



# Handbook

## 2019 - 2020

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## Mission Statement

*Roots Charter High School gives a meaningful and authentic academic and character building education. The school farm is the hub of Roots and acts as a living laboratory for students to put in practice the principles and knowledge they have gleaned through their studies.*



## Vision Statement

*We believe in the seeds of choice, action, energy and connection and that each of us must develop utility, purpose and character to reach our possibility.*

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## Philosophy and Vision

## **Fundamental Principles**

Roots Charter High School is based on the fundamental concept: you reap what you sow. Consequence Centered Framework is derived from this basic premise of the harvest and shapes Roots Charter High School's education. Our basic educational premise is that each of us is a product of what we sow or do not sow (choices leading to actions) and everything affects everything else (interconnection). The consequential dynamic is intrinsically interdisciplinary and empowers students to seek answers to essential questions, see their actions and choices in relation to the world, and grapple with big ideas. We explain Consequence Centered Framework through four points or pillars: **choice, action, energy, and connections**.

**Choice** is the first pillar of the Consequence Centered Framework. All choices have consequences. Learning to make choices is an important skill that we all must learn to take full advantage of the opportunities life has to offer. Choice leads to Action.

**Action** is the second pillar. Actions are the "sowing" that we do each day. Our action, or inaction, will determine and shape all that we reap or harvest throughout our life. All actions take energy, leading to the third pillar.

**Energy** is all around us; it is the consumable power that permeates everything. Energy is expendable and understanding the value and the consumption of it is essential to our lives. Our energy is consumed as we grow and develop our connections to our surroundings.

**Connection** is the fourth pillar. We are connected to everything that surrounds us: our environment our peers and our bodies. Through learning about these connections and learning to develop them, we become whole and form an understanding of how our consequential dynamic affects our world.

An essential and empowering part of a students' education is understanding how to control and develop these four pillars: Choice, action, energy and connection.

At Roots Charter High School, this Consequence Centered Framework provides the context for academic experience, producing students who understand the connections in the world, and have the skills, knowledge and ability to live by this understanding. In addition, our consequential framework guides school governance – the school will be run collaboratively and fosters the formation of a supportive, interconnected learning community.

## **Educational Philosophy**

Education is more than the acquisition of facts and figures. Education is the shaping and developing of three important human components-

**Character-** Education is key in developing the mental and moral qualities distinctive to every individual (character). Character is an open field that can be cultivated or left desolate. Desolate character leads to lifelong struggles and hardship. A cultivated character leads to a productive and meaningful existence.

**Utility-** Education is imperative to become useful, profitable and beneficial both personally and in our communities and society. A utile individual is an asset to the community, family and sphere in which he/she resides.

**Purpose-** Education leads us to find the reason for which something is done, the reason something is created and the reason for which something exists. A purposed life is reasoned in decision-making and driven to forward momentum. Roots may also recognize the parents' discretion as valid excuse for the student's absence. However, parents must check their students in or out of school at the front office during school hours, when their student will miss part of a school day. Unexcused absences will be subject to the school Accountability Process.

# Academic Program Structure and Policies

## Assessment

-the act of assessing; appraisal; evaluation. Roots Charter High School believes in assessing, appraising and evaluating the retention and understanding of skills. Through assessment of student's knowledge the staff and student body can understand what is working and where improvement is needed in the education process. Assessments are not used to divide, categorize or define students worth. Assessments measure the past experiences and don't define or measure the future potential of the individual being assessed.

## Assessment Rubric

Definition: Academic Mastery refers to a student's mastery of a given course's principles and concepts, and the ability and skill with which he/she applies those concepts, as compared with the standard of the course objectives.

Levels of Mastery:

A – Grasps all concepts and demonstrates excellent skill in application. Fully meets class objectives; Revises work and turns in Quality assignments.

B – Comprehends majority of concepts; Demonstrates high skill in application; Turns in a majority of Quality assignments.

C– Has an adequate understanding of concepts; can apply them satisfactorily; turns in a sufficient number of Quality assignments.

I – Has little comprehension of concepts and insufficient skill in application.

## **Parent Notification**

Parents have the right to request and receive information from Roots High administration concerning the qualifications of their student's teachers (Utah State Code §1111(h)(6)(A)).

## **Enrollment**

Roots is open to any Utah student who desires to attend; however, we invite a prospective student and his/her parents to carefully review the Roots philosophy, mission, goals and methodology to determine whether the student is ready for a leadership education.

Students are admitted to Roots High School by first being selected through a lottery system and then completing and submitting all required registration forms and fees. Priority is given to siblings of current students and children of school founding members. Once admitted, students remain enrolled in Roots High School by being registered in a *Core* class (minimum of 4 credits) per semester, (See Core Classes).

Roots may accept out-of-state students at administrator's discretion for the current out-of-state tuition fee.

## **Prohibiting Discrimination in the Public Schools**

Roots High School prohibits discrimination on the basis of race, creed, color, national origin, religion, age, sex, or handicap as cited in Utah State Rule R277-112.

## **Language Services**

As reflected in the registration forms, Roots desires to communicate to parents/guardians and students in their preferred language. We have several administrators and staff members that are fluent in Spanish. If any other language is preferred, please notify the office. Roots High School will make efforts to establish communication with non-English speaking parents of students

within the school, while encouraging those parents to become more proficient in English.

Spanish Translation: *Roots quisiera comunicar con los padres y estudiantes en su idioma preferido. Tenemos un administrador en la escuela que habla Español (Sr. Bastian). Si necesita ayuda, por favor notifique la oficina.*

## **Early Admittance**

In order to enroll in Roots High School early a student must meet ALL of the following:

- 1) Must have completed the 7<sup>th</sup> grade
- 2) Enroll at the start of a school year; not after the first day of school
- 3) Receive approval from school administration
- 4) Meet with a school counselor to complete a waiver and disclosure form.

## **Credits**

In order to receive a diploma from Roots High School, a student must obtain 24 specific credits. These are: 3 Farm, 4 English, 4 Science, 3 Math, 2 History, 1.5 Fine Arts, 1.5 PE, 1 CTE, 0.5 Computer Literacy, 0.5 Financial Literacy, 0.5 U.S. Government & Citizenship, 0.5 Health.

Students entering Roots after their 9<sup>th</sup> grade year may waive Farm credits equal to the number of completed years of high school. In either case, students must meet all other graduation requirements, and complete a total of 24 total credits.

## **Released Time**

Students may leave school campus for “Released-time” study. The student will be excused from the regular school day at the request of the student's parent (R277-610-1. *Definitions*). Parents must complete and submit an “Off-Campus Agreement Form” acknowledging that the student will leave campus during “Released-time”. Students must not be on Roots High School campus during their scheduled “Released-time”.

## **Other Avenues of Credit**

Roots accepts transfer credits from other accredited schools. Credit may also be awarded for passing test equivalencies.

We also accept documented credits from Private Schools and Home Schools with the following parameters:

- 1) Course Quality: Provide evidence that the quality of class was equal to or greater than the quality of the same course at Roots. This can be done by providing a course description, objectives and expectations (similar to a course syllabus), texts studied, methods of teaching, methods of assessment, portfolio items, evaluations, tests, etc.

2) Time: Roots uses the Carnegie unit measurement: One credit is equal to 120 hours of study. (60 hours per half credit). Provide an assessment of hours of study and how the assessment was calculated.

3) Evaluation: Provide examples of the student's work and assessments. (In the absence of adequate documentation, in-school testing may be required). Evaluate the value of the work according to the Roots assessment rubric. For each class they should have a level from 1 to 4 for both Academic Mastery and Ownership. Have the evaluator sign the document.

4) Administrative Discretion: The final decision of whether to accept the class for credit will be determined by a Roots administrator. The application for credit may be accepted, sent back for documentation and/or clarification, or rejected.

Parents or students wanting to request home school or private school credit must make this request upon enrolling at Roots, and provide all documentation by the **Friday before Spring Break**. For more information on receiving home school credits, including a format for requesting credit and examples of approved courses, please visit the school website: <http://www.rootshigh.org>.

## **Grade Changes**

In the rare circumstance that a final grade is contested or disputed, a student or parent must make their request known in writing and submit it to school administration within 60 school days from the last day of the semester. A student may replace a low grade in any Roots course by taking that same course over again or working with the teacher on missed work. The highest grade will be used on the official school transcript.

## **Graduation**

Roots views education as a lifetime pursuit which does not end at graduation. In order to recognize student progress during their high school years and encourage further learning, all exiting seniors are allowed to participate in the graduation ceremony regardless of credits earned. For further information on graduation requirements, please see the school website: <http://www.rootshigh.org>

## **Early Graduation**

Students and parents considering early graduation must first meet with a school counselor at the start of their graduating year and there obtain an Application for Early Graduation, discuss the application process and discuss the student's educational plan.

## **Retained Seniors**

A student requesting to remain enrolled at Roots High School beyond 4 years must receive authorization from school administration and meet criteria found in Utah Code R277-419-1:

*"Retained senior" means a student beyond the general compulsory education age who is authorized at the discretion of the LEA to remain in enrollment as a high school senior in the year(s) after the cohort has graduated due to:*

- (1) sickness;*
- (2) hospitalization;*
- (3) pending court investigation or action or both; or*
- (4) other extenuating circumstances beyond the control of the student.*

## **Academic Progress**

Students at Roots are expected to make annual academic progress towards graduation. If students are failing several courses, they may be put on academic contracts. If improvements are not made students may be asked to withdraw. (See *Accountability Process*)

## **Plagiarism**

Any student who plagiarizes all or a portion of an assignment may lose credit for that assignment and/or the entire class, at the discretion of the teacher and administration.

## **SEP Student Education Plans**

A plan comprising the flow of classes during a student's years at Roots will be made and reviewed each school year by the student, the guidance counselor, and the parents (if desired). This helps to ensure that the student is receiving all of the needed classes for graduation and for a quality educational experience.

## **Special Education**

Roots High School provides Special Education services for qualifying students.

# **Student Life**

Servant Leadership assumes a choice. It cannot be forced. It must first be desired in order to be attained. The culture that is maintained at Roots provides an invitation to make that choice. Thus, making the school environment an effective, positive and value-based learning culture is a high priority. Everyone in the school, including students, parents, staff and faculty are expected to exemplify the school values. (See *School Values*) Each student and parent signs a code of conduct contract with the school at registration to uphold these values.

## **School Expectations**

Roots High School has two overarching school-wide expectations which are

1. Engage yourself in learning
2. Honor and Respect yourself, teachers, peers, time and property.

All school policies support these two broad expectations. The following section contains specific policies and procedures used to maintain:

1. An effective learning culture
2. A safe school location
3. A positive social environment

### **1) *An Effective Learning Culture***

#### **Honor**

Honor is a Roots School Value. (*See School Values*) It denotes more than outward respect; it requires a person to see great value in themselves and others and to treat themselves and others accordingly. Disrespect in any form, verbal or otherwise, to a person's self or others is not acceptable and will be subject to the Accountability Process. (*See Accountability Process*)

Honor is also the expectation for time and property. Students respect time by attending class promptly and engaging in learning. Disrupting the learning culture by coming late, or causing distractions during class time are considered disrespectful. Respect for property means that students are expected to value our school building and property by keeping it clean, free from debris, and showing proper care for furniture, walls equipment and books. Destruction, defacing or vandalism to school property will be subject to the *Accountability Process*.

#### **Accountability Process**

At Roots we believe all students are capable of contributing to a positive and productive environment. Students must take responsibility for their actions. We respect and adhere to the law of the harvest, "you reap what you sow." We strive to provide meaningful and relevant consequences for both positive and negative behavior.

- Positive Behavior Consequences
  - Owning and caring for livestock
  - Knowledge
  - Responsibility on the farm and in the school
  - Banjo Bucks redeemable at the student store
- Negative Behavior Consequences
  - Loss of trust to be left alone
  - In School Suspension (ISS)
  - Out of School Suspension (OSS)
  - Expulsion

Students are to adhere to and respect the following-  
ROOTS STUDENT RIGHTS

All students have the right to:

- Learn without being disturbed.
- Be in school without being afraid.
- Ask questions, in a respectful manner and appropriate tone.
- Resolve differences with fellow students and with teachers in an appropriate way.
- Know what is expected of them.
- Know how they are being evaluated.
- Expect authorities to protect these rights.

Students who respect themselves show respect to other students, teachers and the school as a whole.

Roots Charter High School students should respect the people around them whenever they are on school grounds or in a school activity that is off school grounds.

To maintain a learning and discovery environment students should:

- Follow staff directives
- Keep their hands to themselves (roughhousing and public displays of affection are not appropriate)
- Use appropriate language (swearing, racist, sexist, sexually explicit, threatening, insulting or discriminatory language is not tolerated)
- Not use or take another person's belongings without permission

**Teachers are given the authority and responsibility to manage their classroom environment in a positive way, create a learning atmosphere, and handle behavioral problems promptly. When a student fails to meet class expectations, the teacher will dismiss the student from class (*class suspension*) to see a school administrator. Parents will be notified, through the school's online system, by email or phone, of their student's behavior and accountability expectations.**

## INTERVENTION POLICY

*Administration Intervention:* Administration Intervention is defined as: any activity that requires administration notification or involvement) Admin Interventions provide a warning and an opportunity for students to correct negative behaviors. A student may be dismissed from class by a teacher to meet with an administrator for any of the following reasons:

A) Violating our School Expectations:

- a. 1- Engage yourself in learning and 2- Honor and Respect yourself, teacher, peers, time & property.

B) Misuse of a personal tech. device and/or school computer (Including Cell phone, Media players, laptops etc.) (See *Technological Devices and Computer Acceptable Use Policy*)

C) P.D.A. Public Display of Affection (See *Public Display of Affection*)

D) Excessive *Unexcused* Tardies (See *Tardies*)

E) Excessive *Unexcused* Absences (sluffing). (See *Unexcused Absences*)

*Accountability Contract:* When a student receives excessive interventions , the school will contact the parent/guardian for a conference. The purpose of this meeting is to offer a final warning and opportunity to change behavior. Together, the student, parent and administrator will write and sign an individual *Accountability Contract*. There will be no further conferencing or negotiations after this point. If the student violates the contract, the student may be asked to withdraw or be expelled from the school.

A student may also be ***immediately expelled*** for certain violations including, but not limited to: any instance or evidence of drug possession, use, undisclosed knowledge of or party to drug usage, whether tobacco, alcohol or illegal drugs; possession or use of firearms or weapons; striking a staff member or student, bullying, etc. Law enforcement will be included when needed. A student may also be expelled from school for off-campus behavior during school hours or during school events and activities, that may have a negative impact on the school within the school or the external community.

It is Roots' goal to diminish negative or distracting behavior from our learning culture and environment. This is done by changing the behavior or by removing the student from the environment. Roots reserves the right to alter or skip steps according to the administrator's discretion and student's attitude toward change to ensure a safe, clean and productive culture and environment essential to the success of our program.

## **Dress Code**

Roots Charter High School is a working farm as such we recommend Students are dressed appropriate for the environment.

The following attire is unacceptable at all times:

- Shorts
- T-shirts with Inappropriate or disrespectful messages
- Flip-flops, casual sandals or open toed/heelled shoes
- Skirts or dresses, unless special arrangements are made.
- Tight or revealing clothing including bare midriffs, low-cut shirts, low-rise pants
- Generally (commonly) offensive clothing or attire, including words, graphics or other representations

*Purpose:* The purpose of the Dress Code is to provide for the following:

- Foster unity
- Encourage modesty

- Promote good behavior
- Remove distractions from the learning environment
- Eliminate cliques formed solely on the basis of clothing and appearance

Dress Code adherence will be checked daily by teachers and administrators. Students are expected to remain in Dress Code clothing **at all times while on campus**, including before school and after school unless other permission is obtained from an administrator.

Special Accommodations: Accommodations regarding the Dress Code may be made for students and families who: 1) are financially unable to provide the clothing; they may meet with a school administrator to discuss the options available. 2) Medical reasons; students must present a doctor's note to a school administrator explaining the necessary modifications to the Dress Code and the length of time the modification must be held.

Dress Code Violations: If a student is found out of dress code, he/she may **not** be allowed to attend class. The student will sit in the front office. The student will be given the choice to: 1) phone their parents and wait until appropriate clothing can be brought to the school, and then return to class **OR** 2) remain in In School Suspension the remainder of the day. The violation will be documented as a *Behavior Intervention* (See *Accountability Process*).

Dress Code Concerns: Any Dress Code concerns, petitions, feedback and/or grievances which would affect an **individual** student should be discussed with school administration.

Any Dress Code concerns, petitions, feedback and/or grievances which would affect the **entire student body** should be included in our parent/student surveys at the end of the year. This is the only format set aside for parents and students to express concerns and opinions in regards to the Dress Code as it pertains to the whole school.

School Activities: Modesty is a guiding principle of the Dress Code for all school activities. No inappropriate or immodest clothing, such as sleeveless, tight-fitting or revealing attire etc. will be allowed at any school event. Dances may have specific dress instructions based on themes (See *Dances*). Dress code may also be modified depending on specific school activities as determined by teachers or school administrators.

## Overall Guidelines for Dress and Farm Attire

**ALL clothing worn at Roots is to be:**

- Farm work appropriate clothing
- NO clothing that is sheer or see-through
- NO clothing that is extreme and inappropriate in style or content

- NO clothing that is too loose or baggy
- NO clothing that is tight, form-fitting or revealing
- No open toe shoes, or sandals

	This is what it should look like:	Extra Explanation:
Shirts & Sweatshirts		<ul style="list-style-type: none"> <li>-Any solid color</li> <li>-Roots Logo T-shirts</li> <li>-Long or short sleeve</li> <li>-One pocket or no pocket</li> <li>-Appropriate messages</li> </ul>
Classic Polo Shirts		<ul style="list-style-type: none"> <li>-Any solid color except for Blue or Red</li> <li>-Long or short sleeve</li> <li>-One pocket or no pocket</li> </ul>
Pants (Boys)		<ul style="list-style-type: none"> <li>-Work style pants are strongly recommended:</li> <li>-Pants are to be worn at the waist, NO underwear exposed</li> <li>-Jeans are allowed</li> </ul>
Pants (Girls)		<ul style="list-style-type: none"> <li>-Work style pants are strongly recommended:</li> <li>-Pants are to be worn at the waist, NO underwear exposed</li> <li>-Jeans are allowed</li> </ul>

Shoes		<ul style="list-style-type: none"> <li>-Shoes must be worn at all time on campus</li> <li>- NO open-toed/open-heel shoes</li> <li>-Work Boots or work style shoes recommended</li> <li>-Tennis shoes are ok</li> </ul>
Headwear		<ul style="list-style-type: none"> <li>-No extreme, distracting, or inappropriate headwear</li> </ul>
Jewelry		<ul style="list-style-type: none"> <li>-Facial rings or piercings such as eyebrow and lip rings are strongly discouraged due to safety on the farm</li> </ul>

## Attendance Policy

### ***Attendance Policy and Expectations***

The desire to be at school and to participate is fundamental to a student's success at Roots. Since our program is built on a love for learning, we expect students to willingly attend school, and to be on time. "Love of Learning" is facilitated at Roots through class discussion and class projects, which are completed during class time making it difficult to adequately *make-up* this work. A student is marked *absent* when the student is not present when attendance is taken at the start of class or when the student is more than 15 minutes tardy to a class.

## **Excused Absences**

When a student is absent from school, parents are responsible for notifying the school to excuse the absence, within 2 business days. Excused absences may significantly affect class grades due to the missed class time if missed class work is not made-up. Roots recognizes an excused absence from school consistent with Utah State Code, Section 53A-11-101(9) which may include:

- (1) illness;
- (2) family death;
- (3) approved school activity;
- (4) excuse consistent with student's IEP, Section 504 accommodation plan, or
- (5) a school/school district valid excuse definition

## **Pre-Approved Scheduled Absences**

Parents may schedule a student's absence for a period of up to ten school days, per school year, by calling or emailing the front office at least two days before the absence occurs. These absences are considered *excused* absences and the student is responsible to make-up any missed class work as arranged with their teachers.

## **Make-up work for Absence**

When a student is absent from class, the student will be responsible for making up the classwork which was missed, often through an alternate assignment. teachers will disclose in their class syllabus the process for making-up missed work in their individual classes.

## **Extreme Circumstances**

In the case of extreme circumstances, parents and students have the responsibility to contact and meet with school administration in order to discuss possible resolutions to the attendance issue. The school will attempt to contact the parent if the parent does not contact the school.

## **Homebound/Hospital Services Policy**

In adherence to the educational program mandated in our school charter, Roots High School does not provide instruction for homebound or convalescing students at the student's home or place of convalescence. In the event that a student is not able to attend school for an extended amount of time, the student or parent is responsible for notifying school administration in writing about the extenuating circumstances and the estimated length of time that the student will not attend school.

Decisions about possible educational services are made at the administration's discretion and are generally considered to be short-term.

## **Unexcused Absences**

When a student is absent from school or a class without a valid reason (See *Excused Absences*), the absence is viewed as an *unexcused absence* and will be subject to the *Accountability Process*. For excessive unexcused absences from school or any class, the school administration will contact parents to resolve the matter.

## **Excessive Unexcused Absences**

When a student misses 5 consecutive days of school (unexcused absences) or has excessive unexcused absences in any class/classes, the school will attempt to notify the parent in order to help resolve the situation.

## **Notification of Absence or Truancy**

Parents will be notified by the school within 24 hours, either by phone or by email, whenever their student is absent from class. This notification is a courtesy to the parents, in accordance with our policy that Roots is a resource to the parents in the education of their students. However the primary responsibility for attendance of students lies with the parents. (See *the Utah Compulsory Attendance Law [53A-11-101]*). Parents have the responsibility to make sure that the school is updated with their current phone number and email address, and that they are receiving emails from the school.

## **Checking In and Out**

Once the student has been at school, and then needs to leave for any reason, the student must check-out through the front office. All check-out requests must be in writing with a parent or guardian signature either prior to or at the time of the check-out. A parent or guardian should contact the school early in the day to schedule a student's check-out. Students who are 18 years old or older are still required to follow the same check-in and check-out procedures. 18 year olds may be granted special check-in/check-out permission upon parent request and with parent signature by contacting the front desk.

## **Tardies**

Students are expected to be to class on time. Roots views tardies as a class disruption as well as an attendance problem.

### **Excused Tardies**

Sometimes students are tardy for first period for reasons beyond their control. Parents may excuse tardies (for first period only) 5 times in one semester. After that point, tardies will not be excused and are subject to the *Accountability Process*. Students who arrive after 8:30 must still check-in with the Front Office whether or not they have an excuse.

First period tardies may also be excused for extreme traffic circumstances such as heavy snowfall, highway accidents and road construction. (Please drive safely!)

A teacher or administrator may excuse a tardy for any class period if they determine that it was for a valid reason, or they detained the student. Students must obtain a written note from the teacher or administrator in order to excuse the tardy.

### **Unexcused Tardies**

When a student does not have a valid reason for their tardiness (written note from a parent, teacher or administrator) their tardy is *unexcused*. Three unexcused tardies in one class will be treated as one unexcused absence in that class. Excessive unexcused tardies are subject to the *Accountability Process* (See *Accountability Process*).

Students who are tardy (excused or unexcused) will not be admitted into class unless they bring a tardy slip from the office. The pass does not excuse the tardy, but gives a means for documentation. If the student is more than 15 minutes late for class, the tardy is documented as an absence for that class. (See *Attendance*).

## **Attendance and Behavior Information Access**

Roots High School provides computerized attendance information updated daily, to assist parents and students. Students and parents may check class grades and attendance records through the school student information system at <https://roots.usoe-dcs.org>. In addition, parents may check attendance by calling 385-715-2591 between 8:30 am and 3:15 pm.

## ***2) A Safe & Clean Location***

In order to maintain a “constructive culture” (See *Mission and Vision Statement*), Roots High School emphasizes a positive, safe and peaceful environment, which is conducive to learning. The following rules, policies and expectations are set in place to provide a safe and clean school culture and environment. While most of these rules apply to behavior and actions exhibited on school property, a student may also receive disciplinary action or even be expelled from school for behavior off-campus during school hours or during school events and activities that may have a negative impact on the school, within the school or the external community. Students, staff, and parents are expected to report any inappropriate behavior to an administrator.

## **Disrespect & Bullying**

Roots does not tolerate any form of disrespect, including bullying, intimidation, extortion, or threats of any kind, whether on or off campus if it has a negative

impact to our school or its students. Students involved in any of these practices or who have undisclosed knowledge of such behavior are subject to the school's *Accountability Process* (See *Accountability Process*) and possible expulsion from school.

## **Inappropriate Language**

Roots does not tolerate obscene, profane or offensive language or harassment, whether spoken, written, acted out or gestured, whether directed to peers, staff or administrators; it is strictly prohibited, and will be subject to the school's *Accountability Process* (See *Accountability Process*).

## **Prohibited Substances**

Roots does not tolerate the use, evidence of use, possession or distribution of drugs, alcohol, or tobacco or drug paraphernalia in dress, appearance or language. Students may be **expelled from school immediately** for any of the above reasons, including having knowledge of or being party to the usage of the substances here listed. Students and staff are expected to report any related information to an administrator. Law enforcement will be involved as needed.

## **Weapons & Firearms**

Roots does not tolerate the use, evidence of, or possession of weapons and fire arms or any object intended to be used as a weapon on school property. Students may be **expelled from school immediately** for any of the above reasons, including having knowledge of or being party to weapons at school. Students and staff are expected to report any related information to an administrator. Law enforcement will be involved as needed.

## **Public Display of Affection**

Roots maintains a professional learning environment, and students are expected to reserve romantic relationships for off-campus hours. No display of romantic relationships is acceptable, including but not limited to kissing, touching, etc. Students will be subject to the school's *Accountability Process* for such behavior.

## **Search and Seizure**

Roots reserves the right to have school administrators search at any time, any property that a student brings onto school property, including backpacks, technological devices (including cell phones), vehicles, purses, etc. Prohibited material, paraphernalia, devices or substances will be confiscated immediately. Law enforcement will be involved as needed.

## **Personal Electronic Devices (including cell phones, audio devices, laptops, e-readers tablets etc.)**

Today's amazing technological devices can help enhance learning in the classroom; they can also pose significant distractions from the learning environment.

Teachers will decide appropriate usage of personal electronic devices in their classrooms: time and place for usage. This includes the use of laptops, tablets, and cell phones only for educational purposes. If classroom expectations are not met, students will be sent to the office to meet with a school administrator. Roots High School is not responsible for the loss or damage of any personal items or devices.

Electronic devices are *not* to be used in the classroom outside of the teachers specification. They may be used in hallways or in the lunchroom during passing periods and lunch. If they are seen or heard in the classroom or not according to a teacher's' approved specifications, the students may be subject to the Accountability Process (see *Accountability Process*).

Inappropriate usage of personal electronic devices at school during school hours is a serious offense. Many devices, especially cell phones, have been linked to cheating at school, exchange of pornographic or inappropriate content, and bullying. Such activities are prohibited at Roots. Students are expected to report any such behavior to an administrator. Law enforcement will be involved as needed.

Texting at school is not allowed during school hours. Parents are expected to support this policy by not calling or texting their student during school hours and by encouraging their student/s to support this rule. If parents or students need to communicate, they may use the student phone in the office for this purpose, or parents may call and leave a message for the student with the Front Office.

The misuse of a personal electronic devices may result in the device being held at the school until a parent can come to retrieve it and meet with a school administrator.

## **Other Distractions**

Other items including toys, musical instruments, games, gadgets, etc. can be a distraction in the school environment when used at the inappropriate time and place. teachers may approve specific items for class use only; otherwise such items must be put away. Such items may be held in the office.

## **Computer Acceptable Use Policy**

Computer and Internet resources can greatly enhance leadership education. Roots High School's Acceptable Use Policy is designed to ensure that network security and integrity are maintained and that students understand the responsibility that accompanies the privilege of using computer resources at Roots. We strongly encourage parents/guardians to read and discuss this Acceptable Use Policy with their child, as found in school registration materials.

### **Eligibility**

After having signed the Acceptable Use Policy, the student will be issued an individual user name and password, required for accessing Roots computer resources. Eligibility granted by this agreement will extend for the duration of the student's enrollment at Roots, provided the student adheres to the Acceptable Use Policy. Students will be educated about appropriate online behavior; including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response in there required Computer Tech classes.

### **Acceptable Use**

Computer resources are intended for school-related purposes only. Acceptable use is that which is consistent with the standards, policies, codes of conduct, educational objectives and mission statement of Roots High School. Prohibited uses are detailed in the *Acceptable Use Policy for Computer Resources Contract* found in school registration materials and the school's website. Roots staff maintains the right to inspect student files and to monitor computer activity as deemed necessary.

### **Consequences**

The use of Roots High School computer resources is a privilege, not a right. This privilege can be suspended or revoked at any time at the discretion of Roots staff or the student's parent/guardian. The student will be disciplined immediately, according to Roots Policy, for any major violation of the Acceptable Use Policy, or any applicable local, state, or federal law, and is subject to disciplinary action including revocation of computer resource privileges, suspension or expulsion from school, and /or legal prosecution.

### **Disclaimer**

Roots reserves the right to change the Acceptable Use Policy as needed. Roots is not responsible for any unauthorized use of Roots High School computer resources. Roots cannot guarantee availability or functionality of computer resources, and is not responsible for loss of data due to system failures.

## **3) A Positive Social Atmosphere**

Everyone at Roots High School is expected to understand and behave according to the School Values (See *School Values*) during school hours, school events and extra-curricular activities. The following rules, expectations, and policies explain expected behavior.

## **Student Government**

The student government is made up of elected and selected students. The purpose of the student government is to plan and carry out student activities, be examples of model students and lead student service efforts in the school. These students will work closely with their teacher advisors, school administrators and with parents. A student in the student government must be in good academic and behavioral standing, meaning he/she must have passed all classes on the last progress report and must not have any negative behavior conflicts.

## **Positive Language**

Positive language is expected from students, parents and staff. This is defined as language that is respectful and elevating. We encourage the usage of strong positive language and not simply the absence of negative language.

## **Assemblies**

Roots holds assemblies regularly, where guest speakers are invited to come and speak to students and where students are given a platform to display their work and achievements in “Student Showcase” assemblies. Students are expected to behave respectfully during these assemblies. Any misbehavior during assemblies will be dealt with according to the school’s *Accountability Process* (See *Accountability Process* and *Assembly Schedule*).

## **Personal Agenda**

No person is allowed to use the school as a vehicle for his or her personal agenda. There will be one bulletin board at school designated for the advertisement of off-campus events or activities, including community events. Any flyers, petitions, posters, or any other informational advertisement to be posted on this “Off-Campus Activities” bulletin board, must be approved and initialed by the Director of Student Services or another administrator in his/her absence.

## **Religion**

Charter schools are public schools, and as such are not sponsored by, and do not promote any specific religious organization. However, as part of a leadership education, Roots encourages students to write their personal mission statement according to their own belief system, to bring and refer to their core books, and to develop their talents and abilities toward contributing to society according to their conscience. As a liberal arts school, Roots encourages discussion and comparison of many different topics, which often bring out the students’ personal belief systems. We set the ground rules of our discussions to invite the students

and teachers to respect the different belief systems, and to discuss potentially difficult topics in a respectful and professional manner. Our students come from many different religious and cultural backgrounds, and we value the views of each.

Roots also supports, teaches and upholds the constitutional and founding history of the United States, including the Pledge of Allegiance, the National Anthem, and the United States' motto "In God We Trust". We discuss the cause and effect of many life factors, including religions. This is in keeping with the Utah law on religious belief in school, which says:

(1) Any instructional activity, performance, or display which includes examination of or presentations about religion, political or religious thought or expression, or the influence thereof on music, art, literature, law, politics, history, or any other element of the curriculum, including the comparative study of religions, which is designed to achieve secular educational objectives included within the context of a course or activity and conducted in accordance with applicable rules of the state and local boards of education, may be undertaken in the public schools.

(2) No aspect of cultural heritage, political theory, moral theory, or societal value shall be included within or excluded from public school curricula for the primary reason that it affirms, ignores, or denies religious belief, religious doctrine, a religious sect, or the existence of a spiritual realm or Supreme Being. ([53A-13-101.1](#). *Maintaining constitutional freedom in the public schools.*)

Students are allowed to request for "Release Time" as a part of their school studies, and parents or religious organizations may form groups to teach religious instruction of their choice off-campus. Parents are responsible for transportation to and from this instruction period.

## ***Extra-Curricular Activities***

### **Dances**

The vision of Roots High School to create a "*constructive culture*" (see *Mission Statement*) includes school dances. We expect students to apply principles of leadership and the School Values (see *School Values*) in the planning, organizing, and attending of school dances.

Students are expected to attend school dances modestly dressed and in the prescribed dance attire for each specific dance, i.e. formal dress, semi-casual, etc. **Students not dressed appropriately will be asked to leave the dance.** Students will also be invited to leave dances for inappropriate, disrespectful or insubordinate behavior. Some dances are planned for Roots High School students only and some allow for the invitation of a guest. Guests are required to read and sign a "**Dance Guest Request**" form which is considered a contract committing to follow school rules and expectations. The form must be submitted to the Front Office prior to the dance. It is the responsibility of the enrolled

student to ensure that the guest understands and accepts the School Values. If the standards are not kept at or during the school dance, the guest and enrolled student may be asked or required to leave the activity immediately. The “**Dance Guest Request**” form can be obtained online through the school’s website: [www.rootshigh.org](http://www.rootshigh.org), or from the Front Office.

## **Clubs**

Roots High School allows students the opportunity to form clubs, within defined parameters. Students who wish to form a club must first find a teacher who will sponsor the club. The teacher must obtain approval from the front office before formally organizing the club.

Clubs will be approved based on how the club fulfills the mission statement of the school, and how it incorporates the school’s three foundational pillars. All activities sponsored by the club must be in keeping with the School Values. If not, the activity may be canceled by an administrator or teacher, and the club may be given a warning of disbanding, or may be disbanded at once, depending on the severity and/or frequency of the infraction.

Clubs may only be formed on the basis of a school-oriented activity: for example, chess club, a sports club, or a journalist club. No club may be formed on the basis of personal issues such as sexual orientation, gender, or religion. Clubs will write by-laws outlining their purpose and practices, and how they fulfill the mission of the school as part of the approval process, and have them approved by a school administrator. Clubs may not meet during class time, but may meet before school, during lunch, after school or whenever the sponsoring teacher can arrange meeting times at the school. The sponsoring teacher must be present each time the club meets. Students are reminded that they are free to form clubs out of school affiliation on their own.

## **School Wide Field Trips**

Since our program incorporates hands-on learning, students will have the opportunity to participate in field trips throughout the year, either in their individual classes or as part of a school-wide field trip. Often, our school-wide field trips are organized on a first-come first-served basis. We will inform parents about these trips through email and through the school website and calendar: [www.rootshigh.org](http://www.rootshigh.org). Parents may be asked to help transport students on field trips. Parents who transport students other than their own need to watch the State Required Defensive Driving video, take a short quiz, provide the school with a copy of their license and insurance and complete a background check. More information on this process can be found online through the school website. Students may not drive themselves or other student passengers to or from field trips. No student will be allowed to go on a field trip without parent signature.

# Operations

## Schedule

### Block Schedule

Roots is set up on a traditional yearly schedule with an extended winter break. Mondays and Wednesdays are A days and Tuesday and Thursday are B days. Friday will begin with A day classes followed by B day classes. We hold five classes, Monday-Thursday for 70 minutes each, and a lunch break in the middle of the school day. Fridays, we hold eight classes 30 minutes each. Please refer to the calendar on the website for the complete schedule.

## Daily School Schedule

### *Monday-Thursday Schedule*

1st Period	8:30-9:40am
2nd Period	9:45-10:55am
3rd Period	11:00-12:10pm
Lunch	12:10-12:50am
4 <sup>th</sup> Period	12:50-2:00pm
5 <sup>th</sup> Period	2:05-3:15pm

### *Friday Schedule*

1st Period	8:30-9:15am
2nd Period	9:20-10:05am
3rd Period	10:10-10:55am
4 <sup>th</sup> Period	11:00-11:45am
5 <sup>th</sup> Period	11:50-12:35pm

## Arrival and

Students may arrive no earlier than forty-five minute before school begins (7:45 am) and need to leave by one half hour after school ends (3:50 pm) unless other arrangements have been made with a teacher or administrator. Students may use the school phone to call their parents if needed. Students who remain on campus after 3:35 may be asked to wait for their parents off campus.

## Dismissal

## **School Closures**

Roots will follow Granite School District with regard to school closures due to inclement weather or emergencies. If school for Granite District is cancelled, school at Roots will also be cancelled. Parents and students may receive this information between 6:00 – 8:00 am on local radio or television stations.

School closures will also be posted by 6:30 am on Granite School District's website: [granitedistrict.org](http://granitedistrict.org). Since students come from all over the valley come to Roots, parents are ultimately responsible for deciding whether the weather is too dangerous to come to school. Absences due to extreme weather conditions will not be included in the five absences before a loss credit.

## **Communication**

Phone: 385-715-2591

Fax: 385-887-9005

Address: 2250 South 1300 West, West Valley, UT 84119

The Front Office is open each school day from 8:00 am until 4:00 pm.

The main mode of communication from the school to the families is through email and the school website: [www.rootshigh.org](http://www.rootshigh.org). The parents have the responsibility to make sure that the school has a current email address, they are receiving emails, and to check the website and their email, preferably daily.

Final grades will be posted on the website at the conclusion of each quarter.

Parents may call and leave messages for their students with the school secretary, but should not call or text students on cell phones during school hours.

Parents or students may make appointments to speak with any member of the faculty. Mentors are available one half hour before and after school hours every school day. Conferences with administrators may be set up by making an appointment through the secretary.

Email is the preferred method of communication, and email addresses for each staff member and administrator may be found on the website. There is also a message center with voicemail for each administrator, secretary, and teacher which can be reached by dialing the school at 385-715-2591.

## Parent Involvement

### Parent Concerns

A parent who has a concern related to their own child attending Roots High School has the option to take that concern to:

1<sup>st</sup> –The student’s teacher, who acts as an advocate and resource for the student; or the teacher of any class in which the parent has a concern. If the concern is not addressed satisfactorily, or the nature of the concern is confidential, it may be taken to:

2<sup>nd</sup> – A school administrator. A parent may set up a conference with an administrator through the school Front Office. If, after the conference the parent feels that the concern has still not been satisfactorily addressed, he/she may submit a concern in writing to:

3<sup>rd</sup> -- The Roots Governing Board Parent Representative. The representative’s address may be found on the school website: [www.rootshigh.org](http://www.rootshigh.org) . Once a concern has been received, it will be addressed at the next board meeting. The governing board will respond in writing to the parent within fourteen days of the board meeting.

### Parent Volunteers

Roots loves volunteers. Volunteering is encouraged but is in no way required. If you are interested in volunteering email [wchilcote@rootshigh.org](mailto:wchilcote@rootshigh.org) and we can set you up with some volunteer opportunities.

### Visitors

Visitors are welcome at Roots. All visitors (including parents) must sign in at the secretary’s desk, and wear a “Visitor” badge while at the school. Parent visitors are welcome at any time, in any class or activity. Parents are expected to model the school values at all times, and not disrupt the learning environment. Other visitors are welcome, but should make an appointment so that the visit is not disruptive.

### Student Guests “Shadows”

Students may have a friend or relative of middle school or high school age attend classes with them on campus (“shadow”). The purpose of this is to introduce prospective students to Roots prior to enrolling. Permission forms for shadow visits are available in the Front Office or on the website, and must be submitted for approval **one school day prior** to the date they will attend. No student may bring a guest without prior permission from the administration. Student guests must attend in *full dress code*, follow all school rules, and wear a “Visitor” badge while on campus.

No student guests will be allowed the final two weeks of either semester. No former students are allowed to shadow.

## **Lunch**

Charter schools do not receive funding for food services. Students are invited to bring their lunches with them to school. Roots may choose to offer some food options through the student store.

Students may also elect to leave campus and buy a lunch at another location. Roots is not responsible for students who are off-campus during lunch time. However, any behavior—even off-campus—which reflects poorly on the school will be subject to the *Accountability Process* (See *Accountability Process*).

## **Health Services**

In the case that a student feels ill while at school, the student will come to the main office. The school or student will first attempt to notify the parent or legal guardian; if the parent/legal guardian cannot be reached the school will contact other emergency contacts from the student's school record. In cases of health emergencies, the school may also notify emergency personnel, and administer aid in the manner that is deemed by the administration as best for the student. The student will wait in the student health room until the parent or legal guardian is notified to come and check-out the student from school. The school has first-aid supplies to assist with minor injuries.

## **Medication Administration**

In order to administer medication, the school needs permission from the student's parent or guardian. If your student needs medication periodically or consistently, please fill out the medication form found at the secretary's desk, and provide medication marked with the student's name and dosage instructions to be kept at the school. Otherwise, medication will only be given on an emergency basis, such as for a bee sting reaction.

## **Lost Items**

Students and staff are encouraged to leave valuables at home. Roots cannot be responsible for lost or stolen personal items. Any valuables that are found should be turned in to the Front Office. Other items may be found in the lost and found bins. Unclaimed items will be cleaned out periodically.

## **Transportation**

Charter schools do not receive funding for transportation. Student transportation is the responsibility of the parents and students. Parents are encouraged to form carpools to transport students. Roots will make available a "carpool list" at request to help in this effort. Roots purchases Trax passes for each enrolled student. Lost passes can be purchased in the front office for \$20

## **Student Parking**

Students wishing to park at the school must purchase a parking permit from the school (*See Fees Policy*). The parking sticker must be posted in plain view on the rear windshield, and cars must be parked in the stalls designated for student parking. If a student car becomes a distraction at school, or if the student violates any of the driving policies, parking privileges may be revoked immediately.

## **Student Drop-off**

Safety is of great concern to the administration at Roots. Please drive slowly (no more than 5 miles per hour), and carefully through the parking lot.

## **Fees Policy**

Like traditional public high schools, charter high schools may require parents and students to bear many of the expenses that are considered beyond the ordinary costs of education. Fees may be charged for conveniences such as clubs, travel, extracurricular activities, field trips, or materials and supplies needed for specific courses. Rental fees may be assessed for items such as textbooks, musical instruments, and calculators.

Students who have not paid a class fee within three weeks of school will be removed from that class and placed in a class which does not require a fee.

A Fee Waiver Application may be submitted for those students:

- Who are eligible for free school lunch
- Who are in state custody or foster care
- Whose families are receiving public assistance through FEP
- Who are receiving Supplemental Security Income (SSI)
- Whose families are financially unable to pay because of exceptional financial burdens beyond the family's control; these determinations are made on a case-by-case basis by school administrators.

If a fee waiver application is presented, the school will request verification of fee waiver eligibility. Fee waiver applications may be obtained from the Front Office or the website: [www.rootshigh.org](http://www.rootshigh.org).

Alternative work assignments may be requested in lieu of school fees or fines. These tasks will be a fair exchange of time for the fees waived, and will be appropriate for the age and ability of the student.

Fines are not fees, and cannot be waived. Fines may be charged for damaged school property, parking tickets, and other such items. Refundable deposits may be charged to ensure the return or replacement of loaned tangible items. Charges for class rings, yearbooks, school pictures, monogrammed clothing, and similar items are not fees. They are optional purchases, and are not eligible for fee waivers. Charges for Concurrent Enrollment and Advanced Placement

courses, and fees related specifically to college or post-secondary grades or credit are not subject to fee waivers.

The fee schedule and fee waiver information will be made available to students and parents on the designated school registration days and on the days in August leading up to the first week of school. Fee waiver applications are due on or before October 15<sup>th</sup> of each school year. All cases made after that date will be reviewed and approved or denied by the Roots Administration.

\*A waiver of any term or condition of this handbook on a particular occasion shall not be construed as an ongoing waiver of that term or condition.