



Scholar-  
Family  
Handbook

2017-2018

*Expect Excellence.*

*Express Excitement.*

*Extend Education.*

*Experience Prep.*

# WELCOME!

## Dear Parents and Guardians:

Welcome to the new school year at Rocky Mount Prep!

Thank you for choosing Rocky Mount Prep (RMP) as your school. We are a public charter school focused on ensuring that every scholar receives the knowledge, skills, and support necessary to become successful and prepared for success—academically, socially, and emotionally. We recognize that education requires a team effort, and we look forward to working closely together with you.

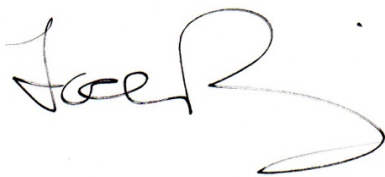
This handbook contains important information that every scholar, and family, needs to understand regarding our policies, rules, and expectations. Please refer to it throughout the year as questions arise, and we will continue to work hard to improve and look for new and better ways to do things. The Board and Leadership reserve the right to change this handbook and policies at any time, so consider this a living document.

Once you read the handbook, please sign and return the Handbook Receipt form and other forms located at the end to let us know that you have read and understand it. Please also sign the Commitment To Excellence that comes with this Handbook.

The Board of Trustees, leadership, faculty, and support team members are committed to making our school, a School of Excellence.

We look forward to a great year working together with you and your scholar.

Sincerely,

A handwritten signature in black ink, appearing to read "Todd Pipkin". The signature is fluid and cursive, with a long, sweeping underline that extends to the right.

Todd Pipkin Rocky  
Mount Prep Head  
of School

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## OUR MISSION

*Expect Excellence*

*Express Excitement*

*Extend Education*

*Experience Prep*

Our mission is to inspire scholars to **expect excellence, express excitement, extend education, and experience Prep** to achieve their dreams for college, career, and life in a competitive global marketplace.

## OUR CORE CHARACTER VALUES

### Integrity

Always Do the Right Thing

### Service

Treat Others with Kindness and Respect

### Responsibility

Take Ownership for My Choices

### Excellence

Do My Best to Be The Best

### Perseverance

Work Hard and Never Give Up

# SCHOOL LEADERSHIP TEAM

The school's Board and leadership 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 e-mails and telephone calls within two business days.

## Board of Trustees

Ricky Parks, Chairman  
Jean Kitchin, Vice-Chairman  
Kelly Shore, Secretary  
Daniel Harwell, Treasurer  
Thomas Parrish  
Marcus Whitaker  
Michael Wiggins  
Dewey Clark  
Kelli Byrd  
Henry Brown

## Leadership Support Team

Todd Pipkin, Head of School  
Chaunte Garrett, Chief Academic Officer  
Shaneki Cauble, Director of Finance  
Glorious Crowder, Human Resource Specialist  
Vontina Green, Director of Transportation  
Jordan Griffin, Director of Communications and Recruiting  
Nisha Gonzalez, Student Information Data Manager  
Victor Balasoto, IT Director  
Keith Adkins, IT Specialist  
Princess Mayfield, Executive Administrative Assistant  
Geraldine Williams, Administrative Assistant  
Faith Boakye - Director of Specialized Services

## School Leaders

### Principals

Beverly Joyner, Elementary School  
Benjamin Eustice, Elementary School  
Adonis Blue, Middle School  
Maurice L. Moore, High School

### Deans of Instruction

Debbie King, Elementary School  
Amber Brewer, Elementary School  
Melody Lynch, Secondary School  
Lisa Bulluck, Middle School

### Counselors

Marsha Winstead, Elementary  
Sheryl Umstead, Middle School  
Inezia Anderson, High School

# GRIEVANCES AND CONCERNS

The Board of Trustees (“Board”) and leadership of Rocky Mount Prep (“School”) value open communication and dialog between parents, faculty, leaders and the Board. We believe that we should listen to parents and that individuals can generally resolve disputes 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 believe it is important to communicate with, and address grievances and concerns, in a respectful manner, and we expect the same level of respect from school staff, parents, guardians, and scholars.

When families need to raise a problem or concern with Rocky Mount Prep staff or, in certain instances, 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, and if they have not we will direct parents to the previous steps.

This policy does not apply to student 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 business days to respond. If you do not get a response, please contact the school office to ensure the message was received.

School is a busy place, so please schedule meeting or phone conferences in advance after school, so it does 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 business days and schedule a meeting within five (5) school days. If the complaint involves the Principal, the staff member must first address the issue with the Principal and work reasonably, respectfully, and in good faith to solve the problem.

**Step 4: Contact the Chief Academic Officer or Director of Finance**

If the matter not resolved, the concern may be addressed to the CAO via phone or email. The CAO shall respond to your contact within one to two business day and schedule meetings within five (5) school days. If the concern involves the CAO, the parent must first address it with the CAO and work reasonably and in good faith to solve the problem. Formal grievances regarding violations of the law, the school’s charter, should be filed in writing.

**Step 5: Appeal to the Head of School**

Once steps 1-4 have been followed, the concern may be brought to the attention of the Head of School. The HOS shall respond to your contact within one to two business day and address your concern.

**Step 6: 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 deems appropriate, including a hearing before the board. The Chairman will respond to the appeal within 10 school days of receipt of the appeals request. 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, 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.

## **IN CASE OF INCLEMENT WEATHER**

In the case of unplanned early releases or school closures, electronic alerts will be sent directly from Rocky Mount Prep and an announcement will be posted on our website and social media. We will also contact WRAL to post delays and closings.

Please ensure that the school has your updated contact information so that you will receive the call-outs.

**Please note that we reserve the right to set our own schedule for making up missed time due to weather and will not necessarily follow the same make-up schedule as other school districts.**

## **PERSONAL CONTACT & CUSTODY INFORMATION**

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.

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 that the information can be updated in the system. Failure to keep the school informed may result in your not receiving important information concerning academic, disciplinary, and/or health conditions and may result in the loss of an opportunity to be an actively 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.

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. This will assist in the security of your scholar when determining eligibility of individuals requesting to sign him/her out.

## MESSAGES/PHONE USE/VOICEMAIL

Scholars and teachers may not receive phone calls or messages during the school day. Please contact the school. Scholars are allowed to use the office telephone only in cases of emergency or unplanned events.

If you need to get a message to your scholar's teacher, please contact the main office and leave a message or email the teacher directly. Our teachers check their messages a minimum of once a day. They will return your call or email within two business days. If you still have a concern after talking with them, please contact the principal, assistant principal or dean for that division.

All transportation changes need to go through the front office prior to 1:00 PM, Monday-Thursday, and prior to 10:00 AM on Friday. Please email [transportation@rmprep.org](mailto:transportation@rmprep.org) for all transportation changes.

## VISITOR/VISITATION POLICY

Rocky Mount Prep welcomes and encourages parents/guardians, parent designates, 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 lunch, school materials and other items. Planned school visits may include conferences with teachers or administrators, discipline meetings, and IEP meetings.

**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 front office upon arriving on campus and have your ID present and available in order to enter the building.
- Sign-in at the Visitor's Station in the main office upon entering school grounds and wear a visitor's badge during your visit. When signing-in, the visitor is required to provide his/her name, and the purpose for visiting. A visitor's identification badge will be provided at time of arrival and collected on departure. (Please note: Faculty and staff have been instructed to escort anyone not having a visitor's badge immediately to the main office for identification).
- Turn off cell phones prior to entering buildings and/or classrooms.
- Schedule visits/appointments with staff during **non-instructional** time (preferably after school).
- Visitors will be escorted by an administrator to the designated location.

**Please note:** Scholar information/status will only be provided to individuals with written permission from the parent or guardian.

## ADMISSIONS

### *Open-Enrollment Admissions Policy*

RMP is a K-12 public Charter school. As a charter school, we are supported by public funding and are free and open to any scholar of eligible age who wants to attend.

RMP is committed to admitting any scholar who submits an enrollment application, provided approved capacity has not been reached. We will not discriminate against any applicant on the basis of actual or perceived disability, gender, nationality, race or ethnicity, religion or sexual orientation. The school is nonsectarian in its programs, admission



policies, enrollment practices, and all operations; we will not charge tuition nor determine admission by place of residence.

No pre-admission testing is required. We will submit a request for school records upon acceptance. To determine scholar's placement, kindergarteners will be assessed prior to the first day of school. RMP reserves the right to place accepted scholars in the grade level appropriate to scholar achievement, regardless of the scholar's grade or age, in order to help each scholar master academic content as quickly as possible.

### ***Application Process***

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

### ***The Lottery***

RMP will admit all scholars who wish to attend the school subject to capacity. Applications will be accepted during a publicly advertised, open application period, each year for enrollment the following school year. This period is normally in the first quarter of the calendar year and will be announced when approved by the Board of Trustees.

Following the open application period each year, applications are counted to determine whether any grade level has received more applications than capacity allows. In the event that this occurs, RMP will hold a public, random, electronic drawing (lottery) to determine enrollment for the impacted grade level, with the exception of existing scholars, (2nd year forward), who are guaranteed enrollment.

Enrollment preferences in the case of a public random electronic drawing shall be allowed only for the following:

- Scholars of paid staff of RMP
- Siblings of currently enrolled scholars (documentation is required)

At the conclusion of the lottery drawing, all scholars who were not granted admission, due to capacity, will be placed on a wait list, in the order in which they were drawn in the lottery. This wait list will allow scholars the option of enrolling in the event of an opening during the first 20 days of the school year. Scholars who apply after the lottery, will be added to the wait list in the order in which applications are received. Under no circumstance will a wait-list carry over to the following school year; a new application for the following school year must be submitted.

### ***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 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 or guardian sign this form.
- ***Child Nutrition Form.*** This form is an application used to determine eligibility of families to receive free and reduced breakfasts and lunches under USDA Federal guidelines.
- ***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, else scholars will receive a medical suspension. 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 telephone 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 in scholar's homes.
- **Parent/Scholar Agreement.** RMP feels strongly that success for scholars requires a commitment from both scholars and parents to the mission and vision of RMP. All parents or guardians will be asked to sign a Commitment to Excellence that describes commitments from the school, scholar and family. Scholars will not be denied admission or withdrawn for failing to sign the Commitment, however we do require that it be signed.

**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 Student Data Manager.**

### ***Letter of Intent to Maintain Enrollment***

Each year it is necessary for parents/guardians to submit a Letter of Intent to secure your scholar's seat for the following school year. The form will be available on our website ([www.rmprep.org](http://www.rmprep.org)) beginning in January. The form must be completed and submitted before the deadline, which will be posted on our website.

### ***Transfers***

A withdrawal form must be completed prior to the school releasing scholar records and the withdrawal process followed as indicated on the withdrawal form. The school asks that, whenever possible, parents provide at least two weeks' notice if a scholar must transfer from RMP for any reason. This notice will allow the school to begin the transfer process and enable us to fill the vacant seat with another scholar from the waitlist.

### ***Withdrawal Process***

- Meet with the Principal to ensure all school materials have been returned/fees paid/return school issued ID
- Meet with the Director of Finance/staff of the Financial Department to clear child nutrition
- Meet with the Data Manager and complete a withdrawal form (indicating which school the scholar is transferring to)
- Meet with the Chief Academic Officer and/or Head of School for an exit interview

### ***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 designates (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 specific, 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.

### ***Video & Photography Permission***

When you enroll your scholar at RMP, you are asked to sign a media release. From time to time, photographs or

videos may be taken of your scholar by news media, RMP public relation publications, our website, 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 back of the handbook 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.

## **ATTENDANCE**

RMP believes that scholars need to be at school to maximize their 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. Making up missed assignments, while required, cannot replace classroom time.

### ***School Hours (ARRIVAL AND DISMISSAL)***

School hours are 8 a.m. - 3:30 p.m. Monday through Thursday and 8 a.m. - 1:00 p.m. on Fridays, or on the day before holidays (i.e. Wednesday before Thanksgiving).

Scholars must arrive to school by 7:45 AM to ensure they will be in their first class by 8 a.m. Adult supervision begins at 7:30 AM in designated locations (currently in the gym, school labs, cafeteria, and Elementary and Secondary drop off location where signs are posted); RMP does not assume responsibility prior to 7:30 or if a scholar is out of place. *No scholar will be admitted into the main school building before this time.*

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 consequences.

Early dismissal on Fridays provides our staff the opportunities to engage in professional development, training, planning and collaboration and analyzing scholar academic progress. It also gives scholars and families a longer weekend every week. This is not a time for meetings with parents unless approved by a school leader.

**To receive the full benefit of the education provided by Rocky Mount Prep, it is imperative for scholars to arrive at school on time and stay for the entire school day.**

### ***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
- Serious family emergencies
- 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

Any scholar who is absent with an illness for more than three days must bring an official note signed by a doctor to the homeroom teacher 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.

### ***Unexcused/Unlawful Absences***

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 to 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 two 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.

### ***Truancy***

State law mandates that parents be notified through truancy notices when scholars are habitually absent and/or tardy. It is unlawful for any scholar between 6 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 and legal action may be pursued.

**LEVEL 1**—The school office issues the **1st Truancy Notice** to parents when a scholar has:

- Three days of unexcused absences, including tardies (3 tardies equates 1 day)

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

- Six unexcused absences, including tardies (3 tardies equates 1 day)

**LEVEL 3—Truancy officer is notified** when a scholar has:

- Ten unexcused absence, including tardies (3 tardies equates 1 day)

### ***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 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. Breakfast services are available from 7:30 a.m. to 7:55 a.m.; thus, scholars must arrive to school prior to 8 a.m. to partake.

**If arriving at school after 8:00 a.m., a parent/guardian must accompany their scholar to the Scholar/Visitor Sign-In/Out Station located in the main office and sign them in. Scholars will receive a tardy pass, which must be given to the homeroom teacher before proceeding to the classroom.** If a scholar enters class late and does not have a pass, the teacher will require the scholar to return to the main office to check in and obtain the pass.

**Please note that three (3) unexcused tardies will count as one unexcused absence.** Parents/guardians will be notified of the update made to the scholar's record. Please note that any scholar with excessive (20 in year long course or 10 in semester long courses) or more absences will not be promoted. Excessive tardiness may result in disciplinary consequences at the discretion of the administrator.

### ***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.

### ***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.

Requests for early dismissal of scholars may be made in cases of emergency. Early dismissal for 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 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. Email [frontdesk@rmprep.org](mailto:frontdesk@rmprep.org) and the scholars teachers to alert the school for all scholars impacted by the appointment. **Telephone requests will not be honored.**

Scholars may not sign themselves out of school without a note from their parent 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.

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

**Early checkout ends at 2:45 p.m. on Monday through Thursday and 12:15 p.m. on Friday.**

### ***Promotion and Retention Due to Attendance***

Scholars who have 20 or more total absences during the year will 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 in that class. The scholar may be required to repeat the class the following year, or attend summer school. If a scholar has multiple failures, the school may decide to retain that scholar the following year. Additionally, scholars retained for attendance reasons are ineligible to participate in end-of-the-year trips or other rewards and opportunities.

## **CURRICULUM AND INSTRUCTION**

Rocky Mount Prep follows the North Carolina Department of Public Instruction's Common Core Standard and Essential Standard guidelines. Principals, Assistant Principals and Deans of Instruction oversee the instruction and evaluation of programs and teachers for their divisions.

### **Technology Resources**

RMP takes advantage of technology by blending the best of teacher-led learning using proven methods with online learning. At RMP, we are implementing various blended learning models to personalize instruction to meet scholar needs.

### ***Textbooks and Supplies***

Rocky Mount Prep furnishes all textbooks and instructional materials (except for school supplies) and they remain school property. Before new books are issued, parents will be required to reimburse the school. The list of supplies by grade level is available online or from the classroom teacher.

### **Homework**

Rocky Mount Prep 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 are strengthened. All scholars should read independently for 20 minutes in addition to any homework assignments.

Classroom teachers assign homework using the following guidelines and objectives:

1. To serve as an extension of the learning process
2. To reinforce skills taught through practical application
3. To improve work habits and study skills
4. To develop a sense of responsibility
5. 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:

1. Schedule daily study times in a quiet, well-lit location.
2. Talk to your child about his/her school activities every day.
3. Keep a supply of paper, pencils, and other materials in the study area.
4. Check your child's completed homework daily.
5. It is important to encourage children to seek help from parents if they are struggling with an assignment.
6. 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 non-participation.

## ***Grading Scales***

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

M= Mastered S = Satisfactory

N = Needs Improvement U = Unsatisfactory

### ***Grades 2-12 will use the following grading scale (new)***

*In grades 2-5, we will follow a 10-point scale, as mandated by the State of North for all public schools in grades 6-12:*

A = 100 – 90

B = 89-80

C = 79-70

D = 69-

F = Below 59

## ***Progress Reports and Report Cards***

Progress reports will be sent home every three (3) 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.

## ***Retention Policy Due to Grades***

RMP believes in maintaining communication with scholars and parents about achievement throughout the year in each grading period. Parents will be provided with information that will clearly state retention warnings if their scholar is not ready for promotion to the next grade. At the end of the school year, a team of school administrators and teachers will review each scholar's achievement file and individual needs to determine retention. Parents will be included throughout the process via telephone and in writing.

State law requires all third grade scholars who do not pass the end-of-grade reading test to be retained. We offer summer reading camp for these scholars.

## Graduation Requirements (Grades 9-12)

Scholars who graduate from Rocky Mount Preparatory School are expected to complete a rigorous course of study. The school will advise you in the proper course of study to best help scholars meet the demands of selective college admissions. During the 2017-2018 academic year, the high school will implement a “4 x 4 Block”, (**four 90-minute class periods**), schedule in which scholars would take and complete four subjects each semester. Scholars who enter this schedule in their Freshmen year will have the opportunity to earn 32 credits in the course of their four years in high school. This includes but is not limited to the following preferred courses of study:

AREAS OF STUDY	FUTURE-READY CORE Course of Study Requirements	FUTURE-READY OCCUPATIONAL Course of Study Requirements
English/Language Arts 4 Units/Graduation Project	4 Credits I, II, III, IV or a designated combination of 4 courses	4 Credits OCS English I*, II*, III, IV

Mathematics 4 Units	4 Credits Math I, Math II, Math III, Advanced Functions, Pre-Calculus, Calculus (Algebra I, Algebra II, Geometry)	3 Credits OCS Introduction to Mathematics OCS Algebra I* OCS Financial Management
Science 4 Units	4 Credits A physical science course, Biology, Environmental Science, and Earth Science(RMP)	2 Credits OCS Applied Science OCS Biology*
Social Studies 4 Units	4 Credits Civics and Economics, World History, American History I: Founding Principles and American History II OR AP US History**, additional social studies course**	2 Credits OCS Social Studies I (Government/US History) OCS Social Studies II (Self-Advocacy/ Problem Solving)
Health/Physical Education 1 Unit	1 Credit Health/Physical Education	1 Credit Health/Physical Education
World Languages	2 credits A two-credit minimum is required for admission to a university in the UNC system.	Not required
Electives or other requirements**	9 credits	6 Credits Occupational Preparation: OCS Preparation I, II, III, IV***** Elective credits/ completion of IEP objectives/Career Portfolio required
<b>Total</b>	<b>28 credits</b>	<b>22 credits</b>

Exit Standards for Graduation: Completion of Graduation Project, and score a Level III or IV on each of the five



named end-of-course (EOC) assessments – Algebra I, Biology, English 9, Civics/Economics, and S. History to meet state standards.

\* OCS courses aligned with Future Ready Core courses in English I, English II, Algebra I/Integrated Math I, and Biology (New Common Core State Standards and new NC Essential Standards implemented in the 2012-13 school year).

\*\* A scholar who takes AP US History instead of taking US History I and US History II must also take an additional social studies course in order to meet the four credits requirement.

Amendments to graduation requirements (though still within state graduation requirements) may be necessary when previous school attendance and transition of course selections make such acquisition impossible. It is the underlying philosophy of Rocky Mount Prep, the administration and faculty to facilitate the positive and effective matriculation of all of its scholars. Graduation and college and career readiness are of the utmost importance to the mission of the school.

#### **Requirements for scholars in the College Prep Program:**

1. Pass all requirements of individual coursework and EOC tests prescribed by RMP and the State of North Carolina
2. Take the ACT
3. Clear all financial and other responsibilities to the school
4. Completion of community service hours

#### **Requirements for scholars in the Occupational Course of Study Program:**

1. Pass all requirements of individual coursework and EOC tests prescribed by RMP and the State of North Carolina
2. Clear all financial and other responsibilities to the school
3. Completion of vocational service hours

## **SPECIALIZED SERVICES**

***Rocky Mount Prep 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 the regulations implementing those laws. Our Exceptional Children's teachers provide a high level of specially designed instruction to our scholars with special needs. They work together with 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

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

who:

- Have various types of diagnosed physical or mental impairments that are shown to 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.

Scholars who meet the qualifications for a Section 504 plan may be in need of certain accommodations and/or modifications. Examples of cases may include:

- Scholars with physical disabilities who need a physical therapist to be involved as a consultant in their educational services but who do well in regular classes.
- Scholars with attention deficit disorder who can succeed in the regular classroom with classroom accommodations.
- Scholars with auditory deficits who can function well within the regular classroom if auditory trainer equipment is made available to them.

Our Director of Specialized Services is the contact person for questions related to scholars with disabilities.

Complaints about Section 504/ADA violations are usually investigated by the U.S Department of Education's Office of Civil Rights, the federal enforcement agency for Section 504/ADA. 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 criteria.

### ***Evaluations for Suspected Disabilities***

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 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.

### ***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 online. 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.

## **TUTORING**

Teachers are encouraged to provide after-school tutoring Monday through Thursday. A comprehensive tutoring schedule will be provided by your scholar's teacher at the beginning of the school year. If you would like your scholar to stay for tutoring, please make sure to notify your scholar's teacher in advance so that the teacher is aware that your scholar is staying for tutoring. Please feel free to contact your scholar's teacher if you have any questions about tutoring, or the days and times that tutoring is provided.

## **EXTRACURRICULAR ACTIVITIES**

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 school's leadership team.

## **SCHOOL UNIFORMS**

RM Prep enforces our uniform policy. Wearing clean and complete uniform sends two important messages: 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.

### **OUR SCHOOL UNIFORM CONSIST OF THE FOLLOWING:**

<b>Grade Level</b>	<b>Polo Shirt Color</b>	<b>Pant/ Skirt Color</b>
Kindergarten- 5 <sup>th</sup> grade	Navy Blue	Khaki Navy
6 <sup>th</sup> grade- 8 <sup>th</sup> grade	Dark Green	Khaki Navy
9 <sup>th</sup> grade- 12 <sup>th</sup> grade	Light Blue	Khaki Navy

### ***Shirts***

Scholars in grades K-5 wear navy blue short-sleeve or long-sleeve polo shirts. Scholars in grades 6-8 wear dark green short-sleeve or long-sleeve polo shirts. Scholars in grades 9-12 wear light blue short or long-sleeve polo shirts. Only white, long or short sleeve T-shirts may be worn under the shirts; however, long sleeve white t-shirts must not be worn with short sleeve polo shirts. **Shirts must fit appropriately, be clean, and tucked in at all times.**

### ***Bottoms***

Boys are expected to wear navy or khaki pants, or shorts, and girls must wear navy or khaki pants, shorts, skirts, skorts, or jumpers. Skirts and shorts must hang no more than four inches above the knee. No plaid jumpers will be allowed. Pants must fit, be appropriately sized, and worn at the waist. Tight-fitting shorts, sweat pants, denim pants, jeggings, spandex, and leggings are not allowed.

### ***Outerwear***

Navy blue sweaters, sweater vest, or fleeces are permitted.

### ***Shoes***

Any closed toed shoe is acceptable.

### ***Belts***

Scholars are required to wear a belt if loops are on their pants, shorts, or skirts. No specific color required.

### ***Dress Code Violations***

School leaders, faculty, and staff will respond immediately to violations of our dress code policy. First-time offenders that do not comply with the uniform policy will receive a call to their parent. The second time a scholar fails to comply with our uniform policy the parent will be required to meet with an Administrator.

### ***Where to Purchase Uniforms***

For your convenience, RMP has partnered with Belk to set up convenient and affordable uniforms with our school's specific policy. Uniforms are available in all sizes at Belk located at Golden East Crossing, 1100 N Wesleyan Boulevard, Suite 9101, Rocky Mount, NC 27804.

Other retail locations are feasible options and are equally acceptable when purchasing uniforms. For a list of approved uniform choices, parents can visit our "Uniform Guide" at [rmprep.org](http://rmprep.org).

## **FAMILY ENGAGEMENT & COMMUNICATION**

We consider parents as partners and encourage their active involvement in the school. Parent engagement positively impacts scholar, teachers, and administrators; who in turn feel valued, acknowledged and supported.

### ***Parents at Rocky Mount Prep 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, at school is to demonstrate consistent interest in their scholar's progress and support their best efforts
- Aware 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
- Welcome to attend school meetings, orientations, conferences, school events, 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
- 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.

### ***Parent Involvement Policy***

We will enlist the help of parents/guardians in the following capacities:

1. Assist in the process of school review and improvement
2. 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
3. Develop activities that promote the schools' and parents' capacity for strong parent involvement

4. Coordinate and integrate parent involvement strategies with appropriate programs, including the requirements of other federal title programs, as provided bylaw
5. Work with us to remove barriers to participation by parents who are economically disadvantaged, disabled, have limited English proficiency, literacy, or disparagement
6. Participate and provide feedback on school activities

### ***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 standard.

Title I is a part of the federal 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 Common Core Standards 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 the school.

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 create the best learning conditions for scholars and the development and enhancement of the home/school relationship is foundational to their success.

### ***Parent Notification of Teacher Qualifications***

As a school-wide Title I school, parents of Rocky Mount Prep scholars have the right to know the professional qualifications of the classroom teachers who teach your scholar. Rocky Mount Prep 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 the teacher meets the state qualifications and licensing criteria for the grades and subject him/she teaches;
- Whether the teacher is teaching under emergency or provisional status because of special circumstances;
- The teacher's college major, whether the teacher has any advanced degrees, and the field of discipline, certification or degree;
- Whether paraprofessionals provide services to their scholar and, if so, their qualifications

If you would like to receive any of this information, please contact Human Resources at 3334 Bishop Road, Rocky Mount, NC 27804, (252) 443-9923.

## ***Parent Communication***

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

- Letters
- Email Newsletters
- Postcards
- Voicemail Messages
- Text Messages

## ***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 business days. Please note that every staff member has a dedicated email address. Our teachers check their messages once a day after school. They will return your call or email within two business days. If you still have concerns, please contact the principal or administrator of your school.

## ***Parent Conferences***

Formal parent/teacher 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 visitation policy for more details.

## ***Volunteering***

We encourage parents, guardians, and community members to volunteer. Examples of volunteer opportunities are:

- Mentor or tutor a scholar
- Supervise or play with scholars during lunch
- Assist in classrooms as needed by teachers
- Monitor the playground
- Assist with small reading or math groups
- Help in the learning lab
- Shelve, check out and repair library books
- Chaperone field trips or school events
- Share your work or career
- Help teachers with classroom displays -- posters, bulletin boards, hallway art displays
- Lead, coach or volunteer for after-school activities, clubs or teams
- Contact a paper or printing company and offer to collect outdated or unwanted paper products
- Host a talk at work to promote the school
- Organize fundraising activities to benefit the school
- Share any fund-raising experiences and ideas
- Organize the School Uniform Exchange
- Buy or send in school and art supplies
- Complete projects that teachers may use as instructional models
- Shop for school supply donations – pencils, pens, paper towels, wet wipes, bleach wipes or Ziploc bags
- Request that your company or organization donate art supplies
- Attend/participate in Parent Teacher Association (PTA) Meetings

Volunteers are expected to follow all policies and procedures defined by the law and the School and **are required to pass a criminal background check. School administration reserves the right to relieve any volunteer of his or her responsibilities.** Volunteers who pass the required background check and training may

participate in a variety of tasks and activities to help scholars and staff. Please speak with anyone in the main office to pick up a Volunteer Application and to discuss how you can contribute through the many volunteer opportunities available.

## **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 business days prior to the trip and remains in effect for two years. Once expired, background check information **MUST** be resubmitted to confirm continued eligibility.

A background check authorization may be obtained online or in the in the main office. Parents must also provide a copy of their driver's license and insurance information, when driving on school field trips, prior to the event, to ensure liability coverage in case of an incident. Parents with scholars in more than one school division only need to have **ONE** background check completed as clearance information is shared between divisions.

## **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***

RM Prep 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.

## **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 comprised 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-Teacher 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. Bylaws and elections are held in the spring of each year.

# 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 make a difference for the education, health, and welfare of children and youth.

## BREAKFAST AND 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.

Rocky Mount Prep 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 sent already prepared. Microwaves will not be available. Parents are welcome to eat lunch with their scholar during their scheduled lunch time provided that parents check-in at the front desk, allow their driver’s license to be scanned in the background system and that they have previously been identified and placed on the scholar’s emergency contact list.

All scholars with food allergies and special dietary requirements must submit a notice from their doctor to their homeroom teacher, stating the specific restrictions. To minimize the spread of viruses and the risk of allergic reactions, scholars are encouraged to refrain from sharing food with other scholars.

Rocky Mount Prep participates in the federal free-and-reduced lunch meal program. To be eligible, parents/guardians must fill out a form that will be sent home and is available in the front office. Please call the office to talk with our Food Specialist with questions.

Meals are to be paid in advance of the meal being received. Scholars are allowed to charge five meals before charging privileges are revoked. Scholars whose meal arrangements are not made prior to the school day will be offered an alternate lunch free of charge.

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

- Breakfast \$2.25
- Elementary School Lunch \$3.25
- Middle/High School Lunch (larger portions) \$3.50

Scholars who qualify for reduced lunch will eat breakfast for free and lunch will be \$.40.

## HEALTH AND 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 inform the school and provide a doctor’s note 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. We also have an emergency First Response Team on campus who are able to administer CPR, use a defibrillator, and administer an epi-pen when determined necessary.



## ***Sick Room***

Parents will be notified whenever a scholar has been referred to the school's Sick Room in the front Office, if there is a serious health concern, or if the scholar is too sick to remain in school. Please update the school whenever your contact information changes. If a scholar has been deemed sick enough for the sick room (fever, diarrhea, vomiting or issues breathing) they will not be allowed to ride the bus home.

## ***Illnesses***

While no parent wants 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 to pick up scholars must come to the main office to sign scholars out if they are too ill to remain at school. For safety purposes, your child will only be permitted to remain in the sick room for 90 minutes from the time that you have been contacted, at which point **911** will be called. Please observe the following guidelines to determine whether or not your scholar should stay home:

- Temperature of 100.5 degrees or greater
- Diarrhea or vomiting two or more times within 24 hours.
- Must be without fever for 24 hours in order to return to school
- Communicable diseases need a doctor's note for verification of treatment and clearance to return to school. Including but not limited to: Flu, Chicken Pox, Pink Eye, Ringworm, Serious Skin Rash, Head lice, and Strep Throat.
- With illnesses requiring the administration of antibiotics, please allow a period of 24 to 48 hours (or as directed by a doctor) before sending your scholar back to school.

## ***Accidents***

School staff members administer initial treatments to minor injuries. The scholar's emergency contact will be notified immediately by phone whenever there is an accident, or medical treatment is administered, and an Accident/Injury Report will be filled out. In such cases, **it is especially crucial that the school has current telephone numbers for parents and alternate/emergency contact information in the event that a parent is unavailable.**

## ***Medication***

It is the policy of RMP that any scholar who is required to take medication during the regular school day, prescription or over the counter, may be assisted by designated school personnel if the school receives:

- Completion of Medical Form by the prescribing physician detailing the medication name, dosage, dispensing method, and time schedules for medication to be taken
- A written statement from the parent/guardian of the pupil indicating the desire that the school assist the scholar in the matters set forth in the physician's statement

Medication forms are available at the main office. **Scholars may not carry, or use, any medication, including over the counter, and prescription, without written physician and parent/guardian consent. Medication must be housed in the main office (with the exception of an inhaler accompanied with a doctor's note stating permission to carry).**

Self-administration of certain medications may be permitted if arrangements are made with the principal. School staff is not permitted to administer any medication at any time without a written authorization by a physician and parent/guardian. A scholar's parent/guardian is responsible for picking up any remaining medication at the end of the school year. Medication left in the main office after the last day of school will be destroyed.

## **FIRE DRILLS AND EVACUATIONS**

The school will have at least one fire drill per month during school hours, two lock down drills throughout the school year, and one 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.

## 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 these 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 with maximum allowable grade of an 80%. Parent contact will be made.
- **2nd Offense:** A “Zero” or No Credit for assignment. A meeting with scholar, parent, and faculty member 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.

## ACCEPTABLE USE OF TECHNOLOGY

*Rocky Mount Prep scholars respect the tools that the school provides for them to use.*

Rocky Mount Preparatory School is committed to the safety of our scholars and has put in place sophisticated Internet content filtering software to protect scholars from unacceptable sites and content. Scholars who

willfully bypass the filtering system will face consequences.

Scholars are expected to use school computer equipment and access in a reasonable manner consistent with school rules. They are responsible for good behavior using computers just as they are in a classroom or school hallway. Scholars who gain access to undesirable Internet content must report this content to the closest adult.

### ***Cell Phone/Electronic Devices Policy***

- Cell phones and electronic devices (including but not limited to personal mp3 players, iPods, iPads, tablets, e-readers, headphones, and/or other media devices) are not to be used during school hours **unless authorized by a school leader.**
- Cell phones must be kept OFF and out of sight during school hours.
- Cell phones must be kept IN LOCKERS OR BACKPACKS, not pockets or purses, while on school premises.
- Cell phone permission may be granted if an emergency is determined by school administration. A school phone will be made available to scholars in the case of emergencies.
- Loss of privileges or confiscation of the device may occur.
- RMP is not responsible for lost or stolen devices.
- The confiscated device may be picked up by the scholar's parent or guardian at the end of the school day, at the main office.
- Items not picked up within seven days from the end of the school year, will be donated to local charities.

### ***Internet and 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.

### ***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.

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 adult for violation of this 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. A Felony will follow a scholar for the rest of his or her life.***

### ***Electronic Use Policy Infractions:***

- 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, or scanners)
- 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-proxyscripts
- Setting personal passwords on computers
- Entering network rooms without a classroom administrator present

## **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 Facebook, Instagram, Twitter, Kik Messenger, Snapchat, etc. Social Networks are public and lack privacy, contrary to the belief of many scholars. In the Commitment to Excellence form, scholars and parents are made 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. 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 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 hints towards the illegal usage of drugs, or alcohol.
- Information that hints towards participation in any illegal activity.
- Information that 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. The use of social networks in an inappropriate fashion can be addressed in two different forms.

- 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. Although the information is unable to be seen, it will be masked and not seen unless researched. The purpose of meeting with a scholar regarding social networks is to help a scholar make better decisions about how they present him/herself 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. 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.

## Transportation

### Bus Behavior

1. **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.
2. **Stay in assigned seats and keep feet out of the aisle at all times.** There are no exceptions to this rule. Do not get out of your seat to help a teammate, to clean out someone else's trash, or anything else. Furthermore, feet must be out of the aisle, as feet sticking out create a trip hazard. Staying in your assigned seat is a non-negotiable to ensure your scholar can continue to ride home and will minimize any confusion on the bus.
3. **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.
4. **Leave it better than you found it.** 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, etc. Take pride in your seat. It will be yours for the year.
5. **Food, candy, and drinks must be consumed off the bus.** Under no circumstances is it acceptable for any food, gum, candy, drinks etc. to be eaten on the bus routes. It only takes one bump of the bus for something to get caught in your throat, food to go down the wrong pipe, or drinks to spill. This is for your safety first and cleanliness second.
6. **Greet your driver and be appreciative.** The expectation is that scholars and drivers greet each other upon boarding the bus with a friendly good morning, hello, good evening, how are you today, etc. Upon exiting the bus, scholar should, at the very least say thank you, but respectful creativity is applauded such as have a great day/night, much obliged, thanks and see you tomorrow, etc.
7. **Riding the bus is a great time to read and study.** Many scholars have long rides and a quiet bus is a great place to read and do some extra studying. However, any writing must be done off the bus. All writing utensils (and anything else sharp) must remain in backpacks. This is a serious safety hazard.
8. **Respectful Dismissal.** When the bus arrives at school, wait until the bus driver has turned to face you and

dismisses the bus. Ladies will be dismissed first. If a scholar on the window seat needs to get off first, the aisle seat should step out and step back to let the person off the bus.

## **SCHOLAR SECTION**

### **SCHOLAR BEHAVIOR**

#### **Policy Code 4300**

All decisions related to student 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. Student behavior policies are provided in order to establish: (1) expected standards of student behavior; (2) principles to be followed in managing student behavior; (3) consequences for prohibited behavior or drug/alcohol policy violations; and (4) required procedures for addressing misbehavior.

#### **A. PRINCIPLES**

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

- Student 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 student 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 student 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.

#### **B. COMMUNICATION OF POLICIES**

The Head of School shall incorporate information from into a Code of Student Conduct that notifies students 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 Code of Student Conduct may include additional rules needed to implement the board's student behavior policies. Each school shall create a student behavior management plan which shall elaborate further on processes for addressing student misbehavior and use of intervention strategies and consequences. The Code of Student Conduct shall incorporate, by reference, any additional student behavior standards, prohibited conduct or disciplinary measures identified in individual school behavior plans developed. Policies will be aligned and consistent with law and board policy. The Code of Student Conduct shall not impose mandatory long-term suspension or expulsion for specific violations unless otherwise provided in state or federal law. At the beginning of each school year, principals shall make available to each student and parent all of the following: (1) the Code of Student Conduct; (2) any board policies related to behavior that are not a part of the Code of Conduct; (3) any related administrative procedures; (4) any additional discipline-related information from the schools' student behavior management plan, including behavior standards, prohibited conduct or disciplinary measures; (5) the student due process to appeal long term suspension; and (6) any other school expectations. This information must be available at other times upon request and must be made available to students enrolling during the school year and their parents. For the purpose of board policies related to student behavior, all references to "parent" include a parent, a legal guardian, a legal custodian or another caregiver adult authorized to enroll a student.

### **C. APPLICABILITY**

Students must comply with the Code of Student 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 student's behavior has or is reasonably expected to have a direct and immediate impact on the orderly and efficient operation of the schools or the safety of individuals in the school environment.

### **D. CONSEQUENCES FOR VIOLATIONS**

Violations of the Code of Student Conduct must be dealt with in accordance with the guidelines established in the school's behavior management plan.

#### **Minor Violations**

Minor violations of the Code of Student Conduct are those less severe infractions which involve a lower degree of dangerousness and harm. Examples of minor violations include 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 Code of Student 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;
- suspension from bus privileges.

The parent is responsible for transportation that may be required to carry out a consequence. With the exception of suspension from bus privileges, if a parent is unable to provide transportation, another consequence will be substituted.

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

## **STUDENT CODE OF CONDUCT**

An educated citizenry is essential to good government in this country and cannot exist without effective schools. The effectiveness of the school depends in large part on the maintenance of discipline and good order in the schools. The Board earnestly solicits the cooperation of every student, every parent and the community at large in its effort to maintain order and safety in the Rocky Mount Prep School Administrative Team. The purpose of this code is to present in a single document system-wide policies and procedures on the proper conduct and behavior of students in the Rocky Mount Prep School System. Unless otherwise specified, this code shall apply to all students 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 students to and from school or school activities; off school property or at any school-sponsored or school-approved activity, event or function; during any period of time when students are subject to the authority of school personnel; and at any time on or off school property or vehicles when the student's behavior has a direct and immediate

effect on maintaining order and discipline and/or protecting the safety and welfare

of students and/or staff. G.S. 115C-391 This code is not intended to restrict in any way the authority of principals or teachers to make such rules, not inconsistent with this code, as they are authorized by law to make for the operation of their respective schools or classes. The Board encourages and supports the right of principals to employ a variety of disciplinary actions which may include but are not limited to suspension from school events and activities, after-school detention, and out-of-school suspension. Any student who refuses to comply with reasonable rules, regulations or directives imposed by any principal, assistant principal, teacher or authorized school employee shall be held in violation of this code of conduct. It shall be the responsibility of the principals to investigate fully the cases of students appropriately referred to his/her office for misbehavior and to determine what if any disciplinary action is warranted. The teacher shall have the responsibility and authority to discipline students, except in those cases requiring the attention of the principals.

## **DEFINITIONS**

- Behavioral Intervention Specialist - Individual responsible for administering disciplinary actions
- Board – Rocky Mount Prep Board Council Members
- Expulsion – permanent exclusion from the Rocky Mount Prep School which shall occur only if the student is at least 14 years old and whose continued presence in school constitutes a clear threat to the safety and health of other students or employees
- Long-term suspension – suspension from school, school activities, school grounds and property over which the Board has authority, for more than 10 days, up to the remainder of the school year, or up to 365 days, as allowed by statute G.S. 115C-391. The number of days a student is long-term suspended will be determined on a case-by- case basis.
- Parent – natural parent, legal guardian, or person serving in loco parentis.
- Principal – the school principal or any school professional to whom the principal may officially delegate authority.
- Short-term suspension – suspension from school, school activities, and school grounds and property over which the Board has authority, for up to 10 days.
- Student – any person attending any school of the Rocky Mount Prep School.

## **GENERAL PROVISIONS**

All students shall comply with all rules and regulations governing behavior and conduct. Violation of Board policies, rules or regulations, the Code of Student Conduct of the Rocky Mount Prep Board of Education, 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 disciplinary action up to and including long-term suspension of the student from Rocky Mount Prep pursuant to the relevant sections of the Code of Student Conduct. Students shall be informed by local school rules or local school authorities of any infractions not listed in this Code of Student Conduct that may result in short-term or long-term suspension or expulsion. During the period that a student is suspended, he/she is prohibited from entering the grounds of any school of the Rocky Mount Prep School Administrative Team and 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 Code of Student Conduct, whether on school property or off school property and whether during or not during any school-related activity, which violation the principal and head of school consider to be 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 students, 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 Code of Student Conduct may subject such student to long-term suspension. When a school official learns or suspects that any student 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 report immediately such violation to the proper juvenile authorities or law enforcement agency for investigation and prosecution. In such cases, school officials shall cooperate fully with the law enforcement agency or juvenile authorities; however, internal disciplinary proceedings shall proceed independently from the criminal investigation and prosecution.

## **ASSAULTS, THREATS AND HARASSMENT**



The Board will not tolerate assaults, threats or harassment from any student. Any student 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 - Students 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 - Students 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- Students are prohibited from engaging in or encouraging any form of harassment, including bullying of students, 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 the Rocky Mount Prep Schools. A student'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 student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched whenever a school official has reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating a law or a school rule. Student desks and lockers are school property and remain at all times under the control of the school. However, students are expected to assume full responsibility for the security of their desks and lockers. A metal detector may be used to search a student's person and/or personal effects whenever a school official has reasonable grounds for suspecting that the student 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 students are permitted to park on school premises as a matter of privilege, not of right. School officials have authority to patrol student parking lots at all times to maintain safety in the parking lots. The interior of a student'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 student has violated or is violating a law or a school rule.

### **AUTHORITY OF SCHOOL PERSONNEL**

Students must comply with all directions of principals, teachers, substitute teachers, student 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.

### **DISRUPTION OF SCHOOL**

An orderly school environment is necessary for teachers to be able to teach and for students to be able to learn. Students are encouraged to participate in efforts to create a safe, orderly and inviting school environment. Students also are entitled to exercise their constitutional rights to free speech as part of a stimulating, inviting educational environment. A student'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, orderly environment. Principals, Deans, Behavioral Intervention Specialist, and teachers have full authority as provided by law to establish and enforce standards and rules as necessary to create orderly schools and classrooms.

### **DISRUPTIVE BEHAVIOR**

Students 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 a 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 student 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; and
- 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

## **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. Students 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; or
  - 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 student’s mood or behavior. Students also are prohibited from possessing, using, transmitting or selling drug paraphernalia or counterfeit (fake) drugs. Students may not participate in any way in the selling or transmitting of prohibited substances, regardless of whether the sale or transmission ultimately occurs on school property. 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 policy 6125, Administering Medicines to Students. The principal may authorize other lawful uses of substances that are otherwise prohibited by this policy, such as for approved school projects.

## **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 student to engage in hazing, or to aid or abet any other person in the commission of hazing. Hazing means to willfully subject another student to wear abnormal dress or costume on campus; annoy another student by playing abusive or ridiculous tricks on him or her; frighten, scold, beat or harass a student; or otherwise subject another student 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. The Head of School or designees shall list in the Code of Student Conduct the specific range of consequences that may be imposed on a student for violations of this policy. Hazing that meets or appears to meet the criteria for a criminal offense will be reported.

## **MANAGEMENT OF DISRUPTIVE STUDENTS**

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 student behavior in an effort to avoid repeated misbehavior and suspension. The plan should address: (1) the process by which student behavior will be addressed,

including any use of a disciplinary committee and the means by which students 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.

### **THEFT, TRESPASS OR DAMAGE TO PROPERTY**

The board will not tolerate theft, trespass or damage to property by any student. Any student 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 - Students 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 - Students are prohibited from damaging or attempting to damage school or private property.
- Trespass - Students are prohibited from trespassing on school property. A student will be considered a trespasser and may be criminally prosecuted in any of the following circumstances: or the student 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 student is loitering at any school after the close of the school day without any specific need or supervision; or the student has been suspended from school but is on the property of any school during the suspension period without the express permission of the principal.

### **TOBACCO**

The board is committed to creating safe, orderly, clean and inviting schools for all students 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.

### **WEAPONS, BOMB THREATS, 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 students or employees. Any student 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.

### **WEAPONS AND WEAPON-LIKE ITEMS**

Students 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 and mines;
- knives, including pocket knives, bowie knives, switchblades, dirks or daggers;
- slingshots;
- leaded 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; and

- 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 student may knowingly or willfully cause, encourage or aid another student to possess, handle or use any of the weapons or weapon-like items listed above. A student who finds a weapon or weapon-like item, who witnesses another student or other person with such an item, or who becomes aware that another student or other person intends to possess, handle or use such an item, must notify a teacher or the principal immediately. This section does not apply to board-approved and -authorized activities for which the board has adopted appropriate safeguards to protect student 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**

Students 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 student may knowingly or willfully cause, encourage or aid another student to make a bomb threat or perpetrate a bomb hoax. Any student who becomes aware that another student or other person intends to use a bomb, make a bomb threat or perpetrate a bomb hoax must notify a teacher or the principal immediately.

### **TERRORIST THREATS**

Students 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 student may knowingly or willfully cause, encourage or aid another student to make a terrorist threat or perpetrate a terrorist hoax. Any student who becomes aware that another student 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 or the principal immediately.

### **CLEAR THREATS TO STUDENT AND EMPLOYEE SAFETY**

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

- theft or attempted theft by a student 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 student against another person wherein the student uses a weapon or displays a weapon in a manner found threatening to that person;
- an attack by a student on any employee, adult volunteer or other student that does not result in serious injury but that is intended to cause or reasonably could cause serious injury; Δ an attack by a student 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; and
- any other behavior that demonstrates a clear threat to the safety of others in the school environment.

### ***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.

**Following are the school'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.

### ***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-407.5 (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 or on a school bus, 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 requires the following infractions be reported to school administrators and law enforcement authorities:

- Assault resulting in 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
- Consumption, sale of, and/or distribution of alcohol
- Possession and/or use of controlled substances prohibited by law
- Sexual assault, rape, or potential sexual involvement with a minor

### ***Search & Seizure Policy***

Any Rocky Mount Prep 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. A visitor may be searched if there is a "Reasonable Suspicion" that person has committed or is about to commit a crime. Only the administration may conduct a search, or security staff under the supervision of an administrator.

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***

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 AND OTHER VALUABLE PROPERTY**

Scholars are encouraged to leave all money and other valuable property at home. **The school assumes no responsibility for the loss or theft of such articles.**

# AUTHORIZATION OF GOOGLE ACCOUNTS

## For Scholars Under 13 Only

As part of our instructional program, Rocky Mount Prep may provide Google accounts for scholars to access Google Chromebook devices and/or school email accounts (which will not work with people outside the school). These devices and the Google Apps provided by the school will allow scholars to access educational content that is part of our academic program and allow teachers to communicate with scholars about assignments. Setting up accounts for each scholar will require them to enter his or her name in the system.

The Child Online Privacy Protection Act of 1998 requires that anyone under the age of 13 first receive permission from a parent or guardian before they can participate in any online service that collects, uses, and/or discloses personal information. As such, your scholar needs your permission in order to participate in the Middle School program at RMP. His or her account will remain inactive until this release form is received by postal mail, electronic mail, or fax.

I hereby attest that I am the parent or legal guardian of the scholar specified below and that of my own free will and volition I grant her/him permission to fully participate at RMP.

*Note: The only information required in order to register is a username and a valid email address (which is not made publicly available).*

### Scholar's Information

Full name: \_\_\_\_\_

Current age: \_\_\_\_\_

Date of birth: \_\_\_\_\_

### Parent/Guardian Information

Full name: \_\_\_\_\_

I am the above named scholar's: (check one)

- Parent
- Legal Guardian

**This agreement shall remain in force until the 13<sup>th</sup> birthday of the above named scholar.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# PHOTOGRAPHY/VIDEO RELEASE FORM

I \_\_\_\_\_ (*your name*), parent/guardian of \_\_\_\_\_ (your scholar's name), enter into and acknowledge, this Agreement with Rocky Mount Prep ("RMP") and its agents as designated by the Board of Trustees. I understand that RMP and its agents may take photographs or video of my scholar and agree that my scholar's name, likeness, image, voice, appearance and/or performance may be recorded and made a part of that production ("Production").

1. I grant RMP and its agents the right to use my scholar's name, likeness, image, voice, appearance, whether recorded on or transferred to video, film, photographs, audio tapes, or other media, for training and marketing purposes. RMP or its agent shall have complete ownership of the Production in which my scholar or I appear and I acknowledge that I have no interest or ownership in the Production or its copyright.
2. I grant RMP and its agents to use, televise, and publish (in print, video or on the Internet) my scholar's voice and image recordings and photographs for training and marketing purposes.
3. I have read the terms of this release and agree to all of these terms.
4. I understand that I am signing a release to any claim resulting from my scholar's participation in the production named in this release.

*Please select only one of the following statements:*

I hereby certify that I am the parent or legal guardian of the scholar named above and I give my consent without reservation to this release on his or her behalf.

I hereby certify that I am the parent or legal guardian of the scholar named above and I **do not** give my consent without reservation to this release on his or her behalf.

**Signature of Parent or Guardian** \_\_\_\_\_

**Date** \_\_\_\_\_ **Phone** \_\_\_\_\_



# **Commitment to Excellence**

*Together, We Commit To Do Whatever It Takes*

Scholar Name: \_\_\_\_\_

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 accountability 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.

## **The School's and Teachers' Commitment**

### **We believe that every child...**

- Has the capacity to learn, grow, and develop into a knowledgeable, caring, ethical, and contributing citizen who makes a difference in the world.
- Has the potential to go to college, enjoy a meaningful career, and become a leader in life.
- Can grow 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 a school can offer.
- Must be engaged in learning that is relevant, challenging, and engaging.
- Thrives socially and emotionally in a caring, respectful, structured environment that requires personal responsibility.
- Faces significant life choices and needs support in making wise and healthy decisions.
- Deserves educators who are smart, well-prepared, lifelong learners who are committed to their own professional growth and development.

### **As the school faculty, 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 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 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.

*Failure to follow these commitments can lead to our removal from Rocky Mount Prep.*

Signed: *Rocky Mount Prep Leadership, Teachers and Staff*

# The Parents’/Guardians’ Commitment

## **We fully commit the following to Rocky Mount Prep:**

- We understand that Rocky Mount Prep is a school of choice and has the highest expectations for our scholar.
- We also have the highest expectations for our scholar and will always do whatever it takes in the best way we know how to help him/her to learn and achieve.
- We want our scholar to go to college and will work with everyone at the school to encourage him/her to make the effort and hard work that it takes to realize this dream.
- We will make sure our scholar attends school daily, except in cases of illness or emergency.
- We will make sure our scholar arrives at school no later than 7:45 a.m., make arrangements for him/her to remain at school until dismissal, and ensure arrangements are made for prompt pickup when school ends.
- We will send our scholar to school in the proper uniform, according to the school Dress Code, every day.
- We will make sure our scholar has a quiet place to study, read, and complete homework and will ensure that our scholar completes his/her responsibilities every night.
- We want our scholar to respect the school’s staff and scholars and will review his/her behavior paycheck every week. If there are multiple demerits, we will follow up with the teachers to make sure we can address the issue at home.
- We will take advantage of all opportunities to communicate with our scholar’s teachers about our scholar’s progress.
- We will notify the school of any changes in our contact information.
- We will provide honest and complete information about our scholar’s learning needs.
- We will read all materials the school provides for parents and complete parent surveys from the school.
- We understand that our scholar must follow the school rules to protect the safety, interests, rights, and learning of everyone in the school. We, not the school or other scholars, are responsible for the behavior and actions of our scholar.
- We will read and accept the school’s Family/Scholar Handbook, including the Code of Character, Discipline Policy, Technology Use Policy, and work with the school to support my scholar’s social and emotional development.
- We understand that extracurricular activities, including athletics, clubs, and field trips, are privileges and that my scholar’s academic and behavioral performance affect participation in these privileges.
- We will participate in school community events, including Parent Teacher Council meetings, open houses, parent- teacher conferences and other family activities and events.

*Failure to follow these commitments can cause my scholar to lose RM Prep privileges and can lead to detention, suspension, retention, or expulsion.*

Parent/Guardian Signature: \_\_\_\_\_

# The Scholar's Commitment

## **I fully commit the following to Rocky Mount Prep:**

- I know my intelligence and success will grow with my effort and hard work and will do whatever it takes to succeed.
- I want to go to college and will strive for excellence in my academics, character and behavior.
- I understand attendance significantly affects my grades and will attend school every day, arrive on time at 7:45, prepared to learn, and will remain in school until the end of the school day (except for sickness).
- I will always do the right thing, tell the truth, and treat others with kindness and respect.
- I am responsible for my learning and behavior, and I will follow directions and do my work at all times.
- I agree to follow the RMP Core Values, Code of Character and school rules as defined in the handbook.
- I will accept the consequences of my actions if I fail to follow the school's values, rules, and Code of Character.
- I will respect the school's building and grounds by not littering or destroying/defacing school property or equipment.
- 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.
- I will follow the school Honor Code, Dress Code, and Technology Use Policy at all times.
- I understand that extracurricular activities, including athletics, clubs, and field trips, are privileges and that my academic and behavioral performance affect participation in these privileges.

*Failure to follow these commitments can cause me to lose various school privileges and can lead to detention, suspension, retention or expulsion.*

Printed Scholar Name \_\_\_\_\_

Scholar Signature \_\_\_\_\_

# HANDBOOK ACCEPTANCE AND REVIEW SIGNATURE PAGE

My scholar and I have read the Rocky Mount Prep Scholar/Family Handbook. I, along with my scholar, understand the expectations and rules for the county and of 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 2017-2018 Scholar/Parent Handbook shall take precedence over any other previously received handbooks from RMP.

**(A separate form must be submitted for each scholar)**

Parent/Guardian \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

Scholar \_\_\_\_\_

Signature: \_\_\_\_\_ Grade: \_\_\_\_\_

