



**Roots School**

**Parent Handbook  
Grades K-8**

2017-2018  
Academic Year

Roots School  
740 Haiku Road / PO BOX 975  
Haiku, HI 96708

808-250-7988  
office@rootsmaui.org  
www.rootsmaui.org

**TABLE OF CONTENTS**

**General Information**

Our Mission, Vision, Values, Curriculum .....3  
School Practices .....3  
Our Staff and Teachers .....4  
Contact Information .....4  
Academic Calendar .....5

**General Policies & Procedures**

Hours of Operation .....6  
Placement Policy .....6  
Application Process .....6  
Signing Application and Enrollment Documents .....7  
New Students/Waiting List .....7  
Late Enrollment .....7  
Absences, Excessive Absences, Vacations / Long-term Absences .....7  
Late Pick-Up Fees .....8  
Health Policy ..... 8-9  
Tuberculosis (TB) / Health Record and Medication .....9  
Emergency Medical Care .....9  
General Emergency and Disaster Plans .....9  
Insurance .....9  
Transportation ..... 9-10  
Policy Regarding Special Learning Needs Students .....10  
Statement of Non-Discrimination .....10  
Disclosure of Information on Students, Parents/Guardians .....10  
Transition To A New Facility Or School Setting .....10  
Non-Smoking Environment .....10  
Communication/Open Door Policy .....11  
Respectful Environment Policy .....11  
Cell Phone/Electronic Use .....11  
Change of Address and Contact Information .....11  
Policy Changes .....12

**Parent Participation Hours and Annual Fundraiser Involvement Policies ..... 12-14**

**Tuition and Enrollment**

Tuition and Fees Schedule .....15  
Tuition Payment Policy and Procedure .....15  
FACTS Management .....15  
Enrollment Policy / Late Payment Policy / Withdrawal Policy / Dismissal Policy .....16

## **K-8 Parent Handbook 2017/2018**

### **OUR MISSION**

Through experiential and academic learning, we encourage students to integrate creativity, critical thinking, integrity, and compassion to engage collaboratively and realize their potential as unique, fulfilled individuals.

### **OUR VISION**

To create a sustainable, educational environment where children are given the opportunities to blossom into happy and healthy individuals.

### **OUR VALUES**

- Our teachers nurture children to become creative, confident and reflective learners.
- Lifelong learners are created through active inquiry, exploration and involvement in the community.
- Children have unlimited potential and are not defined by grade level.
- Experiential hands-on learning in a purposeful and supportive environment provides tools that enable children to apply their learning to daily life.
- Setting clear and achievable expectations is important to children.
- Multi-age classrooms are reflective of the world in which older and younger people learn together.
- Our parents are our partners in the school community.

### **OUR CURRICULUM**

- Consists of integrated studies, which include content knowledge, skill development, and social and emotional growth.
- Attempts to meet the needs of all children through multiple intelligence approach.
- Offers our children a strong foundation in the basic subjects through creative, meaningful, and untraditional approaches.
- Includes parents as partners in our teaching.
- Provides students with off-campus experiences that further enrich their learning.
- Presents students with opportunities to work with community members and groups.

### **OUR PRACTICES**

- We maintain small class size to ensure the quality of your child's education.
- Children remain with teachers for more than one year.
- Classrooms provide a social context for learning.
- Field studies help children deepen their knowledge of the world.
- Recess with all classes promotes cross-grade relationships.
- Community sharing assemblies celebrate student work and talents.
- We attempt to address any issues as quickly as possible.
- Decisions are thoughtfully made by our Board, which is comprised of elected community members and teachers.

## **K-8 Parent Handbook 2017/2018**

### **OUR TEACHERS AND STAFF**

**Melita Nasiah** (Head of School) received her Master's Degree in Early Childhood Education in 2005 from Southern Oregon University. She has taught in villages in rural Alaska, internationally in Indonesia, and in the public school system in Ashland, Oregon. She is a co-founder, and started the school with six children in 2006.

**Cassandra Jones** (Language Arts & Social Studies, Grades 6-8) is a licensed teacher in English and Drama. Born and raised in Hawaii, she received her Post Baccalaureate Certificate in Secondary Education (English) and MFA in Asian Theatre/Directing from the University of Hawaii at Manoa. For more than a decade, Cassandra has dedicated herself to making a positive impact in the lives of young people as a Language Arts and Drama teacher. After working in a variety of private and public schools on Maui, Cassandra is excited to share her passion for project-based learning and arts integration.

**Debbie Benton** (Grades K-2) received her Master's Degree in Early Childhood Education in 2000 from Southern Oregon University, and has been teaching ever since. She comes to us from the public education system in the progressive and beautiful town of Ashland, Oregon. She has training in both the public and alternative teaching philosophies. As a co-founder of ROOTS, she is dedicated to the project-based teaching that steers the love and passion of learning. When she is not working, she enjoys playing with her family, yoga, hiking, and traveling.

**Katherine "Katie" Wilson** (Grades 3-5) is originally from New Jersey, and has been living and working as a teacher in the Hawaiian Islands since 2000, and as a teacher at ROOTS since 2014. Specializing in Elementary Education with a Master degree from Chaminade University of Honolulu, Katie moved with her family to Maui in 2012. She seeks to make a difference in the lives of her students and community through positive engaging teaching practices to help learners realize their potential. When Katie is not in the classroom, she enjoys surfing, swimming, yoga, beach walks, waterfall hikes, and travel.

### **CONTACT INFORMATION**

Phone: 808-250-7988

Email: [office@rootsmaui.org](mailto:office@rootsmaui.org)

Website: [www.rootsmaui.org](http://www.rootsmaui.org)

Mailing address: PO Box 975, Haiku, HI 96708

Physical address: 740 Haiku Road, Haiku, HI 96708

Head of School: Melita Charan [melita@rootsmaui.org](mailto:melita@rootsmaui.org)

Teachers: Cassandra Jones [cassandra@rootsmaui.org](mailto:cassandra@rootsmaui.org)

Debbie Benton [debbie@rootsmaui.org](mailto:debbie@rootsmaui.org)

Katie Wilson [katie@rootsmaui.org](mailto:katie@rootsmaui.org)

## **K-8 Parent Handbook 2017/2018**

### **2017/2018 ACADEMIC CALENDAR**

08/21/2017	.....	First Day of School
08/23/2017	.....	Back-to-School Night 5-6pm (Grade 3-5 class, and Grade 6-8 class)
08/25/2017	.....	Back-to-School Night 5-6pm (Preschool and Grade K-2 class)
09/04/2017	.....	<b>NO SCHOOL</b> - Labor Day
09/09/2017	.....	Parent Work Day 9am-3pm
10/06/2017	.....	<b>NO SCHOOL</b> - Teacher In-Service
10/09/2017	.....	<b>NO SCHOOL</b> - Indigenous Peoples Day
11/10/2017	.....	<b>NO SCHOOL</b> - Veterans Day
11/20/2017	.....	<b>NO SCHOOL</b> - Teacher In-Service
11/21/2017 - 11/22/2017	....	<b>NO SCHOOL</b> – Parent/Teacher Conferences
11/23/2017 - 11/24/2017	....	<b>NO SCHOOL</b> - Thanksgiving
11/27/2017	.....	First Day of Second Term
12/18/2017 - 01/03/2018	....	<b>NO SCHOOL</b> - Winter Break
01/06/2018	.....	Parent Work Day 9am-3pm
01/13/2018	.....	Open House 10am-12noon
01/15/2018	.....	<b>NO SCHOOL</b> - Martin Luther King, Jr. Day
02/10/2018	.....	FUNDRAISER - Children's World Fair
02/19/2018	.....	<b>NO SCHOOL</b> – President's Day
02/28/2018	.....	<b>NO SCHOOL</b> - Teacher In-Service
03/01/2018 - 03/02/2018	....	<b>NO SCHOOL</b> - Parent/Teacher Conferences
03/19/2018 - 03/23/2018	....	<b>NO SCHOOL</b> - Spring Break
05/28/2018	.....	<b>NO SCHOOL</b> - Memorial Day
05/31/2018	.....	Last Day of School
06/01/2018	.....	End of Year Ceremonies / Graduation

## **K-8 Parent Handbook 2017/2018**

### **GENERAL POLICIES & PROCEDURES**

These policies are statements of the general or customary method by which ROOTS operates and interacts with students and families. Whenever the individual rights or duties of students or families are being determined under any circumstance, the final decision rests with the Board of Directors based upon the totality of the circumstances and any decision made by an employee, agent or officer of Roots School may be appealed to the Board of Directors.

### **HOURS OF OPERATION**

8:45am - 3:00pm (Monday / Tuesday / Thursday / Friday)

8:45am - 1:00pm (Wednesday)

Children should be brought to school on-time so as not to disrupt learning. Children cannot be dropped-off earlier than 8:30am. All students are expected to be picked up at the time school dismisses for the day. (Please review “Late Pick-Up Policy” on page 8)

### **PLACEMENT POLICY**

We assess children at the level at which they are functioning, which may be below, at, or above grade level, depending upon the child.

### **APPLICATION PROCESS**

In order for any student to begin attendance during the 2017/2018 academic year, he/she must be at least 5 years of age by the first day of the academic year. If a student turns 5 years old by December 31, 2017 and is academically and emotionally mature, and ready for Kindergarten, teachers will consider written requests for early acceptance.

New families must submit an application form before being considered for acceptance. Following acceptance, students will be considered enrolled once Roots School has received the completed Application Forms and initial deposit. Please refer to tuition payment schedules on page 16.

Once a child is officially admitted, the following documents must be completed, signed, and submitted to the teacher prior to the first day of the academic year:

- 1) Application Forms
- 2) Excursion Permission
- 3) Emergency Treatment Consent Form
- 4) Health History and Medical Insurance Information
- 5) Proof of TB (Tuberculosis) test
- 6) Immunization Records or Religious Waiver
- 7) Media Release Permission
- 8) Parent Participation Form
- 9) Code of Conduct Form
- 10) Financial Responsibility / Late Payment Form
- 11) Liability Form
- 12) Birth Certificate
- 13) Social Security Card

**Please note that students who have not made appropriate deposit, tuition installment and/or who have outstanding balances from previous years will not be allowed to begin the academic year until their account is settled.**

## **K-8 Parent Handbook 2017/2018**

### **SIGNING APPLICATION AND ENROLLMENT DOCUMENTS**

All documents must be signed by both parents/guardians of the student when both have joint legal custody, regardless of marital status. Families must provide sufficient documentary evidence of legal and physical custody of a child upon request. Parental signatures unreasonably withheld by a parent of a student who is subject to a joint custody agreement or order shall be disregarded for purposes of this policy. However, such parents shall be prohibited from entering or remaining at Roots School, or from participating in any Roots School off-site function until such documents are signed.

### **NEW STUDENTS/WAITING LIST**

To be officially considered for open spaces in the Roots School, parents/guardians must complete an application form and submit the non-refundable \$100 fee. Once accepted, the Application Form with accompanying non-refundable fee must be received in order to secure enrollment. All payments due per the Application Form must be made as outlined in the form.

If Roots School classes are full, families who have already submitted an application and the non-refundable fee will be placed on the waiting list.

### **LATE ENROLLMENT**

Students who join Roots School after the first day of the academic year, but before October 01, 2017, are responsible for the full annual tuition. Students who join Roots School after October 01, 2017 will pay tuition at a pro-rated monthly rate based on ten (10) months. All students are responsible for the full supply fee of \$200.00 at the time of enrollment.

### **ABSENCES**

If your child will be absent, please notify your child's teacher by email or text before 8:45am.

### **EXCESSIVE ABSENCES**

In order to best support students to be as successful as they can be, both socially and academically, attendance is very important. We at Roots School firmly believe in encouraging and guiding students toward healthy and balanced lives, and believe that teaching them discipline is part of that.

Children missing more than 25 days of school within any given school year may be "held back." Exceptions may be made by an agreement between the main teacher and the parents/guardians prior to any absences for extraordinary circumstances.

### **VACATIONS/LONG-TERM ABSENCES**

Families are responsible for the full annual tuition regardless of excused or unexcused, short or long term absences. Parents must notify teachers of vacations and anticipated absences in advance.

## **K-8 Parent Handbook 2017/2018**

### **LATE PICK UP FEES**

There is a \$1/minute charge for late pick ups starting at 3:15pm (1:15pm on Wednesdays).

When an adult picks up a child anytime after 3:15pm (1:15pm on Wednesday), he/she must complete the Late Pick Up form, indicating the name(s) of the child(ren) who were picked up late, the time of pick up, the late fee amount, and whether or not the amount was paid at pick up. The parent/guardian and teacher who stayed late must both sign the form. If parents/guardians are not picking up and signing the form for whatever reasons, they are still responsible for the late fee. Fees are charged per parent/guardian picking up, and not per child. If the parent/guardian does not pay at the time of pick up, the late pick up fee will be added to the following month's tuition payment.

When parents/guardians are late, teachers will call them starting at 3:15pm (1:15pm on Wednesday). They will call each parent/guardian listed on the registration form. If neither parent/guardian can be reached, the teacher will call the person listed as the emergency contact. Every family must provide at least two ways of being reached (phone or email) and must list an emergency contact. Parents must provide updated contact information if that should change during the school year.

Please note that teachers are prohibited by Roots School policies to drive students anywhere except to the hospital or police station. Therefore, if teachers have been unable to contact parents/guardians or emergency contacts for two and a half hours after the students have been dismissed, the teacher is required to take the student to the Maui Police Department in Wailuku, where the student may remain until the parent/guardian arrives. In this extreme situation, parents will be charged a late fee assessed from the time of dismissal until the time the teacher has arrived home.

### **HEALTH POLICY**

Please keep your child home if he/she has...

- A fever of 100 degrees or higher
- Chronic or deep-seated cough
- Yellow or green mucus
- Chicken Pox
- Measles
- Diarrhea
- Impetigo
- Lice
- Ukus (head lice) or any sign of eggs
- Pinworms
- Ringworm
- Symptoms indicative of any communicable disease, i.e.:
  - heavy mucous discharge
  - constant cough
  - sore throat
  - headache
  - stomach ache
  - nausea/vomiting

**If your child has pinworms, ringworms or head lice/ukus, it is your responsibility to inform all the other parents in the class.** You must let them know how you are treating the situation, so that they may



## **K-8 Parent Handbook 2017/2018**

keep an eye on their child's health. Students found with head lice/ukus are required to be absent from Roots School for a minimum of 24 hours and must be nit-free in order to return to school. If a child has symptoms of pinworms or ringworms, a doctor's release stating the child is not contagious is required for the child to return to school.

If a child becomes ill while at school, he/she will be separated from the group. Parents/Guardians will be called immediately and parents/guardians will be expected to pick up their child as soon as possible.

### **TUBERCULOSIS (TB) / HEALTH RECORD**

State law and State Department of Health administrative rules require tuberculosis (TB) tests for all students, faculty and staff entering school or participating in communal learning activities to be tested for tuberculosis up to a year before the first day of communal learning activities.

### **MEDICATION**

Please do not bring medication to Roots School. Teachers will not dispense medication, with the exception of asthma inhalers and epinephrine pens. If the student has a prescription for either of these items, then the parent/guardian must meet with the teacher to make special arrangements for these medications.

### **EMERGENCY MEDICAL CARE**

If time permits, we will contact parents/guardians immediately. If the injury is life threatening, we will administer first aid and/or CPR, and call 911. In situations where we need to get into an ambulance or car with a child, or when other children need to be supervised by another adult, one of the other teachers will provide substitute care for the remaining children. Unless otherwise recommended, your child will be taken to Maui Memorial Medical Center, the nearest emergency facility. It is required that parents/guardians sign medical releases and medical authorization forms. Roots School is equipped with a medical kit, and we are certified in Infant & Child CPR & First Aid.

### **GENERAL EMERGENCY**

In the event of an emergency during school hours, parents/guardians will be notified to pick up their children.

### **DISASTER PLANS**

In the event of a disaster (flood, fire, etc) we will contact parents/guardians. If the need arises, we will evacuate the nearest dedicated evacuation shelter, which is Haiku School, at 105 Pauwela Road in Haiku.

During the year, there will be periodic safety drills and evacuation exercises to ensure the utmost safety of all of the children in case of emergency.

### **INSURANCE**

Roots School is covered by liability insurance.

### **TRANSPORTATION**

Due to liability issues, teachers are strictly prohibited by Roots School policies to drive students anywhere except the hospital or police station.

## **K-8 Parent Handbook 2017/2018**

Parents/guardians are asked to drive for field trips (see Parent Hours Policy, page 12). Parent/Family drivers MUST provide a copy of their current driver's license, proof of insurance and current certificate of registration.

### **POLICY REGARDING SPECIAL LEARNING NEEDS STUDENTS**

The philosophy behind Roots School is to provide hands on learning experiences in multi-age environments where children can work at their own level and pace while being encouraged through peer interaction, teachers, staff, family and themselves. It is Roots School's goal to meet the needs of each individual child. The Roots School program can be modified for each student, and this can be successful for many styles of learners. However, Roots School staff must meet with each family and student on a case-by-case basis to ensure a proper fit for the child, the classroom dynamic and the family. Although our school and philosophy may provide a positive experience for some children with special needs, in the final analysis, Roots School does not have the services or trained staff required to meet the needs for children with special learning needs.

The following resources might be helpful to you:

- Hawaii Department of Education - <http://www.hawaiipublicschools.org>
- Horizons Academy - <http://www.horizonsacademy.org>

### **STATEMENT OF NON-DISCRIMINATION**

At Roots School, we strive to accommodate the learning styles and needs of a broad variety of students. Furthermore, students are admitted without regard to race, color, religious preference, nationality, ethnic origin or disability. However, Roots School reserves the right to refuse admission or the continuation of services to those whose needs are unable to be met by our program.

### **DISCLOSURE OF INFORMATION ON STUDENTS, PARENTS, AND GUARDIANS**

Roots School will not disclose any information about students and/or their parents/guardians to anyone except the student's parents/guardians without prior written permission from the parents/guardians, unless an emergency arises. If you do not want your information included in our Student Directory, please notify the office.

### **TRANSITION TO A NEW FACILITY OR SCHOOL SETTING**

When students transition to Roots School or to another school, Roots School staff will work with the student, parents/guardians, and new caregivers/teachers to make the transition as smooth as possible.

### **NON-SMOKING ENVIRONMENT**

Roots School Preschool and Roots School are non-smoking environments at all times.

## **K-8 Parent Handbook 2017/2018**

### **COMMUNICATION/OPEN DOOR POLICY**

We welcome parents/guardians visiting individually. Some parents/guardians may choose to wait until after their child has adjusted to the new environment before visiting. Please make arrangements ahead of time.

Communication with parents/guardians will be conducted via newsletters and individual emails from teachers. If a parent/guardian is unable to access email, he/she must work with the teacher to establish an alternative form of communication. If a parent/guardian changes his/her email address, it is the parent/guardian's responsibility to communicate with Roots School about that change.

Parents/Guardians agree to inform Roots School of any major incident or situation that may impact their child's ability to focus or perform at school, and agree to work closely with the school and his/her teachers to ensure their child's safety and success, and the safety of other Roots School students, teachers and administrators. For examples: major change in his/her home environment, moving, custody rights, divorce, new sibling, etc.; changes in the routine, new medical information, and changes in your work number and/or schedules.

### **RESPECTFUL ROOTS ENVIRONMENT POLICY**

All Roots School employees and families will be treated with respect, honesty and dignity. Behavior and/or situations which run contrary to such treatment will not be tolerated.

#### *Examples of Disrespectful Behavior include:*

- Any verbal or written statement objectively interpreted by a reasonable person to be menacing or taunting in nature (e.g., coercion, intimidation, bullying, ridiculing or belittling);
- Written or verbal comments, behaviors, or jokes that are rude, degrading, demeaning, insulting, embarrassing or offensive;
- Bullying or shouting which is demeaning, taunting or considered teasing;
- Attempting to discredit an employee or other member of the Roots School community by spreading false information;
- Any behavior considered to be sexual misconduct by a reasonable person.

#### *Remedies:*

- 1) Teachers or parents/guardians should report disrespectful behavior to the Head Teacher, who will then report to the Head of School.
- 2) The Head Teacher and/or the Head of School will contact the person who has been identified as behaving disrespectfully and ask him/her to provide information from his/her perspective.
- 3) The Board of Directors will determine appropriate action, which may be communicated through the Head Teacher.

### **CELL PHONE AND OTHER ELECTRONIC USE**

Students are not permitted to use electronics between 8:45am and 3pm. Teachers will, however, allow students to check their cellphones during a 5-minute period at lunchtime.

### **CHANGE OF ADDRESS / CONTACT INFORMATION**

If you change your home/office address, phone number, or email address, please contact the school immediately with the changes by email to [office@rootsmaui.org](mailto:office@rootsmaui.org).

## **K-8 Parent Handbook 2017/2018**

### **POLICY CHANGES**

These policies may be changed at any time at the discretion of the Board of Directors. Whenever a policy is changed, the same shall be e-mailed to every family. Parents/guardians are responsible for making sure their e-mail addresses are current with the school.

### **PARENT PARTICIPATION HOURS AND ANNUAL FUNDRAISER INVOLVMENT**

Each parent is required to participate for twelve (12) hours during the academic year regardless of the number of children the family has enrolled in Roots School. In addition parents are also required to participate in the Annual Fundraiser each year.

Parent meetings are occasionally held to discuss Roots School structure, policies, events, and arising needs of the children. They reflect support for the teachers, support for the parents, and provide an avenue for the growth and vision of Roots School. Parents who are unable to attend meetings are responsible for following up to find out what decisions were made. Because of the diversity in families and students, parent/guardian hours are based on the number of parents/guardians active in the student(s)' lives. Within a given family, parents are free to take on another parent's hours. Two-parent families will be responsible for a total of 24 hours/year.

### **Why parent participation hours are vital to Roots School**

This is one of the ways to keep Roots School tuition low. Important additional benefits to parent participation are getting to know other parents and families, and developing bonds with other families and children in our community. Children who observe parents participating, see that their parents are committed to the school community, and that the unique education provided by Roots School is important to the family. Please keep in mind that at Roots School, there is minimally paid administration and no staff support. This means that in order to accomplish important fundamental tasks, parents must contribute their time in a responsible and effective manner.

### **Examples of parent jobs include:**

Driver and Chaperone for Field Trips:

- All field trips count as 3 hours, unless the field trip is less than 3 hours in length. All Parent/Family drivers must provide a copy of valid drivers license, current proof of insurance and current registration.

Teaching:

- An elective class (e.g. cooking, jewelry-making, foreign language, drama, music);
- An ongoing core class such as math or PE;
- An after-hours class;
- Coaching a Roots School team

General Work:

- Cleaning classrooms on a weekly basis and at parent workdays if needed;
- Maintaining the grounds, including the gardens; landscaping, and/or maintaining parking lot
- Laundry and water (each job totaling 3 parent hours per month)
- Construction projects;
- Errands/Shopping for supplies (if specifically requested by the teacher);
- Fundraising, including developing and implementing fundraising opportunities;

## **K-8 Parent Handbook 2017/2018**

- Event participation such as the Annual Fundraiser or any other fundraising and/or community activities

### **Administrative:**

- Committee meetings when necessary;
- Maintaining school website;
- Management of monthly e-mail newsletter;
- Office Filing

### **Public Relations:**

- Press releases;
- T-shirts;
- Designing flyers, etc;
- Distributing flyers;
- Help w/Open House and other community events

**All hours for work activities must be approved by the Head of School and/or Roots School teachers.**

### **Extra Hours**

If a parent works beyond his/her twelve (12) hours in a particular year it is considered an appreciated donation to the school. For example, a parent teaching a class throughout the year for more than an hour per week. The extra hours will not be applied towards the following academic year.

### **Cash Payments Instead of Volunteering**

Families unable to fulfill the volunteer requirements have the option to pay \$25 per hour missed. **Please note that the \$25 per hour missed does not imply that the work is worth \$25 per hour.** Roots School recognizes that some work could cost Roots School considerably more or considerably less on the open market. Roots School, however, requires help from parents in order to keep tuition low and to help build our community.

### **Expenses Related to Hours**

As with parent-taught classes, any reimbursements for expenses related to a task must be approved **before** they are spent. Parents are expected to take responsibility for minor expenses related to a task (e.g. cell phone time, printing, copying, supply costs). If Roots School is requesting that the parent perform a task which includes major expenses (over \$10), the Board of Directors will look for donations before assigning the task.

### **Code of Conduct While Fulfilling Hours**

- Parents will prioritize students' health and safety first.
- They will conduct themselves as responsible, respectful models for the students.
- They will arrive for their volunteer task when scheduled, and in the case of parent-taught classes, arrive five minutes before class is scheduled to start.
- Parents will use only appropriate language with students.

## K-8 Parent Handbook 2017/2018

### Code of Conduct for Parent-Taught Classes

- Parents will notify the teacher immediately if they become unavailable to teach a class. Missing more than 2 classes may result in the cancellation of the class.
- Parents will be responsible for light cleaning of the area used after the class.
- Parents will encourage positive student behavior through clear communication and consequences agreed upon between the teacher and the parent.
- Parents will not promote behavior that contradicts Roots School policies.
- Parents will remain neutral and objective in conflicts that involve their children.
- Parents will recognize the teachers' authority and will always defer to them in the classroom setting.
- Parents will only use appropriate language with students.

**Parents who violate the code of conduct will be asked to discontinue classes and risk losing approval for future classes.**

### Parent-Taught Classes

All parent-taught classes must be approved by the Head of School. Please note that parents who teach or coach a class are responsible for their own expenses. If they would like to teach a class, but would like Roots School or parents to cover expenses, you will need to specifically request reimbursement for expenses when completing the approval form. **This must be done before the class is approved.**

While Roots School relies on parents' knowledge and expertise to help with the community learning process, there are times when a parent's abilities and teaching style are not a match with the students' needs and/or sensibilities. Please know that not all class requests will be approved. Reasons for not approving a class include:

- 1) Curriculum submitted is not appropriate for the age and/or the students are not currently interested.
- 2) The parent has shown an inability to interact with teachers and/or students in a positive fashion.
- 3) The Board of Directors do not feel that the parent will be able to engage with a particular group of students due to students' personalities, dynamics, and/or emotional level.
- 4) Parent has been frequently late or unreliable in similar situations.
- 5) The class content is not a priority or is already being offered.

# K-8 Parent Handbook 2017/2018

## TUITION PAYMENT POLICY & PROCEDURE

Because tuition currently accounts for almost all of Roots School’s income, our budget relies on tuition being received in a timely manner. Furthermore, almost all of Roots School’s income pays for the hiring of teachers, rent, and other necessary expenses for the upcoming year. Teachers are hired on an annual basis and we must honor our obligations to the individuals directly responsible for educating the students.

The following terms and conditions have been approved by the Board of Directors and will be used in administering financial procedures at Roots School. Please read these policies and procedures carefully. Contact the Roots School office if you have any questions.

### **TUITION AND FEES FOR THE 2017/2018 ACADEMIC YEAR IS \$8,500**

#### **One Tuition Payment**

Tuition Prepayment #1 Due by April 3, 2017.....	\$2,000
Tuition Balance Due by June 1, 2017 .....	\$6,100

#### **Two Tuition Payments**

Tuition Prepayment #1 Due by April 3, 2017.....	\$2,000
50% Tuition Balance Due by May 1, 2017.....	\$3,150
50% Tuition Balance Due by November 1, 2017 .....	\$3,150

#### **Ten Monthly Tuition Payments**

Tuition Prepayment #1 Due by April 3, 2017.....	\$850
Tuition Prepayment #2 Due by May 1, 2017.....	\$850
Tuition Prepayment #3 Due by June 1, 2017.....	\$850
Seven Monthly Tuition Payments of \$850 each due by July 3, 2017, August 1, 2017, September 1, 2017, October 2, 2017, November 1, 2017 and December 1, 2017, and January 2, 2018.	

---

**Enrollment and FACTS Deadlines:** In order to guarantee a space for your child(ren) in the upcoming academic school year, all paperwork must be completed and submitted to Roots School no later than the date defined in the Enrollment Contract.

Roots School requires all families to use FACTS, an online management system to process tuition and fee payments. FACTS is free for families who select the “One Tuition Payment” option. Sign up for FACTS at <https://online.factsmgt.com> before the date defined in the Enrollment Contract.

**PLEASE NOTE:** All tuition and fees paid are non-refundable, including any prepayments. Your financial obligation to pay the tuition and fees for the full academic year is unconditional. Students are enrolled for the full academic year, and no adjustments in tuition can be made by the Roots School for absences, vacations, withdrawal, and/or dismissal. If tuition assistance is cancelled for any reason, Roots School must be notified in writing immediately. Please continue reading on the next page for Roots School policies and procedures for enrollment, late fees, withdrawal, and dismissal.

## **K-8 Parent Handbook 2017/2018**

### **ENROLLMENT POLICY & PROCEDURE**

By signing a Roots School Enrollment Contract, parents/guardians agree to accept all the policies, procedures, and rules of the Roots School as stated in the current Parent Handbook.

Students are enrolled for the FULL ACADEMIC YEAR. There are no adjustments made for any reason; any tuition paid or outstanding will not be refunded or cancelled in the event of absence, vacations, withdrawal, and/or dismissal from the school. Tuition paid is non-refundable after the due dates.

Enrollment, as specified within the Enrollment Contract may be cancelled by the parents/guardians in writing, without penalty (except forfeiture of the Non-Refundable prepayments) prior to June 1<sup>st</sup>, 2017.

If enrollment is cancelled on or after June 1<sup>st</sup>, 2017, including any late enrollments throughout the academic year; parents/guardians financially responsible for the student(s) are still financially obligated to pay the full annual tuition.

If the student receives tuition assistance, the parent/guardian is financially responsible for any remaining tuition and all fees not covered through the plan. If tuition assistance is cancelled for any reason, Roots School must be notified in writing immediately.

### **LATE PAYMENT FEES AND RETURN PAYMENT FEES**

A late fee of \$20 will be assessed for any payment not received within 9 (nine) days of the due date. Tuition and fees are considered past due 30 (thirty) days after the billing date. In addition to the late fee, an interest rate of 1.5% per month may be applied to delinquent accounts until the overdue amount is paid. Additional fees may be charged by FACTS for returned payments. Parents/guardians who have difficulty making timely payments must contact the Roots School office to arrange a satisfactory payment arrangement. When such arrangements have not been made, an account in arrears for more than 45 days will be sent to a collections agency or attorney. Parents/guardians must pay all collection fees, attorney fees, and any other costs associated with collecting any outstanding amounts.

### **WITHDRAWAL POLICY & PROCEDURE**

In addition to following the Enrollment Policy & Procedures information, a "Written Notice of Withdrawal" must be completed and submitted at least thirty (30) days prior to withdrawal in writing by Certified U.S. Mail or in-person. Parents/guardians must pay all collection fees, attorney fees, and any other costs associated with collecting any outstanding amounts.

If a request to withdraw is cancelled, the student will be allowed to continue at Roots School provided that the space has not already been filled by someone on the waiting list. If the student is re-enrolled, a \$50 administrative fee will be due and owing.

### **DISMISSAL POLICY & PROCEDURE**

If the unfortunate circumstance arises in which Roots School determines that the student may not remain enrolled at Roots School and should be dismissed; all tuition shall be forgiven in ratio to the remaining days of school, except in those instances in which the separation is due to a violation of these policies by the parents/guardians. All fees paid are non-refundable.