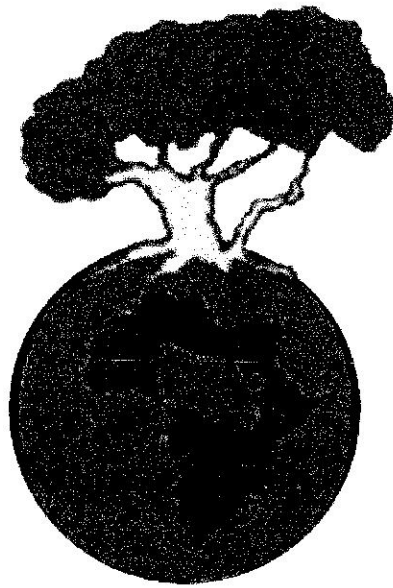


ROOTS PUBLIC CHARTER SCHOOL

5000 E. 15th Ave. Suite 100
Denver, CO 80202



Roots Public Charter School
5000 E. 15th Ave. Suite 100
Denver, CO 80202
Phone: (303) 733-1111
Fax: (303) 733-1112
Website: www.rootspublic.org

STUDENT DISCIPLINE POLICY

Roots Public Charter School's Mission is designed to meet specific needs of all children. The main objective of our discipline policy is to provide positive reinforcement and encouragement. We will use the Applicable Laws: **STUDENT FAIR ACCESS ACT, IDEA, GUNFREE SCHOOLS ACT**, and "**CHAPTER 25**" Our goal is to groom productive leaders for tomorrow using research-based strategies for effective classrooms and individual behavior support to create a safe school climate. There is a process We will include the utilization of progressive measures of discipline that minimize disruption to a student's instructional program and ensure school discipline for students is developmentally appropriate while fostering the health and safety of all of our students. *There will be **no** corporal punishment.*

Student conduct will be covered by the school's policies and procedures including: **1)** On school grounds immediately before, during, or after school hours; or any time the school is being used for an activity or event; **2)** Off school grounds at a school-sponsored activity or event; **3)** On school-sponsored transportation to and from school, or a school-sponsored activity or event; **4)** Off-site activity that contributes to a hostile environment. Any student involved in an altercation; a) conference will be held with the principal, teacher and student, where the student will be counseled and given an opportunity to explain their story to the teacher before a decision is made to call the parent. Procedures for reporting and investigating violations of student conduct standards, process for ensuring parental notice and involvement are outlined in the parent handbook. (*DUE PROCESS*)

Students must be:

- a. Self-motivated**
- b. Self-disciplined**
- c. Respectful**
- d. Obedient.**

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 misbehavior patterns we wish to weaken.
3. In cases of disruptive behavior, a clear warning will be given and "time-out" when the warning is unheeded.
4. If a child has involved him/herself in excessively deviant behavior, a discipline note that outlines the offense is sent home to be signed by the parent and returned the next school day.
5. In cases 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. A rule of thumb is twenty-four (24) hours, but as many as five (5) days, suspension can be given. The following infractions may lead to Suspension or Expulsion:

Zero Tolerance:

- Weapons of Any Kind
- Fighting (Physical Altercation)
- Excessive Truancy
- Intimidation with threat of Bodily Harm
- Leaving the School Without Permission
- Drug Procession or Paraphernalia
- All Tier III Infractions from "Chapter 25"

The decision regarding when the child can return will be determined by the ***Student's Fair Access Act*** and approved by principal. Expulsion is rare, however this can happen if the behavior persists or extreme infraction(s) **(Listed above)** occur. However, no student will be suspended more than 20 *cumulative days in an academic year* unless: the student's conduct requires emergency removal and a written justification from the principal to the parent will be sent. Cooperation, confidence, and mutual respect between teachers and parents will ensure the positive behavior modification of our children.

Note: *(90% of our student are K-5; out of school suspensions and expulsions are only permitted in limited/individual circumstances: if this student has willfully caused, attempted to cause, or threatened to cause bodily injury or emotional distress to another person. (FAIR ACCESS ACT)*

All students are subject to disciplinary actions including students with disabilities.

Roots will ensure compliance with procedures for students with disabilities as defined by section **504 of the Rehabilitation Act of 1973** and the ***Individuals with Disabilities Education Act (IDEA)*** and regulations there under. These actions will not be repetitive to avoid establishing a pattern of removing a student from the classroom setting, placement changes, manifestation determinations, special circumstances, notification and procedural safeguards, thus jeopardizing the student's right to **FAPE**. These Procedural Safeguards align with the ones applicable to students with disabilities under ***IDEA & 504 of the Rehabilitation Act of 1973***.

Any discipline of students with disabilities will be done according to **IDEA** guidelines, regulations, Procedural Safeguards, Resolution meetings, Due Process Hearings and **IDEA** discipline policies for students with disabilities. *This Plan can be translated into a second language if needed for ELL or NEP members of the school community.* A required conference will be held prior to the start of a suspension or expulsion except as provided in §20503.3 (with regard to Separation from the student population.) A hearing process for review of disciplinary actions that include the following elements:

- a) Neutral decision maker(s) not directly involved in the original discipline decision;

- b) Requirement that Roots will bear the burden of proof;
- c) Determination by Roots whether rules of evidence will apply;
- d) Opportunity for the student/parent representative to present testimony and documentary evidence and to cross examine any school witnesses;
- e) Opportunity for the student or parent representative to be represented at the hearing, including by legal counsel;
- f) description of the possible relief for the student;

An appeals process that provides for appeals of disciplinary decisions to a neutral hearing officer or panel that can overturn disciplinary decisions based on substantive or procedural violations. The appeals reviewer(s) must be different than the hearing officer(s) and have authority over the school, student, and disciplinary decisions;

- g) A process for re-entry of students to school upon completion of suspension or expulsion including a plan for addressing academic and behavioral issues;
- (h) Maintenance of disciplinary records, including without limitation records of notices, proposed discipline actions; results of conferences and discipline actions and appeals; and compliance with District and federal data collection and reporting requirements;
- (i) Access to the student conduct and discipline policies and procedures through an effective means of communication such as printed copies or electronic links to copies of the policy and procedure on the Roots' website;
- (j) Prohibitions with regard to bullying conduct that shall affirm that the Roots does not tolerate bullying of any kind; and

Students who have not yet been determined to be eligible for specialized education services and who engage in behavior that violates a code of student conduct may assert any of the protections provided for in this part, if the public agency had a basis of knowledge, as defined by IDEA, that the student was a child with a disability before the behavior that precipitated the disciplinary action occurred. *Knowledge* as used in this subsection shall have the meaning set forth in IDEA regulations at 34 C.F.R. § 300.534(b).

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. Roots will comply with the *Americans with Disabilities Act*, ensuring that children with disabilities have access to school facilities as required by law. We will carefully consider such requirements in the selection, configuration, or alteration of any existing facility and the planning and construction of any new addition.

Also, RPCS will comply with all regulations for fire safety under the DC Fire Prevention Code, DC Code §5-401 et. seq... Monthly *Fire drills* are practiced for student review & safety. Roots will provide training to staff and students, develop fire evacuation and safety plans, plan and execute fire and emergency drills in accordance with all such requirements. Emergency routes and maps are posted in each room and fire drills will be performed monthly.

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.*

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, anti-bullying 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.* Bullying in ANY form; (social, physical, verbal or cyber) will not be tolerated. Staff, parents and the school have a role to play in the prevention of *Bullying*, either by the perpetrator or the victim. 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.

When students are consistently disruptive, disobedient, or disrespectful, the teacher sends a *discipline notice* home. The same day, the teacher is expected to place a copy of the notice in the child's file and also to send an e-mail to the Principal, the Vice Principal, and the School Administrator notifying them that a discipline notice has been sent home. The e-mail assists school leaders to maintain accurate records of disciplinary actions and to assure fair and consistent implementation of the school's discipline policy. 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. With a fourth (4) discipline slip, the “in-school” suspension for the child is three (3) days. This *Due Process* is outlined in detail in the RPCS Discipline Plan. (*Parents receive a copy at Parent Orientation Workshop*) After the fifth notice the teacher and parent agree upon a behavior plan to address the problem.

DUE PROCESS: With parents working together as a team, our students’ education will reflect excellence. It is our policy that students be held accountable for their actions. If a student demonstrates inappropriate behavior, he or she must be dealt with fairly and according to the Roots PC Discipline Policy. We involve and inform parents when these occurrences arise. It is our belief that children of informed parents exhibit little misbehavior. Together, we can keep Roots PCS a place where “children come first,” “appropriate behavior is imperative” and growing can occur in a quality learning environment. 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. The Parent and or student has the right to appeal or file a grievance regarding any school decision. This action begins with the staff member who made the decision. The principal will then hear the appeal and render her decision within two days. The final decision of the principal may be appealed by the Board of Directors who has the final decision.

ATTENDANCE, PUNCTUALITY & TRUANCY

Students are expected to attend 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***”. To be considered “***excused***”, an absence or tardy must be explained by the parent via phone and /or in writing. Please sign Tardy Book on Counter in Office. Re-admittance after a *three*-day absence requires a written note from the parent or a doctor. 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 has three consecutive, unexcused *absences*. At this conference, support will be offered & discussed. After five (5) unexcused absences; a Support/Intervention Plan & Attendance Contract will be implemented by the Student Support Team. After ten (10) such infractions within a single school year; the student is declared *Truant* and may be referred to the appropriate District agencies.

All attendance information will be entered into the school's Student Information System. The reason for the morning arrival policy, in addition to 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. We will use the guidelines from the *DC Attendance & Truancy Policy*.

EARLY PICK-UP

If your child is being picked up before the close of school, the authorized adult is required to report to the main office, present a valid ID, and sign the early Dismissal Log. Please do not proceed to classrooms without checking in at the main office. The authorized adult should be on student's Emergency contact sheet, and the parent/guardian should make the main office aware prior to the pick-up.

EXCUSED ABSENCES

The following absences are excused with the proper documentation:

- * Illness or some other bonafide medical cause experienced by the student;
- * Exclusion, by direction of the authorities of the District of Columbia, due to quarantine, contagious disease, infection, infestation, or other condition requiring separation from other students for medical or health reasons; A doctor's note is required for a student absent five or more days in a term.
- * Death in the student's immediate family;
- * Absences to allow students to visit their parent(s) in the military, immediately before during or after deployment.
- * Necessity for a student to attend judiciary or administrative proceeding as a party to the action or under subpoena;
- * Observance of a religious holiday;
- * Lawful suspension or exclusion from school by school authorities;
- * Failure of the District of Columbia to provide transportation in cases where DC has a legal responsibility for the transportation of the student;
- * Medical or dental appointments for the student; and
- * Take our Daughters & Sons to Work Day.

The following absences are excused without the proper documentation:

- * Lawful out of school suspension or suspension or exclusion by school authorities;
- * An emergency or other set of circumstances approved by an LEA, independent, private or parochial school in conformance with published policies distributed to parents and guardians.
- * Failure of the District of Columbia to provide transportation in cases where DC has the legal responsibility for the transportation of the student.
- * Temporary closing of facilities or other emergencies that require suspension of classes, malfunctioning equipment, unsafe & unsanitary conditions, official activities & holidays, and severe weather.

The incidence of students missing more than 10 % of school days within a single school year including excused and unexcused absences is considered Chronic Absenteeism

GRIEVANCE POLICY AND PROCEDURE

The policy of Roots PCS is that all employees, students, parents, and visitors have the right to voice their complaints or grievances about matters pertaining to the school. The following grievance procedure should be employed to ensure that complaints receive full consideration.

Roots' grievance process can be used to:

1. Address complaints and concerns pertaining to educational environment, employment arrangements, or interpersonal conflicts; and
2. Resolve complaints of discrimination and harassment based upon race, color, religion, creed, sex, national origin, age, disability, veteran status, sexual orientation, or otherwise.

The procedures set forth below may be used by a grievant who is an employee, student, parent, or visitor. The identities of the grievant and respondents (the individuals against whom the allegations in the grievance are directed) will not be disclosed except as required by law or policy, or as necessary to fully investigate the grievance.

OTHER CONSIDERATIONS

The existence of this procedure does not bar a grievant from also filing claims in other forums to the extent permitted by state or federal law.

A grievant may file an informal or formal grievance and is not required to file an *informal* grievance prior to filing a *formal* one.

INFORMAL GRIEVANCE

Because most difficulties can be resolved by communicating a concern to someone, a grievant is encouraged to discuss their concern or harassment complaint promptly and candidly with their immediate supervisor, or the Principal.

1. Individuals alleging discrimination, harassment, or retaliation pursuant to this Grievance Procedure must send the informal grievance to the Principal within 45 calendar days of the date of the actions or failures to act being grieved. This time

frame may be waived by Roots. The informal grievance must include the name of and contact information for the grievant, briefly describe the alleged discrimination, harassment, or retaliation, and signed by the grievant.

2. The Principal shall complete an investigation of the informal grievance within (10) ten calendar days of the receipt by Roots of the grievance.
3. The Principal shall schedule a meeting with the grievant that shall take place within (14) fourteen calendar days of Roots' receipt of the grievance. If the grievant agrees, this meeting may include the individual against whom the grievance was filed and other individuals, as necessary.
4. Within 21 calendar days of the receipt by Roots of the grievance, the Principal shall send a decision letter to the grievant which shall include the specific issues raised in the grievance, the resolution or failure to resolve, the remedies to be provided, if any, and the grievant right to request a formal grievance. A copy of the decision letter, the complete record of the investigation, and notes concerning meetings with and negotiations between the parties shall be maintained by the Principal.

The grievant is not required to discuss his/her complaint with the alleged harasser or perpetrator in any manner or for any reason prior to initiating a formal grievance.

FORMAL GRIEVANCE

1. Individuals who want to file a formal grievance alleging discrimination, harassment, or retaliation pursuant to this Grievance Procedure must send the formal grievance to the Principal within 45 calendar days of the date of the actions or failures to act being grieved. For those who filed informal grievances, this timeframe is 30 calendar days of their receipt of the decision letter to the Principal. This timeframe may be waived by Roots PCS. The formal grievance must be signed by the grievant, and include the following:
 - a) The name of and contact information for the grievant;
 - b) A clear and concise statement of the allegations;

- c) A statement concerning how the actions or failures to act were discriminatory, constituted harassment or a failure to adequately address harassment, or were retaliatory;
 - d) The names of the respondents;
 - e) For those who filed informal grievances, a copy of the decision letter;
 - f) The requested remedies; and
 - g) Whether a non-participating observer will be brought to the hearing (representatives, advocates, or other participants are not permitted at the hearing).
2. Within (7) seven calendar days of the receipt by the school of the formal grievance, the Principal shall appoint a Formal Grievance Panel and provide them with the grievance, all evidence submitted with the grievance, all information and evidence relating to the immediate intervention, if any, and, for those cases for which informal grievances were filed, the record of the investigation of the informal grievance and the decision letter. The Formal Grievance Panel shall be comprised of individuals, including a chairman, who have received adequate training on the Grievance Procedures how to conduct a hearing and the issue raised by the grievance, and who are not directly or indirectly involved in the actions or failures to act that are the subject of the formal grievance.
 3. The Formal Grievance Panel shall complete an investigation of the grievance within (14) fourteen calendar days of the receipt by Roots of the grievance, except that, for those cases for with informal grievances were filed, it may elect to rely on the record of the investigation of the informal grievance and the decision letter instead of conducting an investigation.
 4. The Formal Grievance Panel shall schedule a Grievance Hearing for a date within (21) twenty-one calendar days of the receipt by Roots PCS of the formal grievance, and shall provide the grievant and respondents with at least (3) three calendar days written notice of the Grievance Hearing. The Hearing Notice shall include the allegations, the general manner in which the hearing will be conducted, the rights of the grievant and respondents at the hearing, including the rights to submit

- documentary evidence and verbal testimony, and the right of the grievant to cross-examine respondents and witnesses and rebut evidence. The grievant and the respondents shall bring all witnesses and/or evidence to the Grievance Hearing, except that evidence previously submitted by the grievant in the informal or formal grievance process. The Formal Grievance Panel shall conduct the hearing, accept evidence, determine the order in which evidence will be presented and witnesses examined and cross-examined, identify any additional witnesses or evidence relevant to the grievant, and question the grievant, respondents, and/or witnesses.
5. Within (28) twenty-eight calendar days of the receipt by Roots PCS of the request for a Grievance Hearing, the Formal Grievance Panel shall make and send a decision to the grievant and respondents which shall include the specific issues raised in the grievance, the applicable standards, the facts alleged, specific findings concerning the merit or lack of merit of each allegation, the basis for the decision, the remedies to be provided, if any, and the grievant right to appeal the decision.

APPEAL PROCESS

1. A grievant who is dissatisfied with the Formal Grievance Panel decision must send an appeal within 14 calendar days of their receipt of the decision to the Board of Trustees. The Appeal must be signed by the grievant and include the following:
 - a) The name and contact information for the grievant;
 - b) A copy of the Formal Grievance Panel decision; and
 - c) A statement concerning the specific flaws in Formal Grievance Panel decision and why that decision should be reversed.
2. Within 14 calendar days of the receipt by the Board of Directors of the grievance, it shall send a final decision letter to the grievant. This final decision letter is not subject to appeal. The Chairperson of the Board of Directors, Dr. Jesse Sharpe, can be reached at 240-447-9642 or at jesse.sharpe@verizon.net.

The Right To File A Complaint

If parents believe that their rights have been violated, they may file a formal complaint with the Dept of Education (OMB No.1880-0544.

A complaint must include specific allegations of the facts detailing reasons that a violation of the statute or the implementing regulations occurred. Individuals who want to complete the complaint may do so in its entirety by submitting it either by mail or electronically.

The alleged violation will be investigated by the SPPO (**S**tudent **P**riate **P**olicy **O**ffice)

PROHIBITION AGAINST RETALIATION

Roots PCS pledges that it will not retaliate against person who files a complaint in accordance with this policy, or any person who participates in proceedings related to this policy. Additionally, Roots PCS will not tolerate any form of retaliation against any person who makes a good faith report or complaint about perceived acts of harassment, discrimination, or concern, or who cooperates in an investigation of harassment, discrimination, or a concern. Any person who is found to be engaging in any kind of retaliation will be subject to appropriate disciplinary action per the *Roots PCS Whistleblower Policy*.

MODIFICATION

Roots PCS may approve modification of the foregoing procedures in a particular case if the modification (a) is for good cause, and (b) does not violate due process rights or policies of Roots Public Charter School.

FORMAL FEDERAL AGENCY COMPLAINT PROCEDURES

A grievant also has the right to file a complaint with the Office for Civil Rights by:

1. mailing the complaint to:
Director, District of Columbia Office, Office for Civil Rights (OCR),
U.S. Department of Education, Office for Civil Rights, District of Columbia Office
400 Maryland Avenue SW
Washington, D.C. 20202-1475
2. faxing it to (202) 453-6021; or
3. filing it electronically at: <http://www.ed.gov/ocr/complaintprocess.html>

NON- DISCRIMINATION POLICY

Roots Public Charter School is an equal opportunity organization committed to non-discriminatory hiring practices and services rendered based on race, color or national origin.

Roots PCS, does not discriminate on the basis of race, color, sex, national origin, age, disability, special needs, political beliefs, sexual orientation, or marital and family status in admission or access to, or treatment in its programs and activities.

In the operation of the National School Lunch Program, no child will be discriminated against because of race, color, sex national origin, age disability, political beliefs, sexual orientation, or marital and family status. If you believe you have been discriminated against, contact the District of Columbia's Office of Human Rights at: 202-727-3534, or the United States Department of Agriculture's office of Civil Rights at: 202-720-5964.

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.

A school must inform eligible students or parents how it defines the terms "**school Official**" and "**legitimate educational interest**" in its notification of FERPA rights.

Parents may ask by written consent (FERPA allows) "school officials"; i.e. Roots personnel; including school administrators; health staff, counselors, attorneys, trustees, disciplinary committee members, teachers and other parties to whom the school has outsourced institutional services or functions, to obtain access, or amend a record if they believe it is inaccurate or misleading. *This is only done providing that it is determined that these parties "school officials" have "legitimate educational interest" in the information if the official needs to review the education record in order to fulfill his or her professional responsibility; ex: SPED teacher.* If it is determined an amendment is needed, 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: *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. Minutes shall be recorded from the hearing.

1. "Due process" shall be the guideline used for the conduct of the meeting.
2. 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. 1) School may disclose directory information without consent if the student is a dependent student. 2) To comply with a judicial order; to the victim of an alleged crime of violence or non-forcible sex offense. *(Other exceptions are outlined in FERPA regulations at CFR 99.31; Detailed copy issued to parents upon request.)* 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, parent or guardian name, address, telephone listing
- E-mail address
- Date & place of birth
- Field of study at **ROOTS PCS**
- Participation in officially recognized activities
- Dates of attendance at **ROOTS**
- Promotion and awards received
- Photograph
- Educational institution most recently attended
- 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. Parents also have the right to "opt-out" of the public, non-consensual disclosure of directory information to third parties. If this happens then information may not be disclosed to such parties.

A complete copy of these regulations are available to parents upon request.

1. The first part of the document is a list of the names of the persons who have been appointed to the various offices of the city government. The names are listed in alphabetical order, and each name is followed by the office to which he or she has been appointed.

ROOTS PUBLIC CHARTER SCHOOL

15 Kennedy Street Northwest
Washington, DC 20011
(V) 202-882-8073 (F) 202-882-8075

Board of Directors Meeting Schedule

3/2/2021/2021

1st Meeting

Thursday, August 19, 2021

2nd Meeting

Thursday, November 18, 2021

3rd Meeting

Thursday, February 17, 2022

4th Meeting

Thursday, May 19, 2022

All meetings are Open to Public

** The BOD of Roots PCS meets the 3rd Thursday of each Quarter.*

** The 2022-23 Budget will be presented at the May BOD meeting.*

Assurance Statement:

**In compliance with the RPCS BOD by-laws, this schedule is not, nor will there ever be less than the number of meetings scheduled.*

**Meeting schedule can be found in the Roots Newsletter, Roots Website or DCPCSB Website.*

1. The first part of the document is a list of the names of the members of the committee who have been appointed to the various sub-committees. The names are listed in alphabetical order of the last name.

ADMISSION PREFERENCE POLICY

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 the order of Admission preference will be:

- * Children of Staff & BOD Members**
- * Siblings of Enrolled students**
- * Children of Roots Alumni**

According to the School Reform Act (Sec 38-1802.06), enrollment in public charter schools is open to all students who are residents of the District of Columbia, and if space is available, to non-resident students who pay tuition at the rate established by DCPS. *Roots PCS will not limit enrollment based on student's race, color, religion, national origin, language spoken, intellectual or athletic ability.*

A Waiting List will be maintained on a first come/first serve basis by receipt of applications and grade level. Should new spaces become available, applicants will be notified via phone.

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.