



ROCKY MOUNT PREP

Educate. Equip. Empower. Excel!



**TEAM
POLICY
HANDBOOK
2024 - 2025
SCHOOL YEAR**

Letter from the Head of School

Welcome back!

As we kick off a new academic year, I want to extend my warmest greetings and express how excited I am to have you all back. I hope your break was refreshing and you're ready for the opportunities and challenges.

This year, we focus on enhancing communication, fostering collaboration, and elevating customer service. Clear and effective communication will be crucial as we navigate new initiatives and address the needs of our scholars and each other. Let's make a concerted effort to share information transparently and support one another in our roles.

Collaboration will be at the heart of our success. Working together, sharing ideas, and supporting each other's efforts will enable us to achieve our goals and create a more cohesive and innovative environment. I encourage you to engage in open dialogue, participate in team projects, and build strong partnerships across departments.

Additionally, our unwavering commitment to outstanding customer service remains a top priority. Whether we're interacting with scholars, colleagues, or external partners, let's strive to provide exceptional support and service, ensuring a positive and impactful experience for everyone involved.

Together, we can make this year remarkable. Your dedication, enthusiasm, and expertise drive our achievements, and I am grateful for your contributions. Let's embrace the opportunities before us and work together to make a difference.

Wishing you a successful and fulfilling academic year ahead! **Let's ASCEND!**

Dr. Heather D. Collins
Head of School
Rocky Mount Prep



Board of Trustees

Keen Gravely, Chairman
Shelayna Parker, Vice Chairperson
Mike Latham, Treasurer/Secretary
Jean Kitchin, Member
Charles Davis, Member

Business and Operations

Dr. Heather Collins, Head of School & Director of Operations
Nautica Williams, Bookkeeping
Chloe Bell, Human Resources Director
Joey Abrams, Maintenance Director
Yoshika Phillips, Transportation Director

K-12 Support Team

Dr. Heather Collins, Head of School & Director of Operations
Shamika Gardner, Exec. Admin. Assistant
William Etheridge, Director of Instruction
Dr. Will Artis, Career & Technical Education Director
Casey Moore, Marketing & Communications Director
Kanice Anistead, Front Office Admin. Assistant
Brenda Wadsworth, School Records
Leah Huelsing, Athletic Director

Elementary School Leadership Team

Lois Glass, K-5 Principal
Dr. Quadric Witherspoon, K-5 Assistant Principal
Sharron Hines, Elementary School Counselor
Darryl Deaver, Elementary Admin. Assistant

Middle School Leadership Team

Dr. Heather Collins, (Interim) 6-8 Principal
Tyrecia Dawes, 6-8 Assistant Principal
Vacant, Middle School Counselor
Anastasia Fuller, Secondary Admin. Assistant

High School Leadership Team

Dr. Jeaninne Wallace, 9-12 Principal
Julian Hines, 9-12 Assistant Principal
Dr. Robin Wright, College & Career Academy Director
Lakeia Palmer, 9-10 High School Counselor
Inezsia Anderson, 11-12 High School Counselor
Anastasia Fuller, Secondary Admin. Assistant

Specialized Services

Sheila Farmer, Specialized Services Director
Marion White, ELA Interventions Coordinator
Deninne Wallace, Math Instructional Coach
Molly Waters, ELA Instructional Coach

Support Services

Marsha Winstead, School Social Worker
Sherrita Stevens, School Nurse
La'Cole Hassell, School Nurse
Jazmine Brooks, School Resource Officer

TABLE OF CONTENTS

INTRODUCTION	2
Our Mission	5
Our Motto	5
Our Vision	5
Our Core Values	5
Equal Employment Opportunity	6
Criminal Charges/Convictions	6
HOURS OF WORK	6
Teacher Hours & Workdays	6
Paraprofessional Hours & Workdays	6
Required Hours & Workdays	6
PERSONAL TIME OFF	7
Required Steps for Requesting Personal Time Off Including Requesting A Substitute Teacher	7
ADDITIONAL LEAVE TYPES & DESCRIPTIONS	8
Bona Fide Religious Holidays	8
Family & Medical Leave Act (FMLA)	8
Sick Leave	11
Yearly Leave Allowances	12
Other Leaves Without Pay	13
TEAM MEMBER BENEFITS	14
Core Health Benefits	14
Retirement, HSA, & FSA Programs	15
Workers Compensation	16
STAFF CONDUCT	17
Family Educational Rights & Privacy Act (FERPA)	17
Professional Development	17
Sexual Harassment	18
Prohibition Against Discrimination, Harassment, & Bullying	18
Sexual Harassment Grievance Procedure	20
Anti-Harassment Policy	20
Nepotism Policy	22
Non-Fraternization Policy	23
Resignations	24
Drug-Free Workplace Environment	24
Reporting Child Abuse	25
Video Approval	26
School Issued Technology	26
Communication Systems Policy	26
Email, Internet, & Texting	26
Social Media	27
Responsibility To Monitor Internet Use	30
Search & Enforcement	30
Email Signature	30

TABLE OF CONTENTS

CRISIS & SEVERE WEATHER PLANS	31
Lockdown Procedures	31
Fire Drill Procedures	31
Tornado Drill Procedures	32
Bomb Threats	32
Medical Emergencies	32
Severe Weather	32
Media & Communication During Emergencies	32
SAFETY PROCEDURES	33
First Aid	33
Workplace Injuries & Illnesses.....	35
Weapons, Explosives, & Workplace Violence Prohibitions	35
STAFF EXPECTATIONS	37
Performance Evaluations	37
Personal Appearance & Professional Dress	37
Beginning Teacher Support Program	39
Licensure	39
School Leadership Teams	39
Security System	40
Inclement Weather Policy	40
School Equipment	40
Smoking	42
Fundraising	42
Scholar Attendance Records	42
Reporting Scholar Accidents	42
Scholar Illness	43
Media Policy	43
Children In The Workplace	44
Staff Parking Passes	44
Staff Badges & Keys.....	44
RMP Volunteer & Visitor Policy.....	45
Who To Contact	47

OVERVIEW

OUR MISSION

Our mission is to educate, equip, and empower each scholar to excel academically by providing equitable learning opportunities and collaborating with families and communities.

OUR MOTTO

EDUCATE. EQUIP. EMPOWER. EXCEL.

OUR VISION

The vision of Rocky Mount Prep is to provide each scholar with exposure and experiences that will prepare them for College and Career opportunities of their future.

OUR CORE VALUES

EQUITY. COMMITMENT. TEAMWORK. INTEGRITY. ACHIEVEMENT.

Our Core Value Service Statements

Equity

I do everything within my capability to remove barriers to achievement and maximize outcomes for scholars.
I anticipate and identify needs in effort provide resources and create opportunities for each scholar and each team member to be whole without judgment.

Commitment

I go ALL IN and ALL OUT to serve for the common good
I am accountable to our stakeholders, our team and myself.

Teamwork

I follow procedures, processes and expectations to ensure the success of all.
I support my team members in their service and with my service.
I make the investment to collaborate with parents, community and our team in support of scholar success and wellbeing.

Integrity

I pursue our mission and vision in truth and with fidelity.
I do the right things at the right times.

Achievement

I serve to exceed expectations. I push others to exceed expectations.
I set high expectations for each scholar and use data as my road map to success.

EQUAL EMPLOYMENT OPPORTUNITY

Rocky Mount Preparatory School (RMP) provides all applicants for employment with equal employment opportunities. We also provide current team members with training, compensation, promotion, and other terms, conditions and privileges of employment without regard to race, color, religion, national origin, gender, age, disability, or veteran status. All candidates for positions will be evaluated on their merits and qualifications.

The Board of Trustees recognizes the educational and professional advantages of diversity in the makeup of the team members who serve our scholars. Therefore, the Board is also committed to a recruitment program that will result in a staff that reflects the diversity of our community and student body. Further, the school shall make positive efforts to recruit qualified disabled individuals.

CRIMINAL CHARGES/CONVICTIONS

Team members who are charged and/or convicted of an offense, other than a speeding ticket, must notify your direct supervisor, and the Human Resources Director within 48 hours of the charge. Failure to follow this guideline could result in further disciplinary action, which may include termination.

HOURS OF WORK

TEACHER HOURS AND WORKDAYS

To protect scholar safety and to provide for the proper supervision of scholars, teachers' minimum workdays shall extend from one-half hour before the scholars' instructional day begins, until the scholars, for which they are responsible, have departed and the teachers have completed their professional responsibilities to the scholars and the school. Program development, school teams and committees, professional growth and collaboration activities, parent and faculty meetings and conferences, bus duty, tutoring for individual scholars, and care of school property and equipment are examples of the kinds of professional responsibilities which will require the continuation of professional service beyond scholar departure. Campus Administrators or their designees shall determine adherence with these guidelines.

PARAPROFESSIONAL HOURS AND WORKDAYS

Campus Administrators, or their designees, shall set the workday for paraprofessionals, not to exceed 40 hours per week. A typical workday begins at 7:30 a.m. and ends at 4:00 p.m., with a 30-minute duty-free lunch.

REQUIRED HOURS AND WORKDAYS

Team members are to arrive and depart from school at their contracted times. If a team member is arriving late or departing early, the team member should sign in and out with their administrator or supervisor. Team members who are habitually late, and/or leaving early, are subject to disciplinary action which may include termination.

Team members will need to obtain written permission from their immediate supervisor to request an absence during blackout dates (A list of blackout dates is provided to employees by their immediate supervisor). The two (2) weeks before the start of the school year is reserved for professional development and classroom preparation. All teachers are expected to report to work, be available for training sessions, and utilize this time to prepare their rooms. If a teacher is absent on a scheduled workday, personal day(s) are docked from the given amount in their contract.

THE WORKDAY SCHEDULE FOR THE 2024 - 2025 SCHOOL YEAR IS AS FOLLOWS:

August 5-16, 2024, Staff Development
October 14, 2024, Teacher Workday
December 19, 2024, Teacher Workday
January 2-3, 2025, Staff Development
March 21, 2025, Teacher Workday
June 9-13, 2025, Teacher Workday
June 13, 2025, Last day for 10 month staff
June 30, 2024, Last day for 11 month staff

Professional Development takes place every Friday from 1:30 p.m. - 4:00 p.m. (mandatory for all teachers, instructional assistants, and other staff as needed unless released early by Administration).

LEAVE TIME

Please understand it is often difficult to secure the best substitutes on a short notice. We expect you to be at work unless you have a dire emergency or have planned well in advance a personal or professional development day.

REQUESTING PERSONAL TIME OFF (48-HOUR MINIMUM NOTICE)

1. Submit your request to your direct supervisor. These days off must be coordinated and approved by your direct supervisor.
Once your direct supervisor has approved the request, submit personal time off in EmployeeLinQ.
Make sure to indicate in the request if a substitute teacher is needed. Doing so will ensure we can find a substitute to meet the needs of the classroom or work assignment and will result in the best possible experience for everyone involved.
Once the Human Resources Director has approved the request, you and your direct supervisor will receive an email confirmation. This will allow the office to keep accurate records of team member attendance.
2. Personal time off submitted less than 48-hours in advance will only be approved on a discretionary basis and is subject to being denied.
3. In the event of an emergency, illness, etc., contact your Principal immediately, followed by a submitting the request electronically. In the event of an emergency, your time off request must be submitted electronically within 24-hours.
4. See your direct supervisor if you need to leave early or to make any arrangements for your class to be covered. You are expected to record your PTO time in the appropriate system.
5. **All teachers must have emergency lesson plans on their desk by the end of the second week of school.**
When you have to use these plans, it is critical that you replace them within one (1) week. It is a good idea to check your emergency lesson plans each quarter to make sure they are still relevant and useful.
Administrators will conduct spot checks of these plans on a regular basis.
6. Your Substitute Folder should contain:
 - Class roster by individual class period
 - Class Rules
 - Duty Schedule
 - Seating Charts
 - Daily and Weekly Teacher and Class Schedules
 - List and Schedule of scholars with specific needs: leaving class during the day, special restroom needs, medications, modifications, etc.
 - Instructions on marking attendance, tardiness, etc.
 - Location of specific materials in the classroom
 - Names of scholars in each class who can be depended upon for additional information
 - Name and location of teacher(s) who can be called on in case of an emergency

Substitute Folder Continued:

- Referral forms for the Assistant Principal
- Emergency drill procedures
- Regular dismissal and early dismissal procedures
- Any additional information that you think the substitute will need to have a smooth and successful day.
- All copies should be made and left along with teacher editions or other materials needed for the days' activities and lessons.

LEAVE TYPES/DESCRIPTIONS

Bona Fide Religious Holidays

Absence from school for bona fide religious holidays may be allowed for a maximum of two days within any one school year with prior approval from the Head of School. Days designated may not be already scheduled as vacation or other holidays in the school calendar. Absence for these religious holidays will be with full pay.

Jury Duty

Full-time school employees retain full salary when absent from work when called to appear or to serve on a jury. The employee is entitled to regular compensation in addition to payment for jury duty.

Family And Medical Leave Act (FMLA)

The Family and Medical Leave Act of 1993 (FMLA) allows eligible team members to take 12 work weeks of unpaid, job-protected leave for their own serious medical condition or that of an immediate family member. In addition, the FMLA allows eligible team members to take the same job-protected leave for the birth of a child or the placement of a child with the team member through adoption or foster care. Employers must maintain any employer-paid health benefits while the team member is on unpaid FMLA leave. FMLA may be applied retroactively.

Eligibility for FMLA Leave

To be eligible for unpaid FMLA benefits, an individual must be employed by RMP for at least 12 months (not necessarily consecutive), and work at least 1,250 hours during the 12-month period immediately preceding the commencement of unpaid FMLA leave.

If a team member is eligible for FMLA leave, he/she may take a total of twelve weeks of FMLA leave during any 12-month period for the following reasons:

- the birth and care of a newborn child,
- the placement with the team member of a child for adoption or foster care,
- to care for the team member's spouse, son, daughter, or parent with a serious health condition,
- the team member's own serious health condition that makes the team member unable to perform the job functions of, or
- a qualifying exigency arising when the team member's spouse, son, daughter, or parent is on active duty in the armed forces (or has been notified of an impending call or order to active duty).

If a team member is eligible, up to twelve weeks of unpaid FMLA leave can be taken during any 12-month period for any one or more of the previously listed eligible reasons. The 12-month period is measured forward from the date the first FMLA leave begins. Leave may be taken intermittently or on a reduced-leave schedule when medically necessary for treatment related to a serious health condition or when related to a qualifying exigency arising out of active-duty service. Military caregiver leave allows an eligible team member who is the spouse, son, daughter, parent, or "next of kin" of a covered veteran with a serious injury or illness to take up to a total of 26 work weeks of unpaid leave during a "single 12-month period" to provide care for the veteran.

Exhausting Other Leave

The team member must use, and if necessary, exhaust earned Paid Time Off (PTO) days before going on unpaid FMLA leave.

Notice of Need for FMLA Leave

The team member must provide at least 30 days advance notice before FMLA leave is to begin, if the need for leave is foreseeable. Notice should be given to the team member's immediate supervisor. If thirty days' notice is not practical under the circumstances, or the need for leave is not foreseeable, the team member must give notice as soon as practicable. The team member must tell the supervisor whether continuous or intermittent leave or a reduced schedule is necessary. Failure to provide proper notice may result in the delay or denial of FMLA leave. When planning medical treatment, the team member must consult with the supervisor and make a reasonable effort to schedule leave so as not to disrupt school operations, subject to the approval of the health care provider.

In the event the team member's FMLA qualifying illness or event is unforeseen, after four (4) consecutive days of absence the team member will be placed preliminarily on FMLA pending proper receipt of medical certification and leave forms. It is the team member's responsibility to provide the appropriate medical certification within fifteen (15) days of the absence. The team member should collaborate with the Director of Operations who will facilitate the placement of a team member on FMLA immediately upon notification of the team member's medical situation.

Medical Certification

The team member will be required to furnish medical certification of a serious health condition from a licensed health care provider and may be required to provide recertification every 30 days while remaining on FMLA leave. The team member will also be required to furnish a fitness for duty certificate prior to being restored to employment if FMLA leave is taken for personal serious illness. The team member may also be asked to report periodically on the health status and intent to return to work while on FMLA leave.

While on FMLA leave, the school must maintain any employer-paid health benefits during any period of unpaid leave under the same conditions as if the team member continued to work. During any period of unpaid FMLA leave, the team member is responsible for any premium payments normally deducted from their paycheck for extended benefits. It is the team member's responsibility to make necessary arrangements through the compensation services department to continue these benefits.

Confirmation of FMLA Leave

The school will provide the team member with written confirmation when it is counting leave as FMLA leave. Team members should see the Director of Human Resources. FMLA documents that are needed to be completed or for any questions that exist.

Intermittent Leave

Intermittent or reduced schedule leave may be taken when a serious health condition, either the employee's or that of a child, spouse, or parent or covered service member, or for qualifying emergencies, makes this schedule necessary. When medically necessary, an employee may take "intermittent" leave (two or more separate leave periods) or "reduced" leave (where an employee continues to work, but for fewer hours per day or per week). In such cases, the total number of hours or days of leave by the employee is limited to the equivalent of twelve (12) workweeks. RMP may transfer the employee temporarily to an available alternative position if that position better accommodates recurring periods of leave. Employees must make reasonable efforts to schedule intermittent absences for planned medical treatment so as not to unduly disrupt RMP's operations. RMP may make deduction from an exempt employee's salary for any hours/time taken as intermittent or reduced FMLA leave within a pay period without affecting the employee's exempt status.

Reporting While on Leave

If an employee takes FMLA leave because of their own serious health condition or to care for a covered relation, the employee must contact the Human Resources Director with updates regarding the status of the condition, and their intent to return to work.

Return to Work

A certification from a health care provider may be required at the conclusion of any leave for the employee's own serious health condition that the employee is able to resume his or her duties.

At the conclusion of leave covered by FMLA, employees will be reinstated to their former or an equivalent position with the same rights, benefits, pay, and other terms and conditions of employment to the extent that they would be entitled to such continued employment without the FMLA leave. Benefits established on an accrual basis such as PTO will not accrue during unpaid FMLA leave. Benefits, which accrued prior to the leave, however, will not be lost.

RMP reserves the right to deny leave reinstatement to key employees, defined as salaried employees among the highest-paid ten (10) percent of all Rocky Mount Prep's employees, where such denial is necessary to prevent substantial and grievous injury to the company's operation. These employees will be notified of this decision as soon as it is determined such injury would occur, and will be given a reasonable opportunity to choose to return to work at that point. In the event the employee decides not to return to work when there is no guarantee of the same or equivalent position, s/he may remain on leave for the balance of the FMLA period and then may be terminated.

Other Leaves of Absence

All other requests for leaves of absence for personal reasons will be considered on a case-by-case basis, and the granting of such leave and its terms will be entirely within the discretion of the Head of School. Requests for other leaves of absence should be limited to unusual circumstances requiring an absence of longer than two (2) weeks. Requests for other leaves of absence should be made in writing and include an explanation of why the time is needed and the dates requested. An employee granted a leave of absence under this policy may not work for another employer without Rocky Mount Prep's written permission. An employee who accepts such employment without RMP's permission will be deemed to have resigned from employment at RMP.

Benefits During FMLA or Other Approved Leave

Group medical, dental, vision, short term disability, and long term disability benefits as well as retirement plan contributions will continue for all qualifying employees during authorized leave on the same terms as if the employee continued to work. Employees whose group medical and/or dental insurance deductions are made through payroll on a pre-tax basis will continue to be responsible for payment of their premiums while on FMLA or unpaid leave, and employees must contact the Director of Operations or her/his designee to make arrangements for premium payments.

Rocky Mount Prep may discontinue the employee's benefits if and when an employee informs RMP of an intent not to return to work at the end of the leave period, or if the employee fails to return to work when the authorized leave is exhausted. RMP's obligation to maintain benefits will also stop if the employee's premium payment is more than 30 days late. Rocky Mount Prep shall require reimbursement of the employer-paid share of any premiums if the employee fails to return to work at the expiration of approved leave. In the event that an employee provides at least 30 days' notice of his/her intent not to return to work at the end of FMLA leave, Rocky Mount Prep may waive this repayment obligation in its sole discretion.

Sick Leave

All salaried team members receive ten (10) sick days, to be accrued and used one per month beginning in August through May.

Sick Leave May Be Granted For:

1. Periods of temporary disability caused by or contributed by any personal illness, injury or other temporary disability, which prevents a team member from performing normal work duties. Whenever possible, team members should give 30 days' advance notice of plans to take sick leave for elective medical or surgical procedures or for childbirth. Sick leave may be used during the 15-day waiting period for short-term disability or in lieu of short-term disability benefits.
2. Workers' compensation to cover the first seven (7) days of the elimination period.
3. Illness in the team member's immediate family and medical appointments that necessitate the employee's attendance.
4. Medical appointments of the team member.
5. Care for a newborn child or for a child placed with the team member for adoption or foster care.
6. In this sick leave policy, the term immediate family is defined as: Team member's Spouse, Children, Parents, Siblings, Grandparents, Grandchildren, and dependents living in the team member's household which include the step, half, and in-law relationships.
7. If requesting more than three (3) consecutive days of sick leave, a note from a medical provider must be provided. Otherwise, the time off request will be considered personal leave time.

Upon termination of a team member, whether voluntary or involuntary, the team member forfeits any unused and earned sick leave and is not paid for any unused and earned sick leave. The only exception to the forfeiture of payment for unused and earned sick leave upon termination is if an employee has been approved for long-term disability. In the event of termination before earning sick leave which has been advanced, a deduction will be made from the final salary check for the total unearned sick leave used, subject to the provisions of applicable laws and regulations.

Should a team member use all allotted sick days and yet require more for that school year, the daily rate of their salary will be deducted from their paycheck at the end of their contract pay period (July Pay), subject to the provisions of applicable laws and regulations. Five (5) days per year of sick leave can be carried over from one (1) year to the next; however, no more than a total of 20 days of sick leave can be accumulated for any team member. A team member will not hold more than 30 days of sick time a given year.

Personal Leave

All salaried team members accrue personal leave monthly beginning their first day of employment for the year through their last day of employment for the year. For salaried team members, personal leave days may be used while scholars are in attendance, with prior approval, subject to certain exceptions. Personal leave should be used with due and proper consideration for the welfare of scholars and colleagues.

Ten-month salaried team members may request a maximum of five (5) days, eleven month seven (7) days, and twelve month fourteen (14) days throughout the school year. Should a team member use all the allotted leave days and yet require more, the daily rate of their salary will be deducted from their paycheck at the end of their contract pay period (July Pay). Upon termination of an employee, whether voluntary or involuntary, the employee forfeits any unused and earned personal leave and is not paid for any unused and earned personal leave. Use of personal leave allows you to receive regular pay for the day used. Eligible team members may accumulate unused personal leave and carry a maximum of four (4) days into the next fiscal year. Any leave not used by June 30th of the prior school year for returning team members for the next school year, personal leave in excess of four (4) days will be forfeited.

Requests for Personal Leave Days are subject to the following:

- 1. Personal leave may be used only upon the authorization of your Principal or direct supervisor.
- 2. A team member shall not take personal leave on:
 - the first (1st) day staff is required to report for the school year
 - on teacher workdays
 - on days scheduled for State Testing
 - on black-out days
 - or on the day before, or the day after a holiday or scheduled break period (e.g. Spring Break).
- 3. A team member who requests personal leave at least five (5) days in advance shall be granted the request at the supervisor’s discretion. Team members using personal leave receive full salary.

Black-Out Days for the 2024-2025 School Year

- August 5 - 30
- August 30
- September 3
- October 14
- November 8
- November 12
- November 22
- December 2
- December 12 - 19
- January 2 - 3
- January 17
- January 21
- February 14
- February 18
- March 21
- April 17
- April 28
- May 23 - June 13

Yearly Leave Allowances by Employee Type for PTO or Sick Time

	Allowed to Roll Over Per Year	Maximum Allowed to Roll Over
PTO	Can roll over 32 hours per year	Maximum of 32 hours
Sick Time	Can roll over 40 hours per year	Maximum of 120 hours to roll over

Voluntary Shared Leave

Salaried team members who have exhausted all accumulated paid leave may apply for Voluntary Shared Leave if you are likely to suffer financial hardship from a prolonged absence caused by a serious medical condition. The Voluntary Shared Leave Policy allows fellow team members to donate a portion of their earned leave to eligible employees.

To be eligible to use donated leave, you must have exhausted your eligible leave days. Any salaried team member who has accumulated leave in excess of five (5) sick leave days or personal leave days may donate leave to a team member who has been approved to receive donated leave.

The donation of leave is voluntary. The donating team member may not receive compensation in any form. A team member found guilty of giving or receiving compensation may be subject to dismissal. Unused donated leave will be returned on a pro rata basis to actively employed donors on June 30. Voluntary Shared Leave cannot be used after an employee has qualified for Short-Term Disability Benefits. Anyone who is willing to participate in this program would need to speak directly with the Director of the Human Resources.

Bereavement Leave

Paid bereavement leave of 3 days is available to a team member upon the death of a spouse, child, parent or sibling. An employee needs to request this directly from their immediate supervisor for approval.

Other Leaves Without Pay

An employee may be granted a leave of absence without pay at the discretion of RMP's Head of School or designee and subject to rules and regulations adopted by the Board. With the exception of military leave, the Board may determine the beginning and/or ending date of such leaves based on a consideration of the welfare of the scholars and the need for continuity of service.

Military Leave Eligibility

Full-time or part-time permanent employees are eligible for short-term military leave. If any part of this policy is inconsistent with Federal law, the Federal law takes precedence. RMP should not rely exclusively on this summary for administration of their legal responsibility. RMP will review and comply with their responsibilities under the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA).

Short-Term Military Leave with Pay

If any part of this policy is inconsistent with Federal law, the Federal law takes precedence. RMP should not rely exclusively on this summary for administration of their legal responsibility. RMP will review and comply with their responsibilities under the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA).

Leave with pay shall be granted to members of Reserve Components of the U.S. Armed Forces for periods of active-duty training. Reserve components of the U.S. Armed Forces are the National Guard, the Army Reserve, the Naval Reserve, the Marine Corps Reserve, the Air Force Reserve and the Coast Guard Reserve. The National Guard serves both as a Federal Reserve component and as the State Militia.

1. Periods of entitlement for all reserve components:

- Military Leave with Pay: Leave with pay shall be granted for up to 15 workdays during the federal fiscal year (October 1 to September 30).
- Differential Pay: If paid leave is not available and the military pay is less than the pay with RMP, the employee is eligible for differential pay. The employee must provide military pay vouchers or other documentation and RMP determines the difference between the military pay and pay with RMP. Differential pay is made from the same source of funds as the employee's salary.
- Local Supplement: If a local supplement is paid to employees on the job and the employee is eligible for differential pay, the local supplement is to be paid as a part of the differential pay to employees on short-term military leave.

2. Physical examination for military service:

An employee shall be granted necessary time off when the employee must undergo a required physical examination relating to membership in a reserve component (included in the 15 days paid leave per federal fiscal year).

3. Scheduled unit assemblies:

Regularly scheduled unit assemblies usually occur on weekends and are referred to as "drills". If an employee is required to leave on a workday, the employee may be allowed to use military leave with pay or other eligible paid leave. This military leave with pay is included in the 15 days allowed each federal fiscal year for training.

4. Additional periods of entitlement for National Guard only:

- Military leave with pay shall be granted for infrequent special activities in the interest of the State when so authorized by the Governor or his designee. This is in addition to the 15 days allowed for military training.
- For active duty in excess of 30 days, employees shall be entitled to military leave with differential pay between military pay and regular pay if the military pay is less than the employee's regular pay.
- Military leave for active state duty is in addition to military leave which may be granted for other purposes.

5. **Periods ineligible for paid military leave:**

- Duties resulting from disciplinary actions imposed by military authorities.
- Inactive duty training (drills) performed for the convenience of the members such as equivalent training, split-unit assemblies, make-up drills, etc. Employing agencies are not required to excuse an employee for unscheduled or incidental military activities such as volunteer work at military facilities and unofficial military activities.

6. **Orders and Leave Documentation**

The employee must give advance notice to the employer of absence for military service and apply for reemployment following leave of more than 30 days. The notice and application may be either written or verbal. The Human Resource Director may request that the employee submit a copy of the orders or other appropriate documentation of required military duty.

7. **Resolution of Scheduled Conflicts**

If a scheduled military leave creates a problem for the PSU, supervisors are encouraged to contact the commanding officer at the military unit to which the employee reports and request a scheduled accommodation.

8. **Retention of Benefits**

Paid military leave is treated like any other paid leave. The employee shall continue to accumulate leave and receive health insurance for self, etc.

TEAM MEMBER BENEFITS

At RMP, we believe in the importance of providing a competitive benefits package for our team members and their families. It is one way that we can support the important work you do for our scholars and families. Our benefit program currently offers a wide array of selections so that there is something for everyone, regardless of the stage of life they are in.

When you are hired, you will receive summary plan descriptions with details about each plan. Please read them carefully to understand what is available to you. If you do not enroll when eligible, some conditions and waiting periods may apply. If you have questions, please contact the Human Resources Department.

The school reserves the right to rescind or amend benefits at any time, to change insurance carriers, or require a change in your contributions toward premium costs and deductibles. You will be notified of such changes promptly. While it is the intention of the Board to continue offering school-sponsored benefit programs, we cannot guarantee they will always be available.

CORE HEALTH BENEFITS PAID BY THE SCHOOL

Medical & Vision Insurance

The school offers individual plans that the employee picks themselves. RMP contributes a portion to the plan the employee chooses.

Dental Insurance

The school offers Ameritas group dental coverage and pays 100% of the team member's monthly premium.

Short Term Disability Insurance

The school offers group short term disability and pays 100% of the team member's monthly premium.

Long Term Disability Insurance

The school provides long term disability insurance and pays 100% of the team member's monthly premium.

RETIREMENT, HEALTH SAVINGS ACCOUNT, FLEXIBLE SPENDING ACCOUNT PROGRAMS

Retirement Plan 401(k)

The school offers a 401(k)-plan provided through Automatic Data Processing (ADP). A full-time employee is eligible after 60 days of employment. Employees will be mailed enrollment information directly from ADP Retirement. The school will match up to 3% of the employee's contribution amount. Beginning in August 2021 Rocky Mount Prep will provide a 1% contribution to 401Ks for all eligible employees. The employee is responsible for enrolling in the 401K program in order to receive the 1% 401K contribution.

Flexible Spending Account

You may use pre-tax dollars to help pay for qualified supplemental insurance premiums and dependent day care expenses. You may set aside \$5,000 per year for dependent day care. Some restrictions apply.

Group Term Life

Group Term Life Insurance pays benefits for you in the event of death. The school provides a \$25,000 policy. Additional benefits are available for purchase.

Accidental Death & Dismemberment

Optional insurance available to the employee.

Critical Illness

Additional insurance coverage available to be paid by the employee.

Accident Insurance

This is an elected coverage and is available for employees and additional family members living in the home.

WORKERS' COMPENSATION LEAVE

Workers' Compensation

1. Introduction

All public school employees are entitled to receive workers' compensation under the North Carolina Workers' Compensation Act. Employees must have suffered an accidental injury or contracted an occupational disease in the course of employment to be eligible for medical compensation, compensation for lost salary or death benefits under this program.

A claim must be filed within two (2) years from the date of the injury, or knowledge thereof. If you believe you have suffered an accidental injury or contracted an occupational disease in the course of your employment at RMP, please immediately contact the Director of Operations and the Director of Human Resources so that your situation can be addressed. Also, any questions about workers' compensation matters should be addressed to the Director of Operations and Director of Human Resources.

2. Use of Leave During Required Seven (7) Day Waiting Period

No compensation, as defined in the Workers' Compensation law, shall be allowed for the first seven (7) calendar days of disability resulting from an injury, except medical treatment and supplies as defined in G.S. 97.28. One of the following two options may be chosen during the seven (7) day waiting period:

- **Option 1:** Elect to take earned sick leave during the required waiting period and then go on workers' compensation leave and begin drawing workers' compensation weekly benefits.
- **Option 2:** Elect to go on the workers' compensation leave with no pay for the required waiting period and then begin drawing workers' compensation weekly benefits. If the injury results in disability of more than 21 days, as indicated in G.S. 97-28, the workers' compensation weekly benefit shall be allowed from the date of disability. If this occurs in the case of an employee who elected to use leave during the seven (7) day waiting period, no adjustment shall be made in the leave used for these workdays.

3. Continuation of Benefits

While on workers' compensation leave, an employee is eligible for continuation of the following benefits:

- **Performance Increase:** Upon reinstatement, an employee's salary will be computed based on the last salary plus any legislative increase to which entitled. Any performance increase which would have been given had the employee been at work may be included in the reinstatement salary, or it may be given on any payment date following reinstatement.
- **Vacation and Sick Leave:** While on workers' compensation leave, the employee will continue to accumulate vacation and sick leave to be credited to his/her account for use upon return.
- **Hospitalization Insurance:** While on workers' compensation leave an employee is in pay status and will continue coverage.
- **Retirement:** While on workers' compensation leave an employee will continue to receive matching contributions made by the employee.
- Each Public School Unit is responsible for submitting all reportable injuries.

STAFF CONDUCT

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of scholar education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the scholar at age 18 or when the scholar attends a school beyond the high school level. Scholars to whom the rights have transferred are identified as "eligible scholars."

- Parents or eligible scholars have the right to inspect and review the scholar's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible scholars to review the records. Schools may charge a nominal fee for copies.
- Parents or eligible scholars have the right to request that a school correct record which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible scholar then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible scholar has the right to place a statement with the record in regard to the contested information.
- Generally, schools must have written permission from the parent or eligible scholar in order to release any information from a scholar's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest.
 - Other schools to which a scholar is transferring.
 - Specified officials for audit or evaluation purposes.
 - Appropriate parties in connection with financial aid to a scholar.
 - Organizations conducting certain studies for or on behalf of the school.
 - Accrediting organizations.
 - To comply with a judicial order or lawfully issued subpoena.
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice).
Individuals who use TDD may use the Federal Relay Service.

Or you may send a letter to the following address:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

PROFESSIONAL DEVELOPMENT

RMP provides substantial on-site professional development. Off-site professional development must have prior approval from the appropriate member of the leadership team under whose responsibility the professional development falls. RMP will reimburse team members who attend conferences up to the approved rates listed below, unless otherwise approved or modified by the appropriate member of the leadership team.

- Meals (Per Day): \$10 for Breakfast, \$12 for Lunch, \$20 for Dinner
- Prior Hotel Approval by administrator
- Reimburse at Federal Rate for Mileage
- Related Travel (Carpooling is encouraged)

It is the team member's responsibility who is attending the Professional Development event to request a substitute through the substitute procedure located in the staff handbook.

SEXUAL HARASSMENT

Sexual harassment is defined as any unwelcomed or unwanted sexual advances, requests for sexual favors from someone in the workplace that creates discomfort and interferes with the job performance or other verbal or physical conduct of a sexual nature that creates an offensive, intimidating, or hostile work environment. Submission to such conduct is: a) made a condition of employment, b) made the basis for employment decisions, or c) unreasonably interferes with an individual's ability to perform their job duties or otherwise creates an offensive or hostile working environment.

Sexual harassment may involve persons of the same or opposite gender, but it does not include personal compliments welcomed by the recipient, social interaction or relationships freely and consensually entered into by both parties.

Sexual Harassment may include, but is not limited to, the following:

- Unwanted physical touching
- Telling sexually explicit jokes or stories
- Making lewd or offensive comments or gestures
- Displaying sexually suggestive objects, cartoons, or pictures
- Sending sexually explicit messages by letters, notes, electronic mail, or phone
- Making offensive comments about a team member's body, physical appearance, or clothing
- Using inappropriate terms of endearment when referring to team members of one gender
- Repeatedly asking a co-worker or subordinate for a date or meeting outside of working hours after having indicated an unwillingness to go
- Unwanted sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:
 - submission to such conduct is made either explicitly or implicitly a term or condition of an individual's academic achievement/ advancement (quid pro quo), or
 - submission to, or rejection of such conduct by an individual is used as the basis for decisions affecting another individual, or
 - the conduct has the intention or effect of unreasonably interfering with an employee's performance or of creating an intimidating, hostile, or offensive learning environment.

Unwanted Advances

Unwanted advances are defined as offensive or unwelcomed requests to engage in sexual behavior. Any unwanted sexual behavior can be sexual harassment, even if the behavior has been tolerated in the past.

Quid Pro Quo

Quid pro quo is a legal term that means "something for something." This form of sexual harassment involves one person (or persons) asking to trade sexual favors for "something."

PROHIBITION AGAINST DISCRIMINATION, HARASSMENT, AND BULLYING

Rocky Mount Prep acknowledges the dignity and worth of all students and employees and strives to create a safe, orderly, caring, and inviting school environment to facilitate student learning and achievement. RMP prohibits discrimination on the basis of race, color, national origin, sex, sexual orientation, transgender or gender identity, disability, or age and will provide equal access to designated youth groups as required by law. Any form of unlawful discrimination, harassment, or bullying in any educational or employment activities or programs is against RMP policy.

Discrimination

RMP prohibits all forms of unlawful discrimination. For purposes of this policy, discrimination means any act or failure to act that unreasonably and unfavorably differentiates treatment of others based solely on their membership in a socially distinct group or category, such as (but not limited to) race, ethnicity, sex, sexual orientation, pregnancy, religion, age, or disability.

Reporting Scholar-Related Discrimination, Harassment and Bullying

Any employee who has witnessed or has reliable information or reason to believe that a scholar may have been discriminated against, harassed or bullied in violation of “Prohibition of Harassment, Intimidation, and Bullying”, or “Nondiscrimination on the Basis of Disability” in the Scholar Handbook, must report the offense immediately as provided under “Scholar-Related Discrimination, Harassment, and Bullying Complaint Procedure” in the Scholar Handbook. The investigation of any such reports will be governed by the Scholar Handbook.

Harassment & Bullying

RMP prohibits all forms of unlawful harassment and bullying. For purposes of this policy, harassment or bullying behavior is any pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication that: places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or creates or is certain to create a hostile environment by substantially interfering with or impairing a student’s educational performance, opportunities, or benefits or by adversely altering the conditions of an employee’s employment.

“Hostile environment” means that the victim subjectively views the conduct as harassment or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is harassment or bullying. A hostile environment may be created through pervasive or persistent misbehavior or a single incident, if sufficiently severe.

Harassment and bullying include, but are not limited to, behavior described above that is reasonably perceived as being motivated by any actual or perceived differentiating characteristic or motivated by an individual’s association with a person who has or is perceived to have a differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, transgender or gender identity, physical appearance, sexual orientation, or mental, physical, developmental, or sensory disability.

Examples of behavior that may constitute bullying or harassment include, but are not limited to, verbal taunts, name-calling and put-downs, epithets, derogatory comments or slurs, lewd propositions, extortion of money or possessions, implied or stated threats, assault, impeding or blocking movement, offensive touching, and visual insults such as derogatory posters or cartoons. Legitimate age-appropriate pedagogical techniques are not considered harassment or bullying.

Harassment, including sexual or gender-based harassment, is not limited to specific situations or relationships. It may occur between fellow students or co-workers, between supervisors and subordinates, between employees and students, or between non-employees, including visitors, and employees or students. Harassment may occur between members of the opposite sex or the same sex.

Cyber-Bullying & Cyber-Harassment

RMP prohibits cyber-bullying and cyber-harassment. Cyber-bullying and cyber-harassment are any words, actions, or conduct that meet the definitions of bullying or harassing behavior described in this policy, and are conveyed via email, text message, internet message boards, interactions on social media, or other electronic media.

SEXUAL HARASSMENT GRIEVANCE PROCEDURE

RMP will investigate and resolve all sexual harassment complaints as soon as they are reported. The following steps outline the procedure for investigation of sexual harassment complaints:

- The complaining party (or complaining party's advocate) should report the complaints about harassment to one of the following individuals: Direct Supervisor, Director of Human Resources, or the Head of School. The complaint should include the incident date(s), time of day, actions or words said by all people involved, and the names of possible witnesses who observed the incident. RMP will take every effort to prevent public disclosure of the names of all parties involved except to the extent necessary to investigate the complaint.
- The Director of Human Resources will review and investigate the complaint to determine the appropriate course of action. If you have not been contacted within 5 days after reporting any incident of what you perceive to be harassment, please immediately contact the Director of Human Resources. If there are insufficient grounds to support the complaint, then the complaint is filed, and the procedure is concluded. If there is sufficient evidence to proceed, then the Director of Human Resources will review the grievance procedure with the team member who reported the incident and conduct a prompt investigation into the matter.
- The alleged harasser will be informed of the complaint and advised of the procedures to be followed.
- All team members who participate in the investigation of the sexual harassment complaint shall maintain the confidentiality of the investigatory proceeding, including all information shared with or by them during the investigation.
- Interim measures may be taken to protect the complaining party during the investigation. These measures may include reporting the incident to law enforcement officials, separating those involved, or placement on paid administrative leave.
- RMP will inform the alleged harasser that retaliation against a person who has complained is prohibited by law, and evidence of such action will result in a responsive action against the alleged harasser up to and including termination of employment.
- The complaining party and the alleged harasser will be notified of the outcome after RMP staff has determined the appropriate course of action. If necessary, the RMP Board of Trustees may be consulted before a final decision is made on the complaint.
- If harassment is substantiated, RMP will take steps to stop the behavior(s) and ensure no future incidents occur. This includes, but is by no means limited to, eliminating "quid pro quo" harassment, hostile environments, or repetitive behaviors by team members. An appropriate sanction will be determined by the Head of School and Director of Human Resources which may include disciplinary action up to and including termination of employment.
- The complaining party and alleged harasser shall be provided with the outcome of the investigation, provided the information to be shared with them shall be subject to confidentiality restrictions imposed by law.
- All parties in a complaint can appeal to the RMP Board of Trustees who can take whatever further action or conduct whatever further proceedings it deems appropriate.

ANTI-HARASSMENT POLICY

Other Types of Harassment

In addition to prohibiting and not tolerating sexual harassment, RMP prohibits and does not tolerate harassment based on a staff member's race, religion, creed, national origin, age, physical or mental disability, or past, present or prospective service in the uniformed services, or any other characteristic protected under applicable federal, state, or local law.

Such harassment often takes a similar form to sexual harassment and includes harassment that is:

- Verbal (for example, epithets, derogatory statements, slurs, derogatory comments or jokes).
- Physical (for example, assault or inappropriate physical contact).
- Visual (for example, displaying derogatory posters, cartoons, drawings or making derogatory gestures).
- Online (for example, derogatory statements or sexually suggestive postings in any social media platform including Facebook, Twitter, Instagram, Snapchat, etc.).
- This list is illustrative only, and not exhaustive. No form of harassment will be tolerated. Harassment is prohibited both at the workplace and at RMP-sponsored events.

Complaint Procedure

The same procedures involved in the Sexual Harassment. If you are subjected to any conduct that you believe violates this anti-harassment policy or witness any such conduct, you must promptly speak to, write or otherwise contact your direct supervisor, the Head of School, or the Director of Human Resources. If you have not been contacted within five (5) days after reporting any incident of what you perceive to be harassment, please immediately contact the Director of Human Resources. Please be assured that a prompt investigation of any harassment claims will be conducted.

All team members who are involved in the investigation of the sexual harassment complaint shall maintain the confidentiality of the investigatory proceeding, including all information shared with or by them during the investigation.

Your complaint should be as detailed as possible, including the names of all individuals involved and any witnesses. RMP will directly and thoroughly investigate the facts and circumstances of all claims of perceived harassment and will take prompt corrective action, if warranted.

The complaining party and alleged harasser shall be provided with the outcome of the investigation, provided the information to be shared with them shall be subject to confidentiality restrictions imposed by law.

Additionally, any staff member who observes harassing conduct must report the conduct to the Head of School or the Director of Human Resources so that an investigation can be made and corrective action taken, if warranted.

Any party involved in a complaint can appeal to the Board of Trustees by submitting a written request for review to the Chairman of the Board within five (5) days of being notified of the outcome of the complaint.

No Retaliation

No one will be subject to, and RMP strictly prohibits, any form of discipline, reprisal, intimidation or retaliation for good faith reporting of incidents of harassment of any kind, pursuing any harassment claim or cooperating in related investigations.

RMP is committed to enforcing this policy against all forms of harassment. However, the effectiveness of our efforts depends largely on team members reporting inappropriate workplace conduct. If team members feel that they or someone else may have been subjected to conduct that violates this policy, they should report it immediately. If team members do not report harassing conduct, RMP may not become aware of a possible violation of this policy and may not be able to take appropriate corrective action.

Violations of this Policy

Any team member, regardless of position or title, who is determined to have subjected an individual to harassment or retaliation in violation of this policy, will be subject to discipline, up to and including termination of employment. All parties in a complaint can appeal to the RMP Board of Trustees who can take whatever further action or conduct whatever further proceedings it deems appropriate.

Grievance Process

The Board of Trustees and leadership of RMP value open communication and dialogue between faculty, team members, leaders, parents, and the Board. The Board values open dialogue and believes individuals can generally resolve disputes through sincere and respectful communication.

The following practice will be used to hear suggestions, complaints, or concerns if a situation arises that cannot be resolved between individuals.

Team Member Policy

A team member who has a complaint regarding another staff member must first address the issue with the other employee involved and work reasonably, and in good faith to resolve the concern. Director of Human Resources, the team member must first address it with the Director of Human Resources and work reasonably and in good faith to solve the problem.

If the team member and the Director of Human Resources are unable to resolve a complaint, team member must first address the issue with the Head of School. If the issue remains, it may be brought to the Board's attention. The complaint may be directed to the Board Chairman in writing. Complaints shall specify the individual(s) involved, details of the incident(s) giving rise to the complaint, including dates and approximate times, details of attempts to resolve the problem, and the requested solution. The Chairman will acknowledge the appeal within 10 school days of receipt.

The Board Chairman will share the complaint with the other Board members for consideration. The Board will then consider the complaint and take whatever action it deems appropriate, including a hearing before the Board. The decision of the Board shall be final and shall be the last step in the grievance process.

Staff shall not appear in a public meeting to address the Board without first following the steps in the grievance process and without a hearing granted by the Board, which will generally be conducted in the closed session.

NEPOTISM POLICY

The Board of Trustees of RMP permits the employment of immediate family or relatives of employees, board members, and independent contractors as long as such employment does not, in the opinion of Administration (i.e., members of the Executive Cabinet, other than the Executive Administrative Assistant) and the Board, create actual conflicts of interest.

For purposes of this policy, relatives or "immediate family" are defined as a spouse, parent, child, sibling, grandparent, grandchild, aunt, uncle, niece/nephew, first cousin, domestic partner, corresponding in-law, half, adoptive, "step" relationships or any member of the employee's household, as well as persons engaged in amorous relationships. An amorous relationship exists when, without marriage, two (2) persons who are voluntarily engaged in a romantic courtship (e.g., dating or engaged to be married).

Any exceptions to this policy must be approved by the Board at the time of hiring or promotion and prior to contract renewal. All decisions of the Board relating to this policy are final.

The Director of Human Resources will use sound judgment in the placement of related employees in accordance with the following guidelines:

1. Before any related team member with supervisory authority is hired, such proposed employment or engagement must be disclosed to the Board of Trustees and approved by the Board in a duly called open session meeting. Relatives of Board members may not be employed in a supervisory capacity.
2. Related team members are permitted to work in the same department, provided no direct reporting or supervisor to subordinate relationship exists.
3. Related team members may have no influence over the wages, hours, benefits, career progress, and other terms and conditions of the other related staff members.
4. Team members who marry while employed, or become part of the same household, are treated in accordance with the aforementioned guidelines. That is, if in the opinion of school leadership, a conflict arises as a result of the relationship, then an appropriate response to the situation will be made.
5. The burden of disclosure of such a conflict of interest shall be on the applicable team member, Board member, or contractor.

NON-FRATERNIZATION POLICY

To avoid conflicts of interest, misunderstandings, or appearance of favoritism or impropriety, and to protect our employees from unlawful sexual harassment, RMP has adopted the following policy:

1. Dating, romantic involvement, or physical intimacy between team members is prohibited where one of the parties is in a direct or indirect supervisory relationship to the other. A supervisor who learns of such a relationship, should immediately communicate the information to Human Resources, so that a determination can be made as to whether or not the supervisory relationship can be eliminated without termination of employment.
2. Relationships between team members who work in the same department are discouraged. Team members, who are not in a supervisory relationship but who choose to engage in a romantic or physical relationship, must inform the Human Resources department immediately. RMP will then decide what, if any, actions are necessary in regard to assignments and jobs to ensure the relationship does not harm productivity or team member morale. Where a conflict or potential for conflict arises because of a close personal relationship between team members, where there is no line of authority or reporting involved, the team members may be separated by reassignment or terminated from employment.
3. **Any team member who violates this policy will be subject to disciplinary action up to, and including, immediate termination of employment.**
4. RMP's policies prohibiting sexual harassment apply to all team members, including those involved in romantic or physical relationships. Sexual harassment or retaliation will not be tolerated, and will result in immediate discipline up to, and including, immediate termination of employment.

SUSPENSION WITH PAY

If RMP's Head of School or designee believes that cause may exist for dismissing or demoting any employee, the employee may be suspended with pay for a reasonable period of time not to exceed 90 days if:

1. Additional investigation of the facts is necessary, and
2. Circumstances are such that the employee should be removed immediately from his/her duties.

A person employed to replace the suspended employee shall be paid a salary based on the replacement's certification and shall be paid from the same source of funds as the individual suspended.

RESIGNATIONS

Please refer to these terms in your employment contract in addition to the policies outlined below:

1. Submit (hand delivered or by email) a written resignation letter to your direct supervisor.
2. Submit a written resignation letter to the Director of Human Resources.
3. Once an official resignation is submitted, the Director of Human Resources will contact the employee with further instructions
4. The last day of employment will be set in accordance with the following guidelines:
 - Team member may be held up to 30 calendar days (to not include designated School Holidays) or until a suitable replacement is found. Instructional Assistants and PLS employees may be held up to 14 calendar days or until a suitable replacement is found.
 - If an employee needs to be released early due to extenuating circumstances, a written petition must be submitted to the Director of Human Resources.
 - RMP retains all rights under the employment contract to accelerate the resignation of an employee if it elects to do so.

DRUG-FREE WORKPLACE ENVIRONMENT

It is the policy of the RMP Board and the school that a drug-free workplace shall be maintained at RMP. This policy will govern each team member while on any RMP property, at any time during which a team member is acting within the course and scope of his or her employment, or at any other time that the team member's violation of this policy has a direct and adverse effect upon the job performance. The Board prohibits the unlawful manufacture, transmission, conspiring to transmit, possession, use, or being under the influence of any alcoholic or other intoxicating beverage, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroids, counterfeit drugs, other intoxicants of any kind, or other controlled substance as defined in schedules I through V of Section 202 of the Controlled Substances Act by any team member while in the course and scope of their employment. In addition, no team member shall exude the odor of any alcoholic beverage or controlled substance while acting within the course and scope of employment. The Board and school prohibit the possession, use, transmission, or conspiring to transmit drug paraphernalia by any team member while in the course and scope of their employment.

No team member shall be impaired by the excessive use of prescription or nonprescription drugs in the workplace. The proper use of a drug authorized by valid medical prescription from a legally authorized health care provider shall not be considered a violation of this Policy. Any team member with prior knowledge that the use of a prescribed medication under a doctor's direction or an over-the-counter medication could alter the team members' ability to perform the duties and responsibilities must notify the appropriate supervisory person. A team member is responsible for being aware of the side effects of any prescribed drug being taken. Failure to obtain such information will not preclude disciplinary action under this Policy.

If, in the opinion of the team member's supervisor, a team member's action and/or behavior are considered unsafe as a result of the proper use of medication, the team member may be sent home. A conference shall be conducted with the team member prior to the team member's resuming all assigned duties. Prior to the team member's returning to work, the team member must provide written documentation assuring the medication's use has been terminated or the medication has been adjusted/modified to avoid impairment.

Any team member having reasonable grounds to believe that another team member is using or in possession of any illegal drug or is under the influence of or in possession of alcohol while in the workplace shall immediately report the facts and circumstances to a supervisor/Principal. Any team member who has been convicted of violating any criminal drug statute for activities occurring in the workplace shall notify the supervisor within five (5) days of such conviction.

Violation of certain provisions of this policy shall warrant a referral to law enforcement for consideration of criminal prosecution and the team member is subject to termination of employment. It is the team member's responsibility to seek help for drug and alcohol problems before they must be addressed at the workplace or otherwise become apparent as unsatisfactory job performance and/or work habits. Team members shall be provided information concerning available counseling, rehabilitation, and reentry programs. The Board has a commitment to assist any team member who voluntarily asks for help.

Circumstances that warrant Administration to believe that a team member is in violation of the Board's Drug-Free Workplace Environment Policy may require that the team member submit to a medical examination, including a drug or alcohol assessment. If the results of a drug or alcohol assessment are positive and there is no legitimate medical explanation for the results, the team member may be subject to disciplinary action, including termination of employment. Any team member who refuses to submit to a drug or alcohol-screening test may be terminated.

Drug and Alcohol Testing of Commercial Motor Vehicle Operators

To help ensure safe operation of school vehicles, federal law and regulations require a comprehensive program of drug and alcohol testing for school bus drivers and all other commercial motor vehicle operators who volunteer or are employed by the school. Anyone operating a commercial motor vehicle for the school is not to be under the influence of alcohol and/or prescription or non-prescription drugs. All commercial motor vehicle operators will be subject to random testing for drugs. Refusal to submit to any test shall be cause for dismissal.

It is illegal to operate a commercial vehicle while under the influence of an impairing substance. This is known as the "Zero Tolerance Law" (GS 20-138.2a).

REPORTING CHILD ABUSE

North Carolina General Statute §7B-301 requires all school system personnel to report suspected child abuse. In general, the procedures are as follows:

- A team member who knows or suspects that a child's health or welfare has been or appears to have been harmed as a result of abuse or neglect must make an immediate report to their Principal, School Social Worker, or designee.
- When a Principal or designee receives a report of suspected child abuse or neglect, the Principal or designee is required to immediately call Child Protective Services. The Principal or designee should place the call and then allow the intake worker to speak with the team member who initiated the report.
- After the telephone report is made to Child Protective Services, the Principal or designee must document the incident in writing within 24 hours. This report will include the names of persons spoken to at Child Protective Services and the disposition of the call.

Once the suspected abuse or neglect is reported, school team members should refrain from further investigation. The child should not be questioned further by any school team member.

- If the suspected abuser is a team member of RMP, the following parties shall be notified: The parents of the child; the Department of Human Services (DHS), which will refer the matter to the proper law enforcement agency for investigation; and the Head of School.
- Continued investigation is only appropriate when the suspected abuser is a RMP team member, subject to the direction/involvement of law enforcement authorities.

VIDEO APPROVAL

Most classrooms are equipped with a projector, which can be used for videos and other multimedia educational technology. Any video shown must be for the educational enrichment of the scholars. All movies on your grade's list of videos in the curriculum guide can be shown without approval. All other movies need to be approved by the Principal. **TEACHERS MUST PRESCREEN ALL VIDEOS PRIOR TO STUDENT VIEWING.** Once previewed, send an email with a detailed description to your Principal one week prior to the viewing date. Once approved for viewing, it does not need to be approved again.

SCHOOL ISSUED TECHNOLOGY

Teachers, and some staff, are provided a school laptop, iPads, hotspots, or cell phone. These devices remain the sole property of the school and are intended for school use only. Accordingly, there is no right to the expectation of privacy. It is expected that the device be kept in working order and cared for accordingly. **A team member who damages any school issued device may be responsible for the cost to repair it to working condition.**

Additional information and policies regarding School Issued Technology can be found in the Technology Policies and Procedures Memo provided during technology checkout or initial annual training. Employees can view a copy of this document by contacting the Information Technology Department.

COMMUNICATION SYSTEMS POLICIES

RMP provides certain types of electronic resources, messaging agents, and electronic facilities for its staff members, and in certain instances, scholars. These resources include email, cell phone, telephone, voice mail, internet access, and computer hardware. The school encourages the use of electronic resources for educational purposes as a method to improve efficiencies in workflow and overall communications.

The internal communication systems, as well as the equipment and data stored, are the sole property of RMP. **Users should be aware that all communication software/systems or information are owned by RMP, and the school reserves the right to inspect, examine, or monitor any and all systems at any time to ensure that the system is being appropriately used in accordance with this policy.** Accordingly, team members shall have no expectation of privacy. All communication systems should be used primarily for school business with personal use held to a minimum and at no cost to the school. Personal business may be inadvertently monitored or recorded at any time during normal school hours.

EMAIL/INTERNET/TEXTING

Every team member is assigned a school issued email address. All team members must be aware that email, social media, and the Internet are NOT secure forms of communication. Since we are a public school, information communicated via these means is subject to the North Carolina Public Records Law. The information system and the information placed or stored on the email system are school property. The school's email system routinely records, and stores messages sent or received on the network, even when the message is "deleted" by the individual user.

- Email inquiries should be addressed promptly and within 24 hours of receiving the email message.
- Email can be used to communicate with parents and staff; however, personal or confidential information about scholars or team members, including names, must not be transmitted via email or posted on public websites.
- Checking professional or personal emails during the workday should be conducted in a manner to not hinder the fulfillment of professional responsibilities.
- Necessary email and text messaging between scholars or parents and staff must be school-related and should be solely focused on academic issues related to the school, should be professional in tone, brief, specific, and use proper grammar and punctuation.
- Social interaction between staff and Scholars using email, social media, text messaging, or other forms of electronic communication is considered inappropriate and is prohibited.

Email sent to “Team” requires appropriate administrative approval. Email also has enormous potential for misuse and can increase the risk of litigation. All staff members must be alert to the legal risks posed by this form of technology. All staff members are expected to use email in a responsible, effective, and lawful manner.

Although by its nature email is less formal in style than other forms of written communication, responsible conduct still applies. All staff is to refrain from the following activities, and realize that they can be disciplined and potentially held legally liable for misconduct including but not limited to:

- Sending or forwarding emails containing libelous, defamatory, offensive, racist, or obscene content. Staff receiving such email should report it promptly to your administrator.
- Transmitting confidential or scholar record information.
- Violating copyright laws by forwarding or copying messages or attachments without proper permission.
- Intentionally sending an attachment that contains a virus.
- Sending or forwarding unsolicited email messages such as “chain” letters, junk mail, daily jokes, or messages from mailing lists.
- Forging or attempting to forge email messages.
- Attempting to disguise your identity when sending email, including using another person’s email account.

SOCIAL MEDIA

The RMP Board recognizes the importance of incorporating current technology tools, including new methods of electronic communication, into the classroom to enhance student learning. It further recognizes the importance of employees, students and parents engaging, learning, collaborating and sharing in digital environments as part of 21st Century learning. The Board strives to ensure that electronic communication tools incorporated into the school curriculum are used responsibly and safely. As practicable, the Board will provide access to secure social media tools and Board approved technologies for use during instructional time and for school-sponsored activities. The Board acknowledges that team members may engage in the use of social media during their personal time. Team members who use social media for personal purposes must be mindful that they are responsible for their public conduct even when not acting in their capacities as RMP employees. All team members, including student teachers and independent contractors, shall comply with the requirements of this policy when using electronic social media for personal purposes. In addition, all team members must comply with this Team Policy Handbook when communicating with individuals or groups of students through other electronic means, such as through voice, email, or text messaging.

Definitions

1. **Social Media:** For the purposes of this policy, “social media” refers to the various online technology tools that enable people to communicate easily over the Internet to share information and resources. It includes, but is not limited to, personal websites, blogs, wikis, social networking sites, online forums, virtual worlds, video-sharing websites, and any other Internet-based applications which allow the exchange of user-generated content. For the purposes of this policy, it also includes any form of instant or direct messaging available through such applications. Examples of social media include Web 2.0 tools, Facebook, Twitter, LinkedIn, Flickr, YouTube, Instagram, Google+, and social media components of learning management systems such as Moodle, Google Classroom, Class Dojo, Remind, or Edmodo.
2. **School-Controlled Social Media:** “School-controlled social media” are social media networks, tools, or activities that are under the direct control and management of the Head of School, Director of Marketing & Communications, or designee.
3. **Personal Social Media:** “Personal social media” are any social media networks, tools, or activities that are not school-controlled.

Social Media Communications Involving Scholars

Team members are to always maintain professional relationships with scholars and in so doing comply with the provisions of this Team Handbook. The use of electronic media for communicating with scholars and parents is an extension of the employee's workplace responsibilities. Accordingly, the Board expects team members to use professional judgment when using social media or other electronic communications and to comply with the following:

- All electronic communications with scholars who are currently enrolled in the RMP must be school-related and within the scope of the team members' professional responsibilities.
- Team members may use only school-controlled social media to communicate directly with current scholars about school-related matters.
- Team members are prohibited from knowingly communicating with current scholars through personal social media without parental permission. An Internet posting on a personal social media website intended for a particular scholar will be considered a form of direct communication with that scholar in violation of this policy unless the parent has consented to the communication. However, a team member may communicate with a scholar using personal social media to the extent the team member and scholar have a family relationship or other type of appropriate relationship which originated outside of the school setting. For example, a team member may have a relationship with a niece or nephew, a scholar who is the child of an adult friend, a scholar who is a friend of the team member's child, or a member or participant in the same civic, social, recreational, sport or religious organization.
- A team member seeking to utilize and/or establish a non-school-controlled social media website for instructional or other school-related purposes must have prior written approval from their Principal and/or direct supervisor and the Head of School or designee and must verify that the social media application's terms of service meet the technology and web development requirements. If the website collects personal information from scholars under the age of 13, the use will not be approved unless the applicable requirements of the Children's Online Privacy Protection Act (COPPA) are met. The team member shall ensure that the website does not include or link to the team member's personal social media footprint. The site must be used for school-related purposes only.

Team Member Personal Use of Social Media

The Board respects the right of team members to use social media as a medium of self-expression on their personal time. As role models for the RMP scholars, however, team members are responsible for their public conduct even when they are not performing their job duties as team members of the RMP. Team members will be held to the same professional standards in their public use of social media and other electronic communications as they are for any other public conduct. Further, team members remain subject to applicable state and federal laws, Board policies, administrative regulations, and the Code of Ethics for North Carolina Educators, even if communicating with others concerning personal and private matters.

If a team member's use of social media interferes with the team member's ability to effectively perform his or her job duties, the team member is subject to disciplinary action, up to and including termination of employment. Team members are responsible for the content on their social media sites, including content added by the team members, the team member's "friends," followers, or members of the public who can access the team member's site, and for Web links on the team member's site.

Team members shall take reasonable precautions, such as using available security settings, to manage scholars' access to the team members' personal information on social media websites and to prevent scholars from accessing materials that are not age appropriate. Team members are prohibited from accessing social networking websites for personal use during instructional time.

Posting to Social Media Sites

Team members who use social media for personal purposes must be aware that the content they post may be viewed by anyone, including scholars, parents, and community members. Team members shall observe the following principles when communicating through social media:

- Team members shall not post confidential information about scholars, fellow employees or RMP business.
- Team members shall not accept current scholars as “friends” or “followers” or otherwise connect with scholars on personal social media sites without parental permission, unless the employee and scholar have a family relationship or other type of appropriate relationship which originated outside of the school setting.
- Team members shall not knowingly allow scholars access to their personal social media sites that discuss or portray sex, nudity, alcohol or drug use or other behaviors associated with the team members’ private lives that would be inappropriate to discuss with a scholar at school.
- Team members may not knowingly grant scholar access to any portion of their personal social media sites that are not accessible to the general public without parental permission, unless the team member and scholar have a family relationship or other type of appropriate relationship which originated outside the school setting.
- Team members shall be professional in all Internet postings related to or referencing the RMP, scholars or their parents, and other team members.
- Team members shall not use profane, pornographic, obscene, indecent, lewd, vulgar or sexually offensive language, pictures or graphics or other communication that could reasonably be anticipated to cause a substantial disruption to the school environment or reflect negatively upon the school.
- Team members shall not use the RMP’s logo(s) or other copyrighted material of the school on a personal social media site without express, written consent from the Board or designee.
- Team members shall not post identifiable images of a scholar or scholar’s family on a personal social media site without permission from the scholar and the scholar’s parent or legal guardian. Team members may post such images on a school-controlled social media site only with prior permission of the team member’s supervisor and the Marketing & Communications Director in accordance with the requirements of federal and state privacy laws.
- Team members shall not use Internet postings to libel or defame the Board, individual Board members, scholars or other team members, or the school.
- Team members shall not use Internet postings to harass, bully or intimidate scholars, their families, or other team members.
- Team members shall not post content that negatively impacts their ability to perform their professional responsibilities or duties.
- Team members shall not use Internet postings to engage in any other conduct that violates the Team Handbook, administrative procedures, or state and federal laws.

Consequences

RMP personnel shall monitor online activities of team members who access the Internet using school technological resources. Additionally, the Head of School or designee may periodically conduct public Internet searches to determine if a team member has engaged in conduct that violates this policy. Any team member who has been found by the Head of School to have violated any of the provisions of this policy may be subject to disciplinary action, up to and including dismissal.

RESPONSIBILITY TO MONITOR INTERNET USE

The Internet is accessible from every computer in the school. Filtering software has been installed on every computer. However, no unsupervised Internet usage should be allowed on any computer. While this software can protect our scholars from viewing inappropriate material on the Internet, the ultimate responsibility lies with team members to monitor scholar Internet use. Do not allow scholars to download Internet games or websites. The teacher will discuss the Acceptable Use policy for devices with the scholars.

SEARCH AND ENFORCEMENT

At any time and without prior notice, Rocky Mount Prep reserves the right to examine, inspect or monitor any and all communication software/systems or information to include but not limited to telephones, email, personal file directories, internet usage, and other information stored on any school equipment. Staff members do not have an expectation of privacy with respect to any use of school equipment. This examination helps to ensure compliance with internal policies, supports the performance of internal investigations, and assists with the management of information systems. Any staff member found to have violated any part of this policy may be subject to disciplinary action, up to and including termination.

EMAIL SIGNATURE

Team members using email are required to use the following approved and standard signature:

First Name Last Name - Title (with grade level if applicable)
Rocky Mount Prep

Educate. Equip. Empower. Excel!

3334 Bishop Road Rocky Mount, NC 27804 - p 252.443.9923 - f 252.443.9932

Rocky Mount Prep is a free public charter school. All email correspondence to and from this address is subject to the North Carolina Public Records Law, which may result in monitoring and disclosure to third parties, including law enforcement.

CRISIS & SEVERE WEATHER PLANS

Rocky Mount Prep is committed to the safety and security of all scholars, faculty, staff, and visitors on its campus. Our school operates with a goal of zero damage to personnel and property. At RMP, everyone shares equally in the responsibility of identifying hazards and following safety rules. In order to support that commitment, a thorough review of emergency prevention, preparedness, response, and recovery procedures is a continuous improvement process. Additional information and guidelines relevant to natural and human caused disasters, emergency/crisis situations, or severe weather can be found in the school's Critical Incident Management (CIM) Plan.

Individuals specifically tasked with responsibilities during an emergency or severe weather are expected to understand and have available specific procedures that describe how emergency tasks will be performed. Specific responsibilities for designated personnel can be found in the school's CIM Plan.

The Head of School or designee will be responsible for activating school emergency operations plans and procedures. RMP will take charge and remain in charge of the emergency until it is resolved or when management is transferred to the appropriate emergency responder agency with legal authority to assume responsibility. Guidance, direction, and technical assistance from local, state, and federal agency officials and industry will be utilized where appropriate and available.

LOCKDOWN

Used when there is a threat of violence or serious incident that could jeopardize the safety of scholars/staff (i.e. intruder, shooting, hostage incident, gang fights, civil disturbance, etc.).

When a lockdown is announced, this indicates that an intruder is on the grounds or in the vicinity of RMP's campus. All staff members are to immediately move into lockdown procedures. Teachers should practice lockdown procedures with their class. If any teachers and scholars are on the playground, they should safely move towards the designated location or Rally Point.

Practice the lockdown procedures. It is important that the scholars understand the reasons behind this and abide by the following procedures:

1. Remain Calm.
2. Clear the hallway and bathrooms by your room. Move everyone into the classroom.
3. Lock your doors, turn off your lights, and shut your blinds and windows.
4. Move scholars and staff away from the doors and windows.
5. Instruct scholars to remain quiet and sit down against an interior wall.
6. Report any missing scholars/staff to the Principal.
7. Ignore all bells and alarms unless otherwise instructed.
8. Do not open classroom doors for anyone. Continue to follow lockdown procedures until the Head of School or designee gives the ALL CLEAR signal.

FIRE DRILL PROCEDURES

In the event of a fire drill, the fire alarm will sound. Teachers are to line their classes up quickly at the door. Next, move the scholars quickly through the hall to the designated safe area outside. Scholars are to be completely silent and attentive. Teachers are required to bring their roll books and safety bags. Teachers are to stay with their class until the conclusion of the drill.

TORNADO DRILL PROCEDURES

In the event of a tornado drill, the siren/bell will sound. Teachers are to line their classes up quickly at the door. Next, move the scholars quickly through the hall to the designated safe area inside. Scholars are to be completely silent and attentive. Scholars are to assume the “duck and cover” position once they are in the safe area.

BOMB THREATS

In the event of a bomb threat, the fire alarm will sound. Teachers are to evacuate their classrooms with their scholars following the fire drill procedure. Classes are to remain outside at least 50 feet from the building until further notice. Teachers are required to bring their roll book and safety bags.

MEDICAL EMERGENCY

In the event of a medical emergency or serious injury: Teachers are to assess the situation, then immediately notify the Principal and/or main office if the assistance of first responders is needed. Remain calm. Do not move the sick/injured individual unless instructed to do so by first responders. Disperse/relocate other scholars in the area to another designated location as needed. Assist with contacting parents or legal guardians as directed by the Principal.

SEVERE WEATHER

RMP continually monitors NOAA Weather Stations (e.g. National Weather Service). In the event of severe/inclement weather: Teachers and staff will be instructed to stop all outside activities and bring all persons inside the building. Account for all scholars, staff, and visitors and report any missing or injured scholars/staff/visitors to the Principal or designee. Support staff will be assigned to monitor all entrances and weather conditions. Teachers should close all windows and direct scholars away from large windows and skylights. The Head of School or designee may elect to delay the release from school due to severe weather.

MEDIA RELATIONS & COMMUNICATION DURING EMERGENCIES

The Board has designated the Head of School or Director of Marketing & Communications as the primary point of contact for media inquiries. A team member should never, during a RMP crisis situation, freely talk with the media about school business without the consent of the Head of School or Director of Marketing & Communications. In the event of an emergency/crisis situation at RMP, the Director of Marketing & Communications will notify parents, legal guardians, and the public/media (as necessary) regarding the status of the emergency or any updates.

SAFETY PROCEDURES

At Rocky Mount Prep, we care about the safety, health, and well-being of our team members. RMP is committed to the safety and security of all scholars, faculty, staff, and visitors on its campus. We value the contributions our team members make toward our success. Our school operates with a goal of zero damage to people and property. At RMP, everyone shares equally in the responsibility of identifying hazards and following safety rules.

FALLS CAN BE PREVENTED

- Use caution when walking on surfaces which contain ice, snow, rock, oil, water, or other adverse or unstable material, or condition.
- Immediately clean all spills and call custodians if necessary.
- Prevent fall hazards by keeping walkways, aisles, and walk areas clear of boxes, loose materials, wires, and other objects.
- Select shoes for comfort and safety that are compatible with your work environment.
- Do not stand or climb on a desk, chair, or other unstable surface to reach for an object. Always ensure safety by using a step ladder.

FIRE PREVENTION

- Know the emergency plan for your work area.
- Request a copy of the Evacuation Plan from your supervisor. You have a personal responsibility in the prevention and control of fires. Familiarize yourself with the location of fire equipment in the area where you work and the proper method of turning on a fire alarm.
- Only properly trained team members can operate portable fire protection equipment.
- Use of space heaters is prohibited.
- If your clothing catches fire, remember to Stop, Drop, and Roll.
- Never run, as this could cause the flames to spread.

FIRST AID

First aid is the immediate emergency treatment provided for injury or sudden illness before professional medical care is available. Never minimize the seriousness of an injury or illness. If in doubt, seek medical attention. In the event of an emergency, immediately notify your direct supervisor and call for emergency services. First Aid Kits are available for treatment of minor cuts and scratches. The availability of first aid kits is not a substitute for obtaining medical treatment.

DO NOT ATTEMPT TO RENDER FIRST AID UNLESS YOU HAVE RECEIVED THE PROPER TRAINING.

GENERAL HOUSEKEEPING

Good housekeeping is essential to maintaining safe working conditions.

- Keep your work area clean and material properly stored; keep walkways and floor areas clear of slip, trip, and fall hazards.
- Place all waste and debris in designated containers for proper disposal.
- Clean all liquid spills.
- If hazardous chemical spills are identified, barricade the spill area and notify maintenance for cleanup.
- Do not block or obstruct exit routes.
- Wash your hands before eating and once finished eating to prevent the spread of germs.

BUILDING SAFETY

Following safe work procedures in the walkways can prevent many accidents.

- Running inside is not permitted unless for your safety or protection.
- When walking in a passageway, keep to the right.
- Accidents can result when persons stand in front of doors, so stand away from the path of the door swing.
- Do not carry stacks of materials which limit or obstruct the line of vision.
- Always use handrails when using stairways.
- Do not lean while sitting in a chair to pick up objects on the floor.
- Do not propel a chair across the floor while seated.
- When sitting down, sit in the center of a chair and not on the edge. Watch out for chairs on casters which can be inadvertently pushed from under you when you attempt to sit down. Place your hand behind you to make sure your chair is in place before you settle into it.
- Don't sit on the edges of desks, tables, boxes, or low filing cabinets.
- Place wastebaskets, briefcases, umbrella stands, etc. where they will not present a tripping hazard.
- Fasten loose papers together with paper clips or staples, never with pins. Exercise care when loading or using staple machines. Use a proper staple remover for removing staples. Properly dispose of broken staples.
- Keep fingers away from the sharp edge of paper cutters.
- Wear shoes at all times.

ERGONOMICS

Ergonomics is the science of fitting the job to the worker. When there is a mismatch between the physical requirements of the job and the physical capability of the worker, musculoskeletal disorders (MSDs) can result. MSDs are a category of injuries that affect the body's muscles, bones, ligaments, tendons, and nerves. Where feasible, the following MSD risk factors should be avoided: repetition and inadequate work/rest scheduling, forceful exertions, awkward and extreme positions of the body, and sustained or static positioning of the body. Be sure to report to your supervisor any existing discomforts that last more than a week.

These tips are intended to provide you with the information and basic tools necessary to assess and perform your job.

COMPUTER WORKSTATIONS

Here are some suggestions for setting up your workstation properly:

- Sit with your lower back against the chair, your upper legs parallel to the floor, and your feet flat on the floor or on a footrest.
- Adjust your table and chair so that your elbows are bent at right angles and your forearms are approximately parallel to the floor.
- Keep your wrists neutral (straight) by using a wrist rest that is the same height as the keyboard.
- Place your mouse (or other pointing device) on a surface close to and at the same height as your keyboard.
- Position your monitor directly in front of you, approximately an arm's length away, with the top of the screen at or slightly below eye level. Tip the monitor back at an angle similar to that used when reading a book.
- Adjust your lighting and monitor to prevent glare or use an anti-glare filter.
- When performing tasks involving repetitive motions or awkward positions, take periodic stretching breaks or alternate with other tasks.

FILING CABINETS

Filing Cabinets are a major cause of accidents and should be used with care.

- Be aware that filing cabinets can pinch, cut, crush, or trip a user. A top-heavy filing cabinet might tip over if a drawer is opened. Heavy cabinets shall be secured to prevent this accident from occurring.
- Exercise care in opening and closing file drawers. Open one file drawer at a time, close it with the handle, and keep fingers clear. Never close a drawer with your knee, elbow, or any other part of your body other than your hand. Close each drawer immediately after use, even if you plan to reopen it.
- Never climb on open file drawers.

LIFTING AND MOVING OBJECTS

- Serious strains often result from improper lifting and handling of boxes, office supplies, ledgers, office machines, etc. Such objects should be moved with a hand truck or unpacked and handled in smaller parcels.
- Bulky objects shall be carried in such a way as not to obstruct the view ahead or interfere with the use of handrails on stairways.

OFFICE MACHINES

- Do not place computers or other office equipment too close to the edge of a desk or other surface.
- Machines that tend to creep during operation should be fastened down or secured with rubber feet or rubber mats.
- Exercise care to prevent electrical cords on office machines and telephones from becoming tripping hazards. Avoid stretching cords between desks or across aisles. If such a procedure is temporarily unavoidable, employ some means of calling attention to the cord, tape the cord to the floor, or place it in a wire cover.
- Extension cords should not be used. Notify your supervisor if additional outlets are required.

WORKPLACE INJURIES AND ILLNESSES

If you have an accident, or if you are injured on the job, you should notify your supervisor immediately.

- You will be required to complete an accident report.
- If after contacting your supervisor and your injury requires medical treatment, the school nurse or first responders will be notified to assess the situation and provide direction about where to receive the additional medical treatment.
- Contact the Director of Operations or Human Resource if you have questions about coverage or benefits under workers' compensation.

WEAPONS, EXPLOSIVES, AND WORKPLACE VIOLENCE PROHIBITIONS POLICY

The RMP Board of Trustees (the "Board") is committed to providing a safe school environment that is free from violence to the maximum extent possible. Except as otherwise specified in this policy, team member, visitors, and other persons are prohibited from possessing, carrying, using, or threatening to use, or encouraging another person to possess, carry, use, or threaten to use, weapons or explosives on school property or while attending curricular or extracurricular activities sponsored by the school system. This policy applies to weapons or explosives carried openly or concealed. Any team member who violates this policy will be subject to immediate termination. Any visitor or other person who violates this policy will be escorted from the premises and/or school activity immediately. The Head of School shall immediately report any violation of this policy to law enforcement officials. Any team member who is aware that a weapon or explosive is present on school property or at a school event in violation of this policy must immediately report this information to the Head of School or designee or the school resource officer as appropriate.

Weapons and Explosives Defined

For purposes of this policy, a weapon includes, but is not limited to, any gun, rifle, pistol, or other firearm of any kind; any BB gun, stun gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors, and razor blades (except solely for personal shaving), or fireworks; any sharp-pointed or -edged instrument, except instructional supplies, unaltered nail files, and clips and tools used solely for the preparation of food, instruction, and/or maintenance on educational property; and mace, pepper spray, and other personal defense sprays. For purposes of this policy, an explosive includes, but is not limited to, any dynamite cartridge, bomb, grenade, mine, or powerful explosive as defined in G.S. 14-284.1.

School Property

For purposes of this policy, school property is any school building or bus, school campus, grounds, recreational area, athletic field, or other property owned, used, or operated by the Board of Trustees.

Exclusions

This policy does not apply to:

1. A weapon or explosive used solely for educational or school-sanctioned ceremonial purposes or used in a school-approved program conducted under the supervision of an adult whose supervision has been approved by the school authority.
2. A person who has a concealed handgun permit that is valid under state law or who is exempted by state law from needing a permit to carry a concealed handgun, if any of the following conditions are met:
 - The person has a handgun in a closed compartment or container within the person's locked vehicle or in a locked container securely affixed to the person's vehicle (the person may unlock the vehicle to enter or exit the vehicle provided the handgun remains in the closed compartment at all times and the vehicle is locked immediately following the entrance or exit).
 - The person has a handgun concealed on the person and the person remains in a locked vehicle (the person may unlock the vehicle to allow another person to enter or exit); or
 - The person is within a locked vehicle and removes the handgun from concealment only for the amount of time reasonably necessary to move it to a closed compartment or container within the vehicle or to move it from the closed compartment or container to concealment on the person.
3. Firefighters, emergency service personnel, North Carolina Forest Service personnel, and any private police employed by the Board of Trustees, when acting in the discharge of their official duties.
4. Law enforcement officers or other persons as provided in G.S. 14-269.2(g)(1a); or
5. A volunteer school safety resource officer providing security at a school pursuant to an agreement as provided in G.S. 115C-47(61), provided that the volunteer school safety resource officer is acting in the discharge of his or her official duties and is on the educational property of the school that the officer was assigned to by the head of the local law enforcement agency.

Assaults and Communication of Threats

Any team member who engages in a physical assault of another on RMP property, or who communicates a threat, physically, verbally or in writing, to a fellow team member, scholar, parent, visitor or any other person shall be subject to immediate termination. Such conduct shall be reported immediately to law enforcement officials.

STAFF EXPECTATIONS

PERFORMANCE EVALUATIONS

RMP believes in continuous improvement of student academic performance. All teaching team members will be evaluated according to the requirements of the North Carolina Department of Public Instruction. NCDPI, Principals, Assistant Principals, and all Instructional personnel conduct classroom walk-throughs as well as classroom observations. Observations are evaluative in nature and will be catalogued as a part of the Educator Evaluation System, North Carolina NCESS. All walk-throughs and classroom observations are for the purposes of assisting in teacher/staff improvement to better serve students. Verbal and/or written feedback from any walk-throughs and classroom observations should be provided within five (5) school days. All team members are expected to actively participate in instructional coaching provided by the school personnel and any vendors.

TECHNOLOGY USE FOR INSTRUCTION

Technology is an integral part of teaching and learning. RMP is a 1:1 school with each scholar having access to a device. Teachers are provided with technology carts for each classroom. Teachers are required to maintain these carts and utilize these devices at minimum on a weekly basis through lesson integration. In addition, the following digital programs have been purchased and are required to be used with scholars: iReady, MobyMax, Stemscoopes, InSyn, Affirm, Freckle, SAVVAS Realize (Pearson). All teachers are required to maintain a Google Classroom for each class period they teach. K-3 teachers will maintain a single google classroom. The Google Classroom should follow the required set up as instructed during the beginning of the year. Scholars are expected to use technology and digital resources under their teacher's direction for educational purposes only.

ACCOUNTABILITY

All teachers are required to create a 2024 - 2025 Google folder and share the folder with the Principal and Instructional Coaches.

Lesson plans are to be submitted in each individual teacher's Google folder every Wednesday. A printed copy of weekly lesson plans is to be kept visible in the classroom. Cumulative lesson plans for the school year are to be stored in a binder and placed on the teacher's desk. Progress reports are to be provided every four (4) to six (6) weeks for each scholar.

PROFESSIONAL INTERACTION

As professional educators with high standards and ethical conduct, we interact with administration, staff members, scholars, parents, and community members on a daily basis. Interactions with every stakeholder are expected to display mutual respect and preserve dignity. Moreover, team members are expected at all times to treat their scholars with respect and not engage in any harassment based upon race, color, religion, sex, age, disability or national origin or any other class or characteristic protected by law. This includes, but is not limited to, the prohibition of any physical or romantic relationship with any scholar by a team member.

PROFESSIONAL COMMUNICATION

When communicating with every scholar, staff member, parent, and community member conduct should be in a professional manner at all times. To this end, when communicating:

- Avoid unwelcome personal communication
- Avoid confrontational conversations
- Be clear about the message
- Listen, hear, and understand
- Respect all perspectives
- Be mindful of non-verbal cues
- Monitor your volume and tone
- Observe confidentiality
- Refrain from the use of profane language
- Exchange positive words

PERSONAL APPEARANCE AND PROFESSIONAL DRESS

As a team member of RMP, you are expected to present a professional, business-like image to scholars, parents, and the public. As role models and representatives of RMP, your presentation on behalf of the school, is of the utmost importance. Professional dress and personal appearance are an ongoing requirement of employment.

Business Professional Attire

Team members are expected to dress in a manner that is normally acceptable in business and professional establishments. For example, male team members should wear dress slacks, dress shirts with or without a tie, and dress shoes. Female team members should wear dresses, pants, skirts, or “outfits” such as matching sweaters and skirts, with comfortable dress shoes. Soft soled shoes should be worn during testing.

Business Casual Attire

Jeans and sneakers/tennis shoes may be worn on designated days assigned by the Head of School. RMP polo shirts or provided/purchased RMP t-shirts can be worn on business casual days.

The following, although not all-inclusive, is considered inappropriate for a professional educational setting:

- Dirty or torn clothing
- Dirty or unclean hair
- Hair color that is not natural (i.e., green, blue, purple, etc.)
- Facial jewelry affixed to a team member’s nose, tongue, cheek, lip, eyebrow or other visible area of the body
- Athletic wear or workout clothes
- Clothing that is disruptive, provocative, revealing, indecent, vulgar, or obscene
- Skirts and dresses may be no higher than three inches above the top of the knee
- Low necklines, spaghetti straps, bare midriffs, overly tight clothing
- Undergarments worn as an outer garment or any see-through clothing
- Shorts are acceptable at an appropriate length for Physical Education Teachers ONLY when teaching PE
- Hats, sweatbands, bandanas, or sunglasses
- Sweatpants and sweatshirts
- Beach wear, tank tops
- Flip flops (beach-style) or house shoes
- Stretch pants worn as regular pants

The Head of School, Principals, and Assistant Principals are authorized to interpret and enforce this policy. Any team member in violation of this policy may be asked to change clothes and/or refrain from wearing such clothing in the future. Repeated problems with inappropriate dress or appearance may result in disciplinary action, up to and including termination. If you have a question about what is appropriate, please contact your school administrator.

FACULTY AND TEAM MEETINGS

School staff meetings are held on a schedule established by the Administration. RMP Team Meetings are held at the discretion of the RMP Leadership Team. Attendance at team and faculty meetings is mandatory.

PARENT TEACHER ASSOCIATION

The RMP PTA comprises of families, scholars, teachers, administrators, and business and community leaders devoted to the educational success of children and the promotion of parent involvement in schools.

The PTA is a nonprofit association that prides itself on being a powerful voice for all children, a relevant resource for families and communities, and a strong advocate for public education. Membership in the PTA is open to anyone wanting to be involved and wanting to have influence for the education, health, and welfare of children and youth.

BEGINNING TEACHER (BT) SUPPORT PROGRAM (BTSP)

The BTSP is designed to assist teachers with less than three (3) years of teaching experience and teachers who are working towards an alternative certification. Beginning Teachers/Initially Licensed teachers are assigned a mentor. Beginning Teachers and mentors are required to participate in meetings, meet regularly, and maintain a log of their activities, as well as maintain a record of their progress in completing the BTSP. Experienced teachers who are chosen to function as mentors will receive a stipend.

LICENSURE

Each professional team member is responsible for establishing and maintaining licensure in the appropriate area of teaching. In cases where the school has requested a provisional licensure, it is the responsibility of the individual to satisfy the annual requirements for licensure continuation. When necessary, a team member is expected to be working toward acquisition of a professional license in the appropriate license area. Licensure issues should be directed to the Human Resources Director.

TEAMS AND COMMITTEES

The Head of School and campus administrators will assign and set expectations for teams and committees. All team members should be willing to participate in leadership roles and responsibilities to assist with improving our school and increasing student performance outcomes.

SCHOOL LEADERSHIP TEAMS

School Leadership Teams (SLTs) participate in the decision-making process of the school. Each school's SLT includes teacher leaders, school counselors, Assistant Principals, and Principals. SLTs meet regularly as scheduled by the administrative team. SLTs communicate teacher needs and points of view as questions/changes arise. In addition, the SLT supports the school administration in communicating and implementing changes or initiatives. SLTs do not manage personal complaints or grievances. All personal complaints or grievances should be addressed directly with an administrator or supervisor in accordance with the established protocols.

PERSONAL PHONE CALLS

During school hours, unless specifically authorized, cell phones for personal use are prohibited while in the classroom. For any emergency that may arise, make sure immediate family members are given the main school number and ask to communicate with your direct supervisor or administrative assistant immediately. You will be promptly notified upon receipt of a call of this nature.

SECURITY SYSTEM

Each school is equipped with a security system. Only campus administrators will have access to disarm the security system. The alarm is disarmed beginning at 6:00 a.m. Monday-Friday and reactivates in the evening at 9:00 p.m. In the event that you need access to the building during a time when the system is armed, you will need to discuss this matter with your campus administrator.

In the event that you enter the building while the alarm is on and activate it, you will need to remain on campus until the police arrive. The expense for the police to review the campus is \$50 per occurrence and can be passed on to the employee. If you do not remain on campus after activating the alarm, the security camera footage will be pulled, and the responsible party will still be held fiscally liable to pay the \$50 fee.

All employees are provided a pictured electronic badge to gain entry into the various school buildings. Employees are expected to maintain the security of these items. In the event these items are lost or stolen, the employee may be required to pay a replacement fee. All employees are expected to follow RMP expectations and requirements regarding these items.

INCLEMENT WEATHER POLICY

When inclement weather occurs, RMP will follow these procedures:

- Contact the WRAL television station
- Place an announcement on the RMP website and/or social media accounts
- Send a Team Email and automated phone call/text message

Please ensure the school has your most recent contact information.

We reserve the right to set our own schedule for making up missed time due to inclement weather and will not necessarily follow the same make-up schedule as other public school units in the immediate area.

SCHOOL EQUIPMENT

All school equipment should be used with care as you would your personal property. If you remove any equipment, return it to the proper building and room. No school equipment can be utilized for personal use.

Consider the cost of paper, the cost of ink, and our per page costs when using a copier machine and be frugal. In addition, print and copy in black and white when possible as color printing and copying costs the school seven (7) times more per page. Photocopying of copyrighted materials is illegal and prohibited at RMP. Alert the administrative assistant when the toner or paper supply is low.

Do not allow scholars to use school equipment unsupervised. Do not allow scholars to use staff printer codes or go into staff only areas.

TECHNOLOGY EXPECTATIONS

The following expectations were developed through the collaboration of RMP staff and family members to support the vision for technology use aligned with our organizational mission and goals.

Teachers

As a teacher at RMP I will....

1. Create internet safety plans with my grade level.
Teachers will create an environment that enables scholars to communicate concerns about online technology experiences without fear of reprisal. (See Scholar: Item 12)
2. Maintain designated office hours according to a daily schedule.
Communicate any changes to the schedule with a 24-hour notice unless under severe emergency.
3. Post class assignments according to a set schedule.
4. Maintain a log of all devices issued by the teacher to scholars (if on campus).
5. Report any known damages to IT, and the Principal (if applicable) following the designated reporting protocol, prior to close of the school day on which they became aware of the damage.
Accidental damages, those in which the scholar was using the device in accordance with the AUP, and the damage was not malicious in nature, should be reported to IT. Accidental damages may still incur costs associated with repair and replacement under the AUP.
Malicious damages, those in which the scholar willfully damages a device or damage due to device results from improper use according to the AUP, should be reported to IT and the Principal.
6. Review the policies and procedures for technology with students to ensure their own personal understanding of RMP expectations.
7. Create classroom (virtual or in person) routines and procedures enabling scholars to be in compliance with RMP Technology Expectations.
8. Review the policies, procedures and expectations with scholars at least at the beginning of each course, and as needed throughout the duration of the course.
9. Explicitly teach (virtual or in person) classroom routines, procedures and expectations (including consequences) associated with technology use.
10. Provide support/review information at parent Chromebook night.
11. Distribute technology device agreement forms and review them with scholars.
12. Collect signed Technology Agreement Forms and maintain an accurate record of those collected.
Teachers will seek to remedy situations where a scholar does not return a signed form and communicate with appropriate RMP support personnel including IT support, Guidance Counselors or Social Worker
13. Take attendance and record technology use infractions.
14. Hold scholars accountable to established classroom (virtual or in person) technology expectations by following appropriate disciplinary protocol.
15. Provide support and encourage scholars to immediately report any incidents of inappropriate contact with them (i.e., improper, inappropriate or vulgar, virtual engagement or contract) via the device, at which time teachers will report the incident to administration and IT for further investigation and resolution.
16. Assist scholars with understanding the importance of refraining from sharing any personal information, including names, addresses, photographs, credit card details and telephone numbers of themselves or others when online.

SMOKING

RMP is a tobacco-free campus and smoking is strictly prohibited. As a matter of professional courtesy and to ensure an environment conducive to learning, we encourage team members who smoke to ensure their clothing does not smell of smoke so as not to interfere with scholars and staff who may have allergies. This includes e-cigarettes, vapes, and similar items.

FUNDRAISING

Team members are not to use RMPs name, facilities, email, etc. for any type of fundraising event. Community service projects are not applicable to this if they are approved by administration in advance. All school sponsored fundraising activities must be approved by the Head of School prior to beginning.

SCHOLAR ATTENDANCE RECORDS

Elementary homeroom teachers are responsible for taking attendance each day. Middle School and High School teachers are responsible for taking attendance each period and entering this information into PowerSchool. Failure to comply with this state requirement is not an option and a teacher is subject to disciplinary actions if violations of this policy are repeated or not corrected upon request.

REPORTING SCHOLAR ACCIDENTS

Report all scholar accidents by completing an Injury Report form and sending it to the administrator.

When a scholar is injured at school, during a school sponsored activity, sport/team or trip, prompt submission of an Injury Report form is required. A copy shall be forwarded to the campus administrator within 24 hours of the event. Any additional information received after the initial report should be submitted to the campus administrator.

At a minimum, the following conditions require the submission of an Injury Report:

- The injury requires the scholar to leave school or the activity for medical treatment.
- An ambulance is called, whether the scholar is transported or not.
- The parent is notified that the scholar was injured at school.
- A parent notifies the school that they have taken their child to a doctor because of an injury received at school.
- The injury results from weather conditions.
- The injury may have been partially or wholly caused by a physical condition of the facility.
- The injury occurs during routine transportation activities.
- The injury involves the head, neck, or spine.
- The parent expresses concern over the way the injured scholar was handled by the school.
- Any competitive sports related injury.

At a minimum, the following conditions require the parent/guardian to be notified:

- The injury involves the head, neck, or spine.
- The injury bleeds excessively.
- The scholar is disoriented or confused.
- The scholar is upset or agitated over the injury.
- The injured area swells or begins to bruise.
- The injury requires more than one band-aid to cover or resolve the problem.
- The scholar is hyperventilating, passes out or experiences a seizure.
- The scholar complains of excessive pain.

It is best practice to have any scholar who is injured, beyond a simple band-aid fix, go to the health care center to have their parent/guardian notified of the situation. The scholar does not make the decision of whether or not to notify the parents.

SCHOLAR ILLNESS

During the school day, scholars may become ill or injured. Please follow the procedures listed below:

- Use professional judgment in determining whether a child should be referred to the school nurse. If in question, do not move the scholar.
- Should a child become ill in your room, address the situation appropriately. If the scholar needs to be sent to the sick room, call the administrative assistant to request the nurse to escort the student to the sick room. Do not send another scholar with the ill scholar unless it is absolutely necessary.
- If a parent is to be notified, the nurse will contact the parent.
- During this time, the scholar may be sent back to the classroom to wait for the parent or wait in the sick room.
- Scholars who take daily medication at school must have the appropriate medication forms filled out and on file with the school nurse. The medication is to be kept locked in a lockbox in the scholar's classroom or other designated location with the exception of inhalers, or EpiPens, that have to remain in the classroom.

CONTAGIOUS DISEASES

When a director of a county health department, in order to control the spread of contagious disease, or to protect the health of a team member, orders a team member to leave his or her work environment, leave will be charged to the team member's sick leave or other available paid leave. A substitute employed for this reason shall be paid from the same source of funds as the team member (local, federal, or state).

MEDIA POLICY

No team member(s) of Rocky Mount Prep ("RMP") shall communicate with the news media (including issuing press releases) purporting to speak on behalf of RMP about school matters without first seeking the assistance of RMP's Director of Marketing & Communications and obtaining the final approval of the Head of School.

The Head of School is the chief news media spokesperson for RMP, unless the Head of School specifically designates someone else to assume that role. Furthermore, if the required approval is given by the Head of School for a press release, the Director of Marketing & Communications will be responsible for sending the release to the appropriate media outlets. The Head of School (or designee) reserves the right to edit any press releases or other written documents that are subject to this policy.

No pictures or digital images of any type related to RMP, or its scholars, staff or faculty, may be submitted to the news media without first obtaining all authorizations and consents required by law, including, but not limited to, any applicable parental or guardian written consents. In addition, team members must not post pictures of scholars, or the comments of scholars, on personal media accounts without the prior written consent of a parent or guardian of the scholar. Failure of a team member to follow the foregoing procedures will result in disciplinary action, up to and including termination of employment.

COVID-19 POLICIES

Due to the evolving nature of the Corona virus, any and all COVID-19 policies will be updated as needed and will receive Board approval prior to being put in place. For any questions regarding the current COVID-19 policies in place (if any), contact the Human Resources Director or Director of Operations.

CHILDREN IN THE WORKPLACE

RMP values an atmosphere that fosters a healthy balance between workplace obligations and family responsibilities. When possible, RMP will honor an employee's request for flexibility to meet unexpected family needs that may require the employee's attention during normal working hours.

Due to health and safety concerns, employees are discouraged from bringing children to the workplace. Frequent, regular, or extended visits by children during work hours are not allowed. Brief, infrequent visits by children may occur in the workplace; however, children are not allowed inside science labs, or controlled access areas.

When brief, infrequent visits by children are permitted, parents/guardians are responsible for ensuring that the visits comply with all designated safety protocols and RMP guidelines, including, but not limited to, the following:

- At all times, children remain the sole responsibility of the parents/guardians.
- At all times, parents/guardians must accompany their children.
- The presence of the child cannot disrupt the work environment or negatively affect the productivity of employees and/or scholars.
- At any time, if the supervisor determines that health or safety risks are too great, or that the children's presence is disruptive, a supervisor may ask the employee to remove their children from the workplace.
- Bringing children to the workplace on a recurrent basis during their school breaks, closures, or before/after school care, or lack of child care is not appropriate.
- Children who have an illness that prevents acceptance by a regular day care provider or prevents attendance at school, particularly any children with an infectious disease, should not be brought to the workplace under any circumstances.

Exclusions or Special Circumstances

Children cannot be brought to campus during periods of emergency (e.g., natural and/or man-made disasters, disaster recovery, health pandemics) either on an intermittent or recurring basis. Employees should contact their supervisor in such cases to determine alternate solutions to balance work activities and child care needs.

STAFF PARKING PASSES

Staff who park on campus **MUST DISPLAY THE SCHOOL ISSUED HANG TAG AT ALL TIMES** on the rear view mirror with numbers facing outward toward the front of the vehicle.

The parking tag is transferable to any vehicle you have, just make sure that you register all of your vehicles you may drive to campus. Staff who fail to properly display the hang tag will be ticketed. **Repeated failure to display the hang tag will require a replacement at a cost of \$20.00.**

STAFF BADGES AND KEYS

All RMP staff members will receive an employee access badge for identification and entry into the building. Immediately report any lost/stolen badges to your direct supervisor and the Information Technology department. **Repeated loss of badges/requests for new badges will require a replacement cost of \$20.00.**

Keys to individual classrooms, offices, and/or storage areas will be issued as needed at the beginning of the school year (subject to approval from Principals and the Head of School). Immediately report any lost/stolen keys to your direct supervisor. **Replacement keys will require a replacement cost of \$50.00 - \$250.00** (depending on the type of key lost).

RMP VOLUNTEER & VISITOR POLICY

Those intending to volunteer must agree to a criminal background check. Satisfactory completion of a criminal background check is important when needed, but it is not required for every person who visits our schools. There are only two (2) categories in the current system: Guests and Volunteers.

Definitions

1. **Guests:** For the purposes of this policy, “Guests” are visitors who are never left alone with scholars. They do not need background checks. Typical examples would include speakers, presenters and community members attending a school event. Visitors must schedule their visit with a teacher or administrative staff member prior to visitors arrival on campus. The visit must be communicated to the administrative assistant who will sign the visitor in and escort the appropriate place. A visitor will not be able to enter the building without a planned visit with a staff member from RMP.
2. **Volunteers:** For the purposes of this policy, “Volunteers” are visitors who are alone with scholars at any point. They do require background checks. There are no “levels” of volunteer status. You are either a volunteer who could be alone with scholars or you aren’t. Typical examples range from a community volunteer who reads with a child to an overnight chaperone. The same criminal background check is done for every type of volunteer. Decisions made by RMP school administrators after receiving information from criminal background checks are in the sole discretion and judgment of the RMP school administrators. Volunteers must schedule their time with a teacher or administrative staff. All volunteer hours and assignments must be scheduled and planned by the scholar’s teacher prior to volunteers arrival to campus. The visit must be communicated to the administrative assistant who will sign the visitor in and escort the appropriate place. A volunteer will not be able to enter the building without a planned visit with a staff member.

All visits, whether you are a guest or volunteer must go through the proper steps prior to entering the building. All visitors and volunteers must schedule their time with a staff member. A visitor or volunteer will not be permitted without prior approval and will not be able to enter the building.

Volunteer Information

All volunteers must be cleared annually through RMP’s Human Resources Department. Anyone who would like to volunteer must complete the Volunteer Request Form. This form will prompt our Human Resource Director to send those who wish to volunteer additional information and documentation to fill out. Volunteers must satisfactorily complete a criminal background check for each school year. Any parent or community member who wishes to volunteer at RMP must follow RMP policies and procedures.

All volunteers are held to the same expectations of RMP employees with regard to professional attire, professional policies, and social media postings and engagement. At the discretion of RMP’s administration, a volunteer at RMP may be released from their service and advised to cease any further volunteer activities, as deemed appropriate and necessary in the sole judgment of RMP’s administration.

Volunteers are subject to this policy, if they plan to participate in any of the following:

- Rocky Mount Prep related or sponsored activity that may require direct contact with scholars on or off campus with no or limited supervision.
- Rocky Mount Prep related or sponsored activity that potentially involves solitary time with scholars.
- Rocky Mount Prep related or sponsored activity that may take place outside the view of school staff for brief or extended periods.
- Examples of the types of Rocky Mount Prep activities covered by this policy as follows: overnight field trips, tutoring inside or outside the classroom, field trip chaperone, dance chaperone, club sponsor, volunteer coach, clerical work for teacher, telephone volunteer, media center volunteer, beautification volunteer, classroom assistant, field day volunteer, test proctor, front office helper, room parent.

How to sign up to volunteer:

- Complete the following form Volunteer Request Form.
- Complete a criminal background check form and satisfactorily complete a background check (which you will receive confirmation and or follow-up by the RMP Human Resource Department).
- Participate in follow-up interviews, if necessary.

What Can Cause Volunteers to lose their visiting privileges:

- If visitors decide to post inappropriate content on social media (bashing or speaking negatively about Rocky Mount Prep or its employees).
- If visitors showcase inappropriate behaviors including, but not limited to: inappropriate language, confrontations with faculty, staff or scholars, or inappropriate dress attire.

WHO TO CONTACT

Athletics/Sports
 AVID
 Benefits
 Badges for Building Access
 Child Nutrition
 Computer Issues
 College & Career Academy
 Digital Instructional Programs
 Driver's Ed Program
 Edgenuity
 Educators Handbook
 Emergency Communications/Messaging
 English Language Learners
 Exceptional Childrens Services
 Family Needs/Social Work
 Field Trip Requests
 FMLA
 Indistar
 Internet Issues
 iReady
 Journeys
 Keys for Buildings or Rooms
 Licensure
 Maintenance Requests
 MTSS Planning
 Multi-Purpose/Conference Room Reservations
 NC EdCloud (PowerSchool)
 NCVPS
 Payroll/TimeSheets
 LINQ
 Parking Passes
 Principal K-5
 Principal, Asst. K-5
 Principal 6-8
 Principal, Asst. 6-8
 Principal 9-12
 Principal, Asst. 9-12
 Purchasing Requests
 Reimbursements
 RMP Social Media
 RMP Branding & Advertising
 RMP Website
 Scholar Medication
 Scholar Records
 School-Wide Communications
 School Resource Officer
 Social Emotional Learning
 Substitute Teachers
 Technology Requests
 Testing (State Testing)
 Transportation
 Travel Requests
 Workers Compensation

Leah Huelsing
 Lakeia Palmer
 Chloe Bell
 Technology
 Shamika Gardner
 Technology
 Dr. Robin Wright
 Technology
 Lakeia Palmer
 Inezsia Anderson
 Quadric Witherspoon
 Casey Moore
 Dr. Robin Wright
 Sheila Farmer
 Marsha Winstead
 Shamika Gardner
 Chloe Bell
 Dr. Heather Collins
 Technology

Joey Abrams
 Chloe Bell
 Joey Abrams
 Lois Glass
 Kanice Anistead
 Shamika Gardner
 Inezsia Anderson
 Nautica Williams
 Nautica Williams
 Yoshika Phillips
 Lois Glass
 Quadric Witherspoon
 Dr. Heather Collins
 Tyrecia Dawes
 Dr. Jeaninne Wallace
 Julian Hines
 Nautica Williams
 Dr. Heather Collins
 Casey Moore
 Casey Moore
 Casey Moore
 Sherrita Stevens
 Brenda Wadsworth
 Casey Moore
 Officer Jazmine Brooks
 Quadric Witherspoon
 Shamika Gardner
 Technology

Yoshika Phillips
 Dr. Heather Collins
 Chloe Bell

leah.huelsing@rmpprep.org
 lpalmer@rmpprep.org
 chloe.bell@rmpprep.org
 Submit Request Ticket
 shamika.gardner@rmpprep.org
 Submit Request Ticket
 robin.wright@rmpprep.org
 Submit Request Ticket
 lpalmer@rmpprep.org
 ianderson@rmpprep.org
 quadric.witherspoon@rmpprep.org
 casey.moore@rmpprep.org
 robin.wright@rmpprep.org
 sheila.farmer@rmpprep.org
 marsha.winstead@rmpprep.org
 shamika.gardner@rmpprep.org
 chloe.bell@rmpprep.org
 heather.collins@rmpprep.org
 Submit Request Ticket

jabrams@rmpprep.org
 chloe.bell@rmpprep.org
 jabrams@rmpprep.org
 lois.glass@rmpprep.org
 kanice.anistead@rmpprep.org
 shamika.gardner@rmpprep.org
 ianderson@rmpprep.org
 nautica.williams@rmpprep.org
 nautica.williams@rmpprep.org
 yphillips@rmpprep.org
 lois.glass@rmpprep.org
 quadric.witherspoon@rmpprep.org
 heather.collins@rmpprep.org
 tyrecia.dawes@rmpprep.org
 jeaninne.wallace@rmpprep.org
 julian.hines@rmpprep.org
 nautica.williams@rmpprep.org
 heather.collins@rmpprep.org
 casey.moore@rmpprep.org
 casey.moore@rmpprep.org
 casey.moore@rmpprep.org
 sherrita.stevens@rmpprep.org
 bwadsworth@rmpprep.org
 casey.moore@rmpprep.org
 srobrooks@rmpprep.org
 quadric.witherspoon@rmpprep.org
 shamika.gardner@rmpprep.org
 Submit Request Ticket

yphillips@rmpprep.org
 heather.collins@rmpprep.org
 chloe.bell@rmpprep.org

RECEIPT OF STAFF POLICY HANDBOOK

By my signature below, I acknowledge that I have received or have access to a copy of the Rocky Mount Prep Team Policy Handbook which outlines the school's mission, values, standards, benefits, and responsibilities I have to RMP and my fellow team members.

By my signature below, I agree to read and study its contents and agree to follow the standards, policies and requirements contained in this Policy Book.

Since the information in this Policy Book, is subject to change as situations warrant, I understand that this is not an employment contract and changes in policies may supersede, revise, or eliminate the policies as stated in this Policy Book. Changes may be made with or without notice.

By my signature below, I also consent to my likeness being taken by photograph or video for internal training or marketing purposes.

First and Last Name of Team Member _____

Signature of Team Member _____

Date Signed _____





ROCKY MOUNT PREP

Educate. Equip. Empower. Excel!