



*“Where education is the STEM to our success.”*

# POLICY AND PROCEDURE HANDBOOK

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**TEAM R.O.A.R. ORGANIZATION**

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*"Where education is the STEM to success"*

## **Policy and Procedural Guidelines**

TEAM R.O.A.R. policy and procedural guidelines are designed to ensure a safe and conducive learning environment, encourage respect for self and others and promote safety while engaging in health and fitness activities.

We ask all of our parents and students to review the policy and procedural guidelines together. A signature is required upon completion confirming both (parent and student) fully understand and agree with the guidelines set forth.

TEAM R.O.A.R. emphasizes that both the parent and student are representations of the organization while engaged in TEAM R.O.A.R. affiliated events. Any action(s) and/or behavior(s) that contradict the policies and procedures mentioned below may result in the discharge of both the parent and student from the organization and all future TEAM R.O.A.R. affiliated events.

TEAM R.O.A.R. is a family and community based organization. The services, resources, and programs are all designed to help support the foundation and structure of an empowered community. The organization and everyone within it understands there are great responsibilities upon them. In pursuit of this, we accentuate commitment, honesty and integrity as fundamental values in ensuring we make a better community today, for our youth of tomorrow.

Best regards,

**Jaroy B Johnson**

**President/Executive Director**

## Parent's Creed

As the parent/guardian I promise to do the following:

### 1. Code of Ethics

- I will help ensure my student conducts his/her self with the highest level of integrity and honesty.
- I will provide all original copies of documentation to prove my student's, age, birth place, school, grade and any other necessary information required to participate in TEAM R.O.A.R. affiliated events.
- I will influence my student to respect and abide by the terms stipulated in this document and provide a signature confirming acknowledgment of the policies and procedures.
- I will give my full support to TEAM R.O.A.R. staff in enforcing the importance and value of education being the highest priority of the program.
- I will contact my student's Educator and/or Trainer as-soon-as-possible (ASAP) in the event of poor academics, bad attitudes, etc. TEAM R.O.A.R. Trainers are here to support and work with the parent/guardian. **[Should you foresee these problems as possible reasons to remove your student from the program, we ask that you do so during the preseason. Removing your student mid-season detrimentally impacts your student and the other students within the program.]**
- I understand it is strictly prohibited for my student to participate in any other health and fitness programs while actively engaged in TEAM R.O.A.R. programs. **[Trainers have different philosophies and styles and therefore, this causes conflicts during physical activities and outings.]**
- I will help preserve the integrity of services and resources provided by the TEAM R.O.A.R. Organization by not sharing internal and members-only content and information.
- I will report all misconduct behaviors to TEAM R.O.A.R. staff immediately upon witnessing.

## 2. Instructional Dues

Instructional dues for the 2015-2016 season are **\$158 per student**. Please reference the “**2015-2016 Activity Schedule**” document for a full breakdown of programs and activities included in your student’s monthly dues. Please note, monthly dues do **not** include the July 23<sup>rd</sup> – 24<sup>th</sup> (out-of-town) tournament, any of the uniforms, and apparel.

Instructional dues are monies used to help fund the programs and resources accessible to your student provided by TEAM R.O.A.R. They are collected from the parent/guardian of each participating student. Instructional dues are due and collected on a **monthly basis, no later than the 1<sup>st</sup> of each month**. Instructional dues are considered late after the 1<sup>st</sup> and will accrue late fees based on the submitted date (Please reference table below).

Payment Date	Late Fee	Monthly Dues plus Fees
After 1 <sup>st</sup> and before 5 <sup>th</sup>	6.5%	\$158.00 + \$10.27
After 5 <sup>th</sup> and before 10 <sup>th</sup>	10%	\$158.00 + \$15.80
After 10 <sup>th</sup>	15%	\$158.00 + \$23.70

TEAM R.O.A.R. will honor referrals and sibling participants by providing discounts to the parent/guardian of the participating student (Please reference table below).

Type	Discount	Duration	New Monthly Dues
Referral Discount	15% referring parent/guardian	3 months	\$158.00 - \$23.70
Sibling Discount (2 or more)	10% per student	On-going	\$158.00 - \$15.80

### **PLEASE NOTE:**

1. It is extremely challenging to obtain facilities on a regular basis for our programs. Other organizations are competing for the same space and time as TEAM R.O.A.R. To ensure our program and students do not experience an interruption in services and/or resources, we ask each parent/guardian to submit timely dues. This helps to ensure continuation with our program.
2. TEAM R.O.A.R. is actively engaging in grant seeking, fund raising and donation sponsorships to help fund our programs and resources. We ask parents/guardians to help by;
  - a. Mentioning our organization, mission and programs to employers, potential investors, families and friends.
  - b. Volunteering to help with fund raising events and programs.
3. TEAM R.O.A.R. is a 501(C)(3) charity based non-profit organization. Dues and fees collected are allocated towards all expenses, programs and resources

and not for profit. Dues and fees collected are fully tax deductible by the Internal Revenue Services (IRS). Parents/guardians will receive annual contribution letters from TEAM R.O.A.R. Organization that can be filed with tax returns.

### **3. Behavior**

- Be great examples of good sportsmanship during games and TEAM R.O.A.R. affiliated events by making only positive comments, keeping criticism to a minimum (volume and frequency), and treating everyone with respect.
- Do not allow your student/students to run wild (unattended or otherwise), jump, climb or horseplay in any of the facilities and/or buildings during any TEAM R.O.A.R. affiliated events.
- Verbal and/or physical altercations are considered misconduct and are strictly prohibited at all times. Any parent/guardian participating in such behavior may result in the suspension and/or removal of the parent and student from all future TEAM R.O.A.R. affiliated events.
- Take all concerns, differences and disagreements to the staff of TEAM R.O.A.R. for proper escalation and do not spread gossip, rumors, etc. amongst other parents/guardians or through the TEAM R.O.A.R. Organization. All complaints and discrepancies shall be presented to the Executive Director as a formal grievance resulting in a meeting amongst the Board of Directors to discuss the outcome.

### **4. Education**

- I will help support my student's academic responsibilities and help make sure TEAM R.O.A.R. homework, group projects and other assignments are completed on time.
- I understand TEAM R.O.A.R. programs and resources are designed to help accelerate my student's education. I will be a liaison between my student's teacher and TEAM R.O.A.R. to ensure my student is receiving the best quality of education and assistance at all times.
- I will help ensure my student maintains the grade point average (GPA) requirement of **3.0** (see Appendix) or higher, as required by TEAM R.O.A.R. I will notify TEAM R.O.A.R. Educators immediately if my student's GPA drops below the requirement.
- I will communicate with TEAM R.O.A.R. Educators to request additional assistance and resources for my student in the event that he/she is experiencing academic challenges in the classroom.

- I understand TEAM R.O.A.R. is an education based organization and my student's academics are the highest priority while participating in all TEAM R.O.A.R. programs, events and activities. I will make sure my student attends all **EXCELerated Curriculum** (EC) and study sessions, any other academically stimulated events, scholar trips and scheduled activities listed in the "**2015-2016 Activity Schedule**" document.

## 5. **Health and Fitness**

- I will be supportive of my student's health and fitness activities by doing my best to understand the event(s) and the rules of the activities my student are engaged in.
- I understand and respect that training is left to the Trainers and will not interfere during TEAM R.O.A.R. health and fitness affiliated events.
- I will support my student during health and fitness activities by providing positive and supportive comments, attending activities and participating when and wherever I am able.
- I will make sure my student attends all health and fitness activities scheduled in the "**2015-2016 Activity Schedule**" document.
- I understand Trainers do not discuss participation time with students or parents/guardians and therefore will not approach Trainers in this regard.
- I will ensure my student is engaged in healthy activities that increase muscle and cardiovascular stimulation (i.e. running, jogging, playing, exercising, etc.)
- I will help my student to embrace a healthy-eating lifestyle by providing more fruits, vegetables, nuts (non-peanut allergies), water, etc. and less of candies, sodas and other processed junk food.
- I will make sure my student eats a healthy meal *at least* two (2) hours prior to engaging in any health and fitness activities.

## 6. **Attendance**

- I understand my student's attendance to all TEAM R.O.A.R. scheduled events are very important and will support the program by ensuring my student is in full attendance.

**PLEASE NOTE:**

TEAM R.O.A.R. promotes a hardworking and equal environment at all times. It sends a conflicting message to our students when your student's attendance is not consistent in the program.

- Unexcused absences are defined as a student not participating in a scheduled TEAM R.O.A.R. event and not receiving at least one week's prior notice. TEAM R.O.A.R. staff understands emergencies and unscheduled events come about and allow **four (4) unexcused absences per season.**
- Excused absences are defined as a student not participating in a scheduled TEAM R.O.A.R. event and at least one (1) weeks' notice is provided for absence. TEAM R.O.A.R. staff allows **six (6) excused absences per season.**
- I understand TEAM R.O.A.R. Organization will reserve the right to evaluate my student's attendance and make a decision in the best interest of fairness, equality and group morale as to my student's future participation in the program.
- I understand exceeding the allowed unexcused and/or excused absences may result in the dismissal of my student's participation in the remaining TEAM R.O.A.R. events and programs without entitlement to a refund of dues and fees.

## **7. Transportation**

- I understand it is my responsibility to transport and/or arrange transportation for my student to attend all TEAM R.O.A.R. affiliated events.
- I understand failure to transport my student to TEAM R.O.A.R. affiliated events may result in an "unexcused absence".
- I understand TEAM R.O.A.R. staff will help transport my student to TEAM R.O.A.R. affiliated events on a first come/first serve basis.
- I understand space is limited for transportation and **will provide at least a forty-eight (48) hour notice** to TEAM R.O.A.R. staff if my student needs transportation to a TEAM R.O.A.R. affiliated event.
- I understand providing at least a forty-eight (48) hour notice does not guarantee space for my student to be transported.
- I understand a **\$10 transportation fee** (not to exceed \$20 weekly) will be assessed for transportation services not covered in my student's monthly dues. (Fees will be allocated to fuel and maintenance expenses.)
- I understand parents may be asked to transport/carpool students to TEAM R.O.A.R. affiliated events and I consent to TEAM R.O.A.R. staff making these arrangements.



## Parent Acknowledge and Signature Page

I, \_\_\_\_\_, parent/guardian of  
\_\_\_\_\_, acknowledge that I have  
reviewed the TEAM R.O.A.R. Policies and Procedure Guidelines and do agree with the  
document in its entirety. If I do not agree with any part mentioned in this document, I  
will submit my grievance in writing to a TEAM R.O.A.R. staff member to be reviewed by  
the Board of Directors.

\_\_\_\_\_  
(Please Print Parent Name)

\_\_\_\_\_  
(Please Sign Parent Name)

\_\_\_\_\_  
(Date)

# Student's Creed

As a student, I promise to do the following:

## **1. Code of Ethics**

- I understand I must display honesty and integrity at all times while being a member of TEAM R.O.A.R. and engaging in all TEAM R.O.A.R. affiliated events and activities.
- I will respect myself, my parents, my peers, Teachers and TEAM R.O.A.R. staff at all times and understand I can be removed from the program if I do not.
- I will sacrifice my own personal desires for the best interest of my peers by, working hard in my educational and health and fitness activities.
- I will be a leader in my classroom, community and within the TEAM R.O.A.R. organization by helping those who are in need of it without being asked.
- I will not place myself before my peers and I will showcase humility, commitment, dedication and loyalty to my peers, parents and TEAM R.O.A.R.
- I will go to TEAM R.O.A.R. staff when I have issues with my peers and will not decide to handle the issue myself.
- I will use TEAM R.O.A.R. resources for TEAM R.O.A.R. related assignments and not share them with family and friends.
- TEAM R.O.A.R. will work harder than any other organization to excel me as a person at every level and I am committed to improving as an academically and physically active student.
- I will make sure any items not belonging to me will be giving to TEAM R.O.A.R. staff immediately.

## **2. Behavioral**

- I will not run, play, wrestle, push, pull, etc. during TEAM R.O.A.R. affiliated events and activities unless told it is alright to do so.
- I will refrain from using words or using names that will make my peers feel hurt and/or sad about themselves, families and/or friends.
- I will not engage in any physical altercation with my peers at any time and doing so may result in me being removed from the program.

- I understand profanity is not allowed while participating in any TEAM R.O.A.R. affiliated event or activity and using it may result in me being removed from the program.
- I will display a good and positive attitude at all times while participating in TEAM R.O.A.R. affiliated events and activities. I understand not doing so will result in disciplinary actions taken against me which may include being removed from the program.
- I will work hard and give my best effort at all times in my school classroom, during EC and health and fitness activities.
- I understand TEAM R.O.A.R. staff will communicate with my teacher(s) and parents to gain status reports of my behavior.
- I will display good teamwork skills and sportsmanship during all educational and health and fitness activities.

### **3. Education**

- I understand TEAM R.O.A.R. is an education based organization and my academics are the highest priority while participating in all programs, events and activities.
- I will complete my school homework directly after school and do my best to make sure it's correct and completed before engaging in **EXCElerated Curriculum** (EC).
- I will maintain the required grade point average (GPA) of **3.0** (See Appendix), established by TEAM R.O.A.R. I understand dropping below the GPA requirement may result in not participating in health and fitness competitions until I meet my academic requirements.
- I will complete all of my TEAM R.O.A.R. assignments on time and submit them on the day required. I understand not doing so will result in disciplinary actions against me.
- I will check my TEAM R.O.A.R. email three (3) times a week for emails from TEAM R.O.A.R. Educators pertaining to assignments and projects.
- I will request from my TEAM R.O.A.R. Educator additional help if I experience academic challenges in the classroom.
- I understand TEAM R.O.A.R. staff will communicate with my school teacher(s) and parents to gain status reports of my grades and I am required to show a copy of each quarter's report card.

#### 4. Health and Fitness

- I will apply good health habits by obtaining at least eight (8) hours of sleep each night and at least nine (9) hours of rest nights before health and fitness activities.
- I will embrace a healthy eating lifestyle by adding more fruits, vegetables, nuts (non-peanut allergies), water, etc. and less of candies, sodas and junk foods to my diet.
- I will make sure to eat a healthy meal at least two (2) hours prior to engaging in any health and fitness activities.
- I will drink at least 6 cups of water on the day's health and fitness activities are scheduled.
- I will give my best effort during engaging in health and fitness activities, regardless of my athletic ability.

#### 5. Attendance

- I understand my attendance to all TEAM R.O.A.R. scheduled events is very important and I will remind my parents of such events two (2) days in advance, ensuring I am in full attendance.
- I understand I must arrive at least thirty (30) minutes early to all TEAM R.O.A.R. scheduled health and fitness competitions.
- I understand missing TEAM R.O.A.R. scheduled events (i.e. training or such) the day before scheduled health and fitness activities may result in minimum or no participation in the activity.
- I understand I may contact TEAM R.O.A.R. staff **at least two (2) days before** the scheduled events and activities to arrange for transportation.
- I understand contacting TEAM R.O.A.R. staff at least two (2) days before a scheduled event or activity does not guarantee there will be space for me.
- I understand it is my responsibility to communicate in advance to my Educator and/or Trainer the days I will not be participating in TEAM R.O.A.R. scheduled events and activities.
- Unexcused absences are defined as; a student not participating in a scheduled TEAM R.O.A.R. event and not receiving at least one week's prior notice. TEAM R.O.A.R. understands emergencies and unscheduled events come about and provide **four (4) unexcused absences per season.**
- Excused absences are defined as; a student not participating in a scheduled TEAM R.O.A.R. event and at least one (1) weeks' notice is provided notifying

TEAM R.O.A.R. staff of absence. TEAM R.O.A.R. provides **six (6) excused absences per season.**

- I understand being grounded or punished by my parent(s) and not being allowed to participate in scheduled trainings will count as an unexcused absence.
- I understand TEAM R.O.A.R. will reserve the right to evaluate my attendance and make a decision in the best interest of fairness, equality and group moral as to my future participation in the program.
- I understand exceeding the allowed unexcused and/or excused absences may result in the dismissal of my participation in the remaining TEAM R.O.A.R. events and programs, without entitlement to a refund of dues and fees.

## **6. Appearance**

- I understand my appearance is a representation of myself, my parents and TEAM R.O.A.R.
- I will use good hygiene at all times making sure I am presentable by; grooming my hair, not wearing wrinkled clothes, brushing teeth, showering and using lotions and deodorants at all times.
- I will pull my pants up to my belt line and **WILL NOT SAG MY PANTS AT ANYTIME. I understand SAGGING my pants will result in disciplinary actions being taken against me.**
- I understand I am required to wear a polo style shirt (3 – buttons) or dress shirt on the days I am participating in educational activities and health and fitness competitions.
- I will not wear colorful and/or animated socks during health and fitness competitions and will wear solid color black or white socks or TEAM R.O.A.R. team socks.
- I understand uniforms belong to TEAM R.O.A.R. and not me so I will do my best to take care of uniforms while they are in my possession.

## Student Acknowledge and Signature Page

I, \_\_\_\_\_, student of  
\_\_\_\_\_, acknowledge that I have  
reviewed the TEAM R.O.A.R. Policies and Procedure Guidelines with my parent(s) and  
agree with all of the documented policies and procedures. If I do not agree with any part  
mentioned in this document, I will submit my grievance in writing to a TEAM R.O.A.R.  
staff member to be reviewed by the Board of Directors.

\_\_\_\_\_  
(Please Print Student Name)

\_\_\_\_\_  
(Please Sign Student Name)

\_\_\_\_\_  
(Date)

## Appendix

TEAM R.O.A.R understands Montgomery County Public Schools (MCPS) does not use the traditional A-F grading scale in elementary schools. Instead, the grading scale used defines the student's progressing status. To ensure equivalency amongst our program expectations and MCPS grading system, we've implemented the below grading scale to determine the GPA requirements and the accuracy of our students performance in the classroom.

<b>MCPS Score</b>	<b>Description</b>	<b>TEAM R.O.A.R. Score</b>	<b>TEAM R.O.A.R. Grade</b>
ES	Exceptional at grade level standard	4	A
P	Meets the grade level standard by demonstrating proficiency of the content or process for the measurement type	3	B
I	In progress toward meeting the grade level standard	2	C
N	Not yet making progress or making minimal progress toward meeting the grade level standard	1	D
M	Missing data – no grade recorded	0	F

### **Steps of conversion:**

1. Convert MCPS scores into TEAM R.O.A.R. Scores for each measurement topic (i.e. Math, Science, Reading, and etc.) on student's report card.
2. Add all of the TEAM R.O.A.R. scores together and divide that number by the total number of measure topics.
3. Use the answer to determine the student's GPA for the marking period.