



SCHOLAR & FAMILY HANDBOOK 2024 - 2025



Educate. Equip. Empower. Excel!

This Handbook is a living document. Families will be notified as changes are made.

WELCOME!

Dear Rocky Mount Prep Jaguars and Families,

Welcome back to a new and exciting school year! We hope you had a restful summer and are ready to embark on another year of learning, growth, and achievement. As we kick off this school year, we want to emphasize the values that will guide us: communication, collaboration, customer service, and AVID strategies.

Communication is the cornerstone of our success. We believe in open, honest, respectful dialogue between students, families, and staff. We aim to ensure everyone is informed and engaged in learning. Please ask any questions, express your concerns, or provide feedback. We are here to listen and support you.

Collaboration will be critical to our achievements this year. We encourage students to work together, share ideas, and learn from one another. Our classrooms will be dynamic spaces where teamwork and mutual respect are at the forefront. We also value the partnership between school and home and look forward to working closely with families to support student success.

Customer service is about putting our students and families first. We strive to provide a welcoming and supportive environment where every individual feels valued. Our dedicated staff is committed to providing exceptional service, ensuring that your experience with us is positive and productive and that you feel valued and respected.

Finally, we are excited to incorporate **AVID strategies** into our learning. AVID, or Advancement Via Individual Determination, focuses on equipping students with the skills they need for success in college and beyond. This year, students will engage in activities that promote organization, critical thinking, and effective study habits. These strategies will help them become self-directed learners and prepare them for future academic challenges.

Once again, welcome to all our new Jaguars and to those returning, we are thrilled to have you back and look forward to a fantastic year ahead. Together, we will achieve great things through strong communication, effective collaboration, excellent customer service, and the use of AVID strategies. We are filled with enthusiasm and optimism for the year ahead.

Let's ASCEND!

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

A handwritten signature in black ink that reads "Heather D. Collins". The signature is fluid and cursive, with the first name being the most prominent.

TABLE OF CONTENTS

WELCOME	2
Our Mission	6
Our Vision.....	6
Our Core Values	6
Our Expectations	6
Whole Child Education	7
RMP K-12 Support Team	8
Grievances & Concerns	9
ADMISSIONS PROCESS	10
Admissions	10
Lottery.....	11
After Admission.....	11
Scholar Intent to Return	12
CONFIDENTIALITY OF INFORMATION	12
Contact & Custody Information	13
Photo & Video Permission	13
HEALTH & SAFETY	14
School Nurses	14
Illness, Accidents, & Injuries	14
Medication	15
Inclement Weather	16
Drills	16
School Phone & Voicemail	16
SCHOOL HOURS	17
BREAKFAST & LUNCH	17
Food Delivery Policy	18
ATTENDANCE	18
Unexcused Absences	19
Compulsory Attendance	19
Tardiness to School	20
Early Checkout	21
Promotion & Retention due to Attendance	21
SCHOOL UNIFORM POLICY	22
Uniform Policy	22
Policy Violations	24
Uniform Examples	24
CELL PHONE & ELECTRONIC DEVICE POLICY	26
Electronic Device Policy	26
Policy Violations	26
Internet & Computer Use	27
Terms & Conditions on Internet Use	27

TABLE OF CONTENTS

TECHNOLOGY EXPECTATIONS	28
Social Networking	31
Library Policy	32
TRANSPORTATION	33
Transportation Requests	33
Transportation Change Procedures	33
Guidelines & Expectations	34
Bus Behavior	34
Scholar Parking Passes	35
HONOR CODE & ACADEMIC INTEGRITY.....	36
Academic Dishonesty	36
Use of AI Technology	36
CURRICULUM & INSTRUCTION	38
CCA & CTE	38
AVID	39
Textbooks & Supplies	40
Field Trips	41
Remote Learning	41
GRADING	41
Grading Scale	41
Progress Reports & Report Cards	42
Transcripts	42
RETENTION POLICY	42
SCHOLAR SECTION	43
Scholar Behavior	43
Scholar Code of Conduct	44
Minor Violations	45
Long Term Suspension or Expulsion	46
Searches & Seizures	46
Authority of School Personnel	46
Disruptive Behavior	47
Drugs & Alcohol	47
Hazing	48
Theft, Trespass, or Damage to Property	48
Weapons and Threats	49
Prohibition of Harassment, Intimidation, & Bullying.....	50
Management of Disruptive Scholars	51
Procedures for Suspension, Exclusion, or Expulsion	53
Discipline of a Scholar with a Disability	56
Expungement of Discipline Records	57
Money & other Valuable Property	58

TABLE OF CONTENTS

SPECIALIZED SERVICES	58
Nondiscrimination	58
Scholars with Disabilities	58
Section 504	58
Evaluations for Suspected Disabilities	59
Impartial Hearing Procedures	59
Discrimination, Harassment, & Bullying Complaint Procedure	63
ELL	69
ATHLETICS	69
Athletics Mission & Vision	69
Participation	70
Eligibility	70
Age of Player	71
Gender of Player	71
Attendance	71
Scholastic Requirements	71
Eight Semester Rule	72
Maximum Number of Seasons	72
Medical Examination	72
Transfer Rule	73
Felony Policy	73
Uniforms & Equipment	73
Amateur Rule	73
FAMILY ENGAGEMENT & COMMUNICATION	74
PowerSchool Parent Portal	75
Title 1	75
Parent Communication	76
Chaperones	76
Birthday Celebrations	76
VISITOR & VOLUNTEER POLICY	77
PARENT & VISITOR CONDUCT	78
PARENT ASSOCIATIONS & COMMITTEES	79
FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT	80
TITLE IX	81
Title IX Policy	81
Prohibited Behaviors & Consequences	81
Title IX Fact Sheet	83
COMMITMENT TO EXCELLENCE	89
RECEIPT OF HANDBOOK	90

OUR MISSION

Educate.

Equip.

Empower.

Excel!

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 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.

CORE VALUES

Achievement

Commitment

Equity

Integrity

Teamwork

OUR EXPECTATIONS

Be respectful. Be responsible. Be prepared. Be a learner. Listen and follow directions.



WHOLE CHILD EDUCATION



At Rocky Mount Prep, we believe in educating the “whole child,” because we know “whole” scholars are members of “whole” families and make “whole” communities. In alignment with our mission, we employ several strategies to supporting educating “whole” scholars.

The strategies include:

- High Quality Instruction in supporting of educating each scholar.
- Wrap Around Support to equip each scholar.
- STEM Education Opportunities to empower each scholar.
- And a College and Career Academy supporting scholars grades K-12 to ensure they are able to excel in their career and life beyond their graduation from Rocky Mount Prep.

SCHOOL K-12 SUPPORT TEAM

Rocky Mount Prep's Board of Trustees ("Board") and Support Team are eager to serve you and your scholar by providing a high-quality, college preparatory education. We promise to keep you informed and to be responsive. For this reason, please expect responses to emails and telephone calls within two (2) business days.

Board of Trustees

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

Specialized Services

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

K-12 Support Team

Dr. Heather Collins, Head of School
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

Support Services

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

Business and Operations

Dr. Heather Collins, Director of Operations
Nautica Williams, Bookkeeping
Chloe Bell, Human Resources Director
Joey Abrams, Maintenance Director
Yoshika Phillips, Transportation 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
Inezsia Anderson, 11-12 High School Counselor
Lakeia Palmer, 9-10 High School Counselor
Anastasia Fuller, Secondary Admin. Assistant

GRIEVANCES AND CONCERNS

The Board of Trustees and Leadership Team of Rocky Mount Prep value open communication and dialogue between parents, faculty, leaders and the Board. Your voice is valued in support of your scholar's educational needs. We will do our due diligence to listen to parents to seek to resolve concerns through open, respectful communication.

This policy will be used to hear suggestions, complaints, or concerns and if a situation arises that cannot be resolved between individuals. The purpose of this policy is to ensure that parents understand how to pursue the resolution of grievances, concerns, and disputes. We expect all parties to communicate respectfully in an effort to resolve any concerns or conflict.

When families need to raise a concern or file a complaint with the school, they should follow the steps described below. In each step of the process, we will ask whether the proper steps of communication have been followed. If these steps have not been followed, we will redirect parents to the previous steps.

This policy does not apply to scholar discipline or to children with disabilities. Please refer to the applicable policies related to such matters.

Step 1: Check the Scholar & Family Handbook

Please refer to the Handbook to see if your concern or issue is addressed there before contacting School Staff. This can save everyone time.

Step 2: Communicate with School Faculty or Staff

Call or email the faculty or staff member who is closest to the issue to be resolved. For example, if there is a problem in a scholar's math class, the parent shall first contact the math teacher. Please allow this person two (2) school days to respond. If you do not get a response, please contact the Elementary or Secondary office to ensure the message was received.

School is a busy place, so please schedule meetings or phone conferences for after school, in order that they do not interrupt instructional time. Meetings shall be scheduled within five (5) school days of receipt of the concern. Please be on time for all appointments, speak and act reasonably, respectfully, and in good faith to solve the problem.

Step 3: Contact the Principal

If the matter is not resolved, please address the concern to your scholar's Principal through a call, email, or meeting. The Principal shall respond to your contact within two (2) school days and schedule a meeting within five (5) school days. If the complaint involves the Principal, the parent must first address the issue with the Principal and work reasonably, respectfully, and in good faith to solve the problem.

Step 4: Contact the Head of School

If the matter is not resolved by steps 1-3, the concern may be addressed to the Head of School via phone or email. The Head of School shall respond to your contact within one to two (1-2) school days and schedule meetings within five (5) school days. If the concern involves the Head of School, the parent must first address it with the Head of School and work reasonably and in good faith to solve the problem. Formal grievances regarding violations of the law, or Rocky Mount Prep's Charter, should be filed in writing.

Step 5: Appeal to the Board of Trustees

In the event that the concern or complaint is not resolved, parents have the right to appeal to the Board of Trustees. Appeals shall be directed to the Board Chairman via written letter to the school office. The letter 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 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 believes appropriate, including, if deemed appropriate, a hearing before the board. The Chairman will acknowledge receipt of the appeal within 10 school days of receipt of the appeals request. After its consideration, the decision of the Board shall be final and shall be the last step in the grievance process.

If an individual or group voices a complaint at a public meeting of the Board, or to individual trustees, the trustees shall not respond to the substance of the complaint, but instead shall thank the individual or group for their time and direct them to the relevant complaint procedure.

When parents follow the steps in this process, we believe that very few concerns should require an appeal to the Board.

ADMISSIONS PROCESS

SCHOOL ADMISSION AND LOTTERY

Admissions

Rocky Mount Prep is a tuition free public charter school. Any child who is qualified under the laws of North Carolina for admission to a public school is qualified for admission into Rocky Mount Prep. To qualify to attend a North Carolina public school, a scholar must be a resident of North Carolina. Rocky Mount Prep does not limit admission to scholars on the basis of intellectual ability, measures of achievement or aptitude, athletic ability, disability, race, creed, gender/ gender expression, socioeconomic background, sexual orientation, national origin, religion or ancestry.

Rocky Mount Prep may give enrollment priority under the following circumstances as stated in G.S. 115C-218.45. The priorities shall be executed in the following order:

1. Children of Rocky Mount Prep board members and full-time employees are admitted before the public lottery, regardless of impact on the enrollment cap for those grade levels in which they are admitted. Scholars given this priority must not exceed 15% of RMP's total school enrollment.
2. Siblings of currently enrolled scholars who were admitted to the charter school in a previous year. For the purposes of this section, the term "siblings" includes any of the following who reside in the same household: half siblings, step-siblings, and children residing in a family foster home. Documentation is required.
3. A scholar who was enrolled in another charter school in the State in the previous school year that does not offer the scholar's next grade level.
4. A scholar who was enrolled in the charter school within two previous school years but left the school (i.) to participate in an academic study abroad program or a competitive admission residential program or (ii.) because of the vocational opportunities of the scholar's parents.
5. A scholar who was enrolled in another charter school in the state in the previous school year.
6. If siblings apply for admission to RMP and a lottery is needed, RMP will allow the family to enter one surname into the lottery to represent all of the siblings applying at the same time. If that surname of the siblings is selected, then all of the siblings shall be admitted to the extent that space is available and does not exceed the grade level capacity.

Application Process

The application process begins with the completion of an Enrollment Application that is to be completed on our website (www.rmprep.org). You will be asked to provide basic scholar and family identification information for entry into the random drawing (lottery) for admission.

LOTTERY

Rocky Mount Prep's open enrollment period for new applicants will be from February 1st to March 15th every school year. Once enrolled, scholars are not required to enroll in subsequent enrollment periods. In order to properly plan, the school will routinely inquire of parents in early spring through a letter of intent to ascertain if scholars will return to Rocky Mount Prep the following year. Applications for new scholars will be made available on the school website.

After the open enrollment period, Rocky Mount Prep shall enroll an eligible scholar who submits an application, unless the number of applications exceeds the capacity of the program, class, grade level, or building. If the number of applications exceeds the number of available spaces, a lottery will be held to fill vacant seats for the next school year. RMP's Board of Trustees will hire a third-party firm to administer the public lottery to ensure transparency in the lottery process. After seats are filled, the drawing will continue to determine the order of a waiting list. Current year waiting lists dissolve when the next enrollment period begins. Any applicant who knowingly provides incorrect information on the enrollment application will be disqualified from consideration for acceptance to RMP upon discovery. If a scholar's retention decision at another school is made after the child's name was drawn for enrollment in a specific grade level, the Head of School reserves the right to withdraw or uphold acceptance.

Applicants drawn during the application process must reply to accept or decline admission to RMP within 10-business days. Should a parent decline the enrollment offer or not respond before the deadline, the school may offer admission to the next name on that specific grade's waiting list.

Applicants who are accepted off the waitlist have 48 hours from notification to accept or decline admission.

Lottery procedures will comply with the North Carolina Open Meetings Law provided in G.S.143-218.10(a). The school will publicize the date, time, and location of the meeting and allow anyone to attend.

AFTER ADMISSION

Every scholar is required to complete and submit the following as part of the registration process (all forms are available in the necessary language translation, upon request):

- **Birth Certificate.** This form is used as proof of the Scholar's age.
- **Registration Form.** This form is used to record all basic information about the scholar and the family, including home, work, and emergency telephone numbers. It is extremely important that a parent/guardian sign this form.
- **Medical Forms.** This includes immunization schedules, family medical information, the scholar's medical history (including allergies), and a Medication Permission Form, which will permit the school to dispense prescription and non-prescription medications to scholars as necessary.
- **Immunization Records.** For scholars entering Kindergarten and 7th Grade, evidence of current immunizations must be provided within 30 days of their start date. Failure to present current immunization records will result in a medical suspension for the scholar. All scholars should be current in their immunization schedule, specifically DTP, Polio, Hepatitis B, Measles, Mumps, Rubella, and Varicella vaccines. Please contact your physician with any questions.
- **Record Release.** This form gives the school permission to obtain all records pertaining to a given scholar from his or her previous school. This form must be completed and should include the phone number, fax number and address of the previous school, as well as the signature of a parent or legal guardian. Scholars will be provided a temporary schedule until official records are obtained.
- **Home Language Survey.** This form is used to gather information about the primary language spoken at home.

Scholar Intent To Return Form

Each year parents/guardians will receive a form to complete to indicate if their child WILL or WILL NOT return for the following school year. Forms will go home each year in the spring semester. A new application is not required if your child will be returning. Your child's seat will be reserved.

Transfers

A withdrawal form should be completed prior to registering your child at a new school. Failure to properly withdraw your child from RMP may result in a delay of processing the transfer request. Parents are not permitted to deliver scholar records, however, records will be sent directly from Rocky Mount Prep upon receiving the official request from the new school and your child will be made inactive at RMP.

Withdrawal Process

1. Meet with the School Records Specialist in the Main Front Office to complete an exit interview, ensure all school materials have been returned, all fees paid, and return school ID (if applicable).
2. Complete the withdrawal form indicating the school to which records should be transferred.

CONFIDENTIALITY OF SCHOLAR INFORMATION

RMP is dedicated to complying with all confidentiality laws protecting the privacy of our scholars and their families. Information regarding a scholar's progress will be shared only with parents/guardians, parent designees (with written authorization), appropriate members of the school's faculty and staff, and any professional consultants retained for the purpose of measuring and/or improving instructional and operational quality. When information regarding scholar performance is made public, it will be presented in such a way as to avoid the identification of individual scholars.

The school will not provide name, phone, or address lists to parents wishing to organize with other parents/guardians of scholars at RMP. Parents must find alternative ways to acquire such information, such as circulating forms at parent events or meetings.

NOTICE OF DIRECTORY INFORMATION

In accordance with the Family Educational Rights and Privacy Act ("FERPA") "directory information" is defined to include: the student's name, parents' (or guardians') name, telephone listings, date of birth, grade level, participation in officially recognized activities, dates of attendance and awards received.

Directory information is considered public information and will be released unless the parent, guardian or a student (over the age of 18 or emancipated) requests a "privacy hold". A privacy hold should be directed to the Head of School. The privacy hold must be in writing; must be sent 20 days of the adoption of this policy; and must specify the information which is subject to the request of privacy hold. All other information is considered private and will not be released without consent, unless an exception under FERPA applies.

Please Note: Scholar personal information/status that is not defined as "directory information" will only be provided to individuals with written permission from the parent or guardian or to those listed in our PowerSchool records system as an Emergency Contact.

PERSONAL CONTACT & CUSTODY INFORMATION

In order to be able to contact parents/guardians in a timely manner in cases of emergency, we need to ensure that all contact information is current. Therefore, at the beginning of the year, parents will be asked to complete a parent/guardian contact form as part of the First Day Packet.

If you or your scholar's physical, mailing or email address, phone number, and/ or emergency contacts change, please complete a Contact Update Form and return it to the main office so the information can be updated in the system. Contact information updates can also be submitted via email at info@rmprep.org.

Failure to keep the school informed may result in not receiving important information concerning academic, disciplinary, and/or health conditions and may result in the loss of an opportunity to be an active, informed participant in the educational success of your Scholar.

In addition to contact and emergency contact information, parents are to provide relevant health, medical, and custody information. RMP Health History and Medication Forms will need to be completed by the parents/guardians.

If an order of custody has been issued by the court due to legal separation and/or divorce, please submit a copy of the order for our records. Unless an order of custody is submitted, anyone that is listed on the birth certificate for your child will have access to school records and be eligible to sign the scholar out of school.

Requests to appear in court on behalf of parents must be approved by the school attorney. Requests can be submitted to the School Social Worker.

It is critical that parents notify the school immediately of any changes in a scholar's name, address, phone number, email address, guardianship, health status, or any other information provided at the time of registration. Such changes should be communicated in writing and addressed to the administrative assistant.

PHOTOGRAPHY & VIDEO PERMISSION

When you enroll your scholar at RMP, you are asked to sign a Photography & Video release. From time to time, photographs or videos may be taken of your scholar for use by news media, RMP public relations publications, our website, school social media accounts, training for staff, or for other school-related purposes. Additionally, we may display your scholar's school-related work in one of our buildings in conjunction with other scholars' work. These photographs, videos and other school-related work, (which are not considered scholar records), will be used or displayed in a manner designed to ensure that confidential information about your scholar's educational program will not be revealed.

A video/photography release form is included in the First Day of School Packet and by signing it, you agree to allow the school to use your scholar's name or image and release the school from liability. If for any reason, after submitting the form, you decide to rescind this authorization, please notify us immediately.

HEALTH & SAFETY

Scholars' health and safety is the school's foremost responsibility. The following information describes the precautions taken to protect the well-being of all scholars. If your scholar has any specific health, safety or security needs, please contact the school nurse so that appropriate accommodations can be made.

Should we identify a situation to be life-threatening, we will call 911 and request for emergency assistance, at the parent's expense. In addition to the school nurse, we also have an Emergency Response Team on campus that is able to administer CPR, use a defibrillator, and administer an epi-pen when determined necessary.

SCHOOL NURSES

Scholars can be referred to the nurse for many reasons, but if there is a serious health concern, or if the scholar is too sick to remain in school, the parent/guardian will be notified and required to pick the scholar up. No scholar will be allowed to ride the bus home with fever, vomiting, diarrhea, difficulty breathing or any other serious health concern.

For safety purposes, your child will only be permitted to remain in the sick room for 90 minutes from the time you have been contacted, at which point 911 will be called at the parent's expense. Please make sure the school has your up-to-date contact information on file.

ILLNESSES

While no parents want their scholar to miss school, it is imperative to the well-being of everyone that you keep your scholar home when he or she is ill. Family members who are approved for pick-up must come to the main office to sign the scholar out of the sick room. Since it can be difficult to know when to keep your scholar home, the following guidelines can assist you in this decision:

- Does your child's illness prevent him/her from comfortably taking part in activities?
- Does the child need more care than the RMP school staff can give without affecting the health and safety of others?
- Could other scholars/staff get sick from your child's condition/ or is the illness contagious?

If the answer to any of these questions is YES, then your child should NOT go to school. If a sick child is sent to school, a parent/guardian will be contacted to pick up the child.

Scholars with a fever greater than or equal to 100.4 degrees or with fever greater than 100 degrees accompanied by other symptoms will be called for pick-up and will not be able to ride the bus.

A scholar MUST BE FEVER FREE FOR 24 HOURS without fever-reducing medication before returning to school. Scholars with vomiting and/or diarrhea will also be sent home and cannot return until 24 HOURS free of these symptoms. With illnesses requiring antibiotics, allow a period of 24 hours (or as directed by doctor) before sending your child back to school.

For questions about specific illnesses (pink eye, ringworm, skin rashes, head lice, etc) please contact the school nurse for further direction about school attendance.

ACCIDENTS & INJURIES

The scholar's parent/guardian or emergency contact will be notified immediately by phone whenever there is an accident or injury requiring medical treatment. An accident/injury report will be completed. It is crucial that the school has current phone numbers for parents and alternate/emergency contacts for expedient communication.

MEDICATION

We strongly recommend that every effort be made so that medications can be administered at home before or after school hours. If your child must have medications of any type during school hours, including over-the-counter medications, your scholar may be assisted by designated school personnel if the school receives a completed Medication Authorization form.

This form must be completed by the prescribing physician detailing the medication name, dosage route, and time to be taken at school. This is also to be signed by the parent/guardian stating their understanding of RMP medication policies and their intention for the medication(s) to be given as prescribed by the healthcare provider.

Medication Authorization forms are available at the main office and in the nurse's office. These forms will also be distributed to all scholars at the beginning of the school year in the First Day Packet.

Medications will be housed in a lockbox in the main office, nurse's office, or in the child's classroom. Only designated staff will have access to these locked boxes.

Scholars may not carry, or use, any medication, including over-the-counter, prescription and emergency medications, without this authorization form. Self-administration of certain medications may be allowed if permitted by the physician (indicated on medication authorization form) and also authorized by the school nurse. Scholars may not carry, or use any medication without a COMPLETED Medication Authorization form on file. See our Medication Policies or school nurse for more details regarding this matter.

A parent/guardian is responsible for picking up any remaining medication at the end of the school year. Medication left in the nurse's office the week after the last day of school will be destroyed.

NOTIFICATION REQUIRED by G.S. 115C-218.75(a)

Schools are requested by statute to provide information concerning cervical cancer, cervical dysplasia, human papillomavirus, and the vaccines available to prevent those diseases. Information can be found at www.cdc.gov/vaccines/vpd.vac. and www.cdc.gov/vaccines/vpd/hpv/public/index.html. For other possible resources contact the school nurse at 252.443.9932 or the Nash County Health Department.

NORTH CAROLINA SAFE SURRENDER LAW

G.S. 7B-500 makes it legal for females to surrender their newborn baby to a responsible adult without fear of criminal prosecution. Responsible adults can receive a newborn. Examples of persons who may receive the newborn are social workers, school nurses, school counselors, or law enforcement officials. Information about this can be found at www.safesurrender.net and www.ncdhhs.gov/assistance/pregnancy.services/safe-surrender

INCLEMENT WEATHER

In the case of unplanned early releases or school closures, electronic alerts will be sent directly from RMP by way of the school-wide, all-call system via contact information on file. **Please ensure your contact information is on file and up-to-date in order to receive the all-call(s).** If there is a need to update contact information, please visit the school to make necessary changes.

An announcement will be posted on our school website and social media outlets, as well. We will also contact WRAL to post delays and closings.

We will 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 school districts.

FIRE DRILLS, LOCK DOWN DRILLS, & EVACUATION DRILLS

The school will have at least one (1) unannounced fire drill per month during school hours, two (2) lock down drills throughout the school year, which may be announced or unannounced, and one (1) announced bus evacuation drill.

Teachers are equipped with instructions, and all drills will be practiced with scholars on a regular basis. The entire school will practice weather and security lockdowns. **During these drills, no one will be allowed to enter or leave school premises.** Please be patient and understanding of this important rule. Your scholar's safety is our number one concern.

Parents/guardians will be notified via our automated messaging system when a lock down drill begins and ends. An announcement will also be posted on our social media accounts.

SCHOOL PHONE & VOICEMAIL

Teachers may not receive phone calls or messages during the instructional period. A message will be left for the teacher to return your call within 24 hours. You may also email the teacher directly. If you still have a concern after speaking with them, please contact the Principal.

Please contact the school in the event of an emergency. Scholars are only allowed to use the office telephone in cases of emergency. Scholars are not allowed to use personal cell phones or other electronic devices during the school day, please refer to the school Cell Phone & Electronic Device Policy for additional information.

Please refer to the Transportation Policies for information on communicating transportation changes.

SCHOOL HOURS

ARRIVAL & DISMISSAL TIMES

7:40 am - 3:15 pm Monday - Thursday

7:40 am - 1:00 pm on Friday

Scholars in grades K-12 must arrive at school by 7:40 AM to ensure they receive breakfast. All classes will begin at 8:00 AM. Adult supervision begins at 7:40 AM in designated locations (currently in the cafeteria, and Elementary and Secondary drop off locations); RMP does not assume responsibility prior to 7:40 AM or if a scholar is out of place. No scholar will be admitted into the main school building before this time. Breakfast will be provided for all scholars until 8:20 AM.

Scholars who are not enrolled in after-school programs or other activities must leave the school campus no later than 3:45 PM Monday through Thursday, and by 1:15 p.m. on Friday. Scholars enrolled in extracurricular activities must report to their assigned area five (5) minutes after scholars have been dismissed. If scholars remain on the campus, all attempts will be made to contact a parent. If a parent or legal guardian has not arrived within 30 minutes after dismissal for any child remaining on campus, the school will contact social services and/or the police. Chronic lateness may result in loss of privileges or other consequences.

Early dismissal on Fridays provides our staff the opportunity to engage in professional development, training, planning and collaboration, and analyzing scholar academic progress. It also gives scholars a longer weekend every week.

BREAKFAST & LUNCH

Rocky Mount Prep's commitment to offering scholars a superior education is not only seen in the standards we set for reading, writing, and thinking critically, but it extends to even the meals we serve. Through our meal program, we aspire to offer high-quality breakfast and lunch and are dedicated to meeting high standards of nutrition, taste, attractiveness, and accurate delivery.

RMP has a Healthy Foods Policy, and we encourage parents to provide a healthy lunch. **If you send lunch with your scholar to school, it must be already prepared. Microwaves are not available.** Parents may eat lunch with their scholar on designated days or designated special events during their scheduled lunch time; provided that parents check-in at the front desk and follow the Visitor & Volunteer Policy.

All scholars with food allergies and special dietary requirements must communicate with the Child Nutrition Department, heather.collins@rmprep.org. To minimize the spread of viruses and the risk of allergic reactions, scholars are not permitted to share food with other scholars.

For the 2024 - 2025 School Year, all RMP scholars are able to eat breakfast and lunch for free.

RMP participates in the federal free-and-reduced lunch meal program. To be eligible, parents/guardians must fill out a form that is available in the front office.

Please talk with our Child Nutrition Department with questions.

Meals are recommended to be paid in advance of the meal being received. Scholars are allowed to charge up to five (5) days of meals before charging privileges could be revoked. If a scholar has extensive charges they could lose access to other school activities such as field trips, club activities and sports until the balance is rectified.

Breakfast and lunch costs for private-pay scholars are as follows:

Breakfast : \$2.50

Lunch: \$3.50

FOOD DELIVERY POLICY

Scholars are not allowed to order food for delivery or have food delivered to campus. Doing so is a violation of our school Cell Phone Policy, our Visitor Policy, and our Child Nutrition agreement with the State of North Carolina.

Food Delivery Policy Violations

First Offense

- The food will be confiscated, a warning will be issued to the scholar, a parent/guardian will be contacted, and it will be documented in Educators Handbook as a Minor Incident.

Second Offense

- The food will be confiscated, a parent/guardian will be contacted for a parent meeting, the scholar will receive ISS, and it will be documented in Educators Handbook as a Major Incident.

Third Offense

- The food will be confiscated, a parent/guardian will be contacted for a parent meeting, the scholar will receive a suspension, and it will be documented in Educators Handbook as a Major Incident.

ATTENDANCE

Scholars need to be at school to maximize learning and ensure academic success. As a college preparatory school, regular classroom attendance is an absolute necessity in building the habits of accountability and responsibility needed in college and throughout life. Classroom instruction time is invaluable when preparing for the demands of college and work.

EXCUSED ABSENCES

We strongly request that scholars and their parents/guardians make every effort possible to minimize absences from school.

Daily attendance in school is required by law. RMP will only consider the following as excused absences:

- Personal illness
- Death in the family
- Court summons
- School approved activity
- Medical appointments (If regular doctor, dentist or other non-urgent appointments need to be made, the expectation is for every attempt to be made to schedule appointments after school, or on early dismissal, or school holiday dates)
- Prior permission from a school administrator

When the scholar returns to school, they must bring a doctor's note, or a note signed by a parent/guardian, to the homeroom teacher. The note must be clearly written in ink and must contain the following information:

- Full name of the scholar
- Date(s) or time of absence
- Specific reason for absence
- Telephone numbers where parents/guardians may be reached (home and work)
- Signature of parent/guardian or physicians

Any scholar who is absent with an illness for more than three (3) days must bring an official note signed by a doctor to the homeroom teacher or advisor when they return to school. The note must include the name of the scholar, dates of absence, and reason for absence. Failure to do so will result in an unexcused absence.

THE MAXIMUM NUMBER OF DAYS SCHOLARS CAN MISS PER GRADE LEVEL

- K-5: Ten (10) unexcused absences per school year
- 6-8: Ten (10) unexcused absences per school year
- 9-12: Ten (10) unexcused absences per semester

UNEXCUSED OR UNLAWFUL ABSENCES

Documentation must be submitted within five (5) days of the absence or the absence will be recorded as unexcused. Excused notes will not be accepted after five (5) days.

Colleges review absences in their evaluation of our scholars. Unexcused absences reflect poorly on scholar conduct, so we strongly encourage scholars to minimize the number of unexcused absences they incur.

If a scholar does not arrive at school or class, and we have not received notification of the absence from a parent/guardian, the parent/guardian will be contacted. If scholars are absent frequently (excused or unexcused), a letter of concern will be sent home, and if the absences continue, a parent conference will be requested to discuss options.

If parents/guardians and scholars fail to provide a written explanation within five (5) school days of an absence, the absence is counted as unexcused/unlawful.

In the event that extraordinary circumstances require that scholars be absent from school, an Authorized Absence Plan will be developed jointly by the teacher, administrator, and the scholar's parent or legal guardian. The plan will define the length of the absence and the means by which the scholar will make up the work he or she will miss. The plan must be approved and signed by an Administrator and the parent/guardian prior to the scholar's absence.

COMPULSORY ATTENDANCE

State law regarding compulsory attendance mandates that parents be notified through truancy notices when scholars are habitually absent and/or tardy. It is unlawful for any scholar between 7 and 16 years of age to fail to attend school during the hours that school is in session. If a scholar misses at least one class period during the day, this is considered "truant"; the absence will be recorded and added to the scholar's file. If a scholar is "habitually truant," school personnel will intervene.

Level 1

The designated person in the school office issues the **1st Truancy Notice** to parents/guardians when a scholar:

- Three (3) days of unexcused absences and/or truancy
- The letter is delivered to the scholar to take home

Level 2

The designated person in the school office will issue the 2nd Truancy Notice in person and have an Administrative team develop a plan/agreement when a scholar:

- Six (6) days of unexcused absences and/or truancy
- The letter is mailed home notifying the parent that there may be a violation of the Compulsory Attendance Law. The letter will also set forth the applicable provisions of G.S.115C-378 including G.S.115C-378(e).

Level 3

Confirmed with the scholar and parent/guardian of compliance with the provisions of G.S. 115C-378, including G.S. 115C-378(f) and (g).

For more information or questions regarding Compulsory Attendance or Truancy, contact the School Social Worker.

MAKE-UP WORK

A scholar who is absent from school, whether it be excused or unexcused, is responsible for all of the work they are to complete on the day(s) they missed. The scholars/parents can request work from their teachers. Scholars will be given a grace period equal to the number of days absent to complete missing work. Teachers will be allowed at least one (1) day to prepare the work.

TARDINESS TO SCHOOL

Tardiness to school and class deprives scholars of critical instructional time and shows a lack of regard for the school, teacher, and classmates. School begins each day promptly at 8:00 a.m for Secondary (Middle and High School Scholars) and Elementary. Breakfast services are available from 7:40 a.m. to the start of the instructional time; thus, scholars must arrive at school prior to 8:00 a.m.

If arriving at school after the scholar's designated time (with the exception of scholars that drive to school), a parent/guardian must accompany their scholar to the Divisional Administration Office to sign them in. Scholars will receive a tardy pass. If a scholar enters class late and does not have a pass, the teacher will require the scholars to return to the school office to check in and obtain the pass.

- After three (3) tardies - a parent/guardian will be contacted.
- After four (4) and five (5) tardies - the scholar will receive disciplinary consequences which may be in school (ISS) or out of school suspension for up to three (3) days.
- After six (6) tardies - the scholar will receive in school suspension until a parent/guardian is able to attend a parent conference and a plan to prevent future tardies is developed.

TARDINESS TO CLASS

Additionally, lateness to class is unacceptable. Any scholar who arrives late to class without a pass will be marked as tardy. Any scholar who is late to a class more than three (3) times is subject to disciplinary consequences by the administrator. Parents/guardians will be notified of the update made to the scholar's record.

Leaving School Early

We strongly discourage parents or guardians from signing scholars out early for appointments or other engagements that should be scheduled during school breaks, half days or after school hours.

This is extremely disruptive to classroom instruction and hurts all scholars in a class, because of lost instructional time. We ask that you respect the instruction time.

Requests for early dismissal of scholars may be made in cases of emergency. Early dismissal for the purpose of avoiding the pick-up line, or for private instruction in activities such as music, dance, gymnastics, theater or other non-vital activities cannot be granted because of the disruption to instruction. Routine medical and dental appointments should be made after school hours. Friday afternoons and teacher workdays are ideal times to schedule such appointments.

All requests for early dismissals must be made in writing and submitted to the school office by 9:00 a.m. the day of the appointment for early dismissal. The note must include the reason for request, time of dismissal, parent signature, and a contact number of parent/guardian for verification purposes.

Telephone requests will not be honored.

Email info@rmpprep.org and the scholars teachers to alert the school for all scholars impacted by the appointment.

Scholars may not sign themselves out of school without a note from their parents or guardian. If a scholar signs out early and misses more than 30 minutes of class without prior approval, he or she will receive an unexcused absence for the period. **No scholar is allowed to leave school grounds without parental consent.**

Unexcused early pick-ups and late arrivals are considered truancy incidents. Three (3) unexcused early pick-ups, will follow the tardiness process, depending on the time of dismissal.

EARLY CHECKOUT

Early checkout ends at 2:30 p.m. on Monday through Thursday and 12:00 p.m. on Friday.

In the event a scholar needs early checkout, parents are responsible for arriving prior to 2:30 on Monday through Thursday and prior to 12:00 noon on Friday. Scholars will not be allowed to checkout after 2:30 p.m. on Monday through Thursday and 12:00 p.m. on Friday.

PROMOTION AND RETENTION DUE TO ATTENDANCE

Scholars who have 20 or more total absences during the year may not be promoted. Attendance will be taken on all days that school is in session during the traditional school year and summer school.

If a high school scholar misses a specific semester based class more than ten (10) times for an unexcused reason, the scholar may be denied credit due and/or receive a failing grade (FF) in that class. The scholar may be required to repeat the class the following year. If a scholar has multiple failures, the school may decide to retain that scholar the following year.

SCHOOL UNIFORM POLICY

RMP enforces a school uniform policy. Wearing a clean and complete uniform sends two important messages: that school is important, and appearance is important.

- Through uniforms, we attempt to eliminate all distractions to learning.
- The uniform must be worn throughout the school day.
- Scholars are to enter and leave the school in uniform.
- Changing clothes at school, unless for a school sponsored activity, is not allowed.
- Scholars who come to school without the proper uniform will face disciplinary consequences and/or be sent home. Scholars may be reinstated the same day if they return with the proper uniform.
- The School's Uniform Dress Code shall strive to achieve full compliance through use of positive reinforcement measures and will resort to corrective action only when positive measures fail to ensure compliance.
- Teachers or Administrators may conduct School Uniform inspections at any time to ensure compliance.

Shirts

- Scholars in grades K-5 wear navy blue, white, or gold short-sleeve or long-sleeve polo shirts.
- Scholars in grades 6-8 wear royal blue, white, or gold short-sleeve or long-sleeve polo shirts.
- Scholars in grades 9-12 wear light blue, white, or gold short-sleeve or long-sleeve polo shirts.
- Only white, long-sleeve or short-sleeve T-shirts may be worn under the polo shirts; however, long-sleeve white t-shirts must not be worn with short-sleeve polo shirts.
- Girls must wear a polo shirt under a jumper that does not have sleeves.
- Shoulders and midriffs should not be visible.
- Shirts must fit appropriately, be clean, and tucked in if possible.

Bottoms

- Boys are expected to wear navy, black, or khaki colored pants, or shorts.
- Girls must wear navy, black, or khaki colored pants, shorts, skirts, skorts, or jumpers.
- All shorts, skirts, skorts, or jumpers must touch the top of the knee.
- No plaid jumpers will be allowed.
- Pants must fit, be appropriately sized, and worn at the waist.
- Bottoms must not have holes, rips or tears.
- **NOT Allowed: Tight-fitting pants, shorts, skirts, or jumpers, sweat pants, denim pants, jeggings, spandex, or leggings worn as pants.**

Outerwear

- **A polo shirt MUST be worn underneath outerwear.**
- **Sweaters and sweatshirts MUST be solid colors only. No Logos, stripes, emblems, or designs.**
- Solid colored vests are allowed. Vests should be the same color as the school shirt colors.
- Sunglasses are not allowed in the school building. They are not to be worn on the top of the heads or visible hanging out of pockets or on shirts.
- Blankets are not considered appropriate outerwear and are not allowed to be worn.

Undergarments

- Undergarments should not be visible through the uniform or outside of the uniform.

Shoes

- Shoes must be closed toed.
- Heels should be no higher than approximately two inches.
- Scholars must wear the same color shoe on each foot.
- Shoestrings and shoe straps must be attached and worn properly.
- Boots must be worn with the pant legs over the boots.
- Hard (or rubberized) sole shoes may be worn.
- Crocs must be worn with the heel strap.
- **NOT Allowed: steel-toed or heavy boots, open-heel shoes, open-toe or open-heel sandals, flip-flops, bedroom slippers, shower shoes, slides of any kind (including bubble slides)**

Socks

- Socks must be black, gray, brown, white, or navy blue (all solid colors).
- Socks must be worn under the pant leg at all times.
- Girls may wear tights or hosiery under appropriate clothing.
- Tights must be black, white, navy blue, or brown only (all solid colors).
- Textured or fishnet hosiery/tights will not be allowed.

Belts

- Belts are preferred if pants have belt loops.
- If worn, belts must go through all belt loops on pants, shorts, or skirts/skorts.
- If worn, belts must be plain black, brown, or navy with a standard belt buckle.
- If worn, belts cannot exceed 6 inches in length from the buckle when buckled.
- **Not Allowed: wrap belts, message/blinking belts, studded, decorative, multi-colored, or chain belts, or oversized belt buckles.**

Headgear

- **Headgear is NOT Allowed to be worn inside the buildings.**
- Headgear includes: sweat bands, wave caps, bonnets, hoodies, jacket/sweat shirt hoods, baseball caps, etc.
- Combs, picks, brushes, rags and scarves are inappropriate and will be confiscated if worn.
- Girls may wear hair accessories such as ponytail holders and scrunchies.
- Exception: Headgear for religious or medical reasons may be permitted.

Dress Code for Remote Learning

- **Anything visible on camera MUST be appropriate.**
- No sleeveless shirts, hoods, hats, low-cut shirts, graphic/vulgar/offensive attire, etc.

Uniform Purchase

- Uniforms can be purchased at local retail vendors such as Walmart, Target, Sam's, Ross, Roses, etc.
- Uniforms can also be purchased through uniform vendors such as local uniform supply shops or online retail vendors such as Amazon, etc.
- Uniforms can also be purchased in bulk through online vendors such as Whole Sale School Uniforms, etc.

UNIFORM POLICY VIOLATIONS

First Offense

- Scholars will be informed that they have violated the policy.
- They will be given the opportunity to change into acceptable clothing by using available clothes at school or a parent/guardian will be contacted if the school does not have clothing available for the scholar, or if the scholar refuses to accept school clothing.
- A parent/guardian will be notified of the uniform policy violation.
- The incident will be documented in Educator's Handbook as a minor incident.

Second Offense

- The second infraction of the policy will be considered as defiance.
- In addition to the disciplinary actions available for a first offense, a parent/guardian conference will be held.
- Scholars will be informed that they have violated the policy.
- They will be given the opportunity to change into acceptable clothing by using available clothes at school or a parent/guardian will be contacted if the school does not have clothing available for the scholar, or if the scholar refuses to accept school clothing.
- A Mandatory Meeting Parent Conference with the Principal is required prior to the scholar returning to school.
- The incident will be documented in Educator's Handbook as a minor incident.

Third or any Additional Offense(s)

- The third or additional infraction of the policy will be considered a Category 1 Offense as outlined in the RMP Scholar Code of Conduct and is subject to consequences including up to three (3) days of out of school suspension.
- Scholars will be informed that they have violated the policy.
- A Parent/guardian will be immediately contacted.
- A Mandatory Meeting Parent Conference with the Principal is required prior to the scholar returning to school.
- The incident will be documented in Educator's Handbook as a major incident.

UNIFORM EXAMPLES



ALL Scholars
ANY Grade



ALL Scholars
ANY Grade



Elementary
Grades K-5
ONLY



Middle
Grades 6-8
ONLY



High
Grades 9-12
ONLY

UNIFORM EXAMPLES



Black
Pants



Navy
Pants



Khaki Colored
Pants

EXAMPLES OF ITEMS THAT ARE NOT ALLOWED



Slides, flip-flops, or other shoes without a back strap



Clothing that has any type of logo, design,
stripes, or emblems



Tight fitting pants,
leggings, jeggings, etc.

CELL PHONE & ELECTRONIC DEVICE POLICY

- **Cell phones and electronic devices (including but not limited to: personal mp3 players, iPods, iPads, tablets, e-readers, headphones, earbuds, Air Pods, Apple watches, smart watches, bluetooth devices, and/or other media devices) are not to be used during school hours.**
- Scholars will receive a pass to use their phones in the front office if deemed necessary.
- Cell phones and electronic devices must be kept OFF and out of sight during school hours.
- Cell phones and electronic devices must be kept IN BACKPACKS, not pockets or purses, during school hours.
- Cell phone permission may be granted if an emergency is determined by the school administration. A school phone will be made available to scholars in the case of emergencies.
- **Loss of privileges or confiscation of the device WILL occur if the policy is violated.**
- The confiscated device may be picked up by the scholar's parent/guardian at the time of the scheduled parent conference.
- Items not picked up within seven (7) days from the end of the school year, will be donated.
- **Scholars bring electronic devices at their own risk. If the device is lost, stolen, or damaged, RMP does not assume or have any responsibility for replacing the device or investigating the circumstances around the loss or damage to the device.**

CELL PHONE & ELECTRONIC DEVICE POLICY VIOLATIONS

First Offense

- Scholars will be informed that they have violated the policy.
- **The device will be confiscated until the end of the school day and will be held by the Principal or Assistant Principal.**
- A parent/guardian will be notified of the violation.
- The scholar may pick up the device at the end of the school day.
- The incident will be documented in Educator's Handbook as a minor incident.

Second Offense

- The second infraction of the policy will be considered as defiance.
- In addition to the disciplinary actions available for a first offense, a parent/guardian conference will be held.
- Scholars will be informed that they have violated the policy.
- **The device will be confiscated until the end of the school day and will be held by the Principal or Assistant Principal.**
- **A parent/guardian will be notified of the violation and required to pick up the device.**
- The scholar will not be allowed to pick up the device themselves.
- A parent conference will be held at the time of pick up.
- The incident will be documented in Educator's Handbook as a major incident.

Third or any Additional Offense(s)

- The third or additional infraction of the policy will be considered a Major Offense as outlined in the RMP Scholar Code of Conduct.
- Scholars will be informed that they have violated the policy.
- **The device will be confiscated and will be held by the Principal or Assistant Principal.**
- **A parent/guardian will be immediately notified of the violation.**
- **The scholar will be suspended for a minimum of three (3) days. Consequences could result in long term suspension.**
- The incident will be documented in Educator's Handbook as a major incident.

Refusal To Give Up Device

If the scholar refuses to give up the device, the scholar will be sent to in-school suspension (ISS) until a parent/guardian comes to the school to pick up the scholar. A parent conference will be held. If a parent/guardian does not come pick up the scholar, the scholar will be suspended until a parent conference is held.

INTERNET & COMPUTER USE

All network activity and use of the Internet must be in support of classroom activities and consistent with the adopted curriculum and educational objectives of RMP. Internet activities will be planned in compliance with this policy. All online sessions will be carefully planned and directed by the classroom teacher.

RMP uses technology software to monitor scholar activity online and scholar communications via email.

Any inappropriate behavior, engagement or off task behavior may result in disciplinary action.

TERMS AND CONDITIONS

Transmission of, or access to, content or materials that are in violation of federal or state laws is prohibited. This includes, but is not limited to, copyrighted materials, threatening or obscene materials, or material that promotes the use of drugs, alcohol or tobacco. Use for commercial or personal advertising and political lobbying is also prohibited. RMP is not responsible for any consequence that may result from scholar misuse or abuse of this privilege.

Downloading any kind of content from the Internet without approval from a teacher is not allowed. Scholars must not allow others to use their network accounts (both Internet and school accounts). Computer network storage (hard drives and personal folders) will be treated like school lockers and, thus, scholars have no expectation of privacy.

Administrators, IT staff and teachers may review files and communications to maintain system integrity and ensure that users are using the system responsibly. **Note that all email and web traffic is monitored, however, every keystroke can be viewed in real time and recorded. A record of every email sent and every website visited is permanently stored.**

Mobile storage devices such as flash drives or hard drives are prohibited and may not be used by scholars. Scholars may not use school computers to access private Internet providers. The school provides email accounts (gmail) for middle and high school scholars, which can be used to securely store and share information within the school. **Other third-party email accounts may not be accessed by scholars on school computers.**

PRIVILEGES & CONSEQUENCES

Access to the school's network and the Internet is a privilege, not a right. This privilege may be suspended or revoked by a school leader, classroom teacher, or any other responsible school official for violation of this Electronic Device and Technology Use Policy.

Damage to equipment will be subject to replacement cost or fines.

The severity of the behavior may result in suspension or even expulsion, and reinstatement of privileges will be left to the discretion of school leadership.

Note that hacking into computer networks using stolen passwords is considered a Felony and administration reserves the right to involve law enforcement when laws are broken or circumstances otherwise warrant involving law enforcement. **A Felony conviction potentially will follow a scholar for the rest of his or her life.**

ELECTRONIC USE POLICY INFRACTIONS INCLUDE THE FOLLOWING:

- Viewing, sharing, sending and/or displaying hateful or pornographic messages or pictures
- Using abusive, threatening, vulgar or inappropriate language
- Harassing, insulting or attacking others
- Using online chat rooms
- Engaging in or promoting violence
- Engaging in racial, gender, or other slurs
- Receiving or transmitting information pertaining to weapons, such as bombs, automatic weapons, illicit firearms or explosive devices
- Damaging technology equipment (computer systems, computer networks, TVs, VCRs, digital cameras, scanners, etc.)
- Violating copyright laws (copy internet or other materials without permission)
- Using others' passwords
- Trespassing in other scholars and/or teachers' folders, work, or files
- Employing the computer network for commercial purposes
- Transmitting personal information without written parental consent
- Accessing areas considered borderline without written parental consent
- Hacking (attempt to gain unauthorized access to files, folders, and/or other systems)
- Using third-party email unless approved by an instructor
- Downloading or printing unnecessary or non-school related material
- Changing advanced page settings, proxy settings, automatic configuration settings and message settings, disabling active desktop or coaching of auto-proxy scripts
- Setting personal passwords on computers
- Entering network rooms without a classroom administrator present

TECHNOLOGY EXPECTATIONS

Scholar

As a learner at RMP, I will:

Device Safety and Maintenance

- Look after my device very carefully at all times.
- Never leave my device unattended.
- Never have food or drink by a device.
- Ensure the device is situated securely on the working surface.
- Make sure the device is not subject to careless or malicious damage (i.e. as a result of horseplay).
- Transport the device as securely as possible. Devices **MUST** be carried with two hands when transporting. Do not lend your device to others. Each device is the responsibility of the assigned scholar.
- Ensure that my device is charged and ready for use the next day (i.e. plugging in the device in the appropriate on campus location).
- Not deface or decorate the device and not allowing it to be subject to graffiti.
- Use only my school account (email address issued by RMP) on all devices.

Classroom Use

- Only use my device for educational purposes as directed by RMP staff member.
- Only use the printer after the teacher gives permission or if previously granted permission.
- Avoid installing or downloading additional software without the permission of the IT department or teacher.
- Only use web tools such as blogs, wikis, podcasts, social-bookmarking, multi-user roleplaying environments, video games, and social networking authorized by my teacher.
- Agree that all written and posted material is appropriate and non-defamatory.

Responsible Online Behavior

- Follow the school's Acceptable Use Policy for technology.
- DO NOT USE THE INTERNET FOR UNAUTHORIZED AND INAPPROPRIATE PURPOSES.
- Report to my teacher, school counselor, or administrator if I ever feel uncomfortable about an experience online including but not limited to receiving harassing messages or accidentally viewing any offensive or pornographic content or being asked to meet someone I have met online without parental approval. I understand that my teacher is willing to help me and will not punish me as long as the rules are followed.
- Use the Internet to search only areas appropriate to the school curriculum.
- Only save material in my personal folders or to my device appropriate for educational use.
- Not plagiarize from the internet.
- Not share my passwords (my school network account, my e-mail account, my social networking account, etc. with anyone except my parents, teachers, school counselors, or administrators.
- Not use a proxy or otherwise attempt to access Web sites or other forms of Internet content and communications technology that have been blocked from my school network.
- Be prepared to be held accountable for my actions and for the loss of computer and/or device privileges if these expectations are violated.
- Report any inappropriate improper, vulgar, or virtual engagement or contact.
- Not reveal personal information, including names, addresses, photographs, credit card details and telephone numbers of myself or others when online.
- Immediately report to my teacher or caregiver if anyone contacts me requesting personal information, presenting images of themselves or requesting images of me or my friends. Understand that inappropriate images of anyone (even my friends) is unacceptable and will need to be immediately reported to an administrator, my teacher and parent.
- Understand that sometimes there are links, and attachments that may contain inappropriate information that I did not know was on the other side of the link, or in the attachment. I will be sure to also report those incidents immediately to an administrator, my teacher and parent.

Remote Presence Etiquette

- Turn on and leave on my web-cam when participating in live virtual instruction.
- Mute my microphone when I am not speaking.
- Dress appropriately as outlined in the RMP Scholar-Family Handbook.
- Only touch the keyboard when appropriate to do so.
- Be aware of my surroundings and make sure I am in an environment with limited distractions.
- Keep food, drinks and other spillable items away from my technology.
- Stay seated and present in my class instruction.
- Ensure my background is free of distraction and that anything in the background is appropriate (no inappropriate photos, limited foot traffic, limited noise, no cell phones or electronic devices, etc.).

Parent/Guardian

As a parent or guardian of a scholar at RMP, I will:

Support my scholar in following the school's instructional routines and expectations related to technology AND take financial responsibility for damages to any RMP technology according to agreement listed below. This includes paying all applicable fees for damages assessed as set forth below:

Violate of the Acceptable Use for HotSpots

- Damaged Hotspot \$237.30
- Lost, Stolen, Non-returned Hotspot \$237.30
- Lost, Stolen, Damaged, Non-returned Hotspot Charging Adapter \$10.00

Violate of the Acceptable Use for Chromebooks or Laptops

- Damaged Chromebook \$50.00
- Lost, Stolen, Non-returned Chromebook \$250.00
- Lost, Stolen, Damaged, Non-returned Chromebook Charging Adapter \$20.00
- Choose a good place within the home to learn (optimal for studying/classwork).
- Ensure the scholar is following the RMP Remote Presence Etiquette as outlined within this or other RMP distributed materials including the Acceptable Use Policies, RMP Family-Scholar Handbook.
- Stay connected with teachers and school communication touchpoints.
- Advocate for the scholar's needs associated with my scholar's technology use.
- Help scholars 'own' their learning (try not to help them "too-much")
- Encourage my scholar to reach out for support from school staff members.
- Manage stress and reach out for assistance by engaging in RMP's wrap-around support services if necessary.
- Families may contact scholar's teachers, school counselors, school nurse, or other members of the staff as appropriate for access to services.

Improper, Inappropriate, or Vulgar Virtual Engagement or Contact

- Be sure to report any incidents shared with me from my scholar whereby they have encountered any engagements of indecent behavior, images or audio on the school issued device.
- Support and encourage my scholar to also report such incidents without fear of adverse action towards them (getting into trouble) that are immediately reported to an administrator, his or her teacher and parent.

Note

All parents/guardians must sign and agree to the acceptable use policy. By signing that you received this Handbook and agreeing to uphold the policies in this Handbook you are agreeing to the acceptable use technology policy. The Chromebook is an extension of the classroom and all rules and guidelines will need to be followed accordingly. In the event of a Remote Learning Environment, where scholars are issued technology devices to be sent home, additional agreements and forms may be sent home and may need to be signed in addition to the agreement above.

Note

RMP uses technology software to monitor scholar activity online and scholar communications via email.

Any inappropriate behavior, engagement or off task behavior may result in disciplinary action.

SOCIAL NETWORKING

RMP encourages the use of technology for instruction and learning. Make sure to monitor your scholar's activity online at home. Many scholars participate in social networking sites such as (but not limited to) Facebook, Instagram, X (previously known as Twitter), Kik Messenger, Snapchat, Threads, etc.

Social Networks are public and lack privacy, contrary to the belief of many scholars.

Scholars and parents/guardians should be aware of the following points:

- I will represent myself, my family and school in a positive way, both inside and outside of school, and will avoid people, places, and things that I know or suspect will not help me achieve the bright future I desire.
- As a parent, I will monitor and be responsible for my child in their use of social media.
- Posting inappropriate information (text, images, and videos) on social networks, even outside of school, can disrupt the learning environment. While not intended to be exhaustive, here are some reasons a scholar's inappropriate online activity may be addressed by the school:
 - If information posted on a social network is causing others on school grounds to feel emotionally or physically unsafe.
 - Threats.
 - Cyber Bullying.
 - If a scholar has the school name tagged to their profile and has posted information that places the school's integrity in jeopardy.
 - Information that is of a provocative nature.
 - Information that references or hints towards the illegal usage of drugs, or alcohol.
 - Information that references or hints towards participation in any illegal activity.
 - Information that references or hints towards scholar involvement in gang activity.
 - Information that in any way harms the reputation of the scholar, family, or school community.
- It is important to note that any negative interactions by or between RMP scholars on these social networking sites will result in disciplinary actions and possible involvement of law enforcement. The use of social networks in an inappropriate fashion can be addressed in different forms as follows:
 - A scholar posting information that is not appropriate may prompt a Counseling Session with an administrator or counselor, in which a scholar may be asked to remove information from their profiles. The purpose of meeting with a scholar regarding social networks is to help a scholar make better decisions about how they present themselves in a public forum and to help with the development of social intelligence.
 - A scholar posting information that is not appropriate may prompt a meeting that will result in consequences, such as suspension or other discipline as warranted. In most of these cases, these steps are taken when others in the RMP Community are made to feel emotionally or physically unsafe because of the material posted on the social network.
 - **Any content that may be deemed illegal or harmful to in any way may prompt involvement of local law enforcement.**

LIBRARY POLICY

RMP encourages scholars to read at least 20 minutes per day outside of the classroom and instructional time. We encourage parents/guardians to support your child's independent reading at home. Research shows that children who read at least 20 minutes per day have improved reading skills such as speed, accuracy, vocabulary, and comprehension.

RMP has two (2) library facilities: the Elementary Media Center and the Secondary Media Center. Scholars will be allowed to check out library books from these school libraries.

When checking out books from RMP school libraries, scholars and parents/guardians are accepting responsibility for the books that are checked out. This includes damages or the loss of books after check out.

Scholars and parents/guardians should be aware of the following Library Policy guidelines for books checked out from RMP school libraries:

- If a book is returned on time and with MINOR damage, the scholar will be charged a \$5.00 fee.
 - Minor damage includes (but is not limited to): damages that can be easily repaired by the school library specialist or damages that do not prevent the book from being used and read by others (e.g. minor rips or tears in pages, multiple wrinkled or bent pages, book cover detached, permanent marks on the cover or pages that do not prevent the book from being read, etc.).
- If a book is returned on time and with MAJOR damage, the scholar will be charged a \$10.00 fee.
 - Major damage includes (but is not limited to): damages that can NOT be easily repaired by the school library specialist or damages that prevent the book from being used and read by others (e.g. entire pages of the book torn out or removed, water damage, permanent marks on the cover or pages that prevent the book from being read or marks that contain inappropriate words or content, etc.).
- A book will be considered lost if it has not been returned and checked back into the school after 45 days.
 - The scholar will be charged a \$5.00 fee for a lost paper-back book.
 - The scholar will be charged a \$10.00 fee for a lost hard-back book.
- If a book is returned damaged or if a book is lost:
 - A parent/guardian will be notified by a letter sent home with the scholar and also by phone call.

Scholars that have extensive charges could lose library privileges and access to other school activities such as field trips, club activities, and sports until the balance is rectified.

TRANSPORTATION

TRANSPORTATION REQUESTS

At the beginning of the school year, a Transportation Information Form will be sent home with all scholars in the First Day Packet. Please complete and return the Transportation Form with the packet to the homeroom teacher. This will ensure that we have correct addresses and contact information for all scholars.

A Transportation Request Form will also be posted online prior to the first day of the school year and available during Open House for new or returning families to request bus transportation.

During the school year, if you need to submit an address change: Please notify our School Records Department by calling the Main Office at 252-443-9923, fill out an updated Contact Information Form available in the Main, Elementary, or Secondary Offices, or email info@rmpprep.org with your name, scholar's name, phone number, and updated address. **Please Note: Parents/guardians will be contacted to verify the address change request.**

TRANSPORTATION CHANGES DURING THE SCHOOL DAY

ALL transportation changes need to be submitted by 2:30 p.m. each day.

Transportation Change Requests

- Can be submitted to your scholar's homeroom teacher or advisor in writing by handwritten note sent with your scholar to school.
- Can be submitted via email at info@rmpprep.org or transportation@rmpprep.org
- Can be submitted via phone call or text to the Transportation Director: 252-343-7603
- **All Requests MUST include the following information:**
 - Date of request
 - Requested change (e.g. scholar will be picked up by car today, etc.)
 - Your name and relationship to the scholar
 - Scholar's name
 - Phone number

All Transportation Change Requests will be verified by an Administrator or the Transportation Director. Please be prepared to be contacted via phone to verify the change request.

TRANSPORTATION QUESTIONS OR CONCERNS

Please contact the Transportation Director with any concerns related to Bus Transportation. Including general questions, bus stops, route times, bus driver concerns, etc.

Transportation Director
Yoshika Phillips
transportation@rmpprep.org
252-343-7603

BUS TRANSPORTATION GUIDELINES & EXPECTATIONS

- **Bus transportation is a privilege.** Scholars may lose bus privileges for violating Bus Policies or Bus Behavior Expectations.
- **Scholars will only be assigned to one (1) bus.** Due to bus capacity, your scholar will only be allowed to ride one bus for transportation. Scholars will not be allowed to ride a different bus each day.
- **Buses operate on a pre-determined schedule for pick up and drop off times.** Please allow for a 10 minute grace period before and after the time listed on the schedule. Please have scholars at the bus stop at least 10 minutes prior to your scholar's pick up time.
- **All elementary scholars must have an adult or older sibling accompany them home from the bus stop.** Bus drivers will not release elementary scholars off of the bus without someone to accompany them.
- **Buses will not return back to stops once scholars have been picked up or dropped off.**
- **If a scholar is returned three (3) times during the school year, this could result in the loss of bus transportation privileges.**

BUS BEHAVIOR

- **Use inside voices.** There should be no screaming or yelling on the bus. We value safety and respect. Minimal noise is necessary so that all drivers will be able to focus on a safe ride home.
- **Stay in assigned seats and keep feet and items out of the aisle at all times.** Scholars must sit and remain in their assigned seats. Feet and items must be out of the aisle to prevent trip hazards.
- **Backpacks must be carried in front and seated on laps.** Riding public transportation is all about respecting the people around you. Keeping your belongings in front of you will ensure that no one is unintentionally hit or bumped. Keeping your backpack on your lap will help ensure that your belongings stay in your possession and are not kicked or lost under a seat.
- **Food, candy, or drinks are not permitted on the bus.** To ensure the cleanliness of our buses, under no circumstances is it acceptable for any food, gum, candy, drinks etc. to be eaten on the bus routes.
- **Leave it better than you found it.** Take pride in your seat, it will be yours for the year. You will be responsible for your assigned seat. Each day the seat will be checked and it should be free of paper, pencils, trash, wrappers, writing, damage, etc.
- **Do not deface or damage bus property.** Damage to bus property is considered vandalism and is a Major Offense under the RMP Scholar Code of Conduct. Vandalism will result in a loss of bus privileges and may result in suspension, long term suspension, or expulsion.
- **Follow the RMP Scholar Code of Conduct.** The same behavior expectations that apply to all scholars on the RMP school campus apply to bus transportation.

Minor Bus Behavior Incidents

The following behaviors are considered minor incidents. A bus referral will be issued, reviewed by the Transportation Director and entered in Educators Handbook. Scholars can receive up to three (3) warnings for minor incidents before a short term suspension of bus privileges is issued.

- Talking back
- Trash on bus
- Noise level
- Not following directions
- Not keeping aisles clear
- Sitting incorrectly in seat (turned around backwards)
- Dishonesty
- Inappropriate comments (spoken or written)
- Standing, running, or throwing objects
- Distracting the bus driver
- Minor physical contact
- Throwing objects out of windows

Major Bus Behavior Incidents

The following behaviors are considered major incidents. A bus referral will be issued, reviewed by the Transportation Director and the Elementary or Secondary Assistant Principal, and entered in Educators Handbook.

Scholars WILL receive a suspension of bus privileges which may be short term or long term for major incidents. Depending on the nature of the incident, scholars may receive additional disciplinary consequences.

- Fighting or physical contact (including: fighting with intent to injure, contact resulting in injury, public display of affection - sexual in nature or sexual acts, etc.)
- Vandalism or destruction of personal or school property (including: cutting seats, drawing or writing on seats, breaking windows, etc.). Scholars will also be responsible for replacing or paying for the replacement of damaged property.
- Bullying, Threats, or Harassment of any kind to other scholars or staff (including: electronic, spoken, written, or physical bullying, threats, or harassment).
- Possession of weapons or discussion of possessing a weapon.
- Possession or use of tobacco, tobacco products, vapes, other drugs, or any drug paraphernalia.
- Physical or sexual assault.
- Gang related comments, gestures, or behavior.
- Major or repetitive disrespect.

SCHOLAR PARKING PASSES

Scholars that are over the age of 16 with a valid driver's license and insurance will be allowed to drive and park on campus in the designated student parking lot. Scholars will receive a parking tag to hang on their rear view mirror.

Scholar parking passes can be purchased at any time from the Transportation Director.

- **The fee for a Scholar Parking Pass is \$20.00 per school year.** The price may be reduced to \$10.00 if purchased after December.
- Scholars must complete a Scholar Parking Registration Form.
- Scholars **MUST** hold a valid Driver License at the time of registration. Learners permits will not be accepted.
- Multiple vehicles can be listed on the same registration form if a scholar drives multiple vehicles to campus. If a vehicle is not listed on the registration form, a scholar may be ticketed (up to \$10.00 per day).
- **Scholars violating parking rules and regulations during the school year may lose parking privileges and are subject to towing (fine set by towing company).**

The following items are needed to complete the Scholar Parking Registration Form and receive a parking tag:

- Driver's License
- A copy of the registration for all vehicles being listed on the form
- Form of payment (Cash, CashApp, or Card)

HONOR CODE & ACADEMIC INTEGRITY

Rocky Mount Prep scholars earn what they achieve and can look teachers, parents, and the community in the eye, knowing that they are worthy of these achievements.

RMP believes in the highest standards of academic honor and integrity, and our scholars will adhere to the following standards:

- Scholars are expected to produce and submit his or her own academic work only—to do their own homework, not to copy test answers from another scholar or provide test answers to another scholar, not to search for test answers from external sources on a computer or cell phone (unless authorized by a teacher), and submit original work for all assignments (not represent another person's work as your own).
- Scholars are expected to deny all requests to assist other scholars by allowing them to copy work or to do work for another scholar (unless authorized to work together by a teacher).

ACADEMIC DISHONESTY

Cheating or Plagiarism

To be prepared academically for college, you must be able to perform without cheating, plagiarizing, or copying another person's work. Also, a scholar may not improperly assist another scholar on an assignment/test or allow another scholar to copy work. This includes logging in on behalf of other scholars to complete their online work.

The consequences for academic dishonesty may include the following:

- **1st Offense:** The scholar(s) will retake the exam and/or assignment(s) with a maximum allowable grade of an 80%. Parent/guardian contact will be made.
- **2nd Offense:** The scholar(s) will receive a "Zero" or No Credit for the exam and/or assignment(s). A meeting with a scholar, parent/guardian, and administrator will be required.

Definition of Plagiarism

Plagiarism is defined as "an act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author's work as your own by not crediting the original author," according to dictionary.com. In short, it is stealing someone else's work and representing it as your own.

Copyright or Citations

When using sources for papers and projects, scholars should properly use citations giving credit to the appropriate origin of information. Any copyrighted materials are subject to the Fair Use provision of copyrighted materials as it relates to education. Materials, including Internet content, used in reports or other documents must be cited. If there is no direct citation in Internet content, the Uniform Resource Locator (URL) must be cited. The use of sources without proper citation constitutes plagiarism.

USE OF AI

RMP is committed to providing a well-rounded and future-ready education for our scholars. We recognize the potential benefits of incorporating Artificial Intelligence (AI) technology into our educational environment. We strive to ensure that AI technologies are used in a manner that enhances the learning experience, respects individual privacy, promotes ethical use, and safeguards the well-being of our scholars.

We believe that through careful implementation and thoughtful oversight, AI can contribute to achieving our educational goals while upholding the values of ethical use, privacy, and equity.

Guidelines for AI Technology

- The use of AI tools and applications will vary from class to class and assignment to assignment. Scholars are expected to only use AI tools and applications when approved to do so.
- **The unauthorized use of AI tools and/or applications to complete assignments or exams will be considered a violation of the Honor Code and will have the same consequences as Academic Dishonesty, Cheating, or Plagiarism.**
- AI tools and applications will be chosen and used with the intention of enhancing learning experiences, promoting critical thinking, and fostering creativity among scholars.
- AI will not replace human interaction, teaching, or guidance but should be seen as a complementary tool to assist educators and scholars.
- Any AI technology that collects or processes personal data must adhere to RMP's strict privacy regulations, including obtaining appropriate consent from parents or guardians for students under 18.
- Educators and administrators will oversee the use of AI applications in the classroom to ensure they align with instructional goals and student well-being.
- Regular assessments of the impact of AI on learning outcomes will be conducted to refine its integration.

UPHOLDING THE HONOR CODE IN A REMOTE LEARNING ENVIRONMENT

We recognize the unique challenges created if RMP has to move again to a remote teaching and learning environment. To help aid scholars in adhering to the Honor Code with a remote learning environment, here are some suggestions for making this transition:

- **Ensure you understand the expectations of each course and each assignment/exam.** While this is a new experience for scholars as well as for instructors, the tenets of the Honor Code still apply. Scholars may only use resources/aids that are permitted in completing course assignments/exams.
- **Permitted vs. unpermitted collaboration.** Understand when you are allowed to consult with other scholars about assignments and the boundaries of this collaboration. For example, when completing an individual assignment where peer collaboration is permitted, the expectation is still that your final assignment be solely in your own words and not shared with other scholars. Even when scholars put an equal amount of work into composing joint answers, collective responses are only appropriate for individual assignments when they are expressly permitted.
- **Ask Questions.** Ask the teaching staff for clarification if you are ever unsure about what constitutes a violation, citation expectations, or anything else related to the Honor Code.
- **Engage with your teaching staff and classmates.** Use virtual office hours to both ask questions about course content and clarify course/assignment expectations. You can also plan virtual study groups to connect with classmates (when collaboration is permitted).
- **Treat a Google Classroom/Zoom lecture like an in-person class.** Come to Google Classroom/ Zoom classes prepared, don't be on your phone, and be respectful to the teaching staff and your classmates. This means muting yourself when you're not talking, using appropriate backgrounds, and only using the chat feature for professional and productive comments/questions.
- **Report potential violations.** Scholars have an obligation to take action if they are aware of other scholars violating the Honor Code. This may include reporting any potential violations you discover to your teacher.

CURRICULUM & INSTRUCTION

Rocky Mount Prep follows the North Carolina Department of Public Instruction's Standard Course of Study guidelines. Principals and Assistant Principals oversee the instruction and evaluation of programs and teachers for their divisions.

COLLEGE & CAREER ACADEMY

College and Career Academy is a Dual Enrollment program for High School Scholars. This program allows eligible Scholars to enroll in college classes. Scholars can meet high school graduation requirements by completing college courses. The college courses are taken at no cost to the scholars and transportation is provided for classes at Nash Community College and North Carolina Wesleyan University. There are four (4) pathways: Associates Degree, College Credits, Career Credits, and Military Training. Scholars will work closely with High School counselors to ensure the necessary eligibility requirements (such as a G.P.A. of 3.0 or higher) are met.

The programs provide an opportunity to work towards achieving an Associate's degree, college transfer credits, certification or diploma in a particular technical field or career area. The Military Pathway is offered at North Carolina Wesleyan University during the Senior year of High School. Scholars are given the option as to which educational and/or career track they would like to choose while working closely with the High School counselor to ensure all requirements are met.

Middle school scholars are introduced to various techniques and AVID strategies that provide necessary resources and support that will allow scholars to be successful in their learning prior to enrolling in High School.

Elementary Scholars are introduced to various careers through instruction, speakers, and college campus tours. The experiences prepare scholars for the strategies and resources that will enable them to be successful as they prepare for Middle school.

CAREER & TECHNICAL EDUCATION

The aim of Rocky Mount Preparatory School's career and technical education (CTE) is to ensure that every student graduates with a personalized career plan, equipped to pursue their chosen future path and poised for success in life. We continuously enhance and refine our CTE programs to ensure their seamless integration with academic courses.

Our CTE program places a strong emphasis on college and career readiness, offering several innovative programs designed to furnish all students completing CTE programs with pathways to various careers and professions.

The following CTE Academies are available to all of our scholars:

- Business & Entrepreneurship
- Computer Science & Information Technology

Our CTE academies cultivate creativity, innovation, and leadership, coupled with demonstrated proficiency. Aligned with the NCDPI's CTE plan, our programs concentrate on problem-solving and critical thinking, incorporating real-world scenarios from industry partners alongside embedded academic, technical, and leadership skills.

MULTI-TIERED SYSTEM OF SUPPORT (MTSS)

RMP implements the MTSS framework. NC MTSS is a multi-tiered framework which promotes school improvement through engaging, research-based academic and behavioral practices as well as Social Emotional Learning (SEL). MTSS employs a systems approach using data-driven problem-solving to maximize growth for all.

A multi-tiered system of support (MTSS) is a framework which promotes school improvement through engaging, evidence-based academic and behavioral practices. MTSS is NOT a process that automatically results in a referral to special education. Students with disabilities are general education students first and should have access to the full system of support available to all students. Accessing an appropriate educational program should be seamless; the MTSS framework should be flexible to meet the needs of EVERY student without stopping and starting processes generally assumed to be either general or special education. NC MTSS employs a systems approach, using data-driven problem solving to maximize growth for all.

AVID CURRICULUM (GRADES 3-12)

RMP will implement the AVID framework for continuous school improvement. The AVID framework aligns with the overall vision and mission of our school. The AVID curriculum, based on rigorous standards, is developed by middle and high school teachers in collaboration with college professors. It is driven by the WICOR methodology (Writing, Inquiry, Collaboration, Organization, and Reading). WICOR instructional strategies engage scholars and scaffold instruction to make challenging content accessible. AVID curriculum is used in AVID Elective and content-area classes at AVID schools.

AVID supports scholar success through:

- The AVID College and Career Framework
- The four (4) AVID Schoolwide Domains
- WICOR

ACADEMIC ADVISORY (GRADES 6-12)

At the end of each progress report and report card period, scholars will meet with their Academic Advisors on a regular basis. Scholars track their progress and develop plans for their academic success. Their Academic Advisor supports them in developing strategies for their plans and advocating with their teachers.

INTERVENTIONS (GRADES K-12)

RMP scholars have intervention time scheduled within the school day. During intervention time, teachers use data to reach scholars where they are, no matter where they are. During intervention time scholars may be served by their teacher or an interventionist. Interventions may change in alignment with scholars academic data. The following occurs during Intervention Times:

- remediate basic skills in small groups based on data
- pull small groups of scholars together for content clarification and re-teaching,
- support scholars in person
- to engage in Curriculum enrichment activities

ACT PREPARATION

RMP provides the opportunity for juniors and seniors to participate in our ACT Preparation Workshops to support college and career readiness and strong ACT scores for college admissions. The ACT test is a standardized test taken in the spring for juniors and Pre-ACT for sophomores.

EXCELLENCE HOUR TUTORING SERVICES

RMP provides all scholars with additional academic assistance after school through the Excellence Hour Tutoring Program. Every scholar is encouraged to take advantage of Excellence Hour tutoring when they need help in their academics. Excellence Hour Tutoring runs Monday through Thursday, 3:30 - 5:00 PM. Teachers may refer scholars for Excellence Hour Tutoring if they feel as though they need additional support.

TECHNOLOGY RESOURCES

RMP takes advantage of technology by blending the best of teacher-led instruction and technology tools. At RMP, we are implementing various blended learning models to personalize instruction to meet scholar needs. RMP is 1:1, each scholar will have their own chromebook to use at school.

TEXTBOOKS AND SUPPLIES

RMP furnishes all textbooks and instructional materials, either as hard copies or through access to virtual platforms, and they remain school property. If textbooks and/or instructional materials are lost or damaged, parents will be required to reimburse the school before new textbooks and/or instructional materials are distributed.

School supply lists will be provided to all scholars prior to the start of the school year.

HOMEWORK

RMP believes that homework is an essential and integral part of every scholar's education. Through homework, classroom instruction is reinforced, high expectations are supported, scholars are motivated toward self-direction, and the relationship of the school and home in the learning process is strengthened. All scholars should read independently for at least 20 minutes per day in addition to any homework assignments.

Classroom teachers assign homework using the following guidelines and objectives:

- To serve as an extension of the learning process
- To reinforce skills taught through practical application
- To improve work habits and study skills
- To develop a sense of responsibility
- To enhance communication with a scholar's home by providing parents with the opportunity to monitor their child's progress on a regular basis

Homework Tips

When parents monitor and assist with homework and home study, it can greatly benefit both scholars and teachers in their mutual task of learning/teaching. Some homework tips which parents find helpful are below:

- Schedule daily study times in a quiet, well-lit location.
- Talk to your child about his/her school activities every day.
- Keep a supply of paper, pencils, and other materials in the study area.
- Check your child's completed homework daily.
- It is important to encourage children to seek help from parents if they are struggling with an assignment.
- Encourage children to take pride in what they accomplish. Help your child understand that assignments need to be clean, neat, and thoroughly checked for errors.

INDEPENDENT READING

Research shows that the most effective way to improve a scholar's reading skills is to have them read. Scholars who read every day outside of school have the potential to become stronger readers. Supporting your child's independent reading at home is one of the best ways to help them improve the speed, accuracy, vocabulary, and comprehension of their reading.

EDUCATIONAL FIELD TRIPS

Field trips may be planned throughout the year for various academic enrichment and extracurricular purposes. Parents will receive advance notice of all such trips. A permission slip must be signed by a scholar's parent in order for the scholar to participate in a field trip. Scholars without signed permission slips will remain at the school in another class.

Field trips are considered a privilege and scholars with behavior concerns are subject to nonparticipation.

There is a Walking Field Trip Form included in the First Day Packet that will be used when scholars attend events at North Carolina Wesleyan.

REMOTE LEARNING PLAN

In response to the evolving educational landscape and the need for adaptability, RMP is committed to providing a comprehensive and effective remote learning plan for students in grades K-12. This plan is designed to ensure that every scholar has access to quality education, regardless of the challenges posed by remote instruction.

We understand the challenges of remote instruction and are dedicated to overcoming them, ensuring that our scholars continue to receive a high-quality education regardless of the circumstances. This plan is adaptable and may be updated depending on the circumstances requiring RMP to implement remote instruction.

The key components of this plan include:

Ensuring Scholar Access to Technology and Internet

Flexible Scholar Attendance Policy

Adapting and Enforcing an Online Scholar Discipline Policy

Ensuring Open Communication with Families and Collaborating with Community Partners for Support

Teacher and Staff Professional Development

GRADING

GRADING SCALE

Grades K-1 will be graded based on the following scale:

NA - Not Assessed

1 - Below grade level standards

2 - Developing grade level standards

3 - Meets grade level standards

4 - Exceeds grade level standards

Grades 2-12 will be graded based on the following scale:

A = 100 - 90

B = 89 - 80

C = 79 - 70

D = 69 - 60

F = 59 and below

Grading Expectations

At RMP our grading expectations are established to:

- Provide opportunities for scholars to be successful
- Provide sufficient evidence of scholar performance
- Provide flexibility in the types of assessments used and their contribution to the scholar’s overall performance

Gradebook Set-up

Category	Weight	Description (examples)	Minimum per Quarter
Major	30	Tests, Long-term Assignments (papers, projects, etc.)	3 grades
Minor	30	Quizzes, Short-term Projects (single day activities)	6 grades
Daily	40	Warm-ups, Classwork, Homework, Participation, etc.	10 grades

PROGRESS REPORTS & REPORT CARDS

Progress reports will be sent home every four to six (4-6) weeks to provide specific information about scholar progress in each subject. Parents of 2nd-12th grade scholars can also monitor progress online through the Powerschool parent portal. Parents will receive a report card with cumulative data on their scholar’s performance and progress at the end of each quarter.

TRANSCRIPTS

Transcripts are available through our website. Please visit rmprep.org, select “Students” and click “Records request”. Transcripts are only available for high school scholars and are not available for K-8 scholars. The transcript fee is \$10.00 per transcript. The turn-around for a transcript is 3 business days.

RETENTION POLICY

PROMOTION AND GRADUATION REQUIREMENTS

Please note that the Promotion & Graduation Standards for the 2024-2025 School Year Will Change to Match the NC Department of Public Instruction Standards & Expectations.

NC Department of Public Instruction states that:

All students must earn at least 22 credits in the Future-Ready Course of Study to graduate from high school. The Future-Ready Course graduation requirements ensure that students are prepared for life and whatever pathway they choose after graduation, whether to the workplace, college/university, or the military. Below are the specific course requirements. The Occupational Course of Study is available for those students with disabilities who are specifically identified for the program and have adapted course requirements and the same credit requirements as FRC.

This means that all High School Scholars MUST pass the class and the End-Of-Course Exam to receive credit. If the exam is not passed, the scholar must retake the class to EARN THE CREDIT. Credit recovery is also available for HS Scholars and will be discussed by the Guidance Counselor.

For scholars in grades 3 - 8. They must pass all CORE (Math, Science, ELA & Social Studies/History) classes. They are required to pass the End-Of-Grade test. Scholars who do not pass a class or the EOG will be required to attend Summer School and retake the EOG.

SCHOLAR SECTION

SCHOLAR BEHAVIOR

Policy Code 4300

All decisions related to scholar behavior are guided by the Board's educational objective to teach responsibility and respect for cultural and ideological differences and by the Board's commitment to creating safe, orderly and inviting schools. Scholar behavior policies are provided in order to establish: (1) expected standards of scholar behavior; (2) principles to be followed in managing scholar behavior; (3) consequences for prohibited behavior or drug/alcohol policy violations; and (4) required procedures for addressing misbehavior.

Principles

The reasons for sharing expectations of scholar behavior are to (1) create an orderly environment in which scholars can learn; (2) teach expected standards of behavior; (3) help scholars learn to take responsibility and accept the consequences for their behavior; and (4) provide scholars with the opportunity to develop self-control.

The following principles apply in managing scholar behavior:

- Scholar behavior management strategies will complement other efforts to create a safe, orderly, and inviting environment.
- Positive Behavior Interventions and Support will be employed as appropriate to improve scholar behavior.
- Responsibility, integrity, civility and other standards of behavior will be integrated into the curriculum.
- Disruptive behavior in the learning environment will not be tolerated.
- Consequences for unacceptable behavior will be designed to help a scholar learn to comply with rules, to be respectful, to accept responsibility for his or her behavior and to develop self-control.
- Strategies and consequences will be age and developmentally appropriate.

Communication of Policies

The Scholar Code of Conduct appearing in the following pages notifies scholars of the behavior expected of them, conduct that may subject them to discipline and the range of disciplinary measures that may be used by school officials. At the discretion of the Head of School, the Scholar Code of Conduct may include additional rules needed to implement the Board's scholar behavior policies. This Scholar Code of Conduct creates a scholar behavior management plan which elaborates on processes for addressing scholar misbehavior and use of intervention strategies and consequences. The Scholar Code of Conduct shall incorporate, by reference, any additional scholar behavior standards, prohibited conduct or disciplinary measures identified in individual school behavior plans developed. Policies and discipline will be aligned and consistent with applicable law and board policy. This Handbook sets forth (1) the Scholar Code of Conduct; (2) related administrative procedures; (3) any additional discipline-related information from the schools' scholar behavior management plan, including behavior standards, prohibited conduct or disciplinary measures; (4) the scholar suspensions and expulsion procedures; and (5) other school expectations. For the purpose of board policies related to scholar behavior, all references to "parent" include a parent, a legal guardian, a legal custodian or another caregiver adult authorized to enroll a scholar.

Applicability

Scholars must comply with the Scholar Code of Conduct in the following circumstances:

- while in any school building or on any school premises before, during or after school hours;
- while on any bus or other vehicle as part of any school activity;
- while waiting at any school bus stop;
- during any school-sponsored activity or extracurricular activity;
- when subject to the authority of school employees; and
- at any place or time when the scholar's behavior has or is reasonably expected to have a direct and immediate impact on the orderly operation of the schools or the safety of individuals in the school environment.

Consequences for Violations

Violations of the Scholar Code of Conduct (including minor violations) will be addressed in accordance with the provisions of the Scholar Code of Conduct, the provisions of the suspension and expulsion due process procedure and other applicable provisions of this Handbook.

Enforcement

The Head of School is responsible for supervising the enforcement of the Scholar Code of Conduct to ensure that school disciplinary policies are uniformly and fairly applied throughout the school system.

SCHOLAR CODE OF CONDUCT

The effectiveness of RMP depends in large part on the expectations of scholars and ensuring policies and procedures are put in place to decrease school and classroom disruptions. RMP Staff members along with the Board earnestly solicits the cooperation of every scholar, every parent and the community at large in its effort to maintain order and safety at RMP School.

The purpose of this code is to present families and scholars explicit expectations, that explains RMP's School-wide system, policies and procedures on the proper conduct and behavior of scholars.

Unless otherwise specified, this code shall apply to all scholars in the system before, during and after school hours, at school, in any school building and on any school premises; on any school-owned vehicle or in any other school approved vehicle used to transport scholars to and from school or school activities; off school property when a scholar is involved in any school-sponsored or school-approved activity, event or function; during any period of time when scholars are subject to the authority of school personnel; and at any time on or off school property or vehicles when the scholar has not met school expectations has a direct and immediate effect on maintaining order and/or protecting the safety and welfare of scholars and/or staff.

This code is not intended to restrict in any way the authority of the administrative staff. This code gives staff member authorization by law to create and cultivate a safe and orderly environment in school and individual classes. Any scholar who refuses to comply with reasonable rules, regulations or directives imposed by Administrative Staff, teachers, or authorized school employee shall be held in violation of Scholar Code of Conduct. It shall be the responsibility of the Assistant Principal to investigate fully the cases of scholars appropriately referred to his/her office for misbehavior and to determine initially what if any disciplinary action is warranted. The teacher shall have the responsibility and authority to make applicable consequences within their classrooms unless the behavior requires the attention of the Principal.

General Provisions

All scholars shall comply with all rules and regulations governing behavior and conduct. Violation of Board policies, rules or regulations, the Scholar Code of Conduct set forth in this Handbook, rules issued by the Principal of an individual school, or of the North Carolina State Board of Education, or of the North Carolina General Statutes may result in applicable disciplinary action being imposed upon a scholar, including short term or long term suspension or expulsion.

During the period that a scholar is suspended, or expelled, he/she is prohibited from entering upon the grounds of Rocky Mount Prep School and any other property over which the Board has authority, and from attending any school-related functions without express permission of the building Principal.

A violation of any of the policies, rules or regulations referred to in this Scholar Code of Conduct, whether on school property or off school property and whether during or not during any school-related activity, which violation the Principal/Assistant Principal and Head of School consider to be serious, heinous, outrageous, indicative of a gross lack of respect for the rights and safety of others, or especially vicious, which violation may likely have a direct and immediate negative effect on maintaining order and discipline at school or school activities, or on protecting the safety and welfare of scholars, staff or other person in the school setting, may result in long-term suspension in the discretion of the Principal and Head of School unless a more specific penalty is set forth herein.

In addition, repeated violations of any policy, rule or regulation referred to in this Scholar Code of Conduct may subject such scholars to long-term suspension. When a school official learns or suspects that any scholar has violated any Board or school policy, rule or regulation that may also be a criminal violation of the laws of the United States or the State of North Carolina, he/she shall immediately report such violation to the proper juvenile authorities or law enforcement authorities. In such cases, school officials shall cooperate fully with the law enforcement authority or juvenile authorities; however, internal disciplinary proceedings shall proceed independently from any criminal investigation and prosecution that takes place. All suspensions and expulsions of scholars are subject to and governed by the Suspension and Expulsion Due Process Procedures that appear in this Handbook and such procedures are applicable to suspensions and expulsions sought to as imposed for the conduct delineated below.

Minor Violations

Minor violations of the Scholar Code of Conduct are those less severe infractions which involve a lower degree of dangerousness and harm. Examples of minor violations include, but are not limited to, the use of inappropriate or disrespectful language, noncompliance with a staff directive, dress code violations and minor physical altercations that do not involve a weapon or an injury. Aggravating circumstances, however, may justify treating an otherwise minor violation as a serious violation. Minor violations of the Scholar Code of Conduct may result in disciplinary measures or responses up to and including short-term suspension.

Other disciplinary measures or responses may include, but are not limited to, the following:

- parental involvement, such as conferences
- time-out for short periods of time, away from peers
- behavior improvement agreements (behavior contracts)
- instruction in conflict resolution and anger management
- individual or small group sessions with the school counselor
- academic intervention
- detention before and/or after school or on Saturday
- exclusion from extracurricular activities or field trips
- suspension from bus privileges

The parent is responsible for transportation that may be required to carry out a disciplinary measure or response. If a parent is experiencing transportation issues or needs, please reach out to the school Social Worker to address any issues.

Violations Implicating Long Term Suspension or Expulsion

Behaviors and misconduct that may result in long-term suspension or expulsion are set forth in the following pages:

Assaults, Threats, and Harassment

The Board will not tolerate assaults, threats or harassment from any scholar. Any scholar engaging in such behavior will be removed from the classroom or school environment for as long as is necessary to provide a safe and orderly environment for learning.

- **Assault** - Scholars are prohibited from assaulting, physically injuring, attempting to injure or intentionally behaving in such a way as could reasonably cause injury to any other person. Assault includes engaging in a fight.
- **Threatening Acts** - Scholars are prohibited from directing toward any other person any language that threatens force, violence, or disruption, or any sign, or act that constitutes a threat of force, violence, or disruption.
- **Harassment** - Scholars are prohibited from engaging in or encouraging any form of harassment, including bullying of scholars, employees or other individuals on school grounds or at school related functions.
- **Harassment** - is unwanted, unwelcome and uninvited behavior that demeans, threatens or offends the victim and results in a hostile environment for the victim. The hostile environment may be created through pervasive or persistent misbehavior or a single incident if sufficiently severe.

Authority to Conduct Searches and Seizures

School officials have the authority to conduct reasonable searches and seize materials in accordance with this policy for the purpose of maintaining a safe, orderly environment and upholding standards of conduct established by RMP. A scholar's failure to cooperate with reasonable searches and seizures as provided in this policy will be considered a violation of the expected standard of behavior, and appropriate consequences may be imposed. A scholar's person and/or personal effects (e.g., purse, book bag, etc.) may be searched whenever a school official has reasonable suspicion for believing that the search will turn up evidence that the scholar has violated or is violating a law or a school rule. Scholar desks and lockers are school property and remain at all times under the control of the school. However, scholars are expected to assume full responsibility for the security of their desks and lockers.

A metal detector may be used to search a scholar's person and/or personal effects whenever a school official has reasonable grounds for suspecting that the scholar is in possession of a weapon. The search must be conducted by a school official. In addition, school officials may conduct certain types of general, suspicion-less searches in the schools. All general searches must be conducted in a minimally-intrusive, nondiscriminatory manner and may not be used to single out a particular individual or category of individuals. Metal detectors may be used in general, suspicion-less searches.

High school scholars are permitted to park on school premises as a matter of privilege, not of right. School officials have authority to patrol scholar parking lots at all times to maintain safety in the parking lots. The interior of a scholar's motor vehicle parked on the school premises may be searched if a school official has reasonable grounds for suspecting that the search will turn up evidence that the scholar has violated or is violating a law or a school rule.

Authority of School Personnel

Scholars must comply with all directions of Principals, Assistant Principals, Instructional Coaches, Teachers, Substitute Teachers, Teacher Assistants, Bus Drivers, and all other school personnel who are authorized to give such directions during any period of time when they are subject to the authority of such personnel. Insubordination will not be tolerated.

Disruption of School

An orderly school environment is necessary for teachers to be able to teach and for scholars to be able to learn. Scholars are encouraged to participate in efforts to create a safe, orderly and inviting school environment. Scholars also are entitled to exercise their constitutional rights to free speech as part of a stimulating, inviting educational environment. A scholar's right to free speech will not be infringed upon; however, school officials may place reasonable, constitutional restrictions on time, place and manner in order to preserve a safe, and orderly learning environment.

Principals, Assistant Principals, Behavioral Intervention Specialists, and Teachers have full authority as provided by law to establish and enforce standards and rules as necessary to create orderly schools and classrooms. Repeated violations of any policy, rule or regulation referred to in this Scholar Code of Conduct may subject such scholars to long-term suspension.

Contraband Items

Scholars may not bring to school or possess at school items which disrupt or distract from the learning process or pose safety hazards, including but not limited to: lighters, matches, toys, and games.

Disruptive Behavior

Scholars are prohibited from disrupting teaching, the orderly conduct of school activities, or any other lawful function of the school or school system.

The following conduct is illustrative of disruptive behavior and is prohibited:

- Intentional verbal or physical acts that result or have the potential to result in blocking access to school functions or facilities or preventing the convening or continuation of school-related functions.
- Appearance or clothing that (1) violates the reasonable dress code adopted and publicized by the school; (2) is substantially disruptive; (3) is provocative or obscene; or (4) endangers the health or safety of the scholar or others.
- Possessing or distributing literature or illustrations that significantly disrupt the educational process or that are obscene or unlawful.
- Engaging in behavior that is immoral, indecent, lewd, disreputable, or of an overly sexual nature in the school setting;
- Participating in gambling or any unauthorized event, action or statement which relies on chance for the monetary advantage of one participant at the expense of others.
- Failing to observe established safety rules, standards and regulations, including on buses and in hallways.
- Interfering with the operation of school buses, including delaying the bus schedule, getting off at an unauthorized stop, and willfully trespassing upon a school bus
- Engaging in conduct and/or insubordinate behavior that undermines the ability of teachers to teach and/or scholars being able to learn.

Drugs and Alcohol

Unauthorized or illegal drugs and alcohol are a threat to safe and orderly schools and will not be tolerated. The Head of School is responsible for ensuring that this policy is consistently applied throughout the school system.

Scholars may not participate in any way in the selling or transmitting of prohibited substances, or paraphernalia regardless of whether the sale or transmission ultimately occurs on school property.

Scholars also are prohibited from possessing, using, transmitting or selling drug paraphernalia or counterfeit (fake) drugs. Possession or use of prescription and over-the-counter drugs is not in violation of this policy if such drugs are possessed and used in accordance with the medications section set forth in this Handbook.

Scholars are prohibited from possessing, using, transmitting, selling, or being under the influence of any of the following substances:

- narcotic drugs
- hallucinogenic drugs
- amphetamines
- barbiturates
- marijuana or any other controlled substance
- synthetic stimulants, such as MDPV and mephedrone (e.g., “bath salts”) and synthetic cannabinoids (e.g., “Spice,” “K2”)
- any alcoholic beverage, malt beverage, fortified or unfortified wine or other intoxicating liquor
- any chemicals, substances or products procured or used with the intention of bringing about a state of exhilaration or euphoria or of otherwise altering the scholar’s mood or behavior.

Tobacco

The Board is committed to creating safe, orderly, clean and inviting schools for all scholars and staff. To this end, the board supports state laws that prohibit the sale or distribution of tobacco products to minors and that prohibit the use of tobacco products by minors. The board also supports state and federal laws that prohibit the use of tobacco products in school buildings, on school campuses, and in or on any other school property owned or operated by the school board.

For the purposes of this policy, the term “tobacco product” means any product that contains or that is made or derived from tobacco and is intended for human consumption, including electronic cigarettes and all lighted and smokeless tobacco products.

Hazing

The Board considers any form of hazing or initiation to be inconsistent with the educational process and will be prohibited at all times. Whether on or off school property, it shall be unlawful for any scholar to engage in hazing, or to aid or abet any other person in the commission of hazing.

Hazing means to: willfully subject another scholar to wear abnormal dress or costume on campus; annoy another scholar by playing abusive or ridiculous tricks on him or her; frighten, scold, beat or harass a scholar; or otherwise subject another scholar to personal indignity or physical injury as part of an initiation or as a prerequisite to membership into any organized group including any society, athletic team, fraternity, sorority, or other similar group. Hazing that meets or appears to meet the criteria for a criminal offense will be reported.

Theft, Trespass, or Damage to Property

The Board will not tolerate theft, trespass or damage to property by any scholar. Any scholar engaging in such behavior will be removed from the classroom or school environment for as long as is necessary to provide a safe and orderly environment for learning.

- **Theft** - scholars are prohibited from stealing or attempting to steal school or private property and/or from knowingly being in possession of stolen property.
- **Damage to Property** - Scholars are prohibited from damaging or attempting to damage any school or private property.
- **Trespass** - Scholars are prohibited from trespassing on school property. A scholar will be considered a trespasser and may be subject to criminal prosecution in any of the following circumstances: the scholar is on the campus of a school to which he or she is not assigned during the school day without the knowledge and consent of the officials of that school; or the scholar is loitering at any school after the close of the school day without any specific need or supervision; or the scholar has been suspended from school but is on the property of any school during the suspension period without the express permission of the Principal.

Weapons, Bomb Threats, Destructive Devices, Terrorist Threats, and Clear Threats to Safety

The Board will not tolerate the presence of weapons or destructive devices, bomb or terrorist threats, or actions that constitute a clear threat to the safety of scholars or employees. Any scholar who violates this policy will be removed from the classroom or school environment for as long as is necessary to provide a safe and orderly environment for learning.

Destructive devices are defined as “an explosive, incendiary poison gas: a bomb, grenades, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine or any other devices that is similar to the destructive devices.

Firearms, Weapons, and Weapon-like Items

Scholars are prohibited from possessing, handling, using or transmitting, whether concealed or open, any weapon or any instrument that reasonably looks like a weapon or could be used as a weapon.

Weapons include all of the following:

- Loaded and unloaded firearms, including guns, pistols and rifles
- Destructive devices, as described in subsection B.2 of this policy, including explosives, such as dynamite cartridges, bombs, grenades, rockets, missiles, and mines
- Knives, including pocket knives, bowie knives, switchblades, dirks or daggers
- Slingshots
- Lead canes
- Blackjacks
- Metal knuckles
- BB guns
- Air rifles and air pistols
- Stun guns and other electric shock weapons, such as tasers
- Ice picks
- Razors and razor blades (except those designed and used solely for personal shaving)
- Fireworks
- Any sharp pointed or edged instruments, except unaltered nail files and clips and tools used solely for preparation of food, instruction and maintenance. Examples of other objects that may be considered weapons are box cutters and other types of utility blades and blowguns.

No scholar may knowingly or willfully cause, encourage or aid another scholar to possess, handle or use any of the weapons or weapon-like items listed above. A scholar who finds a weapon or weapon-like item, who witnesses another scholar or other person with such an item, or who becomes aware that another scholar or other person intends to possess, handle or use such an item, must notify a teacher or the Principal or Assistant Principal immediately. This section does not apply to board-approved and - authorized activities for which the board has adopted appropriate safeguards to protect scholar safety. The Head of School, or designee, shall develop administrative procedures specifying methods school administrators and personnel will use to prevent the presence of weapons or weapon-like items on school property or at school events including, but not limited to, the use of metal detectors.

Bomb Threats

Scholars are prohibited from making, aiding and/or abetting in making a bomb threat or perpetrating a bomb hoax against school system property by making a false report that a device designed to cause damage or destruction by explosion, blasting or burning is located on school property. No scholar may knowingly or willfully cause, encourage or aid another scholar to make a bomb threat or perpetrate a bomb hoax. Any scholar who becomes aware that another scholar or other person intends to use a bomb, make a bomb threat or perpetrate a bomb hoax must notify a teacher, Principal, or Assistant Principal immediately.

Terrorist Threats

Scholars are prohibited from making, aiding, conspiring and/or abetting in making a terrorist threat or perpetrating a terrorist hoax against school system property by making a false report that a device, substance or material designed to cause harmful or life-threatening injury to another person is located on school property. No scholar may knowingly or willfully cause, encourage or aid another scholar to make a terrorist threat or perpetrate a terrorist hoax. Any scholar who becomes aware that another scholar or other person intends to use a device, substance or material designed to cause harmful or life-threatening illness or injury to another person, make a terrorist threat or perpetrate a terrorist hoax must notify a teacher, Principal, or Assistant Principal immediately.

Clear Threats to Scholar and Employee Safety

Scholars are prohibited from engaging in behavior that constitutes a clear threat to the safety of other scholars or employees. Behavior constituting a clear threat to the safety of others includes, but is not limited to:

- theft or attempted theft by a scholar from another person by using or threatening to use a weapon;
- the intentional and malicious burning of any structure or personal property, including any vehicle;
- an attack or threatened attack by a scholar against another person wherein the scholar uses a weapon or displays a weapon in a manner found threatening to that person;
- an attack by a scholar on any employee, adult volunteer or other scholar that does not result in serious injury but that is intended to cause or reasonably could cause serious injury; an attack by a scholar on another person whereby the victim suffers obvious severe or aggravated bodily injury, such as broken bones, loss of teeth, possible internal injuries, laceration requiring stitches, loss of consciousness, or significant bruising or pain; or whereby the victim requires hospitalization or treatment in a hospital emergency room as a result of the attack;
- any intentional, highly reckless or negligent act that results in the death of another person;
- confining, restraining or removing another person from one place to another, without the victim's consent or the consent of the victim's parent, for the purpose of committing a felony or for the purpose of holding the victim as a hostage, for ransom, or for use as a shield; the possession of a weapon on any school property, including in a vehicle, with the intent to use or transmit for another's use or possession in a reckless manner so that harm is reasonably foreseeable;
- taking or attempting to take anything of value from the care, custody or control of another person or persons, by force, threat of force, or violence, or by putting the victim in fear; any unauthorized and unwanted intentional touching, or attempt to touch, by one person of the sex organ of another, including the breasts of the female and the genital areas of the male and female;
- the possession, manufacture, sale or delivery, or any attempted sale or delivery, of a controlled substance in violation of Chapter 90 of the North Carolina General Statutes;
- any behavior resulting in a felony conviction on a weapons, drug, assault or other charge that implicates the safety of other persons;
- any threatening languages, gestures or other actions that indicate the possibility of the scholar perpetuating a violent act or acts.
- any other behavior that demonstrates a clear threat to the safety of others in the school environment.

Prohibition of Harassment, Intimidation, and Bullying

Rocky Mount Prep is committed to a safe and civil educational environment free from harassment, intimidation, or bullying.

Pursuant to state law GS section 115C-407.15(a)

Bullying or Harassing behavior is defined as: any pattern of gestures or written, electronic or verbal communications, any physical act or threatening communication that takes place on school property, at any school-sponsored event, on a school bus, or online (cyberbullying) and that:

- Places a scholar or school employee in actual or 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 scholar's educational performance, opportunities or benefits. For the purposes of this section, 'hostile environment' means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.

"Bullying or harassing behavior includes, but is not limited to, acts reasonably perceived as being motivated by an actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation or mental, physical, developmental or sensory disability or by association with a person who has or is perceived to have one or more of these characteristics.

In recognition of state and federal laws protecting freedoms of speech and religion, including GS section 115C-407.8 (a), this policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the education environment.

Reportable Offenses

North Carolina General Statute 115C-288(g) requires the following infractions be reported by school administrators (which includes the Head of School, Principals, and Assistant Principals) to local law enforcement authorities:

- Assault resulting in serious personal injury
- Assault involving the use of a weapon
- Assault on school officials, school employees, and volunteers
- Making bomb threats or engaging in bomb hoaxes
- Willfully burning a school building
- Firearms or weapons possession in violation of the law
- Consumption, sale of, and/or distribution of alcohol
- Possession and/or use of controlled substances prohibited by law
- Sexual assault, sexual offense, rape, potential sexual involvement with a minor or indecent liberties with a minor
- Kidnapping

Management of Disruptive Scholars

School officials are encouraged to implement a system of positive behavior support and to seek other positive, innovative and constructive methods of correcting and managing scholar behavior in an effort to avoid repeated misbehavior and suspension. The plan should address: (1) the process by which scholar behavior will be addressed, including any use of a disciplinary committee and the means by which scholars at risk of repeated disruptive or disorderly conduct are identified, assessed and assisted; (2) positive behavioral interventions and possible consequences that will be used; and (3) parental involvement strategies that address when parents will be notified or involved in issues related to their child's behavior.

RMP uses a multi-tiered system of support (MTSS), Social Emotional Learning (SEL), and additional wrap-around services, such as Counseling with a licensed professional, to support positive behavior and manage misbehavior.

Responsibilities in Common Areas

The school's common areas include the hallways, restrooms, cafeteria, walkways, playground and the gym. Because scholars from every grade and class will be using these areas under the supervision of various faculty and staff, it is important to establish rules and expectations that are commonly understood and consistently applied. With such rules in place, staff can focus on encouraging good character among scholars rather than correcting misbehavior. Staff will continuously encourage appropriate behavior in the school's common areas through positive interactions with scholars.

RMP's goals for scholar conduct in each of the common areas:

- **Gym/Playground:** Scholars will play safely in all games and on/with all equipment, showing consideration and respect for others.
- **Hallways:** The hallways of the school will be a safe and quiet environment where people interact with courtesy and respect.
- **Restrooms:** The restrooms at the school will be clean and safe.
- **Cafeteria:** Breakfasts, lunches, and snacks at the school will be enjoyed in a safe, clean, and friendly environment where people interact with courtesy, manners, and respect. Scholars are not allowed to eat or drink in classrooms, hallways, or labs (with the exception of water in a clear and closed container).
- **Assemblies:** Scholars will demonstrate respectful behavior during assemblies by listening, participating, and following directions.
- **Before and After School:** Scholars will arrive at and depart from the school in a safe and orderly manner.

Lose Control, Lose Your License

Under North Carolina Law, a scholar's driving permit or license is required to be revoked if a scholar is given a suspension for more than ten (10) consecutive days or an assignment to an alternative educational setting for more than ten (10) consecutive days for one of the following reasons:

- The possession or sale of an alcoholic beverage or an illegal controlled substance on school property.
- The possession or use on school property of a weapon or firearm that resulted in disciplinary action under G.S. 115C-391 or that could have resulted in that disciplinary action if the conduct had occurred in a public school.
- The physical assault on a teacher or other school personnel on school property.

ISS Program

In School Suspension (ISS) allows the scholar who has demonstrated behavior that disrupts the educational process of others, yet does not warrant removal from school, to have his/her behavior modified and to try and correct the issue at hand that caused him/her to be placed into this setting.

ISS has three components to it: punitive, remedial, and counseling/mentoring.

This setting allows suspended students to remain in school and to maintain academic progress and to try and fix the unacceptable behavior that put them in their current situation. ISS can last for the duration of a class period, up to three (3) days for minor situations, or longer depending on the situation.

Suspension, Exclusion, and Expulsion Due Process Procedures for Scholar Misconduct

1. Short-term Suspensions (As defined in G.S.115C-390.1(b) (12))

Before imposing a short-term suspension of ten (10) days or less, the administrator must provide the scholar an opportunity for an informal hearing with the principal. The scholar must be informed of the charges and the basis for the accusations either verbally or in writing and must be given the opportunity to make statements in his or her defense or to explain any mitigating circumstances. However, if giving the scholar an informal hearing would create a direct and immediate threat to the safety of other scholars or staff, or substantially disrupt or interfere with the education of other scholars or the maintenance of discipline at the school, then the informal hearing may be postponed. Rather, in such cases, the informal hearing may be delayed until the threat to safety or threat of disruption has passed.

A scholar is not entitled to appeal the administrator's decision to impose a short-term suspension to the Head of School or the Board of Trustees. When a scholar is suspended for a period of 10 days or less, the administrator or his or her designee shall give notice to the scholar's parent or guardian of the scholar's suspension and the scholar's rights by telephone, e-mail, or any other method reasonably designed to achieve actual notice. If English is the second language of the parent, the notice shall be provided in the parent's primary language if foreign language resources are readily available.

A scholar suspended for 10 days or less shall be provided:

- The opportunity to take textbooks home for the duration of the suspension
- Upon request, the right to receive all missed assignments and, to the extent practicable, the materials distributed to scholars in connection with the assignment
- The opportunity to take any quarterly, semester, or grading period examinations missed during the suspension period.

2. Long-term Suspensions (As defined in G.S.115C-390.1(b) (7))

A. Parents will be notified of the administrators recommendation to the Head of School to long-term suspend the scholar and of their appeal rights under this policy by certified mail, in person, telephone, e-mail, or any other method reasonably designed to achieve actual notice. This notice shall be provided to the parent by the end of the workday during which the suspension was recommended when reasonably possible, or as soon thereafter as is practicable. A copy of the notice shall be sent to the Head of School. This notice shall also contain:

- A description of the incident leading to the recommendation for suspension, including any aggravating or mitigating factors considered by the administrator;
- The rule or policy of the Scholar-Family Handbook violated;
- The process for the parent/guardian to request a hearing with regard to the recommendation, including applicable deadlines;
- The hearing procedures, including those procedures set forth in paragraph 5, below;
- Notice that the parent is permitted to retain an attorney to represent the scholar in the hearing process or to bring up to one non-attorney advocate to assist in the presentation of the scholar's appeal;
- Notice that the parent has a right to review the scholar's educational records prior to the hearing;
- A copy of this policy; and
- A reference to the Board's policy for expungement of discipline records under G.S. 115C-402.

If school personnel are aware that the parent's first language is not English and foreign language resources are readily available, this notice shall be provided in both English and the parent's primary language. All notices will contain certain basic information translated into the dominant non-English language used by residents within the county, as required by applicable statutory provisions.

B. Parents/guardians shall, within four (4) school days of the date of mailing or notification by any other form, give written notice to the Head of School of their intention to appeal the administrator's recommendation. If the parent/guardian chooses to retain an attorney to represent the scholar, he or she must notify the Head of School of that attorney's presence at least three (3) school days prior to the hearing.

C. If the scholar declines the opportunity to appeal, the Head of School shall review the circumstances of the recommendation for long-term suspension, and may:

- Impose the suspension if it is consistent with board policy and appropriate under the circumstances; or
- Impose another appropriate penalty authorized by board policy; or
- Decline to impose any penalty.

D. Upon receipt of a request for an appeal hearing, the Head of School shall convene a hearing prior to or on the tenth (10th) day of suspension. If the parent/guardian requests a postponement of the hearing, this request will be accommodated if reasonably possible. However, the scholar shall not have the right to return to school until the hearing is conducted.

E. The hearing shall be conducted in private before the Head of School or the Head of School's designee(s) as required by law. The hearing will be conducted according to the following procedures:

- The scholar has the right to be present, accompanied by his or her parents. The scholar has the right to be represented by an attorney or by a single advocate chosen to assist in the presentation of his or her case.
- The scholar, parent, or scholar's representative has the right to review prior to the hearing any audio or video recordings of the incident and any evidence supporting the suspension that may be presented at the hearing, to the extent consistent with federal and state privacy laws and regulations, except that school officials are not required to disclose names or other information that could allow the scholar or his or her representative to identify witnesses if such information could create a safety risk for the witness.
- The Head of School or designee(s) may consider the testimony of any witness, including hearsay or other evidence of any kind commonly relied on by reasonably prudent persons in the conduct of serious affairs.
- In presenting evidence, the administrator or other representative of the school shall present first the witnesses and documentary evidence against the scholar.
- The scholar or his/her representative may present evidence on his or her behalf, including any documents and witnesses he/she may have related to the suspension or any aggravating or mitigating factors.
- Both the administrator or school representative and the scholar or his or her representative may question the witnesses presented by the other side. The Head of School or designee(s) may also question witnesses and has the power to limit questioning by any person if such questioning is unproductively lengthy, repetitive or irrelevant.
- The Head of School shall provide for the making of a tape recording of any information orally presented at the hearing and shall maintain a record of any tangible evidence submitted. The scholar may make his or her own audio recording of the hearing.

F. After the evidence has been presented and the hearing adjourned, the Head of School or designee(s) shall proceed to determine the relevant facts and credibility of witness. The Head of School will then proceed to make a final decision. The decision should set forth in writing the findings upon which the decision rests as well as the decision. The written decision shall include the basis for the Head of Schools decision, including a reference to the policy or rule(s) violated; notice of what information will be included in the scholar's official record; and notice of the scholar's right to appeal to the Board of Trustees and the procedures for such appeal. The Head of School shall notify the scholar of his/her decision by the tenth day of suspension and will provide a copy of the written decision. Provided, however, if there is a postponement of the hearing requested by the parent/guardian, then a decision will be rendered and the parent/guardian notified within three (3) school days after the hearing is concluded.

G. Any scholar aggrieved by final action of the Head of School may in writing within five (5) school days of the date of the decision from the Head of School appeal to the Board of Trustees and at the hearing of such appeal shall have the right to be represented by any person of his or her choice. The notice of appeal from the final action shall be sent to the Head of School and the Chairman of the Board of Trustees and both sent to the Rocky Mount Prep School address. The notice of appeal may be sent by letter or email. The period of suspension imposed by the Head of School is not stayed pending the outcome of the appeal. Board-level suspension appeals shall be conducted according to the following procedure:

- The Board-level appeal may be heard by a panel of at least two (2) Board members appointed by the Chairman to hear the appeal.
- The Board shall consider the record from the hearing before the Head of School. If the scholar claims the discovery of new evidence which could not have been discovered by reasonable diligence at the time of the first hearing, the scholar may request the opportunity to present the new evidence to supplement the record. The Board of Trustees panel will first decide whether to allow the new evidence as a supplement to the record or whether to hear the matter on the record from the hearing before the Head of School.
- The Board of Trustees panel will hear arguments from both the scholar or his/her representative and a representative of the School. The panel will control the length of such arguments and the format of the presentation of arguments.
- The Board of Trustees panel will hear the suspension appeal and render a written decision within thirty calendar days following receipt of the request for a board hearing.

A decision by the Board of Trustees adverse to the scholar may be appealed and is subject to review by the courts of this state in the manner provided by N.C. General Statute 115C-390.8(i).

365 - Day Suspension and Expulsion Recommendations

Administrators shall recommend to the Head of School a 365-day suspension for any scholar determined to have violated board policies regarding firearms or destructive devices by bringing or being in possession of a firearm or destructive devices (as defined previously in this Scholar Code of Conduct) on school property, or to a school sponsored event off of school property. The Head of School may uphold or modify such recommendations on a case-by-case basis. The Head of School will not impose a 365-day suspension if it is determined that the scholar took or received the firearm or destructive device from another person at school or found the firearm or destructive device at school, provided that the scholar delivered or reported the firearm or destructive device as soon as practicable to a law enforcement officer or school employee and had no intent to use such firearm or destructive device in a harmful or threatening way.

If a 365-day suspension is recommended, the principal shall provide the scholar with the same notice required for a long-term suspension, above and a hearing will be governed by the same procedures as are applicable to long-term suspension hearings.

If the Head of School determines a 365-day suspension, the Head of School must provide the scholar and the scholar's parent of the right to petition the board for readmission pursuant to N.C. General Statute 115C-390.12.

The Head of School's determination may be appealed to the Board of Trustees according to the procedures contained in this policy for appeal of a long-term suspension to the Board of Trustees.

The Board of Trustees may, upon the recommendation of the Head of School, expel any scholar 14 years of age or older whose continued presence in school constitutes a clear threat to the safety of other scholars or school employees. Prior to expelling the scholar, the Board shall conduct a hearing to determine whether there is clear and convincing evidence that the scholar's continued presence in school constitutes a clear threat to the safety of other scholars or school employees.

Any scholar recommended for expulsion shall receive reasonable notice of the recommendation in accordance with the provisions of this policy for notice of long-term suspensions, and shall receive reasonable notice of the time and place of the scheduled hearing.

An expulsion hearing will be conducted according to the procedures applicable to appeal of long-term suspensions. Prior to issuing an expulsion, the Board must consider whether there are alternative education services that may be offered to the scholar in a manner that does not create safety risks to other scholars and staff. The decision of the Board of Trustees is subject to judicial review in accordance with Article 4 of Chapter 150A of the General Statutes.

Requests for Readmission

Scholars suspended for 365 days or expelled may request readmission in writing after 180 calendar days from the date of the suspension or expulsion. Petitions for readmission will be reviewed and decided upon according to the procedures contained in N.C. General Statute 115C-390.12 and guidelines developed by the Board.

If a petition for readmission is granted, the Board or Head of School may assign the scholar to any program within the school system, and may place reasonable conditions on the scholar's readmission. No scholar will be returned to the classroom of a teacher whom he/she assaulted, unless the teacher consents.

Discipline or Suspension of a Scholar with a Disability

A scholar who has been identified as having or is known to have a disability covered under 504 of the Rehabilitation Act or a child who has been identified as having a disability for whom there is an Individualized Educational Program (IEP) in place has additional protection if he or she is suspended from school. If the scholar has been recommended to be suspended for more than ten (10) days, the IEP team must:

- Meet within 10 school days of the disciplinary action.
- Must work on a manifestation determination.
- Must work on a functional behavioral assessment.

A manifestation determination is a review to determine whether the behavior of the scholar who is subject to discipline is a manifestation of (is related to) his/her disability. If the behavior is found NOT to be a manifestation of a disability:

- Normal disciplinary action can be taken.
- The IEP team determines the extent of services to be provided.

If the behavior is found to be related to the child's disability, then further suspension of the scholar for more than 10 days cannot occur.

If parents disagree with the determination or with the placement decision, parents may request and will receive an expedited hearing.

If the child has been suspended for less than ten (10) days during the school year, then:

- School may follow normal disciplinary procedures.
- No action needs to take place relative to special education due process.
- The IEP team may meet to address the issues related to the suspension.

Expungement of Discipline Records

The following governs the expungement of the notice of a long-term suspension or expulsion and the conduct for which the student was suspended or expelled from a student's official record:

Each student's official record shall include notice of any long-term suspension or expulsion imposed pursuant to G.S.115C-390.7 through G.S. 115C-390.11, and the conduct for which the student was suspended or expelled. The Head of School or the Head of School's designee shall expunge from the record the notice of suspension or expulsion if the following criteria are met:

- One of the following persons makes a request for expungement: the scholar's parent, legal guardian, or custodian, or the scholar is he/she is at least 16 years old or is emancipated.
- The student either graduates from high school or is not expelled or suspended again during the two (2) year period commencing on the date of the scholar's return to school after the expulsion or suspension.
- The Head of School or the Head of School's designee determines that the maintenance of the record is no longer needed to maintain safe and orderly schools.
- The Head of School or the Head of School's designee determines that the maintenance of the record is no longer needed to adequately serve the child. Notwithstanding the foregoing, the Head of School or the Head of School's designee may expunge from a scholar's official record any notice of suspension or expulsion provided all other criteria above, are satisfied.

Search & Seizure Policy

Any RMP scholar and his/her personal property may be subject to a search in order to maintain the order and discipline in the school and the safety and welfare of the scholars and staff. Only the administration or the School Resource Office (SRO) under the supervision of an administrator may conduct a search. Under the supervision of an administrator, the SRO may also question a scholar regarding matters that involve maintaining the order and discipline in the school and the safety and welfare of other scholars and staff.

RMP reserves the right to search school property and scholar personal property. School authorities may search a scholar, lockers, backpack, automobiles, phones or school computers under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search. As used in this policy, the term "unauthorized" means any item dangerous to the health or safety of scholars or school personnel, or disruptive of any lawful function, mission, or process of the school, or any item described as unauthorized in school rules available beforehand to the scholar.

Damage to School Property

Vandalism is a Major Offense that may result in ISS, out of school suspension, exclusion, long-term suspension, or expulsion. Scholars will be responsible for replacing or paying for the replacement of any damaged property. Scholars must pay for and/or replace any damaged or lost textbooks/school materials and equipment before a hearing for expulsion will take place. Vandalism is a Level III zero-tolerance offense resulting in expulsion.

Selling Merchandise

Selling of merchandise (anything) of or by any scholar, parent, or staff member on School property for any cause except those authorized by School Administration is strictly prohibited.

Corporal Punishment

Rocky Mount Prep prohibits the use of corporal punishment.

MONEY & OTHER VALUABLE PROPERTY

Scholars are encouraged to leave all money and other valuable property (ie. cell phones, expensive jewelry, other electronics, etc.) at home. **The school assumes no responsibility for the loss or theft of such articles.**

SPECIALIZED SERVICES

NONDISCRIMINATION ON THE BASIS OF DISABILITY

Rocky Mount Prep does not discriminate on the basis of disability in violation of Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the implementing regulations of these federal laws. This non-discrimination policy includes, but is not limited to, benefits of and participation in RMP's programs and activities. RMP will provide aids, benefits and school services to a scholar with disabilities in the most integrated school setting appropriate to his or her needs so that he or she may have an opportunity commensurate to that provided to persons without disabilities to obtain the same results, gain the same benefit or reach the same level of achievement. RMP is supportive of all learners and provides an inclusive, relevant, and encouraging learning environment for all scholars.

SCHOLARS WITH DISABILITIES

RMP provides special education services for scholars in accordance with state and federal special education laws, the Individuals with Disabilities Education Act (IDEA), and Every Scholar Succeeds Act (ESSA) and the regulations implementing these laws. The mission of the Exceptional Children Department is to ensure that students with disabilities develop intellectually, physically, emotionally, and vocationally through the provision of an appropriate individualized education program in the least restrictive environment. Our Exceptional Children's teachers provide a high level of specially designed instruction to our scholars with special needs. They work together with general education teachers and administration to:

- Provide specially designed instruction
- Maintain all special education records in accordance with state and federal law
- Schedule IEP meetings with all stakeholders
- Organize professional development for teaching staff
- Support teachers in making appropriate curriculum and instruction modifications and accommodations
- If the parent or guardian suspects his or her child may have a disability, the parent or guardian should contact Sheila Farmer at sheila.farmer@rmprep.org

SECTION 504

Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act prohibit discrimination against scholars and/or employees on the basis of a disabling condition. All individuals determined to have a disability are protected by these laws. 504/ADA cases in schools involve scholars who:

- Have various types of diagnosed physical or mental impairments that are shown to substantially limit one or more of the scholar's major life activities. Those major life activities include, but are not limited to, areas such as learning, concentration, walking, seeing, breathing, hearing, lifting, bending, and performing manual tasks. Additionally, the major life activities include the operation of "major bodily functions" such as the immune, neurological or respiratory systems.
- Meet the qualifications for a Section 504 plan due to a need for certain accommodations and/or modifications. Examples of cases may include:

Student with a physical disability who needs a physical therapist to be involved as a consultant in his or her educational services but who does well in regular classes; Student who has attention deficit disorder who can succeed in the regular classroom with classroom accommodations; Student with auditory deficits who can function well within the regular classroom if auditory trainer equipment is made available to him or her.

RMP's procedures related to the identification; evaluation; placement; provision of a free, appropriate public education; and discipline of scholars with disabilities under Section 504 of the Rehabilitation Act of 1973 can be found in the RMP Section 504 Procedures Manual. To acquire a copy of such manual, please contact the Director of Specialized Services.

Our Director of Specialized Services, Sheila Farmer, is the coordinator of Rocky Mount Prep's efforts to comply with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the implementing regulations of these federal laws. She is the contact person for questions related to scholars with disabilities under Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the Individuals with Disabilities Education Act. She may be reached by calling 252-443-9923 or by email at sheila.farmer@rmprep.org. Ms. Farmer's office address is: 3334 Bishop Road, Rocky Mount, North Carolina 27804. Complaints about Section 504/ADA violations can be investigated by the U.S Department of Education's Office of Civil Rights, the federal enforcement agency for Section 504/ADA. An internal grievance alleging any violation of Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act may also be initiated in accordance with the procedures provided below.

State and federal funds allocated for special education cannot be used for scholars who do not qualify under the Individuals with Disabilities Education Act, even though they may be identified with a disability by Section 504/ADA.

CHILD FIND NOTICE & EVALUATIONS FOR SUSPECTED DISABILITIES

Federal law requires Rocky Mount Prep to identify and locate every qualified child with a disability enrolled in our charter school, to ensure these students are not subjected to discrimination on the basis of their disability, and to ensure these scholars are provided a free, appropriate, public education, as necessary.

Scholars who are suspected of having a disability that significantly affects their school performance should be evaluated in the areas of suspected disability. School staff and parents are encouraged to request in writing that an evaluation be done for their scholar if they suspect a disability that might necessitate either special education services and related services or a Section 504/ADA Accommodation Plan.

IMPARTIAL DUE PROCESS HEARING PROCEDURES

Rocky Mount Prep complies with the impartial due process hearing procedures established under the Individuals with Disabilities Education Act, Article IX of Chapter 115C of the North Carolina General Statutes, Chapter 150B of the North Carolina General Statutes and the North Carolina Policies Governing Services for Children with Disabilities in matters involving disputes about the identification; evaluation; placement; provision of a free, appropriate public education; and discipline of students with disabilities under the Individuals with Disabilities Education Act. More information is accessible at the following weblink: <https://www.dpi.nc.gov/media/11182/download>.

The following are RMP's impartial due process hearing procedures pertaining to the identification, evaluation or educational placement of students who, because of a disability, need or are believed to need related services and other supports under Section 504 of the Rehabilitation Act of 1973.

Section 504 Impartial Hearing Procedures

The parent/guardian of a student (or an adult student) with a disability as defined by Section 504 of the Rehabilitation Act of 1973 ("Section 504") may request an impartial hearing to resolve disagreements related to the identification, evaluation, or educational placement of the student under Section 504. See 34 C.F.R. § 104.36.

1. Scope of Jurisdiction for a 504 Impartial Hearing

- A 504 Impartial Hearing (“504 Hearing”) is available to resolve disagreements relating to the identification, evaluation, or educational placement of a student with a disability, as provided in Section 504.
- 2. A 504 Hearing is not available for disagreements arising under Section 504 that do not relate to identification, evaluation, or educational placement.
- 3. A 504 Hearing is not available for disputes or disagreements that can be addressed through the due process procedures set forth in the Individuals with Disabilities Education Act (“IDEA”). See 20 U.S.C. § 1415 (f).

2. Parties to a 504 Hearing

- The parties to a 504 Hearing are (1) the parent/guardian of a minor student with a disability under Section 504, or the student if 18 or older (the “Complainant”); and (2) Rocky Mount Prep’s administration, represented by the charter school’s Section 504 Coordinator (“504 Coordinator”) or designee (the “Respondent”).
- To be eligible for a Section 504 Hearing, a student must be enrolled in Rocky Mount Prep. Withdrawal from enrollment is grounds to reject a request for hearing or terminate a hearing procedure that is in process.

3. Request for a 504 Hearing

- A request for a 504 Hearing shall be made in writing and directed to the 504 Coordinator.
- A hearing must be requested within sixty (60) calendar days of the decision giving rise to a dispute related to the identification, evaluation, or educational placement of a student.
- A request for a 504 Hearing must include the following information:
 - The name, street address, mailing address (if different), telephone number, and e-mail address (if available) of the Complainant;
 - The name of the student, residence address of the student (or available contact information in the case of a homeless student), and name of the school the student is enrolled in and attending;
 - A description of the decision(s) made by the school giving rise to the dispute, including facts and dates relating to such decision(s) and the name(s) of the individual(s) who made such decision(s);
 - A specific description of how the decision(s) violated Section 504; and
 - A proposed resolution to the dispute to the extent known or reasonably available to the Complainant
- When the Complainant requests a 504 Hearing, he or she must bring all claims and all potential claims that can be raised at the time Complainant makes his or her request.
- A Complainant may, in lieu of a 504 Hearing, make a written request for a hearing before the board. If a Complainant requests a hearing before the board, he or she waives his or her right to a hearing by an impartial hearing officer. Upon request of the Complainant, the board will hold a hearing. The board will provide a written response within thirty (30) days after receiving the request, unless further investigation is necessary, or the hearing necessitates that more time be taken to respond.

4. Screening by 504 Coordinator

- The 504 Coordinator shall review the request for a 504 Hearing in consultation with the board attorney.
- The 504 Coordinator may deny a 504 Hearing request if the request does not meet the criteria of Sections I, II, or III.
- The 504 Coordinator also may deny a 504 Hearing request if the request does not present a viable claim under Section 504. This provision is to avoid unnecessary expense and educator time in addressing clearly unmeritorious claims, analogous to the manner in which unmeritorious claims in judicial proceedings may be resolved without trial through dismissal or summary judgment. In making this decision, the 504 Coordinator shall not deny a claim merely because the 504 Coordinator thinks the claim is unlikely to prevail. Rather the board attorney shall be guided by the standards of Rules 12(b) and 56 of the North Carolina Rules of Civil Procedure, dealing with dismissal and summary judgment, respectively.

4. Screening by 504 Coordinator (continued)

- The 504 Coordinator may deny the 504 Hearing request if any of the following are true:
 - The same or similar allegation(s) based on the same operative facts has been previously decided;
 - The board has recently investigated or is currently investigating the same or similar claim(s) based on the same operative facts in the same school year for the same student;
 - The same or similar claim based on the same operative facts has been filed by either the Complainant or someone other than the Complainant against Rocky Mount Prep through the board's internal grievance procedures or another federal, state, or local civil rights enforcement agency; or
 - The board obtains credible information indicating that the allegations raised by the Complainant are currently resolved and are therefore no longer appropriate for investigation.
- The 504 Coordinator may communicate with the Complainant to clarify and/or narrow the request for hearing.
- The 504 Coordinator shall notify the parties of his/her decision as to whether the parent is entitled to a 504 Hearing. If a request for a 504 Hearing is denied in full/in part, the notice shall identify the reason(s) for denial.
- The 504 Coordinator shall complete his/her review and notify the parties within fourteen (14) calendar days of receipt of the hearing request if feasible. This time period may be extended if it is necessary for the 504 Coordinator to communicate with the Complainant.

5. Appointment and Engagement of an Impartial Hearing Office (IHO)

- Within ten (10) school days of the written notice from the 504 Coordinator approving a 504 Hearing, or as soon thereafter as is feasible, the 504 Coordinator shall appoint an Impartial Hearing Officer ("IHO").
- The IHO shall have expertise and experience in disability law. The 504 Coordinator will consult with the board attorney regarding suitable IHOs.
- The 504 Coordinator and the RMP Finance Officer shall approve and execute an Engagement Agreement with the IHO. The Engagement Agreement shall include a reasonable "Not to Exceed" amount. If the "Not to Exceed" amount precludes a 504 Hearing, then Rocky Mount Prep shall renegotiate the Engagement Agreement with the IHO.

6. Pre-Hearing Procedures

- Within ten (10) school days after execution of the Engagement Agreement, the IHO shall arrange a prehearing conference with the parties. The pre-hearing conference may be by telephone.
- At the pre-hearing conference, the IHO shall:
 - Secure a date, time, and location for the hearing that is convenient to both parties and, if feasible, schedule to commence within thirty (30) calendar days of the pre-hearing conference;
 - Ascertain whether the parties will be represented by counsel at the hearing; and
 - Identify the specific issues to be addressed during the hearing based on the request, the proposed resolution provided by the Complainant, and the board attorney's screening of the request for hearing.
- After the pre-hearing conference, the IHO shall notify the parties of the results of the pre-hearing conference and any other relevant matters concerning the hearing.
- The parties shall provide to each other and the IHO a list of witnesses and documents to be presented during the hearing at least five (5) school days in advance of the hearing, unless otherwise permitted by the IHO for good cause shown. The IHO has the authority to exclude any documentary evidence which was not provided and any testimony of witnesses who were not identified at least five (5) school days before the hearing.
- Each party shall be limited to ten (10) witnesses, unless otherwise permitted by the IHO for good cause shown.
- If the Complainant designates more than five (5) Rocky Mount Prep employees as witnesses, RMP may elect to have no more than five (5) of such designated witnesses attend the hearing. On request of RMP, the IHO may rule that any RMP employee designated as a witness by the Complainant need not appear if the witness's testimony appears likely to be redundant, irrelevant, or of marginal value.

6. Pre-Hearing Procedures (continued)

- Documentary evidence shall be directly related to the specific issues identified by the IHO during the prehearing conference.
- Each party shall be limited to five hundred (500) pages of documents (not counting 504 plans, evaluation results, meeting notes, and notices of meetings), unless otherwise permitted by the IHO for good cause shown.
- If a party submits for evidence any audio recordings exceeding sixty (60) minutes cumulative, the party shall identify (by minute and seconds) the portion(s) of the recording to be presented as evidence and a “best efforts” transcription of such portion(s).
- The 504 Coordinator shall arrange for a tape recording of the hearing. Each party will be entitled to receive a copy of the tape recording. In addition, if requested by either party, the IHO shall arrange for the hearing to be recorded by a court reporter who is paid for his or her attendance by the party requesting the court reporter.

7. Hearing Procedures

- A hearing is to be completed within sixty (60) school days of appointment of execution of the Engagement Agreement, unless an extension of time is granted at the request of either party for good cause shown or by mutual agreement of the parties.
- A hearing is not to last more than two (2) days. Accordingly, each party shall be limited to two hundred forty (240) minutes of hearing time to present his or her main case and rebuttal (not counting cross-examination time or questions by the IHO). Parties shall organize their cases so as to make their presentations within these time limitations.
- The North Carolina Rules of Evidence are instructive, but not controlling; the IHO may admit any evidence deemed, in his/her sole discretion, to be competent and relevant.
- The party requesting the hearing carries the burden of proof.
- The parties have the following rights in a hearing:
 - To be represented by legal counsel with each party being responsible for its own attorney’s fees;
 - To present evidence and cross examine witnesses;
 - To request that the IHO prohibit the introduction of evidence and testimony of any witnesses that were not disclosed five (5) business days prior to the hearing;
 - To obtain a copy of the tape recording of the hearing;
 - To obtain at their own expense a copy of the transcript of the hearing, if the hearing is recorded;
 - To submit a pre-hearing statement at least forty-eight (48) hours prior to the hearing; and/or a posthearing statement within seven (7) calendar days after the hearing.
- In connection with the hearing, the IHO shall:
 - Maintain an atmosphere conducive to fairness and civility;
 - Maintain impartiality;
 - Ensure that the evidence in the hearing is relevant to the issues identified at the pre- hearing conference, or to any subsequent amendment of the issues if such amendment is mutually agreed upon by the parties or otherwise permitted by the IHO for good cause shown;
 - Maintain an accurate record of the proceedings; and
 - Efficiently move the case to conclusion within the two (2) day limitation.

8. Decision of Impartial Hearing Officer

- A written decision shall be issued to all parties setting forth the IHO’s Findings of Fact and Conclusions of Law based on the evidence presented in the hearing.
- The decision shall be issued within thirty (30) calendar days after the conclusion of the hearing, unless extended for good cause upon request of either party to the hearing.
- The IHO shall apply the legal standards that applies to a civil lawsuit alleging a violation of Section 504 within the jurisdiction of the Fourth Circuit Court of Appeals.
- The IHO’s decision is final and binding unless either party files a timely appeal to the board of education.

9. Appeal

Either party may appeal, in writing, to the board of trustees, or any other entity with competent jurisdiction, within fourteen (14) calendar days after receipt of the decision. Rocky Mount Prep does not by these 504 Hearing procedures purport to confer jurisdiction on a court. The rules and procedures of the entity to which an appeal is made shall govern the proceeding(s).

10. Modification of Mutual Consent

The parties may by mutual consent modify any of the procedures set forth herein, so as to achieve convenience or efficiency under the particular circumstances.

11. Timelines

The timelines specified in these procedures for action by Rocky Mount Prep employees/agents or the IHO shall be regarded as directory and subject to “best efforts,” but failure of Rocky Mount Prep employees/agents or the IHO to meet a timeline under these procedures shall not invalidate otherwise lawful actions or decisions.

SCHOLAR-RELATED DISCRIMINATION, HARASSMENT, AND BULLYING COMPLAINT PROCEDURE

Rocky Mount Prep takes seriously all complaints of unlawful discrimination, harassment, and bullying. The process provided in this Section is designed for those scholars or those who believe a scholar may have been discriminated against, bullied, or harassed in violation of the relevant provisions of this Handbook, (i.e., “Prohibition of Harassment, Intimidation, and Bullying”, and/or “Nondiscrimination on the Basis of Disability”).

Any report made through the process established in this Section may be made anonymously, except mandatory employee reports.

Rocky Mount Prep will ensure that institutional interests do not interfere with the impartiality of the process for investigating and resolving complaints established in this policy.

The process set forth in this policy does not apply to allegations of Title IX sexual harassment. The process for reporting and making complaints of Title IX sexual harassment or discrimination are set forth below in the section entitled “Title IX Discrimination and Harassment Policies for Students and Staff Members.” Additionally, the process set forth in this policy does not apply to allegations regarding or related to the identification, evaluation, educational placement, or free appropriate public education of a student under Section 504 or the IDEA. Such allegations may be raised through the procedures identified under “Impartial Due Process Hearing Procedures”.

Anonymous reporting is also available on our website. On our website, under the “Student’s” Section, the first selection is “Anonymous Reporting”. This reporting form is part of the national “Say Something” Reporting System. Reports made through this form are confidential and will alert RMP school leadership as well as local law enforcement agencies if necessary.

Definitions

- **Alleged Perpetrator** - The alleged perpetrator is the individual alleged to have discriminated against, harassed, or bullied the complainant.
- **Complaint** - A complaint is an oral or written notification made by a scholar who believes he or she is the victim of unlawful discrimination, harassment, or bullying.
- **Complainant** - The complainant is the scholar complaining of being discriminated against/harassed/bullied.
- **Days** - Days are the working days, exclusive of Saturdays, Sundays, vacation days, or holidays, as set forth in the school calendar. In counting days, the first day will be the first full working day following receipt of the complaint. When a complaint is submitted on or after May 1, time limits will consist of all weekdays (Monday–Friday) so that the matter may be resolved before the close of the school term or as soon thereafter as possible.

- **Investigative Report** - The investigative report is a written account of the findings of the investigation conducted in response to a complaint.
- **Investigator** - The investigator is the school official responsible for investigating and responding to the complaint. The investigator must be a person free of actual or reasonably perceived conflicts of interest and biases for or against any party.
- **Report** - A report is an oral or written notification that an individual, other than the reporter, is a suspected perpetrator or victim of unlawful discrimination, harassment, or bullying.

Reporting by Employees or Other Third Parties

- **Mandatory Reporting by School Employees** - Any employee who has witnessed or has reliable information or reason to believe that a student or other individual may have been discriminated against, harassed, or bullied in violation of “Prohibition of Harassment, Intimidation, and Bullying”, or “Nondiscrimination on the Basis of Disability” must report the offense immediately to an appropriate individual designated in subsections below.
- **Reporting by Other Third Parties** - All members of the school community, including students, parents, volunteers, and visitors are also strongly encouraged to report any act that may constitute an incident of discrimination, harassment, or bullying.
- **Anonymous Reporting** - Reports of discrimination, harassment, or bullying may be made anonymously (except mandatory reports by school employees). However, formal disciplinary action may not be taken solely on the basis of an anonymous report.
- **Investigation of Reports** - School officials shall sufficiently investigate all reports of discrimination, harassment, or bullying, even if the alleged victim does not file a complaint or seek action by school officials, to understand what occurred and to determine whether further action under this policy or otherwise is necessary. School officials shall take such action as appropriate under the circumstances, regardless of the alleged victim’s willingness to cooperate. At the option of the alleged victim, the report may be treated as a complaint by the alleged victim under this policy.

Complaints Brought by Alleged Scholar-Victims of Discrimination, Harassment, or Bullying

1. Filing a Complaint

Complaints of discrimination, harassment or bullying shall be confidential. Information shall be given only to those individuals who need to have access to it in order to appropriately investigate and address the complaint. Any scholar who believes that he or she has been discriminated against, harassed, or bullied is strongly encouraged to file a complaint orally or in writing to any of the following individuals:

- the principal or assistant principal of the school at which either the alleged perpetrator or alleged victim attends or is employed;
- an immediate supervisor if the individual making the complaint is an employee;
- The Director of Human Resources if the alleged perpetrator is an employee of Rocky Mount Prep (or the Head of School if the Director of Human Resources is the alleged perpetrator) ;
- the Title IX coordinator for claims of sex discrimination or sexual harassment;
- the Section 504 coordinator or the ADA coordinator for claims of discrimination on the basis of a disability (see “Section 504” for contact information) ; or
- for claims of other forms of prohibited discrimination, the applicable civil rights coordinator.

2. Contents of a Complaint

In order to enable prompt and effective investigation, complaints should contain sufficient detail of the prohibited conduct. All written complaints should include to the extent applicable:

- Name of Complainant
- Contact information for the complainant;
- Name of student the complainant believes is being bullied, harassed, or discriminated against;
- School or location of alleged bullying, harassment, or discrimination;
- Type of alleged prohibited conduct such as bullying, harassment or discrimination;
- Date(s) of the alleged incident(s);
- Name of individual(s) alleged to have committed the prohibited conduct;
- Names of bystanders or witnesses; and
- Detailed description of what happened and where it occurred.

3. Time Period for Filing a Complaint

A complaint should be filed as soon as possible but no later than 30 days after disclosure or discovery of the facts giving rise to the complaint. Complaints submitted after the 30-day period may be investigated; however, individuals should recognize that delays in reporting may significantly impair the ability of school officials to investigate and respond to such complaints.

4. Informal Resolution

Rocky Mount Prep acknowledges that many complaints may be addressed informally without a full investigation and/or hearing, through such methods as conferences or mediation. RMP encourages the use of informal procedures such as mediation to the extent possible in appropriate cases and when all parties voluntarily agree after receiving a full disclosure of the allegations and the option for formal resolution; however, mediation or other informal procedures will not be used to resolve complaints alleging sexual assault or sexual violence, complaints by a student of sexual harassment perpetrated by an employee, or when otherwise deemed inappropriate by the investigator or applicable civil rights coordinator.

If an informal process is used, the principal or other designated personnel must (1) notify the complainant that he or she has the option to end the informal process and begin formal procedures at any time and (2) make a copy of this policy and other relevant policies available to the complainant. Any informal process should be completed within a reasonable period of time, not to exceed 30 days unless special circumstances necessitate more time. If informal procedures fail to resolve the matter in a reasonable period of time or are inappropriate, or if the complainant requests formal procedures, the complaints will be investigated promptly, impartially, and thoroughly according to the procedures outlined in the remainder of this policy.

5. Other Resources

Individuals may also contact the Office for Civil Rights at the U.S. Department of Education:

4000 Maryland Ave, SW
Washington, DC 20202-1475
Telephone: 202-453-6020 TDD: 800-877-8339
FAX: 202-453-6021 Email: OCR.DC@ed.gov

Process for Addressing Complaints of Alleged Incidents of Discrimination, Harassment, or Bullying

1. Initiating the Investigation

A. Whoever receives a complaint of discrimination, harassment, or bullying pursuant to above sections shall immediately notify the appropriate investigator who shall respond to the complaint and investigate. The investigator of a complaint is ordinarily determined as follows; however, the Head of School may determine that individual circumstances warrant the assignment of a different investigator.

- If the alleged incident occurred under the jurisdiction of the principal, the investigator is the principal or designee, unless the alleged perpetrator is the principal, the Human Resources Director, the Head of School, or a member of the Board. If the alleged perpetrator is any other employee, the principal or designee shall conduct the investigation in consultation with the Human Resources Director or designee.
- If the alleged perpetrator is a Principal, the Human Resources Director or designee is the investigator.
- If the alleged incident occurred outside of the jurisdiction of a Principal (e.g. RMP's administrative offices), the Human Resources Director or designee is the investigator unless the alleged perpetrator is the Human Resources Director, the Head of School, or a member of the Board.
- If the alleged perpetrator is the Human Resources Director, the Head of School or designee is the investigator.
- If the alleged perpetrator is the Head of School, the Board attorney is the investigator. (In such cases, whoever receives a complaint of discrimination, harassment, or bullying shall immediately notify the Human Resources Director who shall immediately notify the Board chair. The Board chair shall direct the Board attorney to respond to the complaint and investigate.)
- If the alleged perpetrator is a member of the Board, the Board attorney is the investigator. (In such cases, whoever receives a complaint of discrimination, harassment, or bullying shall immediately notify the Head of School who shall direct the Board attorney to respond to the complaint and investigate. Unless the Board chair is the alleged perpetrator, the Head of School shall also notify the Board chair of the complaint.)

B. As applicable, the investigator shall immediately notify the Title IX, Section 504, ADA, or other relevant coordinator of the complaint, and, as appropriate, may designate the coordinator to conduct or assist with the investigation.

C. The applicable coordinator and the investigator shall jointly assess the need for interim measures of support for either party and, as necessary, shall implement appropriate measures in a timely manner and monitor the effectiveness of the measures during the pendency of the investigation. Interim measures that restrict the ability of either party to discuss the investigation ("gag orders") may not be used.

D. The investigator shall explain the process of the investigation to the complainant and inquire as to whether the complainant would like to suggest a course of corrective action.

E. The Head of School is responsible for maintaining confidential records of complaints or reports of discrimination, which identify the names of any individuals accused of discrimination, harassment and bullying and the resolution of such reports or complaints. The Head of School also shall maintain records of training, corrective action or other steps taken by Rocky Mount Prep to help provide an environment free of discrimination, harassment and bullying. Principals shall review the master list of complaints and their resolution when a transferred employee is received at a school. The Head of School shall report to the State Board of Education all verified cases of discrimination, harassment or bullying as required by State Board of Education policy SSCH-000: School Violence Acts Defined and the Annual Report of these Crimes.

F. Failure to investigate and/or address claims of discrimination, harassment, and/or bullying shall result in disciplinary action.

2. Conducting the Investigation

The investigator is responsible for determining whether the alleged act(s) constitutes a violation of the relevant provisions of this Handbook, (i.e., "Prohibition of Harassment, Intimidation, and Bullying", and/or "Nondiscrimination on the Basis of Disability").

In so doing, the investigator shall impartially, promptly, and thoroughly investigate the complaint.

- The investigator shall interview all individuals who may have relevant information, including (1) the complainant; (2) the alleged perpetrator(s); (3) individuals identified as witnesses by the complainant or alleged perpetrator(s); and (4) any other individuals, including possible victims, who may have relevant information. The investigation will include a review of all evidence presented by the complainant or alleged perpetrator.

- If the investigator, after receipt of the complaint, an interview with the complainant, and consultation with the Board attorney, determines that the allegations submitted, even if factual, do not constitute discrimination, harassment, or bullying under “Prohibition of Harassment, Intimidation, and Bullying”, or “Nondiscrimination on the Basis of Disability”, school officials will address the matter outside the scope of this policy. Information regarding the investigator’s determination and the process for addressing the complaint will be provided to the complainant.
- The complaint and investigation will be kept confidential to the extent possible. Information may be shared only with individuals who need the information in order to investigate and address the complaint appropriately and those with a legal right to access the information. Any requests by the complainant for further confidentiality will be evaluated within the context of the legal responsibilities of the school system. Any complaints withdrawn to protect confidentiality must be recorded in accordance with Section D.1.e.
- The investigator shall review the factual information gathered through the investigation to determine whether, based on a preponderance of the evidence, the alleged conduct constitutes discrimination, harassment, or bullying, giving consideration to all factual information, the context in which the alleged incidents occurred, the age, and maturity of the complainant and alleged perpetrator(s) , and any other relevant circumstances. The investigator shall submit a written investigative report to the Head of School and, as applicable, to the Title IX, Section 504, ADA, or other coordinator.

3. Notice to Complainant and Alleged Perpetrator

A. The investigator shall provide written notification to the complainant of the results of the investigation within 15 days of receiving the complaint, unless additional time is necessary to conduct an impartial, thorough investigation. The investigator shall specify whether the complaint was substantiated and, if so, shall also specify:

- reasonable, timely, age-appropriate, corrective action intended to end the discrimination, harassment, or bullying, and prevent it from recurring;
- as needed, reasonable steps to address the effects of the discrimination, harassment, or bullying on the complainant; and
- as needed, reasonable steps to protect the complainant from any retaliation as a result of communicating the complaint.

B. If required by federal law, information regarding specific disciplinary action imposed on the alleged perpetrator(s) will be given to the complainant, such as when the information relates directly to the complainant (e.g., an order requiring the perpetrator not to have contact with the complainant) . School officials are encouraged to consult with the Head of School and Board attorney before releasing such information, however.

C. If the investigator determines that the complaint was substantiated, the perpetrator(s) shall be subject to discipline or other corrective steps. If the corrective steps involve actions outside the scope of the investigator’s authority, the Head of School will be notified so that responsibility for taking the corrective steps may be delegated to the appropriate individual.

D. Each alleged perpetrator will be provided with a written summary of the results of the investigation in regard to whether the complaint was substantiated, whether the alleged perpetrator violated relevant law or Board policies by his or her actions, and what, if any, disciplinary actions or consequences will be imposed upon the perpetrator in accordance with Board policy. The perpetrator may appeal any disciplinary action or consequence in accordance with Board policy and law. However, an appeal by the perpetrator of disciplinary action does not preclude school officials from taking appropriate action to address the discrimination, harassment, or bullying.

4. Appeal

A. If the complainant is dissatisfied with the results of the investigation, he or she may appeal the decision to the Head of School (unless the alleged perpetrator is the Director of Human Resources or the Head of School, in which cases the complainant may appeal directly to the Board in accordance with the procedure described in subsection D.4.b below) . The appeal must be submitted in writing within five days of receiving the notice of the results of the investigation. The Head of School may review the documents, conduct any further investigation necessary, or take any other steps the Head of School determines to be appropriate in order to respond to the complaint. The Head of School shall provide a written response within ten (10) days after receiving the appeal, unless further investigation is needed.

B. If the complainant is dissatisfied with the Head of School's response, he or she may appeal the decision to the Board within five days of receiving the Head of School's response. The Board will review the documents, direct that further investigation be conducted if necessary, and take any other steps that the Board determines to be appropriate in order to respond to the complaint. Upon request of the complainant, the Board will hold a hearing. The Board will provide a written response within 30 days after receiving the appeal, unless further investigation is necessary or the hearing necessitates that more time be taken to respond.

Timeliness of Process

The school system will make a good faith effort to conduct a fair, impartial investigation in a timely manner designed to provide all parties with a prompt and equitable resolution. The number of days indicated at each step of the process should be considered a maximum. Every effort should be made to expedite the process. The school system reserves the right to extend any deadline contained in this policy for good cause with written notice to the parties of the delay and the reason for the delay. If any school official charged with investigating the complaint or reviewing the investigation fails at any step in the process to communicate a decision within the specified time limit, the complainant will be entitled to appeal the complaint to the next step unless the official has notified the complainant of the delay and the reason for the delay, such as the complexity of the investigation, review, or report. The school official shall make reasonable efforts to keep the complainant apprised of progress being made during any period of delay. Delays that interfere with the exercise of any legal rights are not permitted. Failure by the complainant at any step in the process to appeal a complaint to the next step within the specified time limit will be considered acceptance of the decision at that step, unless the complainant has notified the investigator of a delay and the reason for the delay and the investigator has consented in writing to the delay.

General Requirements

A. No reprisals or retaliation of any kind will be taken by the Board or by an employee of Rocky Mount Prep against the complainant or other individual on account of his or her filing a complaint or report or participating in an investigation of a complaint or report filed and decided pursuant to this policy, unless the person knew or had reason to believe that the complaint or report was false or knowingly provided false information.

B. All meetings and hearings conducted pursuant to this policy will be private.

C. The Board and Rocky Mount Prep officials will consider requests to hear complaints from a group, but the Board and officials have the discretion to hear and respond to complainants individually.

D. The complainant may be represented by an advocate, such as an attorney, at any meeting with Rocky Mount Prep officials. Should the complainant choose to be represented by an attorney, the complainant should notify school officials in advance so that an attorney for Rocky Mount Prep may also be present.

E. Should, in the judgment of the Head of School or designee, the investigation or processing of a complaint require that an employee be absent from regular work assignments, such absences shall be excused without loss of pay or benefits. This shall not prevent the Head of School or designee from suspending the alleged perpetrator without pay during the course of the investigation.

Records

Records will be maintained as required by Section D.1.e.

English Language Learners (ELL)

RMP provides services for scholars with limited English proficiency in accordance with North Carolina law and regulations. RMP is responsible for creating the LIEP (Language Instruction Educational Program) which delineates the accommodations and services that can be provided at RMP. We are not a Title 3 school and do not have a comprehensive ELL program.

At the beginning of the year, parents of newly enrolled scholars are to complete the Home Language Survey. Scholars whose language is other than English will be given a screening exam to determine whether they need English as a Second Language (ESL) services. If it is determined they are eligible, or have a pre-existing Limited English Proficiency (LEP), the school may develop an individual scholar plan to provide accommodation and/or services for those scholars.

The ELL Program Coordinator is Sheila Farmer, she may be reached by email at sheila.farmer@rmprep.org

ATHLETICS

Rocky Mount Prep offers an array of extracurricular activities, including many athletic teams and clubs/organizations. We continuously explore ideas for clubs and activities that reflect our goals and the interests of our scholars.

Parents who are interested in promoting or volunteering to assist with an extracurricular activity are encouraged to contact the Athletic Director or Athletics Booster Club President.

RMP ATHLETICS DEPARTMENT MISSION & VISION

The RMP Athletic Department will create and foster an environment that provides opportunities for scholar athletes to enrich their middle/high school experience through participation in athletics. We are dedicated to provide opportunities that will enhance the development of the intellectual, physical, social, moral and cultural skills of our scholar athletes.

Participation in athletics is a privilege which carries degrees of integrity, innovation, service, responsibility, optimism, perseverance and excellence. Athletes represent their school, their student body and their community.

Mission

The mission of the Rocky Mount Prep Athletic Department is to facilitate programs of excellence as defined by the North Carolina High School Athletic Association. By implementing a holistic approach that balances family, academics, and athletics, we will nurture the development of social responsibility and encourage the pursuit of post-graduation career paths and athletic aspirations. We will focus on providing for the safety and well-being of our student-athletes, our staff, and our fans and spectators. We value the lessons taught by athletic participation, and seek to develop the personal, ethical, physical, and intellectual skills necessary for success beyond graduation. Additionally, our staff and scholar-athletes will exhibit pride, respect, and integrity while representing our athletics department, our school, and our community.

Vision

The athletic department is committed to student athlete academics, athletics and our Rocky Mount community.

- To provide the opportunity for student-athletes to seek and achieve their academic, athletic and personal potential.
- To develop the values of leadership, teamwork, discipline, sportsmanship, and integrity.
- To foster school unity, school spirit, and pride in our school, in our community and our athletic teams.
- To encourage student-athletes to participate in multiple sports
- To help athletic programs compete at the highest levels
- To promote our athletic department, student-athletes, athletic teams, and school locally, statewide and nationally.
- To increase funding, grants, sponsorships, and donations to improve and provide quality facilities, coaches, and equipment for all sports.
- To comply with the rules and policies of NCHSAA, Tar Roanoke Conference.

STUDENT REQUIREMENTS FOR INTERSCHOLASTIC ATHLETIC PARTICIPATION

Included in these rules and regulations for the North Carolina High School Athletic Association, Inc. (NCHSAA), are the rules governing interscholastic athletics in North Carolina adopted by the State Board of Education (SBOE). The rules and regulations listed herein are the minimum state standards for eligibility to participate in a number of areas, including but not limited to scholastic requirements, medical examinations, the felony policy, etc.

- For the purposes of this Handbook and NCHSAA Regulations, a “membership entity” is (a) a member non-boarding parochial school, or (b) a public school unit (PSU), as defined by NC General Statute (115C-5, that includes one or more member schools). A “member school,” also known as a “participating school” is any school that is a member of the NCHSAA.
- A membership entity may have policies in any of these areas or others that are more restrictive than the NCHSAA or SBOE requirements. However, the membership entity may not have a policy for eligibility that is less restrictive.
- It is mandatory that all member schools which participate in athletics conform to the regulations contained herein. Member schools are required to comply with all NCHSAA rules and regulations, as well as those established by the SBOE, including the proposed SBOE rules.
- Schools may sponsor teams in other sports not listed in the Handbook (e.g., gymnastics, weightlifting, women’s field hockey, men’s volleyball, etc.); however, all students, regardless of the sport, must be certified as eligible prior to dressing or participating in any interscholastic contest. Even though such sports are not sanctioned by the NCHSAA, member schools should work, wherever possible, to adhere to the ideals and guidelines established by the NCHSAA for their member schools in sports which they sanction. The need to promote sportsmanship, to protect instructional time, or the physiological needs of maturing teens should not disappear simply because it is not a sport sanctioned by the NCHSAA.

ELIGIBILITY

A student may participate in athletics at any member school upon initial entry into ninth grade provided they meet applicable NCHSAA, PSU, and SBOE eligibility requirements. Initial entry is defined as a student’s first day of attendance at a school in which the student is enrolled as recorded by that school, or, if sooner, the first day on which a student practices or otherwise participates as a member of an interscholastic athletics team at that school (e.g., if a student participates in preseason football workouts prior to the beginning of the ninth grade academic year, this will be deemed the student’s initial entry at this member school).

All students must be eligible prior to dressing or participating in any interscholastic contest, whether or not the NCHSAA sponsors a championship in that sport. Each member school’s principal shall sign and date a list of eligible students for each sport (a “Master Eligibility Sheet”), subject to the following:

- No student shall be listed on the Master Eligibility Sheet unless and until the principal or the principal's designee has determined that the student meets all eligibility criteria and documents substantiating eligibility are on file with the school. Such documents shall be available for inspection until the student's eligibility ends.
- The Master Eligibility Sheet shall be used for each sport and shall list all players, varsity and junior varsity, participating in that sport. A copy shall be on file at the school prior to the first regular season contest. PSUs must maintain a copy of the most current Master Eligibility Sheet in both the office of the member school's principal and the office of the PSU's superintendent. Any other membership entity must maintain a copy of the most current Master Eligibility Sheet in the office of the member school's principal.
- Master Eligibility Sheets are not required to be filed with the NCHSAA but must be made available upon request. It is required that Master Eligibility Sheets be shared among conference schools in each sport.
- Ineligible players are NOT allowed to participate in practice, but this does not apply to summer workouts or skill development.
- It shall be the responsibility of the principal, and/or his or her designee, to see that no ineligible student-athlete participates. Schools should use the eligibility checklist developed by the NCHSAA and it is recommended that the eligibility presentation be made available for athletes, guidance counselors, other administrators and parents, especially at the preseason meeting.

AGE OF PLAYER

A student-athlete will not be eligible for any athletic contest if his or her 19th birthday comes on or before August 31 of the current year.

- The member school's principal shall have on file evidence of the legal birth date of each athlete.
- Evidence of the legal birth date may be established by a copy of the birth certificate or from other information sufficient to establish age by a preponderance of the evidence, including but not limited to a record from the State Bureau of Vital Statistics, Raleigh; a record from the county register of deeds office; an infant baptismal record; a recording from the attending doctor's registry or cash book if specific; a news item at the time of birth from the local newspaper; or an official register sheet from the first grade; or, for a foreign-born student, a birth date as shown on a passport.
- An eighth grade student who is over-age for middle school competition may be eligible for high school participation, subject to other eligibility requirements.

GENDER OF PLAYER

North Carolina state law imposes certain restrictions on eligibility based on the student's sex. As defined by law, "a student's sex shall be recognized based solely on the student's reproductive biology and genetics at birth." The NCHSAA does not make determinations about a student's sex as defined by state law. Rather, state law provides that the SBOE is responsible for monitoring compliance with the laws referred to in 1.2.5(a)-(b) of the NCHSAA Handbook.

ATTENDANCE

A student-athlete should meet the attendance policy of the membership entity during the previous semester at a member high school. It is recommended that the student be in school the day of the contest.

SCHOLASTIC REQUIREMENTS

A student must be in good academic standing to be eligible to participate in interscholastic athletics. A student is in good academic standing if:

- The student passed at least seventy (70) percent of the courses taken in the preceding semester; and
- According to the membership entity's standards, the student is on track to advance to the next grade level or graduate within the next calendar year.
- A student who is promoted from eighth grade to ninth grade shall be deemed to have satisfied the requirements for the first semester of the ninth grade year.

- A student not academically eligible at the beginning of the semester is not eligible at any time during the semester. Exception - a student who receives an incomplete or is awaiting a final grade due to state mandated testing is ineligible until the course is satisfactorily completed.
- At the end of the first semester, a superintendent or principal has eight days to check grades of students, removing such player immediately upon knowledge of ineligibility and no later than the completion of the eight-day period and restore eligibility to any debarred player after he or she has qualified at the end of a semester.

EIGHT SEMESTER RULE

No student may be eligible to participate at the high school level for a period lasting longer than eight consecutive semesters, beginning with the student's first entry into ninth grade or an over- age seventh or eighth grade student's participation on a high school team, whichever occurs first.

MAXIMUM NUMBER OF SEASONS

No student-athlete may be approved for a high school contest if he or she has taken part in contests during four separate seasons in that sport. Student-athletes may only participate in one season per year, per sport, whether the sport is played in North Carolina or not.

MEDICAL EXAMINATION

In order to be eligible for participation in practice or in interscholastic athletic contests, a student must undergo a preparticipation medical examination and submit a completed MEDICAL ELIGIBILITY FORM to the member school. The NCHSAA provides a SPORT PREPARTICIPATION EVALUATION (PPE) FORM. The PPE includes the HISTORY FORM, the PHYSICAL EXAMINATION FORM, and the MEDICAL ELIGIBILITY FORM. The current NCHSAA PPE FORM can be found on the NCHSAA Website.

- The PPE History Form is intended to be completed and signed by the student-athlete and parent or legal custodian. The completed and signed PPE History Form is intended to be presented to the examining licensed medical professional (physician licensed to practice medicine (MD/DO), nurse practitioner or physician assistant) for their review prior to a physical examination.
- The student-athlete must also receive a physical examination once every 395 days by a physician licensed to practice medicine (MD/DO), nurse practitioner or physician assistant and be cleared to play. Upon review of the PPE History Form and completing the Physical Examination Form, the licensed medical professional will complete and sign the Medical Eligibility Form.
- To participate in out-of-season and/or summer workouts, a student-athlete must have an up-to-date MEDICAL ELIGIBILITY FORM on file.
- Student-athletes absent from athletic practice for five (5) or more consecutive days due to illness shall receive a medical release signed by either a physician licensed to practice medicine or his/her designee (nurse practitioner, physician's assistant) before readmittance to practice or contests. It is recommended that schools use the ILLNESS RETURN TO PLAY FORM: MEDICAL CLEARANCE RELEASING THE STUDENT-ATHLETE TO RESUME FULL PARTICIPATION IN ATHLETICS AFTER AN ILLNESS which can be found by going to <https://www.nchsaa.org/health-and-safety> and clicking on forms.
- Student-athletes absent from athletic practice for five (5) or more consecutive days due to injury shall receive a medical release signed by either a physician licensed to practice medicine or his/her designee (nurse practitioner, physician's assistant, or licensed athletic trainer) before readmittance to practice or contests. It is recommended that schools use the INJURY RETURN TO PLAY FORM: MEDICAL CLEARANCE RELEASING THE STUDENT-ATHLETE TO RESUME FULL PARTICIPATION IN ATHLETICS AFTER AN INJURY which can be found by going to <https://www.nchsaa.org/health-and-safety> and clicking on forms.
- A student-athlete diagnosed with a concussion is required to follow the concussion return to play protocol and is required to have the CONCUSSION RETURN TO PLAY FORM completed by a licensed health care provider before readmittance to practice or contests.

TRANSFER RULE

After initial entry into the ninth grade, and absent a bona fide change in primary residence - A student transferring from one member school to another member school within the same PSU must sit out from athletic participation for 365 calendar days following the student's enrollment in the new school, unless the student is covered by a PSU-adopted policy allowing immediate athletic eligibility for students who are assigned by the PSU to a different school within the same PSU.

A student transferring from one member school in a membership entity to another member school in a different membership entity must sit out from athletic participation for 365 calendar days following the student's enrollment in the new school except by mutual agreement of the membership entities involved.

If a student transfers from a public school to a nonpublic school, including a home school as defined in G.S. 115C-563(a), and within 365 calendar days transfers to a different public school, the transfer from the nonpublic school shall be treated as a transfer from a public school.

FELONY POLICY

No student shall participate in interscholastic athletics after being convicted of a crime classified as a felony under the laws of North Carolina, the United States, or any other state. Such ineligibility shall be immediate and shall prohibit participation in the NCHSAA sports program from the date of conviction through the end of the student's high school career. Prior to deeming the student ineligible, the NCHSAA shall receive a certified copy of a criminal record reflecting the conviction and verify that the student is the same individual identified in the criminal record.

DRESSING FOR A GAME OR PRACTICE

A student shall not dress for a game or scrimmage when he or she is not eligible to participate in the game. Dressing and being in the designated team area shall be interpreted as participating in the game.

Exception - Athletes who are disqualified or ejected during a contest will remain in the team area for supervision.

UNIFORMS & EQUIPMENT

School uniforms and/or equipment (including transportation) may not be used for any outside organization competition or by athletes performing "unattached" during the academic school year, inclusive of weekends, holidays, workdays, etc. except:

- During the summer, outside the dead periods, school uniforms may be worn for school-related activities.
- Students may be allowed to wear school uniforms, including protective equipment, in outside organization competition, so long as the student has exhausted athletic eligibility in that sport and received permission from the member school. Approval from the governing board of the membership entity is strongly recommended.

AMATEUR RULE

Enforcement of this rule by the NCHSAA begins with a student's entry in the ninth grade. A student or team shall be rendered ineligible if the student or team:

- Accepts money or otherwise receive remuneration for participation in an athletic contest. Exception: A student is eligible to receive Operation Gold funds distributed by the US Olympic Committee.
- Accepts items by being on a "free list" or "loan list" in connection with participation in interscholastic athletics.
- Competes under a false name.
- Per 16 N.C. Admin. Code § 06E.0207, an individual is not rendered ineligible under this amateur rule if the individual accepts a gift, merchandise, or other thing of value meeting the following conditions:
 - Does not exceed \$250.00 value per student per sports season
 - The item(s) must be consumable and nontransferable

- A student is not rendered ineligible if the student receives “essential expenses” for any particular game or games in which he or she participates as a player. Essential expenses include the reasonable cost of meals, lodging, and transportation for each particular game. Any remuneration beyond these essential expenses shall debar a student from future contests.
- Accepting a nominal, standard fee or salary for instructing, supervising, or officiating in an organized youth sports program or recreation, playground, or camp activities shall not jeopardize amateur status. An “organized youth sports program” includes both school and non-school programs.
- A member school which has any connection with the presentation of a forbidden award, including but not limited to assisting in the selection of the person to receive the award, permitting the award to be given at a school function, or holding the award for a student until he or she has graduated, shall be subject to penalty.

ALL-STAR, BOWL, AND BENEFIT GAMES

A student shall be ineligible to participate in interscholastic athletics if he or she participates on an all-star team or in an all-star game or bowl game that is not sanctioned by the NCHSAA of which the student’s school is a member, provided that the student shall be ineligible only for that sport.

Teams authorized to participate in benefit/fund-raisers (student/faculty game, alumni game, etc.) must be composed exclusively of players from the same high school. Outside the sports season, an existing team may not play an outside team in a benefit game and may not be coached by their coaching staff members. A benefit game played during the sports season must count as an official contest.

PROFESSIONALS & COLLEGES

No student who has signed a professional contract will be eligible for high school competition in that sport.

- A student who has played on a college team is ineligible to play on a high school team.
- A regularly enrolled high school student who is taking courses for advance credit (e.g. community college course, college courses) is not rendered ineligible for high school competition.

FAMILY ENGAGEMENT & COMMUNICATION

Our families are our allies in ensuring scholars learn and receive a great education. We invite our families to be active participants in the educational process. Collaboration with families positively impacts scholars, teachers, and administrators; who in turn feel valued, acknowledged and supported.

Rocky Mount Prep Families are:

- Expected to sign the Handbook Receipt and Commitment to Excellence and follow them.
- Encouraged to support scholar learning by maintaining high expectations for both the scholar and the school. The major role of parents, with regard to discipline and character education, is to demonstrate consistent interest in their scholar’s progress and support their best efforts at school.
- Maintain a Parent Portal account to stay abreast of their scholar’s progress. Parents are able to view real time data, as it becomes available, on their scholar’s progress while modeling the importance of success.
- Highly encouraged to attend school meetings, orientations, conferences, school events, PTA meetings, Town Halls, Title 1 Family Nights, and available workshops.
- Asked to help teach their scholar specific skills, such as remembering homework, learning to be more independent or managing anger in a mature way. If parents are asked to assist staff, specific information will be provided on ways to help the scholar.
- Highly encouraged to collaborate with school staff to promote positive behaviors. By working together, parents and staff can help scholars acquire the skills that will increase opportunities for success throughout life.
- Expected to communicate with Teachers bi-weekly (email, phone calls, Google meet/ online platforms, etc.).

POWERSCHOOL PARENT PORTAL

For Parent Portal access or questions, please contact Shamika Gardner at shamika.gardner@rmprep.org or 252-443-9923 ext 101.

TITLE 1 PARENT INVOLVEMENT POLICY

We are dedicated to providing a quality education for every scholar in our School. To accomplish this objective, we continue to develop and maintain partnerships and open lines of communication with parents/guardians, caregivers, and community members with the expectation of expanding and enhancing learning opportunities for everyone involved. Title I is a federally-funded program designed to provide a high-quality education that will enable all scholars to meet the state's performance standards.

Title I is a federal education program under the federal legislation Every Student Succeeds Act and is a viable option for providing supplemental instruction. These programs use methods and instructional strategies that are effective and grounded in scientifically based research.

A school is identified as a Title I school based on the percentage of scholars who are eligible for free- or reduced priced meals. Individuals are selected to participate in Title I programs based on academic need and without regard to their economic standing.

Given the opportunities, all scholars are expected to work toward mastering the North Carolina Standard Course of Study for their grade level. We are mindful that some scholars will need extra assistance to achieve their full potential. This assistance is available through the Title I program and various other educational services offered through RMP.

All eligible scholars and families benefit from the Title I programs and services we offer. We believe that a positive link between home and school creates the best learning conditions for scholars and the development and enhancement of the home/school relationship is foundational to their success.

We will enlist the help of families in the following capacities:

- Assist in the process of school review and improvement;
- Uphold school contract;
- Provide support, technical assistance, and other support necessary to assist in planning and implementing effective parent involvement activities to improve scholar academic achievement and school performance;
- Develop activities that promote the schools' and parents' capacity for strong parent involvement;
- Coordinate and integrate parent involvement strategies with appropriate programs, including the requirements of other federal title programs, as provided by law;
- Work with us to remove barriers to participation by parents who are economically disadvantaged, disabled, have limited English proficiency, literacy, or disparagement; and
- Participate and provide feedback on school activities.

PARENT NOTIFICATION OF TEACHER QUALIFICATIONS

As a Title I school, parents of RMP scholars have the right to know the professional qualifications of the classroom teachers who teach your scholar. RMP recognizes that all scholars can achieve the same high standards and must be provided the education they need to reach those standards.

The Elementary and Secondary Education Act also requires Rocky Mount Prep to provide parents with the following information about your child's teacher in a timely manner, if they request it:

- Whether a teacher meets the state qualifications and licensing criteria for the grades and subjects he/she teaches; whether a teacher is teaching under emergency or provisional status; the teacher's college major, advanced degrees, and field of discipline or certification; and whether paraprofessionals have qualifications and provide services to their scholar.

PARENT COMMUNICATION

Parents will receive frequent communication from the school with announcements of upcoming events and schoolwide activities. Contact may come in the form of:

- Letters; Email; Email Newsletters; Phone Calls; Voicemail Messages; Text Messages; Google Meet or other Online Platforms; Social Media

PHONE CALLS & EMAILS

Throughout the year, you will receive phone calls, emails and notes from teachers or school administrators. If the message requires a response, please contact the school either by phone, email, or note within two (2) school days. Please note that every staff member has a dedicated email address, which can be found on the school website. Our teachers check their messages once a day after school. They will return your call or email within two (2) school days. If you still have concerns, please contact the Principal or administrator of your school.

PARENT CONFERENCES

Formal parent/teacher conferences/ virtual conferences may be scheduled at any time upon request of parents or teachers. Teacher work days are often used as parent conference days. Conferences are opportunities to facilitate open communication between parents and teachers regarding scholars and their progress and should be scheduled (in advance) outside of instructional time. See the Visitor/Guest policy for more details.

CHAPERONES - GUIDELINES FOR FIELD TRIPS

Parents are needed to serve as chaperones on field trips. Parents are encouraged to volunteer, although a limited number can participate due to space restrictions. The primary responsibility of a chaperone is to ensure appropriate supervision for scholars. Chaperones are asked to take this responsibility seriously and to remain vigilant and attentive to the scholars' needs throughout the trip. Scholars who are not enrolled in the class, (younger or older), may not accompany the chaperones.

Chaperones are required to have a school background check completed at least seven (7) business days prior to the trip. Once expired, background check information MUST be resubmitted to confirm continued eligibility. See the Visitor/Guest policy for more details.

Things to remember on the trip:

- Acquaint yourself with all of the teachers on the trip before leaving and ask questions if something is unclear.
- Monitor the scholars assigned to you at all times. Scholars should never be left unattended.
- Maintain order and ensure that scholars are walking quietly and not running in the hallways on campus, or the field trip location.
- Report any problems or issues, with your group or another group, to a teacher. Parents are NOT ALLOWED to discipline scholars. Refrain from using your cell phone during the trip without approval of teachers.
- Arrange, in advance, to take your scholar home directly after a field trip.

SCHOLAR BIRTHDAY CELEBRATIONS

RMP recognizes the importance of birthdays in a child's life and will do our best to make each scholar's birthday special. However, due to allergies and federal healthy food guidelines, any food that is to be distributed must be done after lunch has been served and must be store bought. Prior approval from the appropriate Principal must be obtained.

VISITOR & VOLUNTEER POLICY

Rocky Mount Prep welcomes and encourages parents/guardians, parent designees, and interested members of the community to volunteer. We recognize that some school visits are planned and structured, while some are informal. Examples of informal visits include dropping scholars off or picking them up, or when delivering school materials and other items. Planned school visits may include conferences with teachers or administrators, discipline meetings, IEP meetings, and award ceremonies.

As a matter of safety and courtesy, please adhere to the following procedures for both formal and informal visits during regular school days:

- Please ring the intercom button at the Elementary or Secondary school entrance upon arriving on campus.
- **You MUST have your ID present in order to enter the building.**
- Sign-in at the Visitor's Station upon entering school buildings. When signing-in, the visitor is required to provide his/her name, and the purpose for visiting.
- RMP is now using RAPTOR Security System.
- Please silence all cell phones and electronic devices prior to entering school buildings.
- All visitors will be escorted by an administrator to the designated location for their visit.

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.

PARENT, VISITOR, & VOLUNTEER CONDUCT

At RMP, we value parents' vital role in fostering a positive educational environment. We expect all parents to engage with school staff, students, and fellow parents respectfully and constructively. This includes adhering to school policies, supporting their child's educational journey, and addressing concerns through appropriate channels. Parents should model positive behavior during school events, comply with safety protocols, and respect the confidentiality and professionalism of school operations. Parents contribute significantly to creating a supportive and nurturing school community by working collaboratively and communicating effectively.

Respectful Communication

- **Courtesy:** Parents should interact with school staff, students, and other parents respectfully and courteously.
- **Constructive Feedback:** Encourage parents to address concerns or issues through appropriate channels, such as scheduled meetings, rather than informal or confrontational methods.

Supportive Behavior

- **Engagement:** Parents are encouraged to be actively involved in their child's education and school activities in a manner that supports the school's mission and goals.
- **Volunteering:** Parents should follow school policies and guidelines and work cooperatively with staff.

Compliance with School Policies

- **Rules and Procedures:** Parents should adhere to school policies, including safety, security, and attendance.
- **Confidentiality:** Respect the confidentiality of all students and staff, avoiding disseminating personal or identifiable information.

Conflict Resolution

- **Appropriate Channels:** Address concerns or conflicts through proper channels, such as scheduling a meeting with the teacher or principal, rather than public confrontations.
- **Problem-solving:** Approach conflicts with a problem-solving attitude rather than a confrontational one.

Behavior During School Events

- **Conduct:** Maintain appropriate behavior during school events and activities, modeling positive behavior for scholars and the community.
- **Adherence to Rules:** Follow specific rules or guidelines for school events or activities.

Safe Environment

- **Safety Protocols:** Follow all safety protocols and procedures outlined by the school, including those related to pick-up/drop-off procedures and visitor access.
- **Emergency Procedures:** Cooperate with school officials during emergencies and adhere to instructions for ensuring scholar safety.

Professionalism

- **Interactions:** Interact professionally with school staff and administrators, recognizing their roles and responsibilities.
- **Dress Code:** If applicable, follow any dress code guidelines for school visits or events.

Feedback & Suggestions

- **Open Communication:** Provide feedback or suggestions constructively, ideally through designated feedback channels or surveys.
- **Respect for Decisions:** Respect the decisions made by the school administration, even if there are disagreements, and use appropriate channels to express concerns or appeal decisions.

PARENT ASSOCIATIONS & COMMITTEES

PARENT TEACHER ASSOCIATION

The RMP PTA comprises families, scholars, teachers, administrators, and business and community leaders devoted to the educational success of children and the promotion of parent involvement in schools. 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 PTA is open to anyone who wants to be involved and wants to make a difference in the education, health, and welfare of children and youth.

PARENT ENGAGEMENT COMMITTEE

The Parent Engagement Committee is a parent organization dedicated to supporting scholar learning and the overall success of the School. The focus of the group is to ensure that parents have the opportunity to support the partnership between school leadership, faculty, School Improvement Team, and the community. The Committee is composed of parents/guardians of scholars currently enrolled at RMP, as well as teachers in the school. To prevent conflicts of interest, employees of the school and their spouses are not permitted to serve as an officer. The Parent Engagement Committee recruits parents to participate in professional/educational development opportunities; meetings, conferences, and other related activities designed to enhance the role of parents in supporting the education of their scholars. The group holds quarterly meetings with school community stakeholders. Meeting dates will be posted on the School Website and communicated via email.

ATHLETICS BOOSTER CLUB

The Athletic Booster Club is a dedicated group of parents, guardians, and community members who work together to support our athletic programs. Our mission is to enhance the experiences of our scholar-athletes by providing financial support, resources, and encouragement. This is achieved through fundraising efforts, volunteer work, and promoting school spirit at athletic events. Membership in the Booster Club is open to anyone who wants to support our scholar athletes. Membership to the Booster Club is free, however, there are also Membership Tier Levels that offer benefits to those that join the Booster Club with a donation. For more information, please contact the Booster Club President or the RMP Athletic Director.

FAMILY EDUCATIONAL RIGHTS & 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 "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 records 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.

You have the right to file a complaint with the U.S. Department of Education concerning any alleged failure by RMP to comply with the requirements of FERPA by notifying the following office:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington D.C. 20202

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

Protection of Pupil Rights Amendment (PPRA)

The PPRA is a federal law that provides parents/guardians of elementary and secondary scholars with certain rights regarding the conduct of surveys, collections, and the use of information for marketing purposes, and certain physical exams. More information about PPRA may be obtained by accessing the United States Department of Education website at <http://studentprivacy.ed.gov>

TITLE IX DISCRIMINATION & HARASSMENT POLICIES FOR SCHOLARS & STAFF

Title IX provides that “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

It is the policy of Rocky Mount Prep School that students should not be subjected to any forms of unlawful discrimination or harassment, while at school or school-sponsored activities. Furthermore, the policy’s intent is to address the issue in a proactive manner through the establishment of a system for educating students and staff at the school regarding the identification, prevention, intervention, and reporting of such antisocial acts. RMP acknowledges the dignity and worth of all students and strives to create a safe, orderly, caring and inviting school environment to facilitate student learning and achievement. strives to model an inclusive environment and prohibits discrimination and harassment on the basis of gender or sex, including sexual orientation and LGBTQ+ identification. RMP will not tolerate any form of unlawful discrimination or harassment in any of its educational or employment activities or programs based on such protected classifications.

PROHIBITED BEHAVIORS AND CONSEQUENCES

A. Discrimination or Harassment

Students, employees, contractors, volunteers and visitors are expected to behave in a civil and respectful manner. In accordance with Title IX, Rocky Mount Prep (RMPREP) expressly prohibits discrimination or harassment, based on sex or gender and prohibits sexual harassment (including sexual violence) and gender-based harassment. Sexual harassment is unwelcome conduct of a sexual nature. It includes unwelcome conduct on the basis of sex, requests for sexual favors in exchange for benefits (quid pro quo), and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual violence is a form of sexual harassment. Sexual violence refers to physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent. A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. In accordance with Title IX, Rocky Mount Prep also prohibits gender-based harassment, which is unwelcome conduct based on a student’s sex, harassing conduct based on a student’s failure to conform to sex stereotypes.

Sex-based harassment can be carried out by school employees, other students, and third parties. All students can experience sex-based harassment, including male and female students, LGBTQ+ students, students with disabilities, and students of different races, national origins, and ages. Title IX protects all students from sex-based harassment, regardless of the sex of the parties, including when they are members of the same sex.

B. Retaliation

Rocky Mount Prep prohibits intimidation, threats, coercion, or discrimination against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under Title IX. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation. As such, Rocky Mount Prep prohibits reprisal or retaliation against any person for reporting or intending to report violations of this policy, supporting someone for reporting or intending to report a violation of this policy, or participating in the investigation of reported violations of this policy. After consideration of the nature and circumstances of the reprisal or retaliation and in accordance with applicable laws, policies, and regulations, the Head of School or designee shall determine the consequences and remedial action for a person found to have engaged in reprisal or retaliation.

The exercise of rights protected under the First Amendment does not constitute retaliation. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under Title IX does not constitute retaliation prohibited under this policy, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

C. Application of Policy

This policy prohibits unlawful discrimination or harassment by students, employees, volunteers, contractors, and visitors. This policy is intended to apply to student's vis a via other students, faculty, staff, volunteers/visitors, or contractors. This policy also applies to employees, volunteers/visitors, and contractors.

This policy applies to behavior that takes place within the school's "education program or activity," which includes, but is not necessarily limited to, behavior:

- in any school building or on any school premises before, during or after school hours;
- on any bus or other vehicle as part of any school activity;
- at any bus stop;
- during any school-sponsored activity or extracurricular activity;
- at any time or place when the individual is subject to the oversight and authority of school personnel;
- at any time or place when the behavior has a direct and immediate effect on maintaining order and discipline in the schools; and
- while using school or personal electronic communications, including employee and student emails, text messaging, instant messaging, chat rooms, blogging, websites and social networking websites (i.e., Snapchat, Instagram, etc.).

D. For purposes of this policy ONLY, the following definitions apply:

- Discrimination - Discrimination means any act or failure to act that unreasonably and unfavorably differentiates treatment of others based solely on the basis of gender or sex (including transgender and LGBTQ+ identification). Discrimination may be intentional or unintentional.
- Harassment - Prohibited harassment, including sexual harassment, under this policy means conduct on the basis of sex/gender that satisfies one or more of the following:
 - An employee conditioning the provision of an aid, benefit or service on an individual's participation in unwelcome sexual conduct (i.e., quid pro quo)
 - Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to an education program, employment, or activity
 - Sexual assault (as defined by Clery Act), or "dating violence," "domestic violence" and "stalking" (as defined by Violence Against Women Act)

For purposes of this policy, "hostile environment" means that the harassment is objectively severe and pervasive enough that a reasonable person would agree that it is harassment and must be based on sex or gender. A hostile environment may be created through pervasive or persistent misbehavior if sufficiently severe.

Examples of behavior that may constitute harassment include, but are not limited to, verbal taunts, name-calling and putdowns, epithets, derogatory comments or slurs, lewd propositions, exclusion from peer groups, extortion of money or possessions, implied or stated threats, assault, impeding or blocking movement, offensive touching or any physical interference with normal work or movement, and visual insults, such as derogatory posters or cartoons. Legitimate ageappropriate pedagogical techniques are not considered harassment. 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.

Examples of sexually harassing conduct includes, but is not limited to, deliberate, unwelcome touching that has sexual connotations or is of a sexual nature, suggestions or demands for sexual involvement accompanied by implied or overt promises of preferential treatment or threats, pressure for sexual activity, continued or repeated offensive sexual flirtations, advances or propositions, continued or repeated verbal remarks about an individual's body, sexually degrading words used toward an individual or to describe an individual, sexual violence, or the display of sexually suggestive drawings, objects, pictures or written materials. Acts of verbal, nonverbal, or physical aggression, as well as intimidation or hostility based on sex, but not involving sexual activity or language, may be combined with incidents of sexually harassing conduct to determine if the incidents of sexually harassing conduct are sufficiently serious to create a sexually hostile environment.

Gender-based harassment is also a type of harassment. Gender-based harassment may include acts of verbal, nonverbal, or physical aggression, as well as intimidation or hostility based on sex or sex-stereotyping but not involving conduct of a sexual nature.

E. Conduct Not Covered by this Policy

Conduct that does not meet the definitions set forth above in this Title IX Policy are not subject to the Rocky Mount Prep School's Title IX Policy or any reporting/grievance procedures that govern Title IX matters. However, such conduct may still constitute a violation of other school policy, including the school's Scholar Code of Conduct, non-discrimination policy, and bullying policy. Please refer to and follow those policies for such conduct.

TO REPORT A VIOLATION OF THIS POLICY: PLEASE REFER TO THE SCHOOL'S TITLE IX REPORTING AND GRIEVANCE POLICY.

This Policy as it pertains to Title IX shall remain in effect to the extent required by law.

TITLE IX FACT SHEET

Title IX requires that "no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance..." As such, Title IX of the Education Amendments of 1972 prohibits discrimination based on sex of students and employees of educational institutions that receive federal financial assistance. Rocky Mount Preparatory School is governed by Title IX.

Title IX Coordinator for RMP

NAME: Shelia Farmer

ADDRESS: 3334 Bishop Road, Rocky Mount, North Carolina 27804

PHONE: 252-443-9923

EMAIL: shelia.farmer@rmprep.org

Who is covered by Title IX?

All educational institutions that receive federal financial assistance are affirmatively required to adhere to Title IX regulations. Even if only one of the institution's programs or activities receives federal funding, all of the programs within the institution must comply with Title IX regulations.

Facts about Title IX

Athletic departments are not the only component of Rocky Mount Preparatory School governed by Title IX. The regulations prohibit sex discrimination with regard to all programs, including:

- Course offerings, classroom access, grading, and other academics
- Student counseling and academic support
- Hiring and retention of employees (staff, faculty, and administration)
- Job related benefits and leave
- Pregnancy

In addition to sex discrimination, Title IX also prohibits sexual misconduct (which includes sexual harassment, genderbased harassment, and sexual violence). Additional information regarding what behaviors may constitute sexual harassment and other forms of sexual misconduct is available in Rocky Mount Preparatory School's Title IX Policy located on its website and in its student, faculty, and employee handbooks.

Title IX serves to protect the rights of men and women. Title IX requires that males and females receive fair and equal treatment in all educational and employment areas.

Title IX also protects individuals who report sex discrimination and sexual misconduct from retaliation by individuals or by institutions. The reporting of incidents of discrimination is integral to the effective enforcement of Title IX law. Therefore, the protection of complainants, as well respondents, is important. Retaliation against any individual who reports or makes a complaint about a Title IX violation will not be tolerated at Rocky Mount Preparatory School. RMP will impose appropriate corrective action against any individual found to have engaged in acts or threats of retaliation.

Compliance with Title IX - Who is Responsible?

All employees of Rocky Mount Prep are required to report instances of alleged violations of Title IX. Without exception, if an employee is not sure if a situation warrants reporting, he/she must seek guidance from the Title IX Coordinator. It is essential that institutions receiving federal financial assistance operate in a nondiscriminatory manner.

To ensure the RMP's compliance with the law, adherence to Title IX regulations is everyone's responsibility. The penalty for failure to comply with Title IX, in the most extreme circumstances, can include the termination of all or part of an institution's federal funding including grants and student loans. It can also result in the termination of an RMP employee or severe consequences for a student.

Reporting Complaints Under Title IX

Any member of the Rocky Mount Prep community who believes he/she has been the victim of sex discrimination, sexual misconduct, or who has witnessed such conduct, should report such misconduct or file an informal or formal complaint with the RMP's Title IX Coordinator. While there is no required format for making a report, forms for this purpose are available on the RMP's website or from the Title IX Coordinator. Any victim of sexual misconduct who would prefer to speak with someone and have them complete a form on their behalf should contact the Title IX Coordinator.

Students who are, or believe they have been, victims of sex discrimination or sexual harassment, including sexual assault or sexual violence on or off campus, whether by RMP employees, contracted services employees, other students or non-community members, are encouraged to request immediate personal support and assistance from the Title IX Coordinator or any other staff member or administrator with whom they feel comfortable. When a complaint is made under this policy, the Title IX Coordinator will: (1) confidentially contact the complainant to offer supportive services, consider the complainant's wishes and inform complainant of supportive services, with or without a formal complainant; (2) explain the process for how to file a formal complaint; (3) inform the complainant that a complaint filed in good faith will not result in discipline; and (4) respect the complainant's wishes with respect to whether to investigate, unless the Title IX Coordinator deems it necessary to pursue the complaint in light of a health or serious concern for the RMP Community. Student complaints concerning sexual assault, sexual violence, or other sexual misconduct may be made on an informal or formal basis with the RMP's Title IX or with any staff member or administrator with whom they feel comfortable. All complaints filed with or received by any staff or administrator will be forwarded to the Title IX Coordinator, who will direct that an appropriate investigation be conducted.

Employees who believe they are being harassed or discriminated against on account of their sex or gender should promptly make a report to the Title IX Coordinator, to his/her supervisor, to Human Resources, the Superintendent, or to an administrator with whom the individual feels comfortable. Employees should also following the RMP's harassment and discrimination policy.

Additional Title IX Important Facts

- Rocky Mount Prep will utilize its best efforts to protect all school community members from sex discrimination, gender based harassment, sexual harassment, sexual assault, and sexual violence.
- Rocky Mount Prep will take affirmative, corrective (but non-punitive or non-disciplinary, at least prior to a formal disposition regarding responsibility), and supportive action whenever it becomes aware of possible sex discrimination, sexual assault, sexual violence, or other sexual misconduct within the school community, whether or not a complaint has been made.
- In order to meet its Title IX obligations and to the extent possible, every effort will be made to keep the details of complaints confidential if requested to do so by a victim of sexual misconduct and to follow the school's procedures for conducting an investigation and recommendations. As such, every effort should be made to keep the identity of the involved parties confidential to avoid retaliation. However, the school's ability to strictly observe confidentiality may be compromised where the safety of members of the community is judged to be at risk.
- The safety and security of all members of the Rocky Mount Prep community is a priority matter.
- The internal investigation of a complaint will be conducted, and a decision rendered, no matter the timeline or outcome of case adjudication by external authorities.
- Expanded information concerning sex discrimination, sexual harassment, sexual assault/violence, and the RMP's Title IX Policy and Procedures Governing the Reports and Investigation of Title IX Complaints, can be found in the school's student, faculty and employee handbooks, as well as on the school's website.

Which Federal Agency Enforces Title IX?

The United States Department of Education's Office for Civil Rights (OCR) is in charge of enforcing Title IX. Information regarding OCR can be found at www.ed.gov/about/offices/list/ocr/index.html.

Reminder: All Title IX Complaints Must Be Resolved in a Prompt Manner.

The following procedure is recommended for processing complaints filed by or on behalf of a student or staff member:

Step 1: Assess the Situation Immediately

- Review the written complaint and ask the complainant any clarifying questions you feel are necessary. If the complaint is verbal, ask the complainant to put it in writing. If the complainant refuses to put his/her complaint in writing, prepare a written statement of what you were told.
- Notify the Title IX Coordinator of the complaint or incident that was brought to your attention if you have not already. Consult with the Title IX Coordinator and determine:
 - Who should conduct the investigation (Note: the investigator of Title IX complaints may NOT also be the decision-maker determining responsibility in Title IX cases)
 - Initial investigation strategy.
- Determine mandatory and discretionary reporting obligations.
 - If there is a reasonable suspicion of child abuse or neglect, call Child Protective Services immediately and file a written report within 36 hours, if not already done.
 - Consider contacting law enforcement, if there is potential criminal activity.
 - Notify the complainant of their right to contact law enforcement.
- Consider whether the accused is a danger to others and should be removed from school grounds.
 - For complaints involving employees, if the employee is a danger to others, or should otherwise not be on school grounds, contact Human Resources regarding placement on administrative leave while the investigation is pending.
 - For complaints involving other students, note that disciplinary sanctions may not be imposed on the respondent before investigation and handling of the formal complaint. However, non-disciplinary "supportive measures" are allowed which include, but are not limited to, mutual restrictions on contact between parties (i.e., complainant and respondent) and leaves of absence.

- Allegations in any formal complaint must be investigated, and written notice of the allegations must be sent to both parties (complainants and respondents) upon receipt of a formal complaint.

Step 2: Evaluate Appropriate Interim Measures Immediately and on an Ongoing Basis

- In consultation with the Title IX Coordinator, determine whether interim non-disciplinary, non-punitive measures should be put into place, before the investigation is completed, to protect or support the complainant and/or respondent. Interim measures should be considered on a case-by-case basis. Interim measures should not unfairly penalize the complainant or the respondent. Interim measures should consider both the complainant's and the respondent's rights to access educational programs and activities.
- Appropriate "supportive measures" to consider include, but are not limited to, the following:
 - Physical separation of the complainant and the respondent;
 - Offer medical, counseling or other support services to the complainant;
 - No contact orders;
 - Support services for bringing forth and defending allegations of sexual harassment/ misconduct; and
 - Any other measures requested by the complainant or respondent.

Step 3: Establish Timelines and Initiate an Investigation

- Notify the complainant of the School policy that you will be following to process his/her complaint, as well as the timeline for completing the investigation.
- Notify the respondent that a complaint has been filed against him/her along with additional information, (as appropriate).
- Send written notice to parties (complainant and respondent) of investigative interviews, meetings, or hearings.
- Update the timeline, as needed, and keep the parties apprised of any delays or extensions.
- Document any delays in the investigation.
- Keep the Title IX Coordinator updated on the timelines and any delays.

Step 4: Interview the Complainant

- Interview the complainant first.
 - Carefully determine who should interview the complainant. You may wish to consider the age, gender, and existing comfort level of the complainant in choosing from potential interviewers.
 - Obtain all facts regarding the incident.
 - Allow the complainant to narrate without interruption; follow up with clarifying open-ended questions. This strategy may need to be modified depending upon the complainant's age and willingness to cooperate.
 - Preserve evidence and documentation provided by witnesses. This may include emails, screen shots, pictures, or physical evidence.
 - Ask for the names of other potential witnesses.
 - Allow the complainant to have an advisor (who may be an attorney) or support person present.
 - Maintain neutrality.
 - Be compassionate and sensitive.
- Depending on the circumstances, you may want to request a written statement. If so, make sure it is signed and dated.
- Remind the complainant that the School prohibits retaliation and what to do if they feel retaliated against.
- Do not promise confidentiality. However, every effort should be made to keep the identity of the involved parties confidential to avoid retaliation.
- Do not use, rely on, or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

Step 5: Interview Other Witnesses

- Witnesses should not be interviewed together.
- Obtain all facts regarding the incident.
 - Ask broad, open-ended questions to narrow questions.
 - Ask for the names of other potential witnesses.
- Preserve evidence and documentation provided by witnesses. This may include emails, screen shots, pictures, or physical evidence.
- Depending on the circumstances, you may want to request a written statement. If so, make sure it is signed and dated.
- Remind witness(es) that the School prohibits retaliation and what to do if he/she feels retaliated against.
- Do not promise confidentiality. However, every effort should be made to keep the identity of the involved parties confidential to avoid retaliation.

Step 6: Interview the Respondent

- Allow the respondent to have an advisor (who may be an attorney) or support-person.
- Obtain all facts regarding the incident.
 - Ask broad, open-ended questions to narrow questions.
 - Ask for the names of other potential witnesses.
- Preserve evidence and documentation provided by the respondent. This may include emails, screen shots, pictures, or physical evidence.
- Depending on the circumstances, you may want to request a written statement. If so, make sure it is signed and dated.
- Caution the respondent against retaliation.
- Do not promise confidentiality. However, every effort should be made to keep the identity of the involved parties confidential to avoid retaliation.
- Ensure that you communicate to the respondent that there is a presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

Step 7: Prepare a Summary of Report

- The School must send the parties, and their advisors, evidence directly related to the allegations, in electronic format or hard copy, with at least 10 days for the parties to inspect, review, and respond to the evidence.
- The School must send the parties, and their advisors, an investigative report that fairly summarizes relevant evidence, in electronic format or hard copy, with at least 10 days for the parties to respond.
- After the School has sent the investigative report to the parties and before reaching a determination regarding responsibility, the decision-maker(s) must afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party.
- Discuss your conclusions and next steps with the Title IX Coordinator.

Step 8: Issue Investigation Findings

- Prepare an investigation findings letter for the complainant and respondent.
- Detail the steps taken during your investigation and the evidence considered, including:
 - How the issue was brought to your attention and what actions you took.
 - Describe who you interviewed and what they told you.
 - Describe the documents you reviewed.
 - Assess the credibility of each witness.
- Further, the letters should include the following:
 - The findings of fact based on the evidence gathered, using the preponderance of the evidence set forth in your policy;
 - Conclusions of law about whether the alleged conduct occurred;
 - Disposition of the complaint;
 - Rationale for the disposition as to each allegation;
 - Corrective actions taken, including disciplinary actions taken against the respondent;
 - Whether remedies will be provided to the complainant; and
 - Notice to both parties of their right to appeal the decision.
- Seek approval from the Title IX Coordinator before mailing your finding letters to the complainant and accused.
- Forward a copy of your findings to the Title IX Coordinator and Human Resources and/or Student Services, if necessary.

Step 9: Record Keeping

- Title IX regulations require the School to keep the following records for seven (7) years:
 - Sexual harassment investigation documents, including any determination regarding responsibility, any audio or audiovisual recording or transcript, any disciplinary sanctions imposed on the respondent, any remedies provided to the complainant
 - Appeals and results therefrom
 - Informal resolution and results therefrom
 - All materials used to train coordinators, investigators, decision-makers, and persons who facilitate an informal resolution process (such materials must also be made available on school website)
- The School should meticulously keep records in case it must ever document how its behavior was not “deliberately indifferent” in a Title IX proceeding.

COMMITMENT TO EXCELLENCE

Together, We Commit to do whatever it takes!

Rocky Mount Prep believes that for scholars to achieve their highest potential, the school, parents, and scholars must work closely together toward a common mission. This Commitment to Excellence agreement defines our shared commitment to your scholar's rigorous college preparatory education, leadership and character development.

Rocky Mount Prep is not just a school. It is a mindset and a set of beliefs. As a public charter school, we are a school of choice. No one is assigned or forced to attend here. Choosing to be a part of this school is a life decision. The right to be called a Rocky Mount Prep Scholar is an honor and a privilege, and it is not always easy. It requires a devout commitment to excellence in academics and behavior, because we don't believe in shortcuts or excuses.

In the end, our scholars learn that success is earned and accomplishment comes from character, hard work, perseverance, and a relentless pursuit of learning.

RMP's and Teachers' Commitment

We believe that every child:

- Can learn, grow, and develop into a responsible and engaged citizen who makes a difference in the world.
- Can go to college, enjoy a meaningful career, and become a leader in life.
- Can improve their intelligence with effort, hard work, and perseverance.
- Deserves to be challenged academically, without lingering gaps in knowledge and skills.
- Must have access to the very best programs and practices.
- Must be engaged in learning that is relevant, challenging, and engaging.
- Thrives socially and emotionally in a caring, respectful, and structured environment that requires personal responsibility.
- Faces significant life choices and needs support in making wise and healthy decisions.
- Deserves educators who are committed to their own professional growth and development.

We fully agree with and commit to the following:

- We believe all children can learn to high levels if we consistently hold them to high expectations and teach to mastery with a challenging curriculum based on proven practices in education.
- We will do whatever it takes to meet each scholar's learning needs.
- We will live and model the school's character values and professional expectations at all times.
- We will always protect the safety and rights of all scholars by enforcing school rules, policies, and procedures.
- We will create a strict but caring and nurturing learning environment with more rewards than consequences.
- We will proactively build strong relationships with families to keep them informed and always endeavor to respond to communications from scholars and parents within 24 hours during the school week.
- We are accountable for our scholars' learning, despite external factors out of our control.
- We will arrive at work on time every day we are physically able and remain until our work is done.
- We will attend and participate in all staff meetings and training to help us grow and continuously improve.
- We will "go the extra mile" by being available to work with scholars and parents to address any concerns.

Signed: Rocky Mount Prep Leadership, Teachers, and Staff

RECEIPT OF SCHOLAR & FAMILY HANDBOOK

**** The form below is a COPY/EXAMPLE of the Receipt of Handbook Agreement. Parents/Guardians will receive a copy of this agreement to sign as part of the First Day of School Packet that is distributed to all scholars on the first day of the school year. ****

My scholar and I have read the Rocky Mount Prep Scholar & Family Handbook for the 2024-2025 school year.

I, along with my scholar, understand the expectations and rules for the school as clearly stated in this handbook. Our signatures indicate that together, we have reviewed and discussed the RMP Handbook and that we join with the staff at RMP in the efforts to keep the school safe and orderly.

The rules expressed in the 2024-2025 Scholar & Family Handbook shall take precedence over any other previously received handbooks from RMP.

The Handbook receipt form is also part of the First Day Packet issued at the beginning of the school year.

Parent/Guardian's First & Last Name (print): _____

Parent/Guardian's Signature: _____

Date: _____

Scholar's First & Last Name: _____

Scholar's Signature: _____

Scholar's Grade: _____



SCHOLAR & FAMILY HANDBOOK 2024 - 2025



Educate. Equip. Empower. Excel!

This Handbook is a living document. Families will be notified as changes are made.