                  |   |
|------------------|---|
| <b>September</b> | <b>Welcome /Orientation, Program Overview and Teacher Introductions</b> |
| <b>January</b>   | <b>Report Cards and Parent/Teacher Conferences</b>                      |
| <b>March</b>     | <b>Resource Information and Parent/Teacher Conferences</b>              |
| <b>June</b>      | <b>Recital and Report Cards</b>   |

## **ROOTS CLASSROOM SCHEDULE\***

### **PRE-PRIMARY**

|                   |  |
|-------------------|--|
| <b>7:00</b>       | <b>Breakfast</b>                                   |
| <b>8:30</b>       | <b>MORNING OPENING</b>                             |
| <b>9:00</b>       | <b>Language Arts</b>                               |
| <b>10:00</b>      | <b>Social Studies, Science &amp; Music</b>         |
| <b>11:00</b>      | <b>Math</b>  |
| <b>12:00</b>      | <b>LUNCH</b>                                       |
| <b>12:30</b>      | <b>Story Time</b>                                  |
| <b>1:00</b>       | <b>Nap &amp; Quiet time</b>                        |
| <b>3:00</b>       | <b>Spanish, PE, Art, Computer</b>                  |
| <b>4:00 – 6pm</b> | <b>Snack, Low Organized Activities/Free Choice</b> |

### **PRIMARY/MIDDLE SCHOOL**

\* **SAMPLE SCHEDULE:** *May vary from day to day depending on the day and/or the teacher.*

|                    |   |
|--------------------|---|
| <b>8:30</b>        | <b>MORNING OPENING</b>                                |
| <b>9:00</b>        | <b>Language Arts</b>                                  |
| <b>10:30</b>       | <b>Math</b>   |
| <b>12:00</b>       | <b>Lunch</b>  |
|                    | <i>(Alternate Days &amp; Weeks)</i>                   |
| <b>1:00 -</b>      | <b>P.E./Foreign Language /Art/Music /</b>             |
|                    | <b>Typing/Computer/ Science &amp; Social Studies.</b> |
| <b>3:00 – 3:30</b> | <b>Clean-up &amp; CLOSING RITUAL</b>                  |

# Roots Public Charter School

## *Student Privacy Act*

### **What is FERPA?**

The ***Family Educational Rights and Privacy Act of 1974*** helps protect the privacy of student education records. The *Act* provides for the right to inspect and review education records, the right to seek to amend those records and to limit disclosure of information from the records. The intent of the legislation is to protect the rights of students and to ensure the privacy and accuracy of education records. The *Act* applies to all institutions that are recipients of federal aid administered by the Secretary of Education.

### **What rights does FERPA afford students with respect to their education records?**

#### **STUDENTS HAVE THE RIGHT TO INSPECT AND REVIEW THEIR EDUCATIONAL RECORDS.**

A student seeking to review their records should contact the Office at the Roots PCS campus and ask for a Records Review Request form.

Roots PCS must comply with the request to review the records within 45 days of receiving the request.

Parents may request copies of their child's records. However, the school may refuse to duplicate records in situations where the student has outstanding financial or other obligations to the school.

#### **STUDENTS HAVE THE RIGHT TO SEEK TO AMEND THEIR EDUCATIONAL RECORDS.**

Parents may ask Roots personnel to amend a record if they believe it is inaccurate or misleading. They should write to the Director, clearly identifying the part of the record they want changed, and specifying why it is inaccurate or misleading.

If the decision is not to amend the record as requested by the parent, Roots staff will notify the parent of the decision and advise them of the right to a hearing regarding the request for amendment. If the parent requests a hearing, the Director or designee shall gather the records which are being challenged and appoint a committee of one faculty member, one administrator, and a member of the Student Support staff to hold a hearing with the parent to review and discuss the information in question. The following conditions will be met:

1. The hearing must take place within 45 days of the written request of the parent at a time which is convenient for both the parent and the other parties involved.
2. Minutes shall be recorded from the hearing.
3. "Due process" shall be the guideline used for the conduct of the meeting.
4. If the records cannot be mutually agreed upon, the parent has the right to submit information for the file to explain more adequately the information in question.

**PARENTS HAVE THE RIGHT TO LIMIT DISCLOSURE OF INFORMATION FROM THEIR EDUCATIONAL RECORDS.**

With certain exceptions (described below), Roots PCS may not release personally identifiable information unless the parent has given prior consent in writing. A parent may contact the Admissions Office at any campus for Consent to Release Information forms.

**The following are exceptions to non-disclosure. ROOTS PCS personnel may release information without the parent's written consent in the following situations.**

**Although RPCS does not promote the widespread release of "directory information," FERPA** regulations permit the release of such information to anyone without the parent's consent. Directory information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed.

Designated directory information at RPCS includes the following:

Student name, address, telephone listing

E-mail address

Date of birth

Field of study at **ROOTS PCS**

Participation in officially recognized activities and sports

Dates of attendance at **ROOTS**

Promotion and awards received

Photograph

Educational institution most recently attended

Full or part-time enrollment status

Academic or grade level

**Parents have the right to refuse to permit the release of directory information, by making a request in writing.** Contact the Records/Admissions Office for information.

Parents should be aware that requesting non-disclosure may have negative consequences. (For instance ROOTS personnel will not be able to confirm the student's attendance to a prospective school; their names will not be listed.)

## **Teacher's Qualifications**

*No Child Left Behind* guidelines mandate that parents have a right to information concerning teacher's qualifications/credentials. As of August 2012:

| Name                 | Credentials  | Years of Experience | Position                                      |
|----------------------|--|---------------------|---|
| Kim Bryant           | <b>AA</b>  | <b>16</b>           | Pre-School Teacher                            |
| Gail Gray            | <b>MA</b>  | <b>17</b>           | Director/Early Childhood & Pre-School Teacher |
| Joanne Smith         | <b>AA</b>  | <b>14</b>           | Pre-School Teacher                            |
| Michelle Abney- Love | <b>Diploma</b>   | <b>10</b>           | Pre-School Teacher                            |
| Patricia White       | <b>MA</b>  | <b>3</b>            | Pre-Primary Assistant                         |
| Bernida Thompson     | Ed D Early/Middle Childhood Education<br>Praxis II – Elem. Ed.<br>Standard Elem. License<br>Standard MS. License | <b>44</b>           | Principal                                     |
| Beverly Galloway     | <b>MA Teaching<br/>Praxis II – Elem. Ed.</b>   | <b>9</b>            | Primary Teacher                               |
| Camara Nicholes      | <b>BA Psychology<br/>Praxis II – Elem. Ed.</b>   | <b>10</b>           | Primary Teacher                               |
| Yacouba Kone         | <b>MA Educational<br/>Technology<br/>Praxis II – Elem. Ed.</b>   | <b>8</b>            | Primary Teacher                               |
| Linda Mahler         | <b>BA Liberal Arts<br/>MA Bilingual SPED<br/>JD- MD Bar<br/>Association</b>                                      | <b>10</b>           | Special Education Teacher                     |
| Carlene Burton       | Teaching Diploma<br>BA Elem Ed<br><b>Praxis II – Elem. Ed.</b>   | <b>10</b>           | Middle School Teacher                         |

- \* **C**hild **D**evelopment **A**ssociate
- \* **B**achelor of **S**cience
- \* **M**aster of **S**cience
- \* **J**uris **D**octorate – (Law)
- \* **B**achelor of **A**rts
- \* **M**aster of **A**rts
- \* **D**octorate of **E**ducation

