

# RIDGECROFT SCHOOL

# POLICIES AND PROCEDURES

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## **SECTION I - ENROLLMENT**

### **1-1 POLICY FOR ADMISSION TO RIDGECROFT SCHOOL**

Ridgcroft School is dedicated to the development of the total student, intellectually, physically, socially, and emotionally, and seeks to enroll students who are motivated to respond to our total school program. All candidates are considered without regard to race, color, creed, sex, or national origin.

#### Section 1 – ENROLLMENT

##### 1-1 POLICY FOR ADMISSION TO RIDGECROFT SCHOOL Updated 4/13/22

Ridgcroft School is dedicated to the development of the total student, intellectually, physically, socially, and emotionally, and seeks to enroll students who show they are motivated to respond to our total school program. All candidates are considered, without regard to race, color, creed, sex, national origin, or sexual orientation.

#### PROCEDURE FOR ADMISSION TO RIDGECROFT SCHOOL

The application form and other information can be accessed at [www.ridgcroft.org](http://www.ridgcroft.org).

1. The process for admission to Ridgcroft School begins with a scheduled appointment. The parent(s) should meet with the Director of the Preschool for admission to the Preschool. For all grades, K-12 parents should schedule an appointment with either the Head of School, the Admissions Director and/or the Middle and Upper School Directors. Parents and their children are encouraged to tour the campus and facilities and to visit their prospective classes.
2. Submit application. A completed application includes the application form, former school academic records and/or transcripts, discipline records, attendance records, a completed teacher recommendation form, and payment of the \$190 application fee. For accepted students, the application fee will take the place of the registration fee for the first year. The application fee will be refunded for those students not offered admission. Parents are responsible for obtaining former school academic records and/or transcripts; discipline records; any IEP, 504, or other academic plan; and any other pertinent information as needed by Ridgcroft School for the application review. These documents can be unofficial and are needed to process the application. Official school records will be requested by Ridgcroft School upon enrollment.
3. Application Review. An admissions committee consisting of the Head of School, Director of Admissions, Lower School Director, Upper School Director, Director of Academic Support, and teachers from lower, middle, and upper school, will review each application to determine admission. Parents will be notified of the Admission Committee Decision within 5 business days.
4. Contract. Admitted families will complete additional paperwork and sign their contract with the Business Manager. Official records will be requested from the former school at this time.
5. ALL students admitted to Ridgcroft School are admitted under a 6-week probationary period. If, during this time, the school decides it cannot meet the academic or emotional needs of the student, admission will be withdrawn and all tuition and fees refunded.

**ADDITIONAL KINDERGARTEN INFORMATION:** In the assignment of a child into Kindergarten, Ridgcroft School will abide by General Statute 115C-364 of the Public School Laws of North Carolina, which states, among other things, that a child must have passed the fifth anniversary of his/her birthday on or before August 31 of the year in which the child is considered for enrollment.

- Performance on a Kindergarten Readiness assessment will also be taken into consideration for enrollment.

#### **APPEAL FOR PARENTS WHEN STUDENT IS NOT ACCEPTED:**

The parents may appeal the decision of the Academic Standards Committee by giving written notice of appeal to the Head of School within five (5) days after receipt of notice from the Admissions committee. The appeal shall be heard and ruled

upon by the Executive Committee of the Board of Directors within ten (10) days after notice of appeal is received. Upon hearing the appeal, the Executive Committee shall be authorized to remand the decision to the Academic Standards Committee with or without recommendations, reinstate the student, or reverse the decision of the Academic Standards Committee. The decision of the Executive Committee shall be final.

Each student shall be presumed eligible to enroll for each semester unless written notice to the contrary is sent by the Academic Standards Committee within ten (10) days before or within ten (10) days after each semester begins.

## **SECTION I - ENROLLMENT**

### **1-2 POLICY FOR ACADEMIC REVIEW - Grades 6-12**

#### **1-1 POLICY FOR ACADEMIC REVIEW Updated 9/15/21**

Any middle or high school student who experiences difficulty academically as they progress towards graduation will be reviewed by the administration. The administration will review the situations with the student/parents and make recommendations, including specific work requirements, updates to Academic Support Plans, and/or academic probation. Teachers will monitor the student, but the student and the parent bear the responsibility of resolving the academic difficulty. Students who continue to experience academic difficulty could be placed under academic probation in determination of whether Ridgcroft School can serve the needs of the student.

#### **ACADEMIC PROBATION**

Students are placed on academic probation with a failing grade in a core course (English, Math, Science, or Social Studies) for the semester or the year OR 4 grades of D or lower for the semester or the year. Under academic probation, the following procedures will be put in place:

- Parents will conference with the Head of School and the Upper School Director before the start of school. Outside tutoring will be recommended.
- The Upper School Director will meet with the student weekly to look over grades and assignments
- Students will be required to use a planner and have it initialed by each teacher each day to confirm accuracy.
- Teachers will increase communication with parents and touch base weekly about progress. This communication will be documented.
- Students remaining on academic probation will be evaluated at the end of the year by the academic standards committee regarding future enrollment.

**Students who are under academic review and are also disruptive to the learning environment in the classroom could have more immediate and severe consequences.**

## **SECTION I - ENROLLMENT**

### **1-3 POLICY ON CONTINUING ENROLLMENT**

Upon recommendation by the Academic Standards Committee, a student may not be allowed to continue enrollment at Ridgcroft when it is determined that the school can no longer meet the academic and/or social needs or that a change of educational environment may be in the best interest of the student. This determination may be made during an academic school year or between academic school years. Appropriate due process and parental involvement will be granted in each situation. A student who is terminated from Ridgcroft School should immediately turn in all books and leave campus upon notification. Transcripts from Ridgcroft School will be withheld until all books are returned and financial obligations are resolved.

#### **ACADEMIC APPEAL PROCEDURE:**

A student and the parent have a right to appeal any decision by the Academic Standards Committee to the Head of School within 10 school days. The appeal should include:

1. Specific information regarding the academic performance and the decision of the committee.
2. Explanation of extenuating events/circumstances
3. Attachment of any supporting documentation of events/circumstances that merit the appeal.
4. A description of a plan to ensure satisfactory academic performance.

## **SECTION I – ENROLLMENT**

### **1-4 POLICY FOR RIDGECROFT SCHOOL PRESCHOOL**

#### **PRESCHOOL ELIGIBILITY POLICY**

Each student enrolled in the program is on probationary status. At any time during the school year, the director and staff can request a mandatory conference with the parents if they feel that the program is not meeting the needs of the child or if the child is not conforming to the program guidelines. If problems persist, staff may request that the child be withdrawn from the program.

1. A mandatory orientation for new and returning parents is done prior to a child entering preschool.
2. After April 14, 2008, children enrolling in preschool must meet the age requirement of being three years old by August 31st for the 3-year old program or four years old by August 31st for the 4-year old program. Once a student enrolls in a class at the beginning of the school year, the student will remain in the class for the remainder of the school year.
3. Children must be potty trained and able to communicate their wants and needs.

Once the number of students has reached the staff/child ratios for licensed centers, an application pool will be established. As vacancies occur, slots will be filled.

#### **PRESCHOOL DISCIPLINE POLICY**

1. No child shall be subjected to any form of corporal punishment by the teacher or any staff member including substitutes, volunteers, and any other auxiliary personnel such as secretaries, janitors, maids, vehicle drivers
2. No parent or volunteer shall use corporal punishment with their own child in the presence of other students.
3. No child shall be placed in a locked room or closet for any reason.
4. No child shall ever be handled roughly in any way, including pulling, pushing, shaking, shoving, pinching, slapping, biting, kicking, or spanking.
5. No discipline shall ever be delegated to another child.

Punishment will not be related to food, rest, or toileting:

- No food shall be withheld, or given, as a means of discipline
- No child shall ever be disciplined for accidental lapses in personal hygiene.
- No child shall ever be disciplined for not sleeping during rest time.

#### **PROCEDURE FOR DISCIPLINE**

1. When a student misbehaves, he will be asked not to repeat the behavior and will be told the reason why the behavior is not acceptable.
2. If the student repeats the behavior, he will be put in a time-out chair in the classroom away from the other students. He again will be told the reason why the behavior is unacceptable.
3. If the misbehavior continues, the child will be separated from the class and told that his teacher will discuss the behavior with the parents. When the parent arrives, the staff member who handled the discipline of the student will talk to the parent about the behavior. If another person, other than the parent, picks up the child, the teacher will send a private note to the parent. A conference between the teacher and parents will be scheduled to discuss the behavior.

If the misbehavior persists, there will be discussions concerning the withdrawal of the student from the program.

#### **SECURITY PROCEDURES**

A parent should sign the sheet in the hall when bringing or picking up a child. The Preschool requires either a written note or a phone call from a parent if your child is to leave with a person that is not specified on the registration form. Messages from a child will not be accepted. Teachers may require these individuals to provide identification before releasing the child.

#### **ABUSE AND NEGLECT**

North Carolina law requires any person, professional, or other citizen, who suspects child abuse or neglect to report the situation to the county department of social services for investigation. In addition, any person can call the Division of Child Development and make a report of suspected child abuse or neglect in a child care operation. Reports can be made anonymously. A person cannot be held liable for a report made in good faith.

- Hertford County Department of Social Services: Child Abuse-Neglect Report 358-7871 (24 hours)
- Division of Child Development: 1-800-859-0829

Any suspected abuse or neglect or improper care observed by or reported to the staff will be reported to the proper officials.

Any suspicious allegations of staff members will result in an investigation which may result in termination of staff. If allegations are proven false, then the staff member will be reinstated.

#### **PARENT GRIEVANCE PROCEDURE**

If a parent has a question concerning the care of his child, he should first discuss it with the child's teacher. If the concern is unresolved, he should then discuss the situation with the director. If the concern continues unresolved, the parent should contact the Head of School.

### **SECTION 2 – PROMOTION AND GRADUATION**

**Updated 8-2022**

#### **2-1 POLICY FOR GRADE-LEVEL PROMOTION STANDARDS**

To ensure continued academic performance, Ridgcroft School requires students to meet standards in order to be promoted to the next grade level. The major criterion that is used in promotion decisions is demonstrated student achievement. Other considerations include test results, determinations for the Academic Support Program, and extenuating circumstances.

Students who experience academic difficulty will be advised at the end of first semester of the specific courses that must be passed to proceed to the next grade level. A second notification will be given by the end of the fifth grading period. The Administration will review the records for these students and make a recommendation for intervention and/or retention. According to North Carolina State Statutes, the Head of School has the final authority to promote or retain.

Exceptions to promotion guidelines will be made only through approved and established procedures.

### **RIDGECROFT SCHOOL: PROCEDURE FOR PROMOTION STANDARDS**

<p><b>GRADES K-2</b></p> <p><b>EFFECTIVE AUGUST 2009</b></p>	<ol style="list-style-type: none"> <li>1. It is strongly recommended that a student must be in attendance at least 165 days during the 180-day school year. Children who miss more than fifteen days are subject to retention. Any extenuating circumstances will be reviewed.</li> <li>2. Students should demonstrate grade-level proficiency in Reading and Mathematics as evidenced by established appropriate assessments.</li> </ol> <p>Ridgcroft School recognizes that non-promotion is an appropriate and beneficial decision for some students in very specific situations. This decision to retain a student in his/her current grade will be made by the Academic Standards Committee with input from parents, following a series of in-person or remote conferences throughout the school year involving the student's teacher, parents, and other appropriate staff members. A student's teacher will hold formal conferences with parents at the end of the first semester and end of the fifth grading period to establish/monitor a plan to address academic/social/behavioral difficulties. Regular communication between the teacher and parents is expected. It is important that parents address any deficiencies with supplemental instruction at home. Additionally, it is imperative that parents do not do the work for the student at home but support the child's growth as an independent and confident learner.</p> <p>The following factors will be considered for retention: attendance, student achievement in the areas of Reading and Mathematics, response to interventions provided, professional opinion of classroom teachers, and information from parents including outside evaluations, data from tutoring sessions, and extenuating circumstances. The decision to retain a student will be made with careful consideration.</p> <p><b>RETENTION:</b> When non promotion is recommended, students in grades K-2 may be considered for grade retention only once in the grade span.</p>
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<p><b>GRADES 3-8</b></p> <p><b>EFFECTIVE AUGUST 2009</b></p>	<ol style="list-style-type: none"> <li>1. Students must be in attendance at least 165 days</li> <li>2. Students should demonstrate grade-level proficiency in Reading and Mathematics on the IOWA test and classroom achievement data.</li> </ol> <p>For students who miss more than fifteen days, the parent may request a timetable to make up instructional time. All school work must be made up according to procedures by the classroom teacher.</p> <p>For students scoring less than a 60 average on each and every course or having noted deficiencies on national or state testing, the Ridgcroft School Academic Standards Committee may require that students participate in interventions including, but not limited to:</p> <ul style="list-style-type: none"> <li>● tutorial sessions, either at school or out of school</li> <li>● restructuring of the daily schedule</li> <li>● special and/or additional homework assignments</li> <li>● summer remediation</li> </ul> <p>Students who do not complete recommended interventions will be reviewed by the Academic Standards committee for further action.</p> <p><b>RETENTION LIMITATIONS</b> The Academic Standards Committee will make recommendations to the Head of School for non-promotion. Students in grades 3-8 may be considered for grade retention only once in each grade span of grades 3-5 and 6-8. Students who continue to demonstrate academic difficulty and who do not comply with recommendations and interventions may be subject to a determination that Ridgcroft School is unable to meet their needs.</p>
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<p><b>GRADES 9-12</b></p> <p><b>EFFECTIVE AUGUST 2009</b></p>	<p><b>CREDIT FOR COURSEWORK</b> To receive credit for a course, students must meet both attendance and grading requirements:</p> <ol style="list-style-type: none"> <li>1. Students will not receive course credit if they exceed fifteen absences in a course. If there are extenuating circumstances, the teacher may arrange a schedule to make up time and work. For coursework through cooperative agreements with Roanoke Chowan Community College, Chowan University, the student must be in compliance with the policies and procedures of that institution to receive course credit.</li> <li>2. Students will complete all assignments and earn an average of at least 60.</li> </ol>
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**TO BE PROMOTED TO THE UPPER SCHOOL GRADES:**

Minimum Standard for Promotion to Grade 9:

- Successful completion of eighth grade requirements.

Minimum Standard for Promotion to Grade 10:

- Earn 7 units of credit, including English I.

Minimum Standard for Promotion to Grade 11:

- Earn 14 units of credit, including English II and one math course.

Minimum Standard for Promotion to Grade 12:

- Earn 21 units of credit, including English III and two math courses.

**NOTE:**

Reduction of total hours from 80 to 70 is effective with juniors in the 2008-2009 school year.

**GRADUATION REQUIREMENT: COMMUNITY SERVICE**

It is the board policy of Ridgcroft School that students be involved in community service that will build character and understanding of society's needs. Students are encouraged to find projects of good quality that will make a difference or impact in the community. Projects must be preapproved by the Community Service Coordinator.

Therefore, students are required to document a total of seventy hours of community service during the four years of high school, including the summers. It is suggested that the students earn part of the total over each year in high school as indicated by the following chart. Half of total community service hours completed must be done off campus from an approved organization. Community service hours completed on campus may not be during regular school hours. Hours should be entered in on the Ridgcroft website and a hard copy of hours turned in to the Community Service Coordinator.

- Starting with juniors in 2014-2015 school year.

Transfer students can request a prorating of the requirement.

Students must complete the COMMUNITY SERVICE DOCUMENTATION FORM (on website) which will specify the date, the location of the service, the time served, the name of an official at the location with a telephone number for verification must be completed.

The following is recommended for Community Service:

Kiwanis, Ruritans, Rotary, Jaycees, Lion's Club, Boy's and Girl's Club, Relay for Life, Habitat for Humanity, Hospice, Murfreesboro Historical Association, Paws, Salvation Army, Ahoskie Food Pantry, Guardian Care, Fire/Rescue, Ahoskie Heritage Day, Murfreesboro Watermelon Festival, Parks & Recreation, Gallery Theatre, Red Cross, Volunteen Program at Vidant- Roanoke Chowan Hospital, Vacation Bible School, Hope Plantation, Ridgcroft Athletic Association Golf Tournament

**PENALTY:**

Students who fail to complete the mandatory hours of community service for any given year could lose the privileges of participation in extra-curricular activities the following year until the requirements are satisfied.



Seniors must complete all community service requirements prior to graduation. SENIORS MUST GIVE ALL DOCUMENTATION to the Community Service Coordinator by May 1<sup>st</sup>.

	<b># HOURS</b>	<b>TOTAL</b>
During freshman year	10 hours	10 hours
During sophomore year	20 hours	30 hours
During junior year	20 hours	50 hours*
During senior year	20 hours	70 hours

**GRADUATION REQUIREMENTS FOR DIPLOMAS AND ACADEMIC RECOGNITION  
2010-2011**

- To receive a diploma and academic recognition, a student must meet the following academic standards.

\*The UNC Systems recommends that students take foreign language during their senior year.

**EXCEPTIONS TO DIPLOMAS:**

Students with documented learning differences who have an Academic Support Plan:

1. If a student participates in the State Standard Course of Study on grade level:
  - Participate to the extent possible in the State Student Accountability Standards.

<b>DIPLOMAS</b>		<b>RECOGNITION</b>	
<b>GENERAL DIPLOMA</b> Total: '23 - 21 Units '24 - 24 Units '25 + - 26 Units	<b>RIDGECROFT SCHOOL COLLEGE PREPARATORY DIPLOMA</b> '23 - 23 Units '24 - 26 Units '25 + - 28 Units	<b>RIDGECROFT SCHOLARS RECOGNITION</b> Total: 25 Units	<b>NC SCHOLARS RECOGNITION</b> Total: 23 Units
		Overall 4-year average of 93	Overall unweighted average of 3.5
		Successful completion of three AP courses or college-level equivalents	
English: 4 (I, II, III, IV)	English: 4 (I, II, III, IV)	English: 4 (I, II, III, IV)	English: 4 (I, II, III, IV)
Math: 4 including Algebra I	Math: 4 including one with Algebra II as prerequisite	Math: 4 including either Precalculus or AP Calculus	Math: 4 including one with Algebra II as prerequisite
Science: 3 (Biology, Earth/Environment, 1 physical science with a choice of either Physical Science, Chemistry, or Physics)	Science: 4 (Earth/Environment, Biology, 1 physical science with a choice of either Physical Science, Chemistry, or Physics)	Science: 4 (Earth/Environment, Biology, Chemistry, Physics)	Science: 3 (Earth/Environment, Biology, either Chemistry or Physics)
Social Studies: 3 (Civics/Economics, World History, US History)	Social Studies: 3 (Civics/Economics, World History, US History)	Social Studies: 4 (Civics/Economics, World History, US History,)	Social Studies: 3 (Civics/Economics, World History, US History)
Foreign Language: 0	*Foreign Language: 2 (same language)	*Foreign Language: 3 (same language)	*Foreign Language: 2 (same language)
Health Education/Physical Education: 1	Health Education/Physical Education: 1	Health Education/Physical Education: 1	Health Education/Physical Education: 1
Career/Technical Education: 1	Career/Technical Education: 1	Career/Technical Education: 1	Career/Technical Education: 1
Arts Education: 1	Arts Education: 1	Arts Education: 1	Arts Education: 1
Electives: 9	Electives: 8	Electives: 3	Electives: 5 ( Including at least two second-level or advanced courses)

	<ul style="list-style-type: none"> <li>• Students with documented learning differences who participate in the promotion standards will be provided all interventions/remediation, benefits, resources and other opportunities available to students without documented learning differences.</li> <li>• All services offered are in addition to the Academic Support services provided to the student.</li> <li>• Students who meet course expectations, but do not meet the PSAT/SAT minimum scores (Refer to policy 2-3) will receive a Certificate of Achievement.</li> </ul> <p>2. If a student participates in the State Standard of Study off grade level:</p> <ul style="list-style-type: none"> <li>• Students who are unable to meet course expectations and the PSAT/SAT minimum scores will receive a Certificate of Attendance.</li> </ul> <p>Transfer Students: A student who transfers to Ridgcroft School and does not have sufficient time to comply with the course requirements cited above will have his credits reviewed by the Academic Standards Committee which will make a recommendation to the Head of School to determine which diploma or certificate he will receive. Academic courses taken at another school, which differ from those courses offered at Ridgcroft, will be examined to determine if they meet graduation criteria.</p>
	<p><b>INTERVENTIONS:</b> To foster academic success, the Ridgcroft School Academic Standards Committee may require that students participate in interventions including, but not limited to:</p> <ul style="list-style-type: none"> <li>• tutorial session, either at school or out of school</li> <li>• restructuring of the daily schedule</li> <li>• special and/or additional homework assignments</li> <li>• smaller classes</li> <li>• modifications according to the Academic Support Plan</li> <li>• a fee-based summer school, either on-site or elsewhere</li> <li>• summer remediation</li> <li>• on-line replacement coursework</li> </ul> <p>In addition, Ridgcroft School has a policy that allows a student who makes a D in a course to retake the course for a better grade average. The higher grade average will show on the transcript. The student will only receive course credit one time</p>

**SECTION 2 – PROMOTION AND GRADUATION (Adopted by board on February 9, 2009)**  
**2-2 POLICY REGARDING PARTICIPATION AND GRADUATION EXERCISES**

- In order to participate in Baccalaureate and Graduation Exercises, a senior must meet all of the following requirements:
1. All community service hours must be completed and turned in on the proper forms by May 1 of the senior year.
  2. All academic requirements for graduation must have been met by the last day of school.
  3. All financial obligations to the school must be satisfied prior to the Baccalaureate Exercise.

**SECTION 2 – PROMOTION AND GRADUATION**  
**2-3 POLICY FOR USE OF PSAT/SAT SCORE AS EXIT CRITERION FOR GRADUATION 6-2010**

**POLICY:**  
For compliance with GS 115C-547-562, a nonpublic school must establish a minimum score on a nationally normed test as a graduation criterion. This test must measure competencies in the verbal and quantitative areas. Beginning with the Ridgcroft School class of 2014, the exit criteria for graduation at Ridgcroft School will be a score of 400 or better on both the verbal and math sections of the Preliminary Scholastic Achievement Test (PSAT) or a minimum score of 400 on both the verbal and math sections of the Scholastic Achievement Test (SAT).

**PROCEDURE:**  
The PSAT will be administered to all freshmen and juniors, usually in October. Costs will be absorbed by the school. Students not achieving a minimum score of 400 on both sections will be required to take the PSAT each year until the score is met. Sophomores and seniors will take the test at the parent’s expense. If after the third PSAT test the student has not yet met the required score, they must take at least one SAT or ACT test at their own expense. The Academic Standards Committee will review the case of any student who has not met the score by the end of the 1<sup>st</sup> semester of their senior year. Students who have met all other Ridgcroft graduation prerequisites, except for the test scores, may be considered for a testing requirement exemption.

The PSAT will also be administered to all juniors to satisfy the requirement for nonpublic schools to use a nationally-normed test in the junior year. Costs will be absorbed by the school.

For students who transfer to Ridgecroft School, the school will absorb costs for two administrations of the PSAT. If a student enters in their sophomore year, he will be required to take the PSAT that year.

The SAT is given on multiple dates during the school year and the student is responsible for enrolling to take that test. Scores will be reported to the school.

The highest score on either part of the PSAT or SAT at any administration will be used to meet the exit criteria of 400 on the PSAT or the SAT.

**SECTION 3 – ACADEMICS AND ACADEMIC RECOGNITION 3-1 ACADEMIC RECOGNITION**

**Honor Rolls - Grades 3-12**

**Graduation Marshall – Grade 11**

**Scholar Recognition – Grade 12**

**Valedictorian and Salutatorian – Grade 12**

**Beta Clubs – Grades 7-12**

**HONOR ROLLS-Grades 3-12**

Ridgecroft School applauds high academic achievement and therefore, provides recognition to students each six-weeks who grades meet the criteria for Honor Roll. The Honor Roll is published in the local newspaper. In addition, Ridgecroft School hosts an Honor Roll picnic in May for all students who make the honor roll at least one grading period.

<b>HONOR ROLL CRITERIA</b>	
A Honor Roll	Grades of A in all courses
A-B Honor Roll	Grades of As and Bs with at least as many As as Bs
B Honor Roll	No grade less than a B

**GRADUATION MARSHAL-Grade 11**

The top four students with grade averages of at least 93 will be selected as graduation marshals. See policy 3-2 for application of this policy for transfer students. Effective 9-27-10, any student accused and found guilty of academic dishonesty during enrollment in grades 9 through 12, regardless of the academic record, will be disqualified for consideration as a marshal. Refer to policy 4-2 for definition of academic dishonesty. Effective 5-14-12, any student found to be in violation of the Drug and Alcohol Policy during enrollment in grades 7-12, regardless of academic record, will be disqualified for consideration as a marshal. Refer to policy 7-7 for information regarding the Drug and Alcohol Policy.

**SCHOLAR RECOGNITION-Grade 12**

Additional recognition is available for students who pursue academic excellence. There are two Scholars Programs available to students: The Ridgecroft Scholar Program and the North Carolina Scholar Program.

Students will qualify for the Ridgecroft Scholars based on their cumulative average. Successful completion of one or both of these programs will result in a scholar seal on their diploma and the student receiving special recognition at graduation. Ridgecroft Scholars will wear a gold tassel at graduation and NC Scholars will wear a navy and gold tassel at graduation.

Students should begin planning for their course of study as they enter the ninth grade so that they will be eligible for these honors.

**VALEDICTORIAN AND SALUTATORIAN-Grade 12**

The senior with the highest GPA will be selected valedictorian of the class. The senior with the second highest GPA , to the nearest hundredths, will be selected salutatorian of the class. In cases of a tie with the GPA, two seniors will be selected valedictorians of the class. See policy 3-2 for application of this policy for transfer students. Effective 9-27-10, any student accused and found guilty of academic dishonesty during enrollment in grades 9 through 12, regardless of the academic record, will be disqualified for consideration as a Valedictorian or Salutatorian. Refer to policy 4-2 for definition of academic dishonesty. Effective 5-14-12, any student found to be in violation of the Drug and Alcohol Policy during

enrollment in grades 7-12, regardless of academic record, will be disqualified for consideration as Valedictorian or Salutatorian. Refer to policy 7-7 for information regarding the Drug and Alcohol Policy.

### **SENIOR AND JUNIOR BETA CLUB – Grades 6-12**

The National Beta Club is an academic honor organization that believes in “leadership through serving others.” The Junior Beta Club is composed of students from grades 7-9 and the Senior Beta club is composed of students from grades 10-12.

**REQUIREMENTS:** Students who have a cumulative average at least 90 at the end of grade 6 or at any semester thereafter are invited to join the Junior Beta Club. Students who have a cumulative average of least 90 or 3.5 weighted GPA at the end of the first semester of their freshman year or any semester thereafter are invited to join the Senior Beta Club.

If a student’s overall cumulative average falls below 90, both the student and the parent are notified by a letter that he is put on probation and has one semester to bring up his grades. If at the end of two semesters the student overall average is not back up to at least 90, he is dismissed from the Beta Club.

#### **ACTIVITIES:**

- Blood Drives for American Red Cross
- Ringing of Bells for salvation Army at Christmas Time
- Bake sales to raise money for NC’s food pantries
- District Beta Convention-Students have an opportunity to attend conferences which offer competition in areas of talent, art, poetry, writing and speech as well as academics and leadership. Students can win scholarships.

## **SECTION 3 – ACADEMICS AND ACADEMIC RECOGNITION**

### **3-2 POLICY FOR DETERMINATION OF CLASS RANK FOR TRANSFER STUDENT**

A student who transfers to Ridgcroft School must be enrolled no later than the end of the first six weeks of the eleventh grade to be considered for honors such as graduation marshal, valedictorian, or salutatorian. In addition, only grades earned at Ridgcroft School will be used to make comparisons and determine class rank. However, for those students already enrolled at Ridgcroft, counselors may use overall GPA or the GPA computed from the new student’s enrollment date, whichever is the higher.

**APPEAL:** Any student who is not recognized by the Academic Recognition programs and can justify that he deserves recognition, may appeal to the Academic Standards Committee.

## **SECTION 4 – ASSESSMENT AND TESTING**

**Board approved May 11, 2009**

### **4-1 POLICY FOR EXAMS – Grades 6-12**

Summative exams are important in the learning of essential concepts. Students should prepare for exams on a daily basis by taking good notes, doing homework, and studying for quizzes and tests.

At the end of each semester, middle and upper school examinations will be given to all students in grades 6-12. Exams shall count 20% of the semester average.

### **EXAM EXEMPTION – GRADES 6-11**

Students in grades 6-11 will be eligible to be exempt from taking one final exam each year, in either the fall or spring semester. Exemption will be granted based on the following provisions:

- (1) The student has a 90 average or better in that class.
- (2) The student has not been assigned any ISS/OSS during the school year.
- (3) The student has not more than 3 unexcused absences in that class.
- (4) The student is not allowed to exempt the same core class (Math, English, Social Studies, Science) on consecutive years.
- (5) The student has not had any Honor Violations from any class during the school year
- (6) The student is not allowed to exempt courses that have an AP test.
- (7) The student has not received more than three (3) Discipline Referral Forms (pink slips) in that semester.
- (8) Student has not received 6 or more tardies in that semester.

## EXAM EXEMPTION – GRADE 12

Students in grade 12 will be eligible to be exempt from taking final exams based on the following provisions:

- (1) The senior has acceptable grading and minimum absences as specified in the table below.
- (2) The senior has not been assigned any ISS/OSS during the school year.
- (3) The senior has not had any Honor Violations from any class during the school year.
- (4) The senior has not received more than three (3) Discipline Referral Forms (pink slips) in that semester.
- (5) The senior is not allowed to exempt exams for the Advanced Placement courses or dual enrollment courses offered through RCCC.
- (6) Student has not received 6 or more tardies in that semester.
- (7) Seniors with 6 tardies will lose one exam exemption. They will lose an additional exam exemption for every 2 additional tardies.

YEARLY AVERAGE	MAXIMUM UNEXCUSED ABSENCES FOR YEAR
A	4
B	3
C	2
D	1

### SECTION 4 – ASSESSMENT AND TESTING 4-2 POLICY FOR ACADEMIC HONESTY

Updated and Effective 08-23-22

#### Ridgcroft School Honor Code:

*On my honor, I will not lie, cheat, or steal, nor will I aid another to lie, cheat, or steal, and I will report any violations I witness. I pledge to abide by the Honor Code and support the decisions of the Honor/Disciplinary Committee. (Posted in every classroom)*

#### DEFINITION

Academic dishonesty or academic misconduct is defined to be any action or practice on the part of a student that involves getting credit for work that is not one's own, interferes with another student's ability to complete their work, or compromises the security or integrity of a teacher's academic resources. This definition applies to Kindergarten through grade 12. Teachers are responsible to educate students with the various aspects of academic dishonesty and to assign penalties that are appropriate for the action and the grade level of the child. It is therefore expected that stronger penalties will be assigned to high school students in an effort to prevent academic dishonesty on a college level.

EXAMPLES include, but are not limited to:

- submitting another's work as one's own,
- obtaining/accepting a copy of tests or answer keys,
- giving/receiving test questions or answers,
- copying from another student's test/ homework,
- cheating on a test including the use of crib notes, giving of hand signals, or giving/getting information from another student either during the test or after taking a test,
- plagiarism (defined as the use or close imitation of the language and thoughts of another author and the representation of them as one's own original work),
- fabrication (defined as the falsification of data such as in a science lab, information, citations in any formal academic exercise)
- deception (defined as providing false information to a teacher/instructor concerning an academic exercise including claiming to have submitted work that he did not or giving a dishonest excuse for asking for a deadline extension)
- any actions to prevent others from completing their work
- accessing confidential instructor materials without permission
- Obtaining answers to schoolwork or tests from outside sources (online, teacher editions of books, photo math, etc) when not permitted.

## INTERNET USE

When using the Internet, as student must be cautious to avoid plagiarism. The teacher should define the use of citations and attributions to an author. Copying and pasting without reference is plagiarism. In addition, the teacher should work with the student to determine when sites have accurate information and which sites are open-source and therefore, could be questionable.

## CONNECTION TO CHARACTER DEVELOPMENT

The effects of cheating is deleterious to an education system, but also has extended ramifications in the workplace and the personal behavior of the child in later years when he has not developed a strong sense of right and wrong.

**CONSEQUENCES:** Punishments for academic dishonesty vary according to the age of the party involved and the nature of the infraction and should be determined by the teacher, Head of School, and/or Honor Committee as circumstances warrant.

Teachers should maintain documentation.

## **SECTION 5 – GRADING AND REPORTING 5-1 POLICY FOR GRADING**

A teacher has the responsibility for developing a fair and consistent procedure for grading students. Teachers are responsible for posting their grading system and explaining it to students and parents.

Teachers will base classroom instruction and assessment on a standard course of study and/or set of objectives and will differentiate to provide learning experiences for the range and the ability of the students they teach. Grading will reflect achievement of competencies. By North Carolina law, the Head of School has the final authority to grade and classify students. If a situation with a student warrants review, the Head of School will meet with the teacher to discuss grade average and any necessary changes.

Grading Scales:

<b>PRESCHOOL</b>	<b>GRADES K-2 CORE SUBJECTS</b>	<b>GRADES 3-12 CORE SUBJECTS</b>
E-Exceeding Expectations	E-Exceeding Expectations	A 90-100
S-Satisfactory	S-Satisfactory	B 80-89
N-Needs to Improve	N-Needs to Improve	C 70-79
U-Unsatisfactory	U-Unsatisfactory	D 60-69
		F Less than and equal to 60
	<b>GRADES K-2 ENRICHMENT SUBJECTS</b> Refer to Policy 7-3	<b>GRADES 3-12 ENRICHMENT AND ELECTIVE SUBJECTS</b> Refer to Policy 7-3

**PROCEDURES FOR REPORTING:** The school year at Ridgcroft School is 180 days which is divided into six grading periods, each of about thirty days. Dates for the end of each grading period, each semester, and each interim report period are specified on the school calendar.



Report cards are issued at the end of each grading period. An interim report is issued midway through the grading period to inform parents of the student's progress.

**GUIDELINES FOR GRADING:**

The following chart and bullets are GUIDELINES for teachers. New teachers can use them as a beginning point for development of their grading system. Experienced teachers can use them as a comparison for their current system and a baseline for discussion with other teachers of students in the same grade.

- Guidelines for grade percentages of core subjects according to grade spans:

	<b>GRADE K</b>	<b>GRADES 1-2</b>	<b>GRADES 3-5</b>	<b>GRADES 6-12</b>
Classwork/Participation/Notebook/Home work	100%	65%	50%	35%
Quizzes/Tests	0%	35%	50%	65%
Note that as students move from kindergarten to the 12 <sup>th</sup> grade, more emphasis is placed on accountability of written quizzes and tests.				

- Grades should be numerical percentages computed from either a percentage of points or from letter grades assigned according to a rubric.
- Numerical grades should be stated on report cards and on interim reports when possible.
- Averages on report cards and interim reports should be averages determined from a sufficient number of grades.
- Misbehavior will not be a factor in calculating grades. Students who disrupt the learning process will be disciplined according to discipline policies and procedures. Students in grades K-5 have citizenship noted on their report cards.
- The practice of giving extra credit is not recommended.
- The maximum of any average is 100.
- Grading for a particular course or subject in a grade will be systematic, consistent, and objective for all students.
- The teacher will set high expectations. An A will reflect exceptional work in attaining of competencies in goals and objectives in the course and in demonstrating an ability to apply competencies to problem-solving situations.
- Retesting is appropriate in some situations such as when many of the grades on an assessment are low or if the student has a good reason for not performing as well as possible and has demonstrated that he has learned the material.
- Students with a diagnosed learning difference will be graded according to specification on the Academic Support Plan
- Courses in grades 6-12 will have either a numerical average or a letter grade.
- Grades below 50 can be recorded as a F on the report card. Numerical averages are put in the register. It is the responsibility of the student to discuss options and ways with the teacher to improve academic performance in the course.

**GUIDELINES FOR CLASSWORK/PARTICIPATION/NOTEBOOK/HOMEWORK:**

- Class work and participation can consist of cooperative work, individual work, discussion, board work, and class presentations.
- Students are expected to bring necessary materials and homework to class on a daily basis.
- Respectful class participation by students is encouraged and expected.
- Cooperative grouping is beneficial to students and therefore, recommended. It is the responsibility of the teacher to define the task, assign roles to group members, and share a grading rubric before initiating the task.
- Beginning in grade 2, students should understand the importance of maintaining an organized notebook. Teachers are encouraged to include notebook checks as an integral part of the grade average. Homework is defined as out-of-class tasks assigned to students as an extension or elaboration of class work and should be assigned on a regular basis for all core subjects. It is also recommended that elective course have regular outside assignments if feasible and appropriate.
- Students are expected to complete assignments on time. Students who do not do homework assignments on an appropriate timeline will receive grade penalties. For students who have excused absences, make-up work should also be completed on a timeline as designated by teacher.
- Parents can be supportive by setting expectations that students (1) will take notes in the classroom, (2) will read the textbook related to the assignment, and (3) will complete assignments on-time. It is not productive for parents to do the work for the student.
- Homework assignments as used for several reasons:

<b>TYPES OF HOMEWORK</b>	<b>DEFINITION</b>	<b>EXAMPLE</b>
<b>PRACTICE</b>	Practice assignments reinforce newly acquired skills.	Students who have learned a new math procedure have sample problems assigned.
<b>PREPARATION</b>	Preparation assignments help students get ready for activities that will occur in the classroom.	Students are assigned background research on a topic that will be discussed later in the week.
<b>EXTENSION</b>	Extension assignments are frequently long-term continuing projects that parallel class work.	Students apply previous learning to do authentic problems, a science fair project, or a term paper.

- The time spent on homework assignments should increase as the student moves from kindergarten to the 12<sup>th</sup> grade. The following table should be used as a guideline. Parents need to be aware that the same assignment given to different students will take different amounts of time to complete. It is appropriate for a second grade teacher, for example, to make a 30-minute (average) math assignment and a 20-minute (average) science assignment on one night or to assign a 40-minutes reading assignment on another night.

<b>TIME-ON-TASK GUIDELINES FOR HOMEWORK</b>	<b>AVERAGE TIME PER CORE SUBJECT</b>	<b>AVERAGE TOTAL TIME PER NIGHT</b>	<b>AVERAGE TOTAL TIME WEEKLY</b>
<b>GRADES K-1</b>	5 minutes	10-20 minutes	60-120 minutes (1 to 2 hours)
<b>GRADES 2-3</b>	10 minutes	20-40 minutes	120-240 minutes (2 to 4 hours)
<b>GRADES 4-5</b>	15 minutes	40-60 minutes	240-360 minutes (4 to 6 hours)
<b>GRADES 6-8</b>	20 minutes	60-90 minutes	360-480 minutes (6 to 8 hours)
<b>GRADES 9-12</b>	30 minutes	90-120 minutes	540-720 minutes (9 to 12 hours)

#### **GUIDELINES FOR QUIZZES/TESTS**

- Announced and pop quizzes are allowable.
- Quizzes and tests should not be used as a punitive measure.
- Students have the responsibility to prepare for quizzes and tests and understand that low grades will impact course averages. They should be knowledgeable of the grading procedure for the class and the formatting of the test. Preparation for a quiz or test may differ depending on how the questions will be stated.
- It is the student's responsibility to schedule with a teacher an appropriate time to make up any quizzes and/or tests that are missed as a result of an excused absence.
- Teachers will announce major tests three to five days ahead of time.
- Middle school and high school teachers will also record major tests on the calendar outside the guidance office in an attempt to not overload students.
- Students with an Academic Support Plan will receive specified accommodations.
- Quizzes/tests will be graded within a reasonable period of time (usually two weeks).

#### **PROCEDURE FOR COMPUTATION OF SEMESTER AVERAGE**

The semester average is computed by averaging the three grading period grades and multiplying the average by four, adding that product to the exam grade, and dividing the total by 5. Averages that have .5 or more should always be rounded up. Therefore, each grading period will count 26.66% of the semester average.

#### **SECTION 5 – GRADING AND REPORTING 5-2 POLICY FOR RETAKING**

A student who makes a C or D in a middle school or high school course may reenroll in the same course for a second time. This is beneficial particular with sequential courses such as Algebra II and Precalculus. Both grades will show on the transcript, the higher one will be used in determination of grade point average (GPA). The student will not receive an additional unit of credit for the course.

#### **SECTION 5 – GRADING AND REPORTING 5-3 POLICY FOR GRADING OF ENRICHMENT / ELECTIVE COURSES**

**Lower School**  
**Middle/Upper School**

#### **LOWER SCHOOL ENRICHMENT COURSES INCLUDE:**

Library/Media, Physical Education, Music, Art, Computers, and Spanish

### **GUIDELINES FOR GRADING ENRICHMENT COURSES – GRADES K-5**

Teachers of elective courses will notify grade-level teachers if students are not participating or are being disruptive during enrichment courses. It is recommended that the enrichment teacher keep a clipboard with a student roster and make notes on a regular basis of nonparticipation or disruptive behavior. For excessive misbehavior, teacher should notify parent and the director of the lower school. This clipboard should be given to the grade-level teacher at the end of each grading period.

<b>GRADE for Report Card</b>	<b>Maximum number of times that a teacher has to reprimand the student for nonparticipation or misbehavior when the class meets once a week or 6 times during grading period.</b>	<b>Maximum number of times that a teacher has to reprimand the student for nonparticipation or misbehavior when the class meets twice a week or 12 times during grading period.</b>
M = Meritorious	0	0
S = Satisfactory	1-2	1-3
N = Needs to Improve	3	4-5
U = Unacceptable	More than 3	More than 5

### **MIDDLE / UPPER SCHOOL ELECTIVE COURSES INCLUDE:**

Art/Band for grades 6-12, Life Skills, Conditioning, and Yearbook for grades 9-12.

Teacher may grade electives courses such as, Yearbook, Graphics Arts, with a numerical average; however, letter grades will be specified on the report cards.

Grades in the following courses (Art, Band, Introduction to Agriculture, Yearbook, Graphics Arts) are not used when determining BETA Club qualification, college/university averages, and/or academic awards.

For classes that meet every day, a teacher may consider having the student earn a daily grade. For example, the six-week grading period has 30 days and the student will begin each grading period with a 100 average for the elective course. The student is expected to be engaged with the coursework each day, the entire period, and complete assignments according to the timeline. Each day the student is NOT in compliance with course requirements, the average will be lowered by 1 point. Another recommendation is to use the “daily grade” system as a percentage of the total average, combining it with test or project grades.

Misbehavior for middle and upper school students must be dealt with according to the Ridgcroft School Discipline Policy.

## **SECTION 5 – GRADING AND REPORTING**

### **5-4 POLICY FOR GRADING OF HONORS AND AP COURSES**

Ridgcroft computes grade point averages (GPAs) on a 4.0 scale for all standard coursework in the upper school.

The grading scale at Ridgcroft School is as follows:

90-100	A
80-89	B
70-79	C
60-69	D
59 and below	F

All numerical averages that are .5 or higher are rounded up.

Courses designated as “Honors” (H) are accelerated and require stronger background and more intensive preparation than other courses. These courses are weighted .5 point on the GPA Scale. These courses are noted as H on the transcript. Honors courses offered at Ridgcroft School include H Pre-calculus, H Physics, H Chemistry, and H English.

Courses designed as “Advanced Placement” (AP) are designed to address goals and objectives for a college-credit course and are assessed by a College Board Advanced Placement examination. Colleges and universities will assign course credit based on the grade from the AP exam. These courses are weighted 1 point on the GPA Scale. These courses are noted as AP on the transcript. AP courses that have been approved to be offered at

Ridgcroft School include AP Calculus, AP English Literature, and AP US History.

Additionally, courses offered through dual enrollment according to the Huskins agreement with Roanoke Chowan Community College will also carry a .5GPA weighting since they are college-credit courses.

Ridgcroft School Grading Scale Conversions Beginning with 2016-2017 School Year

A Range	90-92 (3.67 GPA Points)	93-97 (4.0 GPA Points)	98-100 (4.33 GPA Points)
B Range	80-82 (2.67 GPA Points)	83-86 (3.0 GPA Points)	87-89 (3.33 GPA Points)
C Range	70-72 (1.67 GPA Points)	73-76 (2.0 GPA Points)	77-79 (2.33 GPA Points)
D Range	60-62 (0.67 GPA Points)	63-66 (1.0 GPA Points)	67-69 (1.33 GPA Points)
F Range	59 and Below (0 Points)		

<b>SECTION 6 – ATTENDANCE</b> <b>6-1 POLICY FOR ATTENDANCE</b>
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Ridgcroft School encourages regular attendance. Research indicates that the amount of learning is correlated to the amount of time spent “on task” by students. Students are expected to be in school except during times of illness or family emergencies. Early dismissal of a student for reasons not related to school activities is discouraged since it will result in a class absence. Special school-approved field trips, activities including sport events are designated in the management system as a SCHOOL EVENT, but are not considered part of the 165 days. Seniors and juniors are allowed three days to visit colleges. These days do not count in the 165 days of required school attendance and will be designated as COLLEGE DAY on the grading software.

Students have the responsibility to obtain assignments from the teacher, a classmate, or the website, preferable ahead of time, when they are absent. Parents are ultimately responsible to ensure school work is completed on-time and deficiencies are resolved. If school work is not made up, the grade can be penalized.

Teachers are responsible to monitor and record absences. The teacher should make a contact with the parent in cases of excessive absences, defined as more than three per grading period, and also make the director aware of the situation.

Parents will be notified of absences regularly on the report card.

#### **6.1.1 LOWER SCHOOL PROCEDURES**

Students in grades K-5 are encouraged to attend school regularly. Absences will be monitored and noted on the report card. Students who have excessive absences, more than 3 per grading period (10%) or 15 for the school year (8.3%) will be referred to the director and/or Head of School.

Students in grades K-5 who have permission to sign out and leave school early will be considered absent if they miss more than 50% of the school day (more than 3.5 hours).

EFFECTIVE IN 2009-2010, student in grades K-5 must attend 165 out of 180 days of school to be considered for promotion. (Refer to policy 2-1). Extenuating circumstances will be considered by the Head of School upon written request by the parent.

#### **6.1.2 MIDDLE AND UPPER SCHOOL PROCEDURES**

To obtain credit for a course, a student must be present 82 out of the 90 class days in a semester unless there are extenuating circumstances. Teachers are responsible to record absences on the management system and submit the record once a week. Students who miss more than 8 days of class in a semester at Ridgcroft School may request a permission from the teacher/ Head of School to develop a plan to make up time.

Upper school students who are enrolled in college-credit coursework through the Roanoke Chowan Community College must comply with the RCCC attendance policies in order to receive credit for the course.

Students in grades 6-12 who have permission to sign out and leave a class early will be considered absent if they miss more than 50% of the class time (more than 45 minutes).

#### **NOTIFICATION BY PARENT FOR ABSENCES**

1. When an absence is anticipated, the parent should make the school office aware of it. The student should tell the teachers and get assignments.
2. If the absence is not anticipated, the parent is asked to notify the school before 9:00 am. If the school is not notified, they may call the parent to confirm an absence.
3. If the school was not notified before or on the day of the absence, it is recommended that the student bring a note from the parent specifying the reason for the absence when he returns to campus. Absences will be designated on the grading software.

## MEDICALLY-RELATED EXTENDED ABSENCES

When a medical conditions force extended or periodical absences, it is recommended that the parent call the school officials and apprise them of the situation and work out a plan to get assignments and make-up tests.

To prevent transmission of contagious diseases, a child will not be permitted to attend school if it has been less than 24 hours since any of the following symptoms: (1) fever of 99.5 or above, (2) vomiting, or (3) diarrhea. If the child does come to school without having the necessary time after the symptoms, the parent will be asked to return to pick up the student.

Students leaving school with ailments such as headaches, toothaches, physical injuries, food/environmental allergies may return to school the next day at their physician's or parent's discretion.

## TYPES OF ABSENCES AND CONSEQUENCES FOR SCHOOL WORK

RECORDING OF ABSENCE	TYPE OF ABSENCE	SCHOOL WORK ● PROCEDURES FOR MAKING UP SCHOOL WORK ● IMPACT ON GRADES
<p><b>Excused:</b> Considered as a minus to the 180 annual school /90 semester class days</p>	<p>(Recorded as ABSENCE on report card)</p> <ul style="list-style-type: none"> <li>● <b>Illness or injury to the student WITH doctor's note</b></li> <li>● <b>Family emergencies</b></li> <li>● <b>Medical or dental appointment which cannot be arranged for out-of-school hours. WITH doctor's note</b></li> <li>● <b>Religious holidays</b></li> </ul>	<p>Excused absences will not impact grade averages IF a student takes the responsibility to make-up all classwork and assignments. Assignments can be obtained from the teacher, a classmate, or the school website. Work should be completed <u>within one week of the absence</u> unless permission is specifically given by the teacher.</p> <p>Doctor's note MUST be turned in to the front office upon student's return to school.</p>
<p><b>Excused:</b> NOT considered as a minus to the 180 annual school/ 90 semester class days</p>	<ul style="list-style-type: none"> <li>● <b>School-approved College Visits</b> (Recorded as COLLEGE DAY on report card) Juniors and seniors are allowed a maximum of <u>three days</u> with administrative approval to visit college campuses.</li> <li>● <b>School-approved Field Trips</b> (Recorded as SCHOOL EVENT on report card) Ridgcroft School is supportive of curriculum-related field trips. Information will be sent home prior to the trip regarding the nature of the trip, the scheduled times for leaving and returning, and the cost of the activity. Written parental permission will be required. The school office will also have the departing/arrival times and location information.</li> <li>● <b>ISS (Recorded as IS on report card)</b></li> <li>● <b>Athletic Events</b></li> </ul>	<p>For school-approved absences, students are responsible to contact teacher(s) to get assignments so that work can be made <u>within one week of the absence</u> unless permission is specifically given by the teacher.</p>

<p><b>Unexcused:</b> Considered as a minus to the 180 annual school/90 semester class days</p>	<p>(Recorded as ABSENCE on report card)</p> <ul style="list-style-type: none"> <li>● <b>Skipping school/class</b></li> <li>● <b>Other reasons not specified as excused</b></li> <li>● <b>When the parent does not notify the school or the student does not bring a note from the parent</b></li> <li>● <b>OSS (Recorded as OS)</b></li> </ul>	<p>For these absences, students will not be allowed to make up daily school work/quizzes, but will be allowed to make up major tests. This will result in a lowered grade. In addition, the student could receive additional disciplinary action.</p>
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**PROCEDURE FOR EXCESSIVE ABSENCES:**

NUMBER OF ACCUMULATED ABSENCES	ACTION
<p>Lower School: Total of 6 (excused and/or unexcused)</p> <p>Middle and Upper School: Total of 4 in a semester (excused and/or unexcused)</p>	<p>Teacher notifies the Head of School</p>
<p>Lower School: Total of 10 (excused and/or unexcused)</p> <p>Middle and Upper School: Total of 6 in a semester (excused and /or unexcused)</p>	<p>Teacher notifies the Head of School.</p>
<p>Lower School: Total of 15 (excused and/or unexcused)</p> <p>Middle and Upper School: Total of 8 (excused and/or unexcused)</p>	<p>Teacher notifies the Head of School. The Head of School may refer situation to the Academic Standards Committee to consider promotion/retention/credit for course.</p>

**SECTION 6 – ATTENDANCE** (Board approved May 11, 2009)  
**6.2 POLICY FOR TARDINESS**

**6.2 POLICY FOR TARDINESS TO HOMEROOM AND/OR CLASS**

Ridgecroft School requires punctuality to school and to classes as it recognizes that being on time is an important habit. All students are expected to be in their classrooms with their books/materials and ready to begin class on schedule. It is not appropriate for students to ask to leave the room after the class begins to get books and materials.

This policy applies only to on-campus courses taught by Ridgecroft School faculty. Students taking courses through RCCC on its campus are subject to rules and regulations of that institution.

**6.2.1 LOWER SCHOOL PROCEDURE:**

Lower school teachers will begin instruction at the scheduled time in the morning. If a student is tardy, it delays the instruction for all students. Tardies, therefore, will be monitored and noted on the report card. Students with excessive tardies will be referred to the Head of School.

If a student is tardy, the parent will be notified of any work that was missed and the parent will be responsible to ensure that the work is made up by the student.

Excessive tardies are strongly discouraged because (1) it is disrespectful to the teachers, (2) it does not help teach students good habits, and (3) it can impact learning and academic progress over time.

**6.2.2 MIDDLE SCHOOL AND UPPER SCHOOL PROCEDURE:**

1. A student is considered tardy three minutes after the bell has rung.
2. Students who come to school late must report to the office and sign in.
3. The homeroom teacher will maintain an accurate record of tardies and is responsible to confirm absences as listed on the daily bulletin.
4. The classroom teacher will maintain a record of tardies for each course or class.
5. Students with 6 or more tardies will not be eligible for an exam exemption at the end of the semester.

**SECTION 7 – STUDENT  
CONDUCT SECTION 7 – STUDENT  
7-1 POLICY FOR STUDENT CONDUCT**

**POLICY:**

The Board of Directors of the Hertford County Educational Foundation has a responsibility to ensure the right and privilege of an excellent education for each student that is enrolled at Ridgcroft School. It is therefore the expectation that each student will act responsibly as a citizen of this school community, conduct himself in an appropriate manner at all times, and respects the rights and privileges of all other members of this school community. Each student will respect the teachers and school staff and abide by the policies, rules, and regulations of Ridgcroft School.

**In summary, students at Ridgcroft School are expected to:**

- Be courteous and have good manners at all times,**
- Support high academic standards,**
- Maintain the learning environment in each classroom,**
- Demonstrate good character, including showing respect for teachers and other students,**
- Respect school property and property of others, and**
- Protect the safety of other individuals at the school.**

A student who chooses to disregard policies, rules, and regulations of Ridgcroft School will be subject to penalties, suspension, or termination.

Each staff member is responsible to maintain an ordered and productive learning environment in the classroom, on campus, and at any school function.

Misbehavior is categorized as three levels. (See chart)

- Level 1 misbehaviors are disruptive to the learning processes at the school. The penalties associated with them range from warnings to detentions. Parents will be involved in resolving situations.
- Level 2 misbehaviors are characterized by harm to self, to teachers, or other students and therefore, carry harsher penalties. In addition, multiple, severe, and/or extended infractions of Level 1 misbehaviors could also result in a Level 2 classification.
- Level 3 involves situations with drugs and weapons and will result in both severe penalties and notification of law enforcement officials.

**CHART: CATEGORIES OF MISBEHAVIORS AND RANGE OF PENALTIES**

	<b>MISBEHAVIOR</b>	<b>RANGE OF PENALTIES</b> Parents will be notified at appropriate time and may be asked to attend a conference at the school.



<b>LEVEL I</b>	<ul style="list-style-type: none"> <li>● Dress Code Violations</li> <li>● Talking/inattention in class</li> <li>● Communication/electronic equipment</li> <li>● Disruption in classrooms/school building</li> <li>● Littering after food/drink consumption</li> <li>● Misbehavior in cafeteria</li> <li>● Abuse of on-campus driving privileges</li> </ul>	Warning Reprimand Student Conference Parent notification Detention during break, lunch, after school that is supervised by either the teacher or the director After school work detail Loss of privileges Completion of DISCIPLINE REFERRAL
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	<ul style="list-style-type: none"> <li>● Profanity/gesturing</li> <li>● Disrespect/insubordination of teacher</li> <li>● Safety violation in science lab</li> <li>● Misuse of Internet, passwords, accessing inappropriate websites</li> <li>● Public display of affection on school grounds</li> </ul>	<p>FORM</p> <p>Teachers should be discretionary about completing referrals. It is recommended that the teacher use other means of punishment for misbehavior such as chewing gum <u>unless</u> it is excessive and can be considered insubordination.</p>
<b>LEVEL II</b>	<ul style="list-style-type: none"> <li>● Multiple infractions of Level I misbehavior</li> <li>● Skipping class/school</li> <li>● Vandalism</li> <li>● Fighting, Assault, Battery</li> <li>● Bullying/Harassment/Hazing</li> <li>● Tobacco - Possession/use/distribution</li> <li>● Alcohol</li> <li>● Theft</li> </ul>	<p>Completion of <b>DISCIPLINE REFERRAL FORM</b></p> <p>Parent and student conference</p> <p>After school work detail</p> <p>Loss of privileges</p> <p>1-3 days ISS</p> <p>1-3 days OSS</p> <p>Voluntary withdrawal or expulsion</p> <p>Restitution</p> <p>Notification of law enforcement officials</p>
<b>LEVEL III</b>	<ul style="list-style-type: none"> <li>● Drugs – Possession/use/distribution</li> <li>● Weapons</li> </ul>	<p>5-10 days OSS</p> <p>Parent notification</p> <p>Voluntary withdrawal or school expulsion</p> <p>Notification of law enforcement officials</p>

**Discipline Procedures:**

**1. Initial Response:**

Initially, most Level I misbehaviors will be handled by the classroom teacher. The teacher is responsible for communicating classroom rules and procedures to all students, for consistently reinforcing correct classroom behavior and providing penalties when needed.

Recommended teacher interventions for Level I misbehaviors include:

1. Warning/conference
2. Changing seats
3. Break and/or lunch detention
4. Teacher directed Afterschool Detention (ASD) no fee
5. Parent contact

With each intervention the teacher shall fill out a Discipline Referral Form (pink slip) and give it to the appropriate School Director. The School Director will maintain a file for each student receiving a pink slip. If the teacher and director agree that the initial interventions have been ineffective, subsequent referrals will go directly to the Director for interventions.

Recommended level I interventions at the director level include:

1. 1 day (1 hour ASD) (\$20 fee) with parent conference
2. 2 days ASD (1 hr.) (\$40 fee) with parent conference
3. 3 days ASD (1 hr.) (\$60)

If behavior continues to be in appropriate, subsequent infractions will be referred to the Head of School.

Recommended Level I interventions for the Head of School include:

1. 1-3 days ISS (\$60/day fee)
2. 1-3 days OSS
3. Parent conference for further disposition up to and including long term suspension/expulsion

For Level II and Level III infractions:

Complete a Discipline Referral Form (pink slip) turn over to school director/Head of School.

Recommended Inventions for Level II infractions include:

1. Parent Conference
2. Loss of Privileges
3. Restitution
4. 1-3 days II (\$60 day/fee)
5. 1-3 days OSS
6. Voluntary withdrawal/expulsion

Level III inventions include:

1. 5-10 days OSS and parent conference
2. Voluntary withdrawal/expulsion
3. Contact law enforcement

### **GRIEVANCE PROCEDURE:**

A parent may request to review the DISCIPLINARY DOCUMENT RECORD. When a student is assigned ISS or OSS as a result of misbehavior, parents can appeal to the Head of School in writing within five school days of notification.

<b>SECTION 7 – STUDENT CONDUCT</b>	<b>(Board approved May 11, 2009; updated August 28, 2009)</b>
<b>7-2 POLICY FOR STUDENT DRESS CODE</b>	

It is the policy of Ridgcroft School that administration, faculty, and students support the specified dress code that will conducive to the learning atmosphere in the school and development of character in our students. The school administration and faculty are the sole judges of the acceptability of students' attire and/or grooming at school, including athletic wear and at any school function. Often it is a difficult judgment call because the same article of clothing on one child may be less acceptable than on another child for different reasons. Generally a good rule of thumb is not to wear anything you might question whether it will comply with the Ridgcroft School Dress Code.

Therefore, students are to adhere to the following dress code criteria:

- (1) Students are to come to school clean and neat at all times.
- (2) Students are to wear proper shoes at all times. No bare feet are allowed. Flip Flops or sandals may be worn to school, but are not allowed for recess or PE.
- (3) Students are not to wear clothing that is excessively soiled, torn, or ragged, including jeans (no ripped jeans allowed).
- (4) Students should not wear clothing that promotes alcohol beverages, tobacco, or the use of controlled substances; depicts violence; or is of sexual or disruptive nature.
- (5) Students should not wear hats, caps, hoods, sweatbands, bandannas, or sunglasses inside the campus buildings.
- (6) Students should wear pants or shorts at the waist. Sagging pants are not allowed.
- (7) Students are not allowed to bare midriffs, wear backless tops, spaghetti straps, strapless tops, halter tops, tank tops, short-shorts, short mini-skirts or short mini dresses. Straps on tops must be at least two finger widths.
- (8) No undergarments should be visible.
- (9) Both male and female students are not allowed to wear shorts with an inseam length shorter than 4 inches. All parts of the shorts hem must be no shorter than the 4 inch inseam, including slits and cutouts.
- (10) Students are not allowed to wear tight clothing such as knit or spandex bicycle/biker pants or overly tight pants, skirts, shorts, or dresses. Leggings may be worn only with a tunic-length top (bottom must be covered).

- (11) Hair should be kept neat and clean and not cover the eyes. Facial hair must also be kept neat and clean. The Director of Athletics or any other activity program coordinator may disallow facial hair or impose more restrictive rules.
- (12) For student athletes on game days, girls must wear dresses, skirts, dress pants, or dress shorts of an appropriate length. Dresses must not be shorter than 5 inches above the knee cap. Boys must wear khaki pants or dress shorts, a collared dress shirt, and a tie. Shirt tails must be tucked in and the tie must be tied. Alternately, students may wear uniform warmups or a Ridgcroft polo shirt as directed by their coach. Students not properly dressed by the end of the first period on game days will not be allowed to play in that day's athletic event.
- (13) EXCEPTIONS
- For PE (Physical Education class), students may wear shorts that are shorter than fingertip length.
  - Uniforms for cheerleading and other sports and dresses for prom and other formal occasions may be non-conforming to the dress code.

**CHART OF PENALTIES**

<b>FIRST OFFENSE</b>	Any faculty member who observes a student out of compliance with the dress code policy will inform the student that he/she is to report to the office at the end of that class to the office. A list of dress code offenders will be maintained in the office. The student will be required to wear a t-shirt or house dress provided by the school. If the student has another change of clothing, he will be allowed to change out of the school t-shirt/house dress at the next break or lunch period. <b>NO CLASS TIME WILL BE USED TO CHANGE CLOTHES.</b>  The faculty member will document the infraction of the dress code on a pink slip and give it to the school director- does not count towards exam exemption.
<b>SECOND OFFENSE</b>	<ol style="list-style-type: none"> <li>1. Students will be required to wear school t-shirt or house dress.</li> <li>2. Student will be listed.</li> <li>3. Pink slip will be completed and given to school director.</li> <li>4. Parents will be called.</li> </ol>
<b>THIRD OFFENSE</b>	<ol style="list-style-type: none"> <li>1. Students will be required to wear school t-shirt or house dress.</li> <li>2. Student will be listed.</li> <li>3. Pink slip will be completed and given to school director.</li> <li>4. Parents will be called.</li> <li>5. Student will serve one hour of detention after school.</li> </ol>
<b>FOURTH OFFENSE</b>	<ol style="list-style-type: none"> <li>1. Students will be required to wear school t-shirt or house dress.</li> <li>2. Student will be listed.</li> <li>3. Pink slip will be completed and given to school director.</li> <li>4. Parents will be called.</li> <li>5. Student will serve one day of ISS</li> <li>6. Student will be required to wear a mandated school uniform for the remainder of the school year.</li> </ol>

**SECTION 7 – STUDENT CONDUCT**  
**7-3 POLICY FOR STUDENT PARKING (Updated October 20, 2008)**

Driving at Ridgcroft School is a privilege, not a right. Students who have the privilege of driving cars to and from school are expected to comply with the following reasonable rules which are for the protection of the entire student body:

1. Licensed cars/trucks must remain in normal driving areas, not on playgrounds or athletic fields.
2. Any vehicle driven on this campus must be driven by a person who has a valid driver's license or learner's permit.
3. 4-wheelers, mules, or golf carts are NOT allowed on Ridgcroft School property at any time unless driven by a licensed driver. They must remain on driveways or in the parking lot.
4. No reckless or negligent driving including, but not limited to speeding, "scratching off", driving with students not wearing seat belts, driving with students sitting outside on the car is allowed on campus.



In addition:

- Cars are to be parked in designated areas.
- Students are not to go to the parking area or cars unless permission is granted by administration or a teacher.
- Students are not to loiter in parked cars before or after school. Upon arriving at school, all student drivers and passengers **MUST** leave the parking areas and enter the school building.
- Cars are not to be left on campus for an extended time.
- Students taking part in activities after school are not to move cars until the activity is over and they leave school.
- Students are not to use cars for errands during school time unless permission is granted by the administration.
- Students should drive less than 15 miles per hour on school campus. Students should use seat restraints. "Hot-rodding" leaving/entering school driveways before or after school is not allowed.

**PENALTY:** Students are subject to penalties such as suspension of the privilege to bring a car to campus, loss of privilege of bringing a car to campus, or ISS/OSS.

## **SECTION 7 – STUDENT CONDUCT**

### **7-4 POLICY FOR STUDENT USE OF NETWORK/INTERNET**

Students **MUST** have parental permission to utilize network and Internet at Ridgcroft School. The signed Computer/Internet Usage Agreement must be on file for the student to receive a password. Generally the form should be returned within two weeks of school beginning or within two week of the student enrolling in the school during the school year.

New technologies are affecting the ways that information may be accessed, communicated, and transferred. Those changes alter and enhance instruction and student learning. Ridgcroft School offers students and staff access to the Internet and computer technologies. This policy is designed to cover students' use of the Ridgcroft School's computer equipment, local-area network, and Internet access.

With access to technology comes responsibility. Not all materials accessible on the Internet are appropriate for the school setting. Teachers have the responsibility to instruct students on the proper use and to monitor their use in the classrooms, in the media center, and in the computer lab. Parents are responsible for understanding this policy and procedures and conveying to their children the standards that are required. Students are responsible for making appropriate choices and taking care of equipment. Purposeful destruction of equipment will be considered vandalism.

The smooth operation of the network relies upon the proper conduct of those who use it because it is impossible to control all materials. In general, this requires efficient, ethical and legal utilization of the network resources as well as adherence to school policies. Users of this network should be aware that officials have means to track and/or screen the use of the network. Students should not expect any privacy in these files.

It is the policy of Ridgcroft School to respect parents' additional restrictions that limit access to Internet resources. Parents who desire to make additional restrictions must do so in writing to the Head of School.

#### **PROCEDURES FOR INTERNET/NETWORK USE**

Access and use of the school equipment and Internet at Ridgcroft School is a privilege, not a right. The Internet is an important learning tool and will be integrated into instruction. Other uses of school access are to be considered inappropriate, and are not allowed. **Students are responsible to understand the necessity of appropriate behavior concerning technology at Ridgcroft School and the penalties associated with abuse and misuse.**

1. Students must immediately notify a teacher or staff member when they see or receive a message or materials that is inappropriate or makes them feel uncomfortable. Failure to notify a teacher immediately will constitute culpability on the student's part for any actions they have taken or take thereafter.
2. Students must have the Computer/Internet Usage Agreement Form (available on-line, in the Media Center and in the computer lab) signed by a parent and on file before being issued a password that enables accessing

the Internet. Students who do not have the permission form will not be allowed to access the Internet on the school campus.

3. Students will be issued a school password. They will not be allowed to change the password. If a student attempts to change the password, the system will lock him out and he will not have access to the computers for ten days. At that time another school generated password will be given to him. Additional attempts by students to change passwords will result in longer suspension of access to computers. (Updated 9/2/08)
4. Students will not use another person's Ridgcroft network password or give their password to another student for that person's use.
5. Students are responsible for appropriate behavior and use of the school computer network. Students should only use the Internet for educational research.
6. Students should use appropriate language across the Ridgcroft network or Internet.
7. Students should not disrupt or attempt to disrupt the functioning of the Ridgcroft network communications or equipment in any manner, nor should they gain or attempt to gain unauthorized access to the network or any electronic records maintained by any other organization (hacking). Vandalism, any malicious attempt to harm or destroy data or any computer equipment including the creation or spread of viruses at Ridgcroft School at any time will not be tolerated.
8. Students should not reveal last names, ages, telephone numbers, or other personal identifying or financial information including credit card numbers across the Internet or network.
9. Students should not access, publish, save, send or display illegal, defamatory, inaccurate, obscene, harmful, or profane images or text.
10. Students should not engage in spamming (i.e. sending junk mail), political lobbying, advertising, hate mail, or any commercial uses of the network.
11. Students should not waste limited network resources, including excessive use of the Ridgcroft network, downloading files, and loading programs or games to the local workstation or the Ridgcroft network without the prior approval of a teacher or administrator.
12. Students are not permitted to arrange/agree online to meet someone in person.
13. Students should not violate copyright laws by copying files, programs, or other materials protected by copyright, or by failing to give credit to Internet sources used in their research.
14. Students should not download music on school computers on school grounds.
15. Students should not play non-educational games on school computers on school grounds. Students who play non-educational games on school computers on school grounds will lose access to the Internet for a specified period of time.

## **RIDGECROFT SCHOOL TECHNOLOGY POLICY AND PROCEDURES DISCIPLINARY PROCEDURES AND PENALTIES**

Failure to follow any part of this policy and procedures will result in a referral to the appropriate school director for disciplinary actions and penalties as outlined in the chart. Continued misuse will result in additional or more severe penalties

Parents will be notified

The technology teacher or any other faculty/staff, who is aware of misuse of school property, is responsible to notify the director, the Director of Curriculum, or the Head of School.

<b>LEVEL I PROBLEMS</b>	<b>MINIMUM LEVEL OF PENALTY</b>
Disruptive behavior in computer lab or when using computers in any other classroom or media center.	<ul style="list-style-type: none"> <li>● Loss of access to computer/Internet for one day to rest of year Discipline Referral (Blocking of password)</li> </ul>
Play non-educational games on school computers on school grounds	<ul style="list-style-type: none"> <li>● Loss of access to computers/Internet for at least a week (Blocking of password)</li> </ul>
Accessing personal email	<ul style="list-style-type: none"> <li>● Revocation of Internet privilege for school year</li> </ul>
Accessing inappropriate sites that are not related to instructional plans (Updated 10-6-06 and 9-08)	<ul style="list-style-type: none"> <li>● Loss of Internet privilege for one month and completion of discipline referral</li> <li>● 2<sup>nd</sup> Offense: Loss of Internet privilege for the rest of the school</li> </ul>

	Year
Not notifying a teacher when inappropriate websites pop-up on computer or when see another student misusing Internet privilege	<ul style="list-style-type: none"> <li>● Revocation of Internet privilege for 10 days to rest of school year</li> </ul>
Violation of copyright laws	<ul style="list-style-type: none"> <li>● Revocation of Internet privilege for 10 days to rest of school year</li> <li>● Grade penalties</li> </ul>
Student taking another student's file/work and turning it in for own credit	<ul style="list-style-type: none"> <li>● Revocation of Internet/computer privilege for 10 days to rest of school year</li> <li>● Grade penalties</li> <li>● Cheating / Disciplinary Referral Form</li> </ul>
Adjusting / changing computer settings without permission	<ul style="list-style-type: none"> <li>● Loss of access to computer/Internet for one day or more if continued</li> <li>● Discipline Referral to appropriate director</li> </ul>
<b>LEVEL II PROBLEMS</b>	<b>MIMIMUM LEVEL OF PENALTY</b>
Use of another student's password	<ul style="list-style-type: none"> <li>● Revocation of Internet privilege for school year (First Offense)</li> <li>● Possible discipline of other student if he gave password willingly to student</li> <li>● ISS to OSS (Repeated offenses)</li> </ul>
Student participation in gambling and/or lotteries	<ul style="list-style-type: none"> <li>● Revocation of Internet/computer privilege for school year</li> <li>● ISS to OSS (Repeated offenses)</li> </ul>
<b>LEVEL III PROBLEMS</b>	<b>MIMIMUM LEVEL OF PENALTY</b>
Purposeful accessing/ printing/sending lewd materials over Internet	<ul style="list-style-type: none"> <li>● Revocation of Internet privilege for school year</li> <li>● ISS to OSS</li> </ul>
Deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent	<ul style="list-style-type: none"> <li>● Revocation of Internet privilege for school year</li> <li>● Revocation of computer privilege for school year</li> <li>● ISS to OSS</li> </ul>
<b>LEVEL IV PROBLEMS</b>	<b>MIMIMUM LEVEL OF PENALTY</b>
Willful destruction of equipment including physical harm to monitor, mouse, hard drive and harm to computer/network software and/or files	<ul style="list-style-type: none"> <li>● Revocation of Internet/computer privilege for school year and possibly future assess</li> <li>● ISS to OSS</li> <li>● Referral to law enforcement officials</li> <li>● Financial Restitution</li> </ul>
Hacking, creation/spread of viruses	<ul style="list-style-type: none"> <li>● Revocation of Internet/computer privilege for school year and possibly future assess</li> <li>● ISS to OSS</li> <li>● Financial Restitution</li> </ul>



## **PROCEDURE FOR INTERNET PROTECTION AT RIDGECROFT SCHOOL**

The following procedures are in place to enable Ridgcroft School to utilize the Internet for academic learning.

### **1. FILTERING INTERNET CONTENT**

Ridgcroft School uses the filtering system, which is designed to filter and block sites that generally do not enhance classroom learning. The categories filtered include: adult and sexual explicit, advertisements and pop-ups, alcohol, anarchy, chat, criminal activity and skills, cults, illegal drugs, entertainment, finance and investment, gambling, games, intolerance and hate groups, hacking, humor, intimate apparel and swimwear, obscene, personals and dating, photo searches, "phishing" and fraud, pornography, spyware, streaming media, tasteless and offensive, tobacco, R-rated, violence, weapons, web-based anonymous proxy, web email, and web-based news groups. Other sites that have been brought to the attention of the Technology Department as having little or no educational value have been blocked individually.

### **2. USER RESPONSIBILITY**

The use of a filter does not diminish the user's personal responsibility for appropriate use of the network. No filtering software is infallible. Students should only access sites that are directly related to educational purposes. Students are required to report to the teacher any inappropriate sites that are inadvertently accessed. Students should be aware that staff at Ridgcroft School will periodically monitor use of the Internet by password. Students who misuses or abuses the privilege will receive penalties.

## **SECTION 7 – STUDENT CONDUCT 7-5 POLICY FOR**

It is the intent of the Board that all employees and students of Ridgcroft comply with the United States Copyright Law, Title 17. The copying or use of copyrighted material not specifically permitted or exempted by the copyright law, fair use guidelines, license agreements, or explicit permission of the copyright owner is prohibited.

1. Copyright guidelines for Ridgcroft School includes information on obtaining copyright permissions and licensing and purchasing agreements, as well as cover, but not be limited to, the following topics:

- General principles
- Fair use
- Print materials
- Library / media center guidelines
- Music
- Off-Air Recordings of Broadcast Programs
- Rental or Home Videos
- Computer Software and CD-ROM Products

2. Administration and faculty at Ridgcroft School shall have the responsibility for:

- Implementing the policy;
- Keeping employees and students aware of the copyright law and informing them of current interpretations of the law;
- Answering questions concerning the law;
- Maintaining appropriate records of permissions, agreements, and licenses; and
- Placing appropriate warning notices on or near all print, video, and computer equipment capable of making or modifying copies.

3. Employees or students who willfully disregard the Copyright Policy or its approved procedures do so at their own risk and assume all liability for infringements of the policy and the law. In the case of a court action for damages, a finding of willful infringement would relieve the Board of Directors of paying any fees connected with the judgment incurred in conjunction with the lawsuit. The student or employee may be liable to the Board for any legal damages incurred by the Board.

## **PROCEDURE FOR COPYRIGHT**

This procedure is designed to explain how the requirements of federal copyright law affect the employees and students of Ridgcroft School. Any staff members or students who are uncertain whether reproducing or using copyrighted material complies with the school's policy or is permissible under the law should contact the Media Specialist. The Media Specialist will also assist staff in the procedures for obtaining authorization to copy or use protected material when such authorization is required. Staff members who fail to follow this procedure may be held personally liable for copyright infringement.

## **GENERAL PRINCIPLES**

While the school encourages its staff to enrich learning programs by making proper use of supplementary materials, it is the responsibility of staff to obey the requirements of the copyright law. The school will not be responsible for any violations of the copyright law by its staff or students. Penalties may be imposed for unauthorized copying or using of audio, visual or printed materials and computer software.

Only copyrighted materials are subject to copying and use restrictions. Un-copyrighted materials may be copied freely and without restriction.

Works published prior to March 1, 1989, generally require a copyright notice to be protected. Because a copyright notice is not required for copyright protection of works published on or after March 1, 1989, most works (except those authored by the United States Government) should be presumed to be copyright protected, unless further information from the copyright holder or express notice reveals that the copyright holder intends the work to be in the public domain.

Further information on how to determine the copyright status of a work can be found in the U.S. Library of Congress Copyright Office Circular 22 or at <http://www.loc.gov/copyright/circs/circ22.html>.

## **SECTION 7 – STUDENT CONDUCT**

### **7-6 CELL PHONE POLICY AND PROCEDURES**

**Effective 8-14-17**

Cell phone use is permitted on campus during break, lunch, and free periods. Cell phone use during class times is not allowed unless the teacher specifically allows for the use in his or her individual classroom. Cell phones are not allowed to be accessed while students are testing.

Students will be required to check phones with classroom teachers at the beginning of each class and retrieve them at the end of class. Students caught using their phone during class without permission will have the phone confiscated for the day and have to pay a \$20 fee to get it back. Subsequent infractions will result in the \$20 fee plus afterschool detention (ASD) which also has a \$20 fee attached.

We are asking parents to support the cell phone policy. Texting and driving is illegal because people cannot focus on the road; likewise, phone use in the classroom results in students not focusing on the lesson.

## **SECTION 7 – STUDENT CONDUCT**

### **7-7 POLICY FOR RANDOM DRUG TESTING OF STUDENTS**

## **Ridgcroft School Student Alcohol and Drug Policy**

### **Section I- Statement of Purpose**

Ridgcroft School is committed to providing the optimal educational experience and safe environment offered by caring and competent faculty and staff members for all students. In order to assist parents, the primary educator for their children, and to establish a safe, alcohol and drug-free environment, screening of all students grades seven (7) – twelve (12), for alcohol and unlawful controlled substances and other harmful substances, is hereby adopted for the 2008-2009 academic year and years to hence follow. The goal for Ridgcroft School is to educate students in an environment free from any influence of alcohol or controlled substances.

This Policy is to be both proactive and punitive. It is a Policy directed at student conduct, as such, its primary aim is that of deterring teens and young adults enrolled at Ridgcroft School from beginning or continuing alcohol or controlled substance use and abuse, and to steer them into a treatment and education program, whenever appropriate.

Attendance at Ridgcroft School is not a right, but a privilege. Certain responsibilities come with the privilege. Ridgcroft School holds students, parents, guardians, and any individuals having direct care of students to a high code of behavior in areas that affect the well being and safety of all students. Accordingly, all students, grades seven (7) – twelve (12), parents, and guardians are required to consent to participation in all aspects of the Policy as a condition of the student’s enrollment at Ridgcroft School.

## **Section II- Prohibition**

The use, possession, sale, or purchase of any unlawful controlled substance or controlled substance is in violation of Federal Law and/or the laws of the State of North Carolina, and the Ridgcroft School Alcohol and Drug Policy including, but not limited to the following: Alcohol, Cocaine, Opiates, Phencyclidine (PCP), Marijuana, Steroids, Barbiturates, and Methamphetamines. Controlled Substances are prohibited at Ridgcroft School or at any Ridgcroft School event unless a valid, proper written medical authorization previously provided to the administration is in the student’s confidential cumulative file. A refusal to submit to, or attempt to falsify a test, required by the Policy will be deemed as a positive test and a controlled substance use violation, with the accompanying consequences as set forth in the Policy. Test sampling and references about unlawful controlled substances and controlled substances may be referred to as “Drug” throughout this Policy.

## **Section III- Components**

The Student Alcohol and Drug Policy for Ridgcroft School is based on three basic components: Education, Intervention, and Responsibility.

## **Section IV- Education**

Ridgcroft School shall offer, and each student shall receive education instruction regarding the physical and psychological effects of alcohol and controlled substance use and abuse. Such instruction shall consist of classes and/or other educational presentations throughout the academic year, at such times, and in such manners as the Head of School shall determine. Additionally, such education shall be available to all Ridgcroft School faculty and staff members. Ridgcroft School faculty and staff shall receive training in the aspects of recognition and intervention when observing or confronted with a violation of the Policy.

## **Section V- Intervention**

### **A. Alcohol**

Any use, possession, or purchase of any alcohol substance by any Ridgcroft School student is a violation of this Policy. Furthermore, it is a violation of this Policy for any Ridgcroft School student to have any amount of alcohol, in his/her body while at Ridgcroft School or at any Ridgcroft School event, unless a valid, proper written medical authorization previously provided to the administration, is in the student’s confidential cumulative file.

- 1. Random Testing-** Screening for alcohol shall be conducted at Ridgcroft School utilizing a procedure whereby on random dates and events throughout the school year, selected by the Head of School, a number of students as determined by the Head of School, shall be selected randomly by the student’s school identification number from a pool consisting of the total Ridgcroft School student population in grades seven (7) – twelve (12), or by some other random method chosen by the Head of School. The testing shall be conducted by collecting a breath sample for analysis utilizing an Intoxilyzer device in accordance with the manufacturer’s protocol for said device. Consequently, it is possible that a student may be tested more than once a year. Conversely, it is also possible that a student may not be tested at all.

- 2. Reasonable Basis Testing-** A Ridgcroft School student present on Ridgcroft School property or at a Ridgcroft School event reasonably appearing to be under the influence of alcohol shall be escorted to the administrative offices or other appropriate area where the student shall provide a breath sample for analysis by an Intoxilyzer device in accordance with the manufacturer's protocol, for said device. In making the determination that a student may be under the influence of alcohol, a Ridgcroft School faculty or staff member, or other individual in the presence of a Ridgcroft School student may consider the student's conduct, his/her physical appearance, eye abnormalities such as; redness, glassiness, or blood-shot appearance, odor of alcohol on their body or breath, slurred speech, altered physical coordination, or any other factor that would reasonably lead to making such a determination. The student shall consent to being escorted to the administrative offices and to providing breath samples as required by the Policy. The lower of two readings shall be considered the amount of blood-alcohol concentration for that individual. The Intoxilyzer printout reflecting the blood-alcohol concentration, the consent form(s) obtained for alcohol testing, and all paperwork associated with obtaining breath, hair, and/or urine samples shall become part of the Ridgcroft School student's confidential cumulative file, in the event that the Head of School determines a breath, hair, and/or urine sample for alcohol testing is required.

## **B. Controlled Substances**

Any use, possession, or purchase of an unlawful controlled substance or a controlled substance by any Ridgcroft School student is a violation of this Policy. Furthermore, it is a violation of this Policy for any student to have any amount of a controlled substance in his/her body while at Ridgcroft School or at any Ridgcroft School event, unless a valid, proper written medical authorization previously provided to the administration, is in the student's confidential cumulative file.

- 1. Random Testing-** Screening for the use of any unlawful controlled substance or controlled substance shall be conducted at Ridgcroft School utilizing a procedure whereby on random dates and events throughout the school year, a number of students, as determined by the Head of School, shall be selected randomly from a pool consisting of the total student population, grades seven (7)–twelve (12), of Ridgcroft School, who will be randomly selected using their student identification number. The random method for selection is at the discretion of the Head of School. Consequently, it is possible that a student may be tested more than once a year. Conversely, it is also possible that a student may not be tested at all.
- 2. Reasonable Basis Testing-** When it reasonably appears to a Ridgcroft faculty or staff member, or other individual, that is in the presence of a Ridgcroft School student, who is present on Ridgcroft School property or at a Ridgcroft School event, while appearing to have a controlled substance in his/her body, the student suspicioned to be under the influence of a controlled substance shall consent to being escorted to the administrative offices or other appropriate place, where the student shall provide a hair and/or urine sample for testing by the designated testing organization, in the event the Head of School determines a sample is required. In making the determination that a student may be under the influence of a controlled substance, a Ridgcroft School faculty or staff member, or other individual in the presence of the student suspicioned to be under the influence of a controlled substance, may consider the student's conduct, his/her physical appearance, eye abnormalities such as; redness, glassiness, or blood-shot appearance, odor of body or breath, slurred speech, altered physical coordination, or any other factor that would reasonably lead to making such a determination. The consent form obtained for drug testing and all paperwork associated with obtaining hair and/or urine samples shall become part of the student's confidential cumulative file, in the event that the Head of School determines a hair and/or urine sample for drug testing is required.

Ridgcroft School shall employ the services of an independent organization qualified to conduct such drug testing for the purpose of coordinating and analyzing suitable hair, and/or urine samples. Breath, hair, and/or urine samples may be obtained at Ridgcroft School; however the right to have off site sampling obtained is reserved and is at the discretion of the Head of School.

## **Section VI. - Notification of Test Results**

1. **Alcohol**- The Head of School shall provide the student and his/her parent(s) or guardian(s), with written notification of a positive result immediately. Notification will not be provided if a negative result is obtained. The Intoxilyzer printout of all test results shall be maintained in the student's confidential cumulative file.
2. **Controlled Substances**- The Testing Organization shall notify the Head of School of each test result. When results are received, the student and his/her parent(s) or guardian(s) will receive written notification of the test result within three (3) school days after obtaining the results. The notification shall include the name, address, and telephone number of the Testing Organization that handled the hair or urine sample.

## **Section VII. Responsibility**

1. **First Violation**- Upon a first violation of the Policy, the student and his/her parents or guardians shall be required to meet with the Head of School to determine an appropriate course of action. The student will be required to receive an immediate assessment by a substance abuse professional approved by the Head of School. The student and his/her parents or guardians must agree to follow the plan of treatment established by the substance abuse professional and must agree to provide the school with the initial assessment and information regarding the student's plan of treatment. The student shall be subject to a ten (10) day in-school suspension, at the expense of the parents or guardians, and will be prohibited from participating in extra-curricular activities for the remainder of the school year.

The substance abuse professional shall be required to advise the school if the student fails to follow the plan of treatment, in which case the student will be expelled from Ridgecroft School. Upon completion of necessary treatment, the student shall submit to follow-up testing which shall consist of mandatory, monthly, random testing for a period of three (3) months. If a student tests positive during this period, he/she will be expelled from Ridgecroft School.

All cost associated with assessment, treatment, and follow-up testing shall be borne by the student and/or the student's parents or guardians.

2. **Second Violation**- Upon a second violation of the Policy, the student will be expelled from Ridgecroft School

## **Section VIII- Confidentially**

Ridgecroft will make reasonable attempts to keep information regarding alcohol and drug tests, and any resulting disciplinary actions confidential.

## **Section IX- Appeal of Alcohol or Controlled Substance Test Results**

If the student, or his/her parents or guardians, is of the opinion the alcohol or drug test results are erroneous, the student's parents or guardians must notify the Head of School in writing. Such notification shall also set forth whether the student's parents or guardians intend to request that a second test sample be obtained. When the student's parents or guardians request a second test sample to be obtained, such request shall be made by the parents or guardians directly to the Testing Organization. The second test must be taken within three (3) days of the student's receipt of the written notification of the initial positive test sample result. The cost for the second test sample shall be borne by the student and/or his/her parents or guardians. If the second test sample results vary from the first test sample results, the Head of School and the student from whom the sample was taken, and his/her parents or guardians, will discuss what further action shall be taken. The date the student and/or his/her parents or guardians receive written notice shall be counted for purposes of calculating the three (3)-day period; however, Saturdays, Sundays, and Holidays shall not be counted. Test samples will be obtained on the next business day. For example; if the notice is received on a Thursday or Friday and the repeat test sample is not obtained on Friday, Monday will be considered the third (3<sup>rd</sup>) and final day to have the repeat test sample obtained.

## **Section X- Retention of Records**



Documentation pertaining to each student's random screening for drug usage will not be made part of the student's permanent record. All documentation generated in connection with the Policy shall be kept in a separate confidential file.

**Section XI- Sell, Distribution, or Possession**

Any student caught selling, distributing, or in possession of alcohol, unlawful controlled substances, or controlled substances on Ridgcroft property or at any Ridgcroft event will be immediately expelled from Ridgcroft School.

Form 11.08 November

2008

**CONSENT FORM REQUIRED OF PARENTS/GUARDIANS**

I/We have read the Ridgcroft School – Policy for Alcohol and Drug Testing (“Policy”) for all students Grades 7-12.

I/We understand that Ridgcroft may request a hair sample or breathe sample pursuant to the guidelines established in the Policy.

I/We agree to defend and indemnify Ridgcroft, its employees, board members and agents, against any demands or claims of any type whatsoever (including cost of attorney fees) asserted or based upon any liability arising in any way from or related in any way to the Policy, or any acts, errors or omissions relating thereto, by the student identified below whose attendance at Ridgcroft is conditioned upon the execution of this consent form.

I/We understand that a violation of the Policy will result in discipline, up to and including the student being expelled or requested to withdraw.

I/We agree to abide by the terms of the Policy, including the provisions for obtaining an immediate assessment from a substance abuse professional should our son/daughter test positive as defined by the Policy. Furthermore, I/We agree to cooperate with the plan of treatment that is recommended for our son/daughter.

I/We understand that refusal to sign this consent form renders our son/daughter ineligible for attendance at Ridgcroft.

Student's Name \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Parent or Guardian

Printed name of Parent or Guardian

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

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

**CONSENT FORM REQUIRED OF STUDENTS**

I have read the Ridgcroft School – Policy for Alcohol and Drug Testing (“Policy”) for all students Grades 7-12.

I understand that Ridgcroft may request a hair sample or breathe sample pursuant to the guidelines established in the Policy.

I agree that Ridgcroft is not responsible if test results are erroneous and hereby release Ridgcroft, its employees, board members and agents, against any demands or claims of any type whatsoever (including cost of attorney fees) asserted or based upon any liability arising in any way from or related in any way to the Policy, or any acts, errors or omissions relating thereto, by the student identified below whose attendance at Ridgcroft is conditioned upon the execution of this consent form.

I understand that a violation of the Policy will result in discipline, up to and including being expelled or requested to withdraw.

I agree to abide by the terms of the Policy, including the provisions for obtaining an immediate assessment from a substance abuse professional should I test positive as defined by the Policy. Furthermore, I agree to cooperate with the plan of treatment that is recommended.

I understand that refusal to sign this consent form renders me ineligible for attendance at Ridgcroft.

Student's Name \_\_\_\_\_

Date:

Signature of Student \_\_\_\_\_

#### **SECTION 7 – STUDENT CONDUCT**

##### **7-8 POLICY FOR USE OF IPODS AND HANDHELD GAMING DEVICES**

Students are prohibited from using Ipods (and other music devices) and/or handheld gaming devices on campus during school hours. Similar to the policy for cell phones, teachers will take devices to the office and a list will be maintained. Repeat offenses will result in ISS/OSS.

#### **SECTION 7 – STUDENT CONDUCT**

##### **7-9 POLICY FOR FIRE ARMS ON CAMPUS**

Students at Ridgcroft School that are members of our school sponsored Hunter Safety Team will be allowed to bring firearms (rifles and shotguns only) on campus under the following conditions:

1. Firearms can be brought onto campus only on days when practice or a competition is scheduled.
2. Firearms must be unloaded and stored in a locked hard case.
3. Firearms must be brought to the administrative offices immediately upon arrival at school.
4. Entrance to the building must be through the front door to the office or the rear door of the commons, not down the upper school hallway.
5. Firearms will be kept under lock and key in the administrative office until the end of the day, at which time, the firearms must exit through the same doors as mentioned above.
6. Under no circumstance, shall firearms be left in student vehicles in the parking lot. Also, hard cases must remain locked until students have left the campus.
7. Compound bows and non-broad head arrows may be brought in. They must also be in hard cases with the same restrictions as firearms.
8. If parents are picking up younger team members they may come on campus with bows and firearms that are secure in their vehicles.

Failure to follow these guidelines may result in a loss of this privilege, suspension from the team for a specific period of time, or dismissal from the team depending on the circumstances.



**SECTION 7 – STUDENT CONDUCT**  
**7-10 POLICY FOR SEARCH AND SEIZURE**

I. Search and Seizure

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, authorized school personnel may search a student, student lockers, (including desks and other storage areas provided for student use on school premises) or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search to be turned over to the proper legal authorities.

Searches are either voluntary following consent or involuntary as the result of a search warrant or pursuant to the order of a law enforcement official or otherwise allowed by law. A search by definition is an action that intrudes on and invades the student's reasonable expectation of privacy. A demand that a student supply some concealed item is a search. On the other hand if an item is in plain view and school personnel asks the student to hand it over, this is not a search. Since the student has no reasonable expectation of privacy in this situation, having exposed the item to public view, the school personnel may legitimately demand that it be turned over.

As used in this policy, the term "unauthorized" means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission or process of the school, or any described as unauthorized in school rules available beforehand to the student.

**A search by school personnel may be conducted on the basis of "reasonable suspicion." A search by a law enforcement official should be conducted only on the basis of "probable cause" as required by law.** As used in this policy, the term "reasonable suspicion" means circumstances which would cause a reasonable person to believe that the search of a particular person, place, or thing will lead to the discovery of:

1. Evidence of a violation of the student conduct standards contained in the student handbook or otherwise as provided by law, or
2. Evidence of a violation of local, state or federal law, or
3. Anything which because of its presence presents an immediate danger of physical harm or illness to person or property.

The following factors shall be recognized in determining whether a school search is based on reasonable suspicion:

1. The probative value and reliability of the information used as the justification for the search
2. The degree to which there is a compelling need to make a search without delay and further investigation
3. The prevalence and seriousness of the problem to which the search is directed
4. The particular school personnel's experience with both the student and the type of problem to which the search is directed
5. A consideration of the child's age, history, and record in school.

A student's failure to permit searches and seizures as provided in this policy may be considered grounds for disciplinary action.

II. Specific Search and Seizure Policies

A. Personal Searches

Authorized school personnel may search the person of a student during school activities if school personnel have reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. Searches of the person of a student shall be limited to:

1. Searches of the exterior clothing of the student; i.e., shoes and pockets
2. Any object in the possession of the student such as a purse or briefcase, and/or;
3. A “pat down” of the exterior of the student’s clothing.

If a pat down search of a student’s person is conducted, it should be conducted in private by school personnel of the same sex with an adult witness of the same sex present. The parent or guardian of any student searched shall be notified of the search as soon as reasonably possible.

A more intrusive search may be conducted if school personnel have reasonable suspicion to believe that the student has on his or her person an item imminently dangerous to the student or to others. Such a search may be conducted only in private by school personnel of the same sex, with an adult witness of the same sex present, and only upon the prior approval of the Head of School, unless the health or safety of students will be endangered by the delay which might be caused by following these procedures.

#### B. Locker Searches

Student lockers, desks and other storage areas provided for student use on school premises 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 lockers, desks, or other storage areas. Students are also responsible for whatever is contained in lockers, desks, and other storage areas issued to them by the school. Periodic general inspection of any lockers may be conducted by school personnel for any reason at any time without notice, without student consent, and without a search warrant.

#### C. Vehicle Searches

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property, including a visual inspection of the interior of any automobile through the window of the automobile. The interiors of student vehicles may be searched whenever school personnel has reasonable suspicion to believe that illegal or unauthorized materials are contained inside.

If school personnel have reasonable suspicion to believe that illegal or unauthorized materials are present in the automobile, the school personnel may institute a search. Ordinarily the student should be required to be present and asked to consent to the search. If, after being informed of the basis for the school personnel’s reason to search, the student does not consent and the circumstances permit, the student’s parent or guardian should be called and informed of the circumstances. If the parent or guardian will not consent to the search, the school personnel may proceed with the search, contact security, or, if necessary, call law enforcement officials. Ordinarily, and if circumstances permit, the search should be conducted out of the presence of other students. Refusal to allow a vehicular search may result in a loss of driving privilege.

#### D. Search and Seizure

If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

#### E. Police Questioning

Absent extenuating circumstances, police will avoid questioning students at a school for non-school-related issues. Extenuating circumstances include, but not limited to, officers entering school premises in “hot pursuit” of a suspect, for child abuse investigation, or crime being committed on school property.

Upon request, the Head of School and police shall discuss whether it is necessary to conduct the student questioning at school. However, if the police direct that the questioning will take place or produce a subpoena, school staff will comply.



If it is determined that the questioning will take place at school, the Head of School shall make a reasonable attempt to notify the parents (except in cases of suspected child abuse or neglect by the parent) and give them an opportunity to be present at the time of the questioning.

The questioning will take place in a private office, conference room, etc., away from the student body, school staff, and/or public. It is the responsibility of the law enforcement officer(s) conducting the questioning to meet any legal requirements from a law enforcement perspective relating to advising a student of constitutional or statutory rights.

If the parent/guardian is not present during the questioning, the administrator will remain in the room with the police officer and the student to witness the questioning unless directed otherwise by the police. If the parent/guardian is present and requests to witness the interview, the administrator shall so advise the law enforcement officer. The law enforcement officer(s) shall then decide whether and how to proceed.

F. Student Notification of Search and Seizure Policies

Students shall be provided with notice of this policy concerning search and seizure by having the policy placed in the student handbook or distributed by supplemental publication.

<b>SECTION 7 – STUDENT CONDUCT</b> <b>7-11 POLICY FOR BULLYING AND HARRASSING BEHAVIOR</b>	<b>Updated 9-20-10</b>
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**POLICY:**

RIDGECROFT SCHOOL endorses having a positive learning environment for all students. To achieve this goal, Ridgcroft School will comply with the House Bill 776 passed by the General Assembly in the summer of 2009.

House Bill 776, defines BULLYING AND HARRASSING BEHAVIOR to be any pattern of gestures, verbal communications, physical acts that take place on school property, at any school-sponsored function, or on a school bus, and that:

- places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or
- creates a hostile environment, by substantially interfering with or impairing a student’s educational performance, opportunities, or benefits. For 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.

No person shall engage in any act of reprisal or retaliation against a person who reports bullying or harassing behavior.

**Ridgcroft School also specifies that “bullying” includes:**

- (1) the act of intimidating a weaker person to make them do something.
- (2) the act of intentionally causing harm to others, through verbal harassment, physical assault, or other more subtle methods of coercion.
- (3) behaviors and actions that are verbal, physical and/or antisocial, such as exclusion, gossip, and non-verbal body language.

**PROCEDURE:**

All teachers and staff, including substitutes, have the responsibility to educate all students on bullying and harassing behavior and to be both vigilant and responsive to any bullying acts. The staff member should intercede in any situation, initially given information and warning for repeated situations. The offender should apologize to the offended student.

Repeated or severe situations should be documented on a Discipline Referral Form. Repercussions could include involvement of parents, writing a letter of apology, ISS/OSS, or dismissal from Ridgcroft School.

### **CYBERBULLYING (Updated 9-21-10)**

The Board of Directors is committed to providing a positive and productive learning and working environment at Ridgcroft School. Any form of harassment using electronic communication devices, commonly known as cyberbullying, by staff, students, parents, or other third parties that targets students, staff, board members, or other school stakeholders is prohibited and will not be tolerated if it disrupts or prevents a safe and positive educational or working environment of the school or impacts the ability of students to be successful while in school. Cyberbullying encompasses conveying a message in any form (text, image, audio, or video) that defames, intimidates, harasses, abuses, stalks, annoys, threatens, terrifies, embarrasses, or is otherwise intended to harm, insult, or humiliate another in a deliberate, repeated, or hostile and unwanted manner under a person's true or false identity.

The school will make all efforts to protect the students' First Amendment Rights of Free Speech, but any cyberbullying that is done during school hours or using school equipment will have consequences. Cyberbullying that is done outside of school hours and using personal equipment but targets students or school staff that interferes with the ability of Ridgcroft School to provide a safe and secure learning environment for its students and staff, falls within the reach of the school's disciplinary arm. Court cases have upheld that private schools have more latitude in disciplining students who are involved in cyberbullying than public schools.

The school will take any report of cyberbullying seriously and will investigate credible reports promptly. Students, parents, faculty, and board members are encouraged to report an incident immediately to an administrator. An accusation is stronger if there is documentation so it is strongly recommended that a copy of an email, text message, picture, or other electronic transmission is submitted with the report.

Administration will take appropriate action which could include, revoking the privilege of the student's use of school technology, fines, loss of school privileges, suspensions, and/or expulsion.

Parents of the person doing the bullying will be notified. Some case law exists that can allow someone who is intentionally injured by a minor to hold the parents of that minor financially responsible. Parents can also be found negligent in failing to provide reasonable supervision of their child. If the school administrator notifies parents that their child is cyberbullying another and the cyberbullying continues, this can provide an enhanced ability to hold the parents financially liable. Informing the parents of the cyberbully about this potential is likely the strongest "motivation" school officials can use to ensure that the cyberbullying stops.

A person who is being cyberbullied should also contact the sender's service provider to report the harassment. Most providers have user agreements expressly forbidding abuse, and can cancel the sender's service. If possible, provide documentation.

If the cyberbullying is extreme or prolonged, people may also contact local law enforcement, but it is recommended that this be done only after they contact the service provider, the school, and the parents of the perpetrator.

If all other possible remedies do not bring relief, parents and/or staff may also pursue protection by laws to prove violators guilty of Class 2 misdemeanor under NCES Section 14-458.1. Civil laws provide the ability for cyberbully victims to sue the bully and the bully's parents to recover financial damages for injuries or require actions such as removal of material and discontinuation of cyberbullying. Some cyberbullying activities meet the standards for what is called an intentional "tort" (wrongdoing).

### **Search of Internet and Personal Digital Device Records**

As an extension of Ridgcroft School Policy 7-9 for Search and Seizure, the locker search standard will apply to student Internet use. Students have a limited expectation of privacy on the school's Internet system. Routine maintenance and monitoring, technically and by staff, should be expected. An individual search of computer

and Internet use records can be conducted if there is reasonable suspicion that the student has violated district policy, including policies against bullying. The administrator or his designee has the authority to authorize individual search and record-keeping procedures.

Within reason and with regard to wiretapping laws, the school may search a student's personal digital device including cell phone, PDA, or personal laptop that is used at school.

**SECTION 8 –  
MISCELLANEOUS 8-1 POLICY**

No one is allowed on the school grounds or in the school building to solicit or to request signatures for a petition unless authorized by the Head of School. No student may sell any items on campus.

**SECTION 8 – MISCELLANEOUS  
8-2 POLICY FOR CAMPUS VISITORS**

All visitors to the school will report to the office on arrival. Visitors that go to classrooms should be approved by administration, should register in the office, and should have a visitor's pass.

School personnel will assist a parent if he is picking up a student or with other situations.

**SECTION 8 – MISCELLANEOUS  
8-3 POLICY FOR MEDICAL CARE AND INTERVENTION OF STUDENTS**

Ridgcroft School will provide reasonable care of students on its campus accordingly to following procedures:

1. Student Accident Insurance: Ridgcroft School does not provide student accident insurance. Payment of medical bills for students injured on school property or when engaged in school-sponsored activities shall be the responsibility of the parent and/or the student's insurance company.
2. Accident/Illness at School: If an accident or illness occurs at school, school officials will attempt to contact parent/guardian. In the event that a parent/guardian is not available, the Head of School or designee will determine the course of action.
3. Administration of Medicine:  
In order to assure the safe administration of medication to students during the school day, the following procedure has been developed. If your child must have medication of any type given during school hours, including over-the-counter drugs, you have the following choices:
  - (1) You may come to school and give the medication to your child at the appropriate time(s).
  - (2) You may discuss with your doctor an alternative schedule for administered medication (i.e., outside of school hours).
  - (3) You may request school personnel to administer medication; however, you must comply with the following:
    - (a) The school must have documentation on file. A medication form that can be obtained from the office must be completed and signed by the doctor. It should list the medication needed including any over-the-counter drugs, the dosage, and number of times per day the medication is to be administered. The form must be signed by the parent or guardian.
    - (b) Prescription medicines must be brought to school in a pharmacy-labeled bottle which contains instructions on how and when the medication is to be given.
    - (c) Over-the-counter drugs must be received in the original container and will be administered according to the doctor's written instructions.

4. Students with Chronic Medical Conditions:

Parents of children with a chronic medical condition need to discuss the situation with the Head of School and have documentation on file including medicine, necessary interventions, doctor names and phone numbers so that the school will be able to handle emergencies properly. Parents have the responsibility to review expiration dates on medication and/or medical equipment at least on a yearly basis. If an episode occurs at

the school, school officials will complete a MEDICAL INCIDENT REPORT and place it on file in the office.

**SECTION 8 – MISCELLANEOUS**  
**8-4 POLICY FOR CLASS INVITATIONS**

Students who distribute invitations at school for a party that will be given in the home should ensure that all students in the class are invited. Otherwise, arrangements need to be made to mail invitations or distribute them at some other location.

**SECTION 8 – MISCELLANEOUS**  
**8-5 POLICY FOR PERSONAL PROPERTY**

Ridgecroft cannot be responsible for damage or loss of personal property on school property and/or at school-sponsored activities and trips. Parents should label clothing and equipment. Clothing or other items left at the school unclaimed will be donated to charity organizations at the end of each semester.

**SECTION 8 – MISCELLANEOUS**  
**8-6 POLICY FOR TRANSPORTATION TO GAMES**

The Policy of Ridgecroft School requires all athletes, cheerleaders, managers, and/or trainers to ride to and from all games on transportation provided by the school. The only exceptions are those students who ride with their parents or who have had permission to ride with other parents granted by the Head of School or the Director of Athletics.

**SECTION 8 – MISCELLANEOUS**  
**8-7 POLICY FOR PERMISSION TO EXHIBIT PICTURES ON WEBSITE**  
**Form can be accessed on website**

Parents/guardians have the right to not allow photographs, audio recordings, academic work including art projects, and/or video recordings that involve their child's picture or child's work to be used for educational, instructional, or promotional purposes as determined by the school. This includes posting on the Ridgecroft School website. They will need to submit their request in writing.

**SECTION 8 – MISCELLANEOUS**  
**8-8 POLICY FOR TEXTBOOKS**

**Updated 2009-2010**

Textbooks are issued to students in grades K-5 by their classroom teacher and to students in grades 6-12 by their course teacher. The cost of textbook rental is included in the fees that parents pay during registration.

**TEACHER RESPONSIBILITY**

The teacher is responsible to indicate the condition of the book as New (N), Good (G), Fair (F), Poor (P), Bad (B) when it is distributed to the student and to maintain a record of the condition. It is strongly recommended that teachers write the names of the student in the book and/or number it for identification.

**NORMAL WEAR AND TEAR**

Students are responsible to take care of the books. Students will not be charged for normal wear and tear during the school year. Students will be charged for excessive wear and tear including damaged covers and marking in books in the amount of \$1.00 to \$5.00.

**LOSS OF BOOK/UNUSABLE BOOK**

The average textbook cost for the last two years has been \$60.00. Students who lose or extensively damage their assigned book will be assessed according to the replacement cost of the book. For example, if a three-year old social studies book cost \$50.11 new, the student will have to pay \$50.11.

If a student loses his book or renders the book unusable during the school year, the teacher should notify the student and the business office of the amount of replacement cost, then issue the student a second book.

#### PAYMENT OF FEES

At the end of the year, teachers should submit to the office a complete list of students and amounts that are owed. Students will not receive report cards until all fees are paid.

**SECTION 8 – MISCELLANEOUS**  
**8-9 POLICY FOR MEDIA CENTER MATERIALS INCLUDING AUDIO AND VISUAL Revised**  
**8/1/10**

In view of the stated mission of Ridgcroft School, the primary objective of the school's media program is to implement, enrich and support the instructional program of the school. The use of resource books, literary works, videos/DVDs, filmstrips, and other audio/visual aids are acceptable methods of education used to supplement the classroom instructional program. The Ridgcroft School Media Center used the Library Bill of Rights as the guiding principle.

**LIBRARY BILL OF RIGHTS**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services:

Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Material should not be excluded because of the origin, background or views of those contributing to their creation.

Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

A person's right to use a library should not be denied or abridged because of origin, age, background or views.

Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis regardless of the beliefs or affiliations of individuals or groups requesting their use.

#### A. Responsibility of Selection

1. If materials (books, film, DVD, VHS, audio, etc) are questionable, it is the responsibility of the teacher to obtain a favorable approval from the Media Coordinator, the Director of Curriculum, and/or the Head of School. If needed and appropriate, the Media Coordinator may convene a Media Advisory Committee, to review and approve the materials.
2. A parent or a teacher who would like to purchase or provide appropriate library resources or audio/visual materials for Ridgcroft School must get approval from the Media Coordinator, the Director of Curriculum, and/or the Head of School. Such materials will become a part of the media center collection.

#### B. Criteria and Guidelines for Selecting Materials

1. Educational significance and relevance to the subject matter and the curriculum objectives.
2. Favorable reviews that of the author and/or work
3. Validity and appropriateness of material to the grade, course, and age of the students.
4. Generally, only visual materials rated G or those that might be rated G may be selected. Materials



rated PG or those that might be rated PG must be carefully previewed as regards objectionable words and/or subject content and specifically noted prior to consideration. If selected, student and parents must be so informed in advance and students may be excused from participation in that particular educational activity.

5. Works that are listed on acknowledged educational lists such as the Battle of the Books list
6. School officials have the responsibility for making comprehensive decisions about inclusion of materials for the school community at large. No parent has the right to determine reading, viewing, or listening matter for Ridgcroft School students other than his/her own children.

**C. Use of Audio/Visual Materials in the Classroom**

**Selected audio/visual materials can enhance curriculum when aligned with the course objectives and used judiciously. In order to ensure appropriate use of such resources, a teacher must request and receive permission from the Head of School, the Director of Curriculum, or the appropriate school director at least 24 hours prior to use. The request should be made on a REQUEST FOR AUDIO/VISUAL RESOURCE form. The teacher, in requesting permission, must specify the objective that the audio/visual aid will enhance and indicate how the audio/visual information will be integrated into the instruction.**

**Under no circumstances should “fun” materials be used to supplant the educational process. Teachers need to protect instructional time. This policy and procedure also applies to lessons given to a substitute teacher. Staff members not complying with this policy will face reprimand. Repeated noncompliance could result in dismissal.**

**Form: REQUEST FOR AUDIO/VISUAL RESOURCE**

This form, with approval signatures, must be presented to the Media Center to check out a TV.

Name of Teacher:	Date:
Grade/Class:	Date of presentation:
Name of Audio/Visual resource:	
Specify objective of grade/subject/course and describe how the this audio-visual resource will be integrated into the instruction:	
Estimated amount of time devoted to use of this resource:	
Teacher’s Signature:	
Approval Signature: Head of School, Director of Curriculum, School Director	

**E. Reconsideration of Audio/Visual Materials**

Occasionally, concerns about materials may be voiced despite the care taken in the selection process. Any parent or employee of the school may raise an objection to audio/visual resources despite the fact that the individuals selecting such resources are duly qualified to make the selection. In those cases, a written request for reconsideration which states the concern should be sent to the Head of School who will in turn convene the Media Advisory Committee. The form, REQUEST FOR RECONSIDERATION OF AUDIO/VISUAL MATERIAL, should be used. The committee will meet within five school days of receipt of the concern and issue a decision. Questions on this procedure should be directed to Mrs. Jerrie Taylor, Media Specialist.

If the complainant wishes to pursue the matter, he may appeal to the board of directors for final judgment.

**SECTION 8 –  
MISCELLANEOUS 8-10 POLICY  
POLICY**

Ridgcroft School fosters field trips as a way of extending and enriching classroom instruction. Field trips will be linked to the grade-level curriculum and must be age-appropriate. The teacher will maximize the learning opportunity of the field trip by facilitating pre-lessons/discussions in the classroom, having students maintain a learning log or some other type of worksheet, and doing follow-up activities upon the return to school.

**PROCEDURE**

1. In an effort to have a scope and sequence of educational experience over the course of grades K through 12, the chart in this policy outlines recommended field trips.
2. The teacher will begin planning of the field trip at the beginning of the school year, as much as possible, and therefore, notify parents of the cost and the need for chaperones or transportation.
3. It is recommended that in grades K-2, there be at least one adult per eight students and in grades 3-8, there be at least one adult per ten students.
4. At the beginning of the school year, all students should complete the STUDENT HEALTH & MEDICATION ADMINSTRATION FORM with pertinent parent contact and medical information. This form will be kept on file in the office. The teacher must take with him a copy of this form for each student when leaving on the field trip. No student will be allowed to go on a field trip if this form is not completed.
5. Parents of student having chronic medical condition must ensure that the teacher is informed and has any needed medicine and/or equipment that will be necessary to treat the child. In cases of severe situations, it is recommended that the parent accompany the student on the trip.
6. Students who have had significant disciplinary referrals can be denied permission to go on field trips. The teacher may request that the parent be a chaperon if the student is allowed to go.
7. Even as field trips are considered an enriching experience, the teacher must consider the instructional time and therefore, consider the time out of class and the frequency of the field trips.
8. Field trips involving overnight stays must have special permission from the Head of School.
9. In the case of any emergency, the student will be immediately transported to medical care and parents will be notified.

**SOME RECOMMENDED FIELD TRIPS BY GRADE AND CONTENT ALIGNMENT**

Permission for additional field trips may be requested by the teacher by completing the FIELD TRIP REQUEST FORM and submitting it to the Head of School or the Director of Curriculum two to four weeks in advance of the trip.

PRESCHOOL	Pumpkin Patch
GRADE K	Sylvan Heights Water Fowl Park in Scotland Neck (Science: Animals)
GRADE 1	Fire Station and Police Station (Social Studies: Neighborhoods)
GRADE 2	Zoo (Science: Living Organisms and Animal Life Cycles)
GRADE 3	Children’s Museum and Science Center in Rocky Mount (Science: Earth/Moon/Sun)
GRADE 4	Museum of History ( <a href="http://www.ncmuseumofhistory.org">www.ncmuseumofhistory.org</a> ) and Museum of Natural History ( <a href="http://www.naturalsciences.org">www.naturalsciences.org</a> ) in Raleigh (Social Studies: North Carolina; Science Landforms, rocks)
GRADE 5	Museum of History ( <a href="http://www.ncmuseumofhistory.org">www.ncmuseumofhistory.org</a> ) and Museum of Natural History ( <a href="http://www.naturalsciences.org">www.naturalsciences.org</a> ) in Raleigh (Social Studies: US History; Science: Forces and Motion)
GRADE 6	Morehead Planetarium and Botanical Gardens in Chapel Hill (Science: Earth Science)
GRADE 7	Trinity Center Sound and Sea Program (Science: Life Science)
GRADE 8	Hope House in Windsor, Tryon Palace in New Bern (Social Studies: North Carolina History) Smithsonian Museum in Washington DC (Social Studies/Science/other content)
GRADE 9	Morehead Planetarium and Botanical Gardens in Chapel Hill (Science: Earth Science)
GRADE 10	Biology Labs at Chowan University Holocaust Museum in Virginia (Social Studies: World History)
GRADES 11-12	Busch Gardens in Williamsburg (Science: Physics) Art Museum in Raleigh (Art)

**SECTION 8 MISCELLANEOUS  
8-11 POLICY FOR SERVICE HOURS  
2017**

**Adopted Spring 2010, Effective 6-1-2010, updated**

**POLICY:**

Ridgcroft School Board of Directors has approved a Service Hours Program that will be implemented beginning June 1, 2010. The purpose of the program is (1) to involve all parents in the ownership of the school, (2) to increase family involvement and awareness, (3) to increase pride in our school and facilities, and (4) to increase communication and exchange of ideas between faculty, staff, and parents.

**PROCEDURE:**

Opportunities for service hours opportunities are emailed to parents through the TrackitForward Tracking System we have in place or through One Calls or school email. Parents should complete a total of 25 hours, per family, during the school year. All parents should register at [www.trackitforward.com/site/ridgcroft-school](http://www.trackitforward.com/site/ridgcroft-school). Parents enter all hours worked during the school year in this system. Reports are printed at the end of the school year. All service hours should be entered by the last day of school in the specified school year, to get credit for them. Questions should be directed to the Service Hour Coordinator.

<b>SECTION 8 – MISCELLANEOUS 8-12 SOCIAL</b>
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The Board acknowledges that school employees, students, and parents may engage in the use of social media during their personal time. School employees who use social media for personal purposes must be mindful that they are responsible for their public conduct even when not acting in their capacities as school employees. All school employees, students and parents shall comply with the requirements of this policy when using electronic social media for personal purposes.

**A. Definitions**

- (1) Social Media - For purposes of this policy, “social media” refers to the various technology tools that enable people to communicate easily over the Internet to share information and resources. It includes, but is not limited to: personal websites, blogs, wikis, social networking sites, online forums, virtual worlds, Video sharing websites, and anyh other Internet-based applications which allow the exchange of user-generated content. For purposes of this policy, it also includes any form of instant or direct messaging available through such applications. Examples of social media include, but are not limited to Web2.0 tools, Facebook, Twitter, LinkedIn, Flickr, YouTube, Instagram, Google+, and social media components of learning management systems such as Moodle or Edmodo.
- (2) School-Controlled Social Media – “School-controlled social media” are social media networks, tools, or activities that are under the direct control and management of Ridgcroft School and that create an archived audit trail.
- (3) Personal Social Media – “Personal social Media” means any social media networks, tools, or activities that are not school-controlled.

**B. SOCIAL MEDIA COMMUNICATIONS INVOLVING STUDENTS**

Ridgcroft employees are to maintain professional relationships with students at all times. The electronic media for communicating with students and parents is an extension of the employee’s workplace responsibilities. Accordingly, the Board expects employees to use professional judgment when using social media or other electronic communications and to comply with the following.

- (1) All electronic communications with students and parents who are currently enrolled in the school must be school-related and within the scope of the employees’ professional responsibilities.
- (2) School employees may use only school-controlled social media to communicate directly with current students about school-related matters.
- (3) Employees are prohibited from knowingly communicating with current students through personal social media without parental permission. As Internet posting on a personal social media website intended for a particular student will be considered a form of direct communication with that student in violation of this policy unless he parent has consented to the communication. However, an employee may communicate with a student using personal social media to the extent the employee and student have a family relationship or other type of appropriate relationship which originated outside of the

school setting. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, sport or religious organization.

- (4) An employee seeking to utilize and/or establish a non-school-controlled social media website for instructional or other school-related purposes must have prior written approval from the Head Master. The employee shall ensure that the website does not include or link to the employee's personal social media footprint. The site must be used for school-related purposes only.

### C. EMPLOYEE PERSONAL USE OF SOCIAL MEDIA

The Board respects the right of employees to use social media as a medium of self-expression on their personal time. However, employees are responsible for their public conduct even when they are not performing their job duties as employees of Ridgcroft School. Employees will be held to the same professional standards in their public use of social media and other electronic communications as they are for any other public conduct. If an employee's use of social media interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment.

Employees are responsible for the content on their social media sites, including content added by the employee, the employee's "friends", or members of the public who can access the employee's site, and for Web links on the employee's site. Employees shall take reasonable precautions, such as using available security settings, to manage students' access to the employee's personal information on social media websites and to prevent student from accessing materials that are not age-appropriate.

### D. EMPLOYEE, STUDENT, PARENT POSTING TO SOCIAL MEDIA SITES

Employees, students, and parents who use social media for personal purposes must be aware that the content they post may be viewed by anyone, including students, parents, and community members.

Employees shall observe the following principles with communication through social media

- (1) Employees, students, and parents shall not post confidential information about students, employees, or school system business.
- (2) Employees shall not accept current students as "friends" or "followers" or otherwise connect with students on personal social media sites without parental permission, unless the employee and student have a family relationship or other type of appropriate relationship which originated outside of the school setting.
- (3) Employees and parents shall not knowingly allow students access to their personal social media sites that discuss or portray sex, nudity, alcohol, or drug use or other behaviors associated with the employee or parent's private lives that would be inappropriate to discuss with a student at school.
- (4) Employees may not knowingly grant students access to any portions of their personal social media sites that are not accessible to the general public without parental permission, unless the employee and student have a family relationship or other type of appropriate relationship which originated outside of the school setting.
- (5) Employees and parents shall be professional in all Internet postings related to or referencing Ridgcroft School, students, other parents, and other employees.
- (6) Employees, students, and parents shall not use profane, pornographic, obscene, indecent, lewd, vulgar, or sexually offensive language, pictures, or graphics or other communication that could reasonably be anticipated to cause a substantial disruption to Ridgcroft School.
- (7) Employees shall not use Ridgcroft School or the Ridgcroft School logo or any copyrighted material of Ridgcroft School on a personal social media site without express, written consent from the Board of Directors.
- (8) Employees, students, and parents shall not post identifiable images of a student or other students and /or their family on a personal social media site without permission from the student and/or the student's parent or legal guardian, Employees may post such images on a Ridgcroft School controlled social media site only with prior permission of the Head of School or designee.
- (9) Employees, students, and parents shall not use Internet postings to libel or defame the Board, individual Board members, students, or other Ridgcroft employees.

- (10) Employees, students, and parents shall not use Internet postings to harass, bully, or intimidate students or other employees.
- (11) Employees shall not post content that negatively impact their ability to perform their jobs.
- (12) Employees shall not use Internet posting to engage in any other conduct that violates Board policies, administrative procedures, or state or federal laws.

#### E. CONSEQUENCES

School system personnel shall monitor online activities of employees who access the Internet using Ridgcroft School technological resources. Additionally, the Head of School or designee may periodically conduct public Internet searches and/or inquiries to determine if an employee, student, or student's parent has engaged in conduct that violates this policy. Any employee who has been found by the Head of School to have violated this policy may be subject to disciplinary action, up to and including dismissal. Any student or student's parent who is found in violation of this policy may be subject to disciplinary action up to and including expulsion from Ridgcroft School.

<p><b>SECTION 9 – SCHOOL SAFETY</b>  <b>9-1 POLICY FOR FIRE AND TORNADO DRILLS</b></p>
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Ridgcroft School makes all reasonable efforts to prepare students for events of natural disasters. State law requires that there be one fire drill held each month. Tornado drills will be conducted periodically.

#### **EMERGENCY PLANS FOR FIRE**

If fire is detected within any building on campus, proceed according to the following plan. If the fire is small and can be contained, the teacher or administration can use fire extinguishers to extinguish it after ensuring that students are being exited from the building.

- (1) A student who discovers a fire should notify a teacher first, and then go to notify the Head of School immediately.
- (2) The Head of School or designee will sound the fire alarm immediately. The fire alarm consists of three short rings of the school bell. If appropriate, the Head of School is responsible for sending a runner to notify people in the gym.
- (3) The Head of School or designee will notify the Hertford County Emergency Control (911).
- (4) All students and staff will evacuate the buildings in accordance with the fire evacuation routes posted in each room. The evacuation should take no more than two minutes.
- (5) Teachers must take their class roll books with them. If possible, teachers will see that all windows and doors in their classrooms are closed and lights are turned off when leaving the room.
- (6) Each class will exit in a single file line, walking close to the wall in an orderly, rapid fashion without talking.
- (7) The custodian will turn off all utilities (electricity and fuel) except emergency lights.
- (8) The business manager and secretaries will close all storage rooms and secure all records.
- (9) The Head of School and the upper school director will make sure all occupants evacuate at least 200-300 feet from the building and are out of the way of the fire department.
- (10) When students are outside of the building, teachers will ensure that all students are accounted for and if someone is missing, notify the Head of School or school director. The Head of School will be responsible for organizing a search and notifying the on-scene fire personnel immediately.
- (11) If the person is not located, the Head of School or his/her secretary will notify the Ahoskie Police Department and Sheriff's Department.
- (12) A qualified person on the faculty will render first aid if appropriate.
- (13) Students and staff will not return to the building until fire department officials declare the area safe and the Head of School signals that it is safe to return with a long ring of the school bell.
- (14) Everyone will return to the building in an orderly manner.

#### **EMERGENCY PLANS FOR TORNADOES**

TORNADO WATCH is in effect when conditions are favorable for tornados to develop.  
TORNADO WARNING is in effect when a tornado has been sighted in the area.

In the event a tornado threatens Ridgcroft School, proceed according to the following plan:

- (1) The Head of School will turn on a battery-operated radio and listen for weather advisory information on WQDK-99.3 FM (Ahoskie) or WBCG-98.3 FM (Murfreesboro).
- (2) The Head of School or designee will notify all teachers of the conditions. Students will not be notified until there is a tornado WARNING.
- (3) During the TORNADO WATCH, teachers should keep students in the classroom and continue regular classroom activities.
- (4) If appropriate, the Head of School will notify all bus drivers.
- (5) The Head of School will determine if school will be dismissed at the normal hour and bus drivers will be able to follow their regular routes.
- (6) If tornadoes are reported in the surrounding areas, the Head of School will designate a person to assume a look-out position. If a tornado is sighted, this person will notify the Head of School immediately. If there is time, the custodian will proceed to turn off all utilities (electricity, water, fuel). If a tornado is sighted, the Head of School or designee will sound the tornado signal immediately which consists of a series of ten short rings of the bell.
- (7) The Head of School is responsible for sending an adult to notify classes outside the building.
- (8) Teachers will direct students to leave the class in a quiet, orderly manner, taking only coats and handbags, and proceed to the designated areas. The coats can be used to cover the face if the tornado hits the school building.
- (9) The teacher will close all windows, shut the door, and get their class roll book before following the students.

**SECTION 9 – SCHOOL SAFETY**  
**9-2 SAFETY IN THE SCIENCE LAB**

Because of dangers when working in a science lab, the following procedures should be followed:

- (1) Teachers will need to document that students have been informed of proper handling of equipment and chemicals. This can be best done in the classroom plan book or included on the lab form.
- (2) Teachers will maintain a Science Lab Contract Form that specifies procedures and is signed by both student and a parent. This form will be completed during the first six-week grading period. Students who do not have a form on file will not be permitted to participate in some labs which will impact their grade. Teachers will review safety procedures periodically during the year when conducting labs and experiments.
- (3) Teachers will post a MSDS form on the science lab door for fire personnel when using chemicals in experiments that are flammable or harmful. Students will be informed of procedures for safe handling.

**PENALTY:** Refer to student discipline plan.

**SECTION 9 – SCHOOL SAFETY**  
**9-3 LOCK-DOWN**

In event of a dangerous situation on campus, a procedure for a school-side lock-down will be initiated. Students will be secured in classrooms and law enforcement officials will be notified. Teachers will receive training and students will have at least one drill during the course of the school year.

**SECTION 9 – SCHOOL SAFETY**  
**9-4 POLICY FOR INCLEMENT WEATHER**

Any school delays, early releases, and closures will be announced via one-call, facebook, and e-mail. In cases of early closing, students will be allowed to also utilize the school telephone lines and cell phones to notify parents in this situation.

**SECTION 9 – SCHOOL SAFETY**  
**9-5 EMPLOYEE ALCOHOL AND DRUG USE**

Ridgcroft School is committed to providing the optimal educational experience provided by caring and competent faculty and staff members who are free from any influence of alcohol or drugs.

The use, possession, sale, or purchase of any unlawful controlled substance or controlled substance is in violation of Federal Law and/or the laws of the State of North Carolina, and the Ridgcroft School Alcohol and Drug Policy including, but not limited to the following: Alcohol, Cocaine, Opiates, Phencyclidine (PCP), Marijuana, Steroids, Barbiturates, and Methamphetamines. Controlled Substances are prohibited at Ridgcroft School or at any Ridgcroft School event unless a valid, proper written medical authorization previously provided to the administration is in the faculty or staff member's confidential employee file. A refusal to submit to, or attempt to falsify a test, required by the Policy will be deemed as a positive test and a controlled substance use violation, with the accompanying consequences as set forth in the Policy.

The Policy for Ridgcroft School faculty and staff is based on two basic components: Intervention and Responsibility.

## **Intervention**

### **Alcohol**

Any use, possession, or purchase of alcohol by any Ridgcroft School faculty or staff member during the time when they are performing their duties in the direct supervision or teaching of students is a violation of this Policy. Furthermore, it is a violation of this Policy for any Ridgcroft School faculty or staff member to have any amount of alcohol, in his/her body while performing said duties, while at Ridgcroft School or at any Ridgcroft School event, unless a valid, proper written medical authorization previously provided to the administration, is in the faculty or staff member's confidential employee file

- (1) Random Testing – Screening for alcohol shall be conducted at Ridgcroft School utilizing a procedure whereby on random dates and events through the school year, selected by the Head of School, a number of staff as determined by the Head of School, shall be selected randomly by the faculty or staff member's identification number from a pool consisting of the total Ridgcroft School faculty and staff population or by some other random method chosen by the Head of School. The testing shall be conducted by collecting a breath sample for analysis utilizing an Intoxilyzer device in accordance with the manufacturer's protocol for said device. Consequently, it is possible that a faculty or staff member may be tested more than once a year. Conversely, it is also possible that a staff member may not be tested at all.
- (2) Reasonable Basis Testing – A Ridgcroft School faculty or staff member present on Ridgcroft School property or at a Ridgcroft School event reasonably appearing to be under the influence of alcohol shall be escorted to the administrative offices or other appropriate area where the faculty or staff member shall provide a breath sample for analysis by an Intoxilyzer device in accordance with the manufacturer's protocol, for said device. In making the determination that a faculty or staff member may be under the influence of alcohol, a Ridgcroft School faculty or staff member may consider the faculty or staff member's conduct, his/her physical appearance, eye abnormalities such as: redness, glassiness, or blood-shot appearance, odor of alcohol on their body or breath, slurred speech, altered physical coordination, or any other factor that would reasonable lead to making such a determination. The faculty or staff member shall consent to being escorted to the administrative offices and to providing the breath samples as required by the Policy. The lower of the two reading shall be considered the amount of blood-alcohol content, the consent form obtained for alcohol testing and all paperwork associated with obtaining breath, hair, and/or urine samples shall become part of the Ridgcroft School faculty or staff member's confidential employee file, in the event that the Head of School determines a breath, hair, and/or urine sample for alcohol testing is required.
- (3) New Hire Employees – All "New Hire" Employees may have an initial "new employee" alcohol test by breath, hair, and/or urine sampling at the discretion of the Head of School. A suitable breath, hair, and/or urine sample will be obtained for analysis by the testing organization. Upon reviewing "new Hire" employee contracts with the potential employee, the Head of School shall withhold his signature on the contract until such time a negative test result has been reported. Upon receiving a negative test result, the Head of School may sign and date the contract for official validation. A positive test will result in immediate voiding of the employment contract and any offer for employment will be withdrawn. Following initial "new employee" testing, further testing will be conducted based upon the reasonable basis testing criteria or by random testing criteria as stated in the Policy.

## **Controlled Substances**

Any use, possession, or purchase of an unlawful controlled substance or a controlled substance by any Ridgcroft School faculty or staff member during the time they are performing their duties in the direct supervision or teaching of students, is a violation of this Policy. Furthermore, it is a violation of this Policy. Furthermore, it is a violation of this Policy for any faculty or staff member to have any amount of a controlled substance in his/her body while performing said duties while at Ridgcroft School or at any Ridgcroft School event, unless a valid, proper written medical authorization previously provided to the administration, is in the faculty or staff member's confidential employee file.

- (1) Random Testing – Screening for the use of any unlawful controlled substance or controlled substance shall be conducted at Ridgcroft utilizing a procedure whereby on random dates and events throughout the school year, a number of faculty and staff as determined by the Head of School, shall be selected randomly from a pool consisting of the total faculty and staff population of Ridgcroft School, who will be randomly selected using their employee identification number. The random method for selection is at the discretion of the Head of School. Consequently, it is possible that a faculty or staff member may be tested more than once a year. Conversely, it is also possible that a faculty or staff member may not be tested at all.
- (2) Reasonable Basis Testing – When it reasonably appears to a Ridgcroft faculty or staff member, or other individual, that is in the presence of a Ridgcroft School faculty or staff member who is present on Ridgcroft School property or at a Ridgcroft School event while appearing to have a controlled substance in his/her body, the faculty or staff member suspected to be under the influence of a controlled substance shall consent to being escorted to the administrative office or other appropriate place, where the faculty or staff member shall provide a hair and/or urine sample for testing by the designated testing organization in the event the Head of School determines a sample is required. In making the determination that a faculty or staff member may be under the influence of a controlled substance, a Ridgcroft School faculty or staff member, or other individual in the presence of the faculty or staff member suspected to be under the influence of a controlled substance, may consider the faculty or staff member's conduct, his/her physical appearance, eye abnormalities such as: redness, glassiness, or blood-shot appearance, odor of body or breath, slurred speech, altered physical coordination, or any other factor that would reasonably lead to making such a determination. The consent form obtained for drug testing and all pepper work associated with obtaining hair and/or urine samples shall become part of the faculty or staff member's confidential employee file, in the event that the Head of School determines a hair and/or urine sample for drug testing is required.
- (3) New Hire Employee – All "New Hire" Employees will have an initial "new employee" drug test by hair and/or urine sampling at the discretion of the Head of School. A suitable hair or urine sample for analysis by the testing organization will be obtained. Upon reviewing "new hire" contracts with the potential employee, the Head of School shall withhold his signature on the contract, until such time a negative test result has been reported. Upon receiving a negative test result, the Head of School may sign and date the contract for official validation. A positive test will result in immediate voiding of the employment contract and any offer for employment will be withdrawn. Following initial "new employee" testing, further testing will be based on the reasonable basis testing criteria or by random testing criteria as stated in the Policy.

Ridgcroft School shall employ the services of an independent organization qualified to conduct such drug testing for the purpose of coordinating and analyzing suitable hair, and/or urine samples. Breath, hair, and/or urine samples may be obtained at Ridgcroft School; however the right to have off site sampling obtained is reserved and is at the discretion of the Head of School.

## **Notification of Test Results**

**Alcohol** – The Head of School shall provide the faculty or staff member with written notification of a positive result immediately. Notification will not be provided if a negative result is obtained. The Intoxilyzer printout of all test results shall be maintained in the faculty or staff member's confidential employee file.



**Controlled Substance** – The Testing Organization shall notify the Head of School of each test result. When results are received, the faculty or staff member will received written notification of the test result in a timely manner. The notification shall include the name, address, and telephone number of the Testing Organization that handled the hair or urine sample.

**Responsibility**

In regards to staff, Ridgcroft School has a zero tolerance policy. Any positive test results for alcohol or drugs are a violation of this Policy and will result in the immediate dismissal of the faculty or staff member’s employment with Ridgcroft School. In the case of new hires, the contract will not be validated by the Head of School and any offer regarding employment will be withdrawn.

**Confidentially**

Ridgcroft will make reasonable attempts to keep information regarding alcohol and drug tests, and any resulting disciplinary actions confidential.

**Appeal of Controlled Substance Test Results**

If the faculty or staff member is on the opinion that the alcohol or drug test results are erroneous, the faculty or staff member must notify the Head of School in writing, which notification shall also set forth whether the faculty or staff member intends to request that a second test sample be obtained. When a faculty or staff member requests for a second test sample to be obtained, such request shall be made by the faculty or staff directly to the Testing Organization. The second test must be taken within three (3) days of the faculty or staff member’s receipt of the written notification of the initial positive result. The cost for the second test shall be borne by the faculty or staff member. If the second test results vary from the first test results, the Head of School and the faculty or staff member from the sample was taken, will discuss what further action shall be taken. The date the faculty or staff member receives written notice shall be counted for purposes of calculating the three-day period, however, Saturdays, Sundays, and Holidays shall not be counted.

Form:

Alcohol and Drug  
Policy  
  
Consent Form  
Required of  
Employees or  
Potential New Hire  
Employees

I have read the Ridgcroft School-Policy for Alcohol and Drug Testing (“Policy”) for all employees and potential new hire employees.

I understand that Ridgcroft may request a breath sample or hair sample pursuant to the guidelines established in the Policy.

I agree that Ridgcroft is not responsible if test results are erroneous and hereby release Ridgcroft, its employees, board members, and agents against any demands or claims of any type whatsoever (including cost of attorney fees) asserted or based upon any liability arising in any way form or related in any way to the Policy, or any acts, errors, or omissions relating thereto, by the employee or the potential new hire identified below, who employment with Ridgcroft School is conditioned upon the execution of this consent form.

I understand that a violation of the Policy will result in immediate dismissal from Ridgcroft School and immediate termination of employment with Ridgcroft School. In the case of new hires, the contract for employment with Ridgcroft School will not be validated by the Head of School and any and all offer for employment with Ridgcroft will be withdrawn.

I agree to abide by the terms of the Policy should I test positive as defined by the Policy.

I fully understand that refusal to sign this consent form renders me ineligible for employment with Ridgescroft School and will terminate any contract form employment with Ridgescroft School.

Employee's or Potential New Hire's Name \_\_\_\_\_  
Print Name

\_\_\_\_\_  
Identification Number

\_\_\_\_\_  
Signature of Employee or Potential New Hire

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

**SECTION 9 – SCHOOL SAFETY**  
**9-6 POLICY ON CHILD PROTECTION**

Ridgescroft School seeks to provide a safe and secure environment for the children who participate in our programs and activities. By implementing the below practices, our goal is to protect the children of Ridgescroft School from incidents of misconduct or inappropriate behavior while also protecting our staff and volunteers (workers) from false accusations.

**Definitions**

For purposes of this policy, the terms “child” or “children” include all persons enrolled at Ridgescroft School regardless of age. The term “worker” includes both paid and unpaid persons who work with children. The term “volunteer” means anyone involved in a day care or school, in overnight activities involving minors, in counseling of minors, or in one-on-one mentoring of minors.

**Selection of Workers**

All persons who desire to work with the children participating in our programs and activities will be screened. This screening includes the following:

- (1) Six Month Rule – No person will be considered for any volunteer position involving contact with minors until she/he has been involved with Ridgescroft School for a minimum of six (6) months. This time of interaction between our leadership and the applicant allows for better evaluation and suitability of the applicant for working with children.
- (2) Written Application – All persons seeking to work with children must complete and sign a written application in a form to be supplied by us. The application will request basic information from the applicant and will inquire into previous experience with children, previous Ridgescroft School affiliation, reference and employment information, as well as disclosure of any previous criminal convictions. The application form will be maintained in confidence on file at Ridgescroft School.

- (3) Personal Interview – Upon completion of the application, a face-to-face interview may be scheduled with the applicant to discuss his/her suitability for the position.
- (4) Reference Checks – Before an applicant is permitted to work with children, at least two of the applicants' references will be checked. These references should be an institutional nature as opposed to personal or family references, preferably from organizations where the applicant has worked with children in the past. Documentation of the reference checks will be maintained in confidence on file at Ridgcroft School.
- (5) Criminal Background Check – A national criminal background check is required for all employees (regardless of position) and “volunteers” as defined above.

Before a background check is run, prospective workers will be asked to sign an authorization form allowing the school to run the check. If an individual declines to sign the authorization form, she/he will be unable to work with children.

A disqualifying offense that will keep an individual from working with children will be determined by Ridgcroft School on a case-by-case basis in light of all the surrounding circumstances. Generally, convictions for an offense involving children and/or for offenses involving violence, dishonesty, illegal substances, indecency and any conduct contrary to our mission will preclude someone from being permitted to work with children. Failure to disclose a criminal conviction on the application form will also be a qualifying event. The background check authorization form and results will be maintained in confidence on file at Ridgcroft School.

### **Two Adult Rule**

It is our goal that a minimum of two unrelated adult workers will be in attendance at all times when children are being supervised during our programs and activities. Some classes may have only one adult teacher in attendance during the class session; in these instances, doors to the classroom should remain open when practical and there should be no fewer than three students with the adult teacher. We do not allow minors to be alone with one adult on our premises or in any sponsored activity unless in a counseling situation.

### **Responding to Allegations of Child Abuse**

For purposes of this policy, “child abuse” is any action (or lack of action) that endangers or harms a child’s physical, psychological or emotional health and development. Child abuse occurs in different ways and includes the following:

1. Physical abuse – any physical injury to a child that is not accidental, such as beating, shaking, burns, and biting.
2. Emotional abuse – emotional injury when the child is not nurtured or provided with love and security, such as an environment of constant criticism, belittling and persistent teasing.
3. Sexual abuse – any sexual activity between a child and an adult or between a child and another child at least four years older than the victim, including activities such as fondling, exhibitionism, intercourse, incest, and pornography.
4. Neglect – depriving a child of his or her essential needs, such as adequate food, water, shelter, and medical care.

Childcare workers may have the opportunity to become aware of abuse or neglect of the children under our care. In the event that an individual involved in the care of children at Ridgcroft School becomes aware of suspected abuse or neglect of a child under his/her care, this should be reported immediately to the Head of School for further action, including reporting to authorities as may be mandated by state law.

In the event that an incident of abuse or neglect is alleged to have occurred at Ridgcroft School or during our sponsored programs or activities, the following procedure shall be followed:

1. The parent or guardian of the child will be notified.
2. The staff or staff member alleged to be the perpetrator of the abuse or misconduct will immediately be placed on leave pending an investigation and instructed to remain away from the premises during

the investigation. He or she should be instructed to have no contact with the victim or with witnesses.

3. All allegations of abuse should be reported to the civil authorities, and Ridgcroft School will comply with the state's requirements regarding mandatory reporting of abuse as the law then exist. Ridgcroft School will fully cooperate with the investigation of the incident by civil authorities.
4. The insurance company will be notified, and Ridgcroft School will complete an incident report. any documents received relating to the incident and/or allegations will immediately be forwarded to the insurance company.
5. Ridgcroft School will designate a spokesperson to the media concerning incidents of abuse or neglect. The advice of legal counsel will be sought before responding to media inquiries or releasing information about the situation to the general public. All other persons associated or employed by Ridgcroft School should refrain from speaking to the media.
6. Any person who is not found innocent of the alleged abuse or misconduct will be removed from their position working with children or youth.

**SECTION 9 – SCHOOL SAFETY 9-7 POLICY ON**

If a student is sick and leaves school with a fever of 99.5 or above, has vomited at school, or has diarrhea, they will not be allowed to return to school the NEXT DAY. If fever, vomiting, or diarrhea occurs at home, the student is NOT allowed to return to school until there has been 24 hours since their LAST episode of either, fever, vomiting, or diarrhea.

If a student returns to school after leaving school sick the day before, or within 24 hours of above symptoms, they WILL NOT be allowed to class, and the parent will be called to return and pick them up. This is to ensure the child feels better and to prevent the spread of illnesses to others.

**SECTION 9 – SCHOOL SAFETY 9-8 POLICY FOR PROHIBITION AGAINST DISCRIMINATION, HARRASSMENT, AND BULLYING**

Ridgcroft School acknowledges the dignity and worth of all students and employees and strives to create a safe, orderly, caring, and inviting school environment to facilitate student learning and achievement. The board prohibits discrimination on the basis of race, color, national origin sex, disability, or age and will provide equal access as required by law. The board will not tolerate any form of unlawful discrimination, harassment, or bullying in any of its educational or employment activities or programs.

**A. PROHIBITED BEHAVIOUR AND CONSEQUENCES**  
1. Discrimination, Harassment, and Bullying

Students, Ridgcroft employees, volunteers, and visitors are expected to behave in a civil and respectful manner. The board expressly prohibits unlawful discrimination, harassment, and bullying.

Students are expected to comply with the behavior standards established by Ridgcroft policy and the Code of Student Conduct. Employees are expected to comply with board policy and regulations. Volunteers and visitors on school property are also expected to comply with board policy and established school rules and procedures.

Any violation of this policy is serious and school officials shall promptly take appropriate action.

Students will be disciplined in accordance with the school's policy for student conduct. Based on the nature and severity of the offense and the circumstances surrounding the incident, the student will be subject to appropriate consequences and remedial actions ranging from positive behavioral interventions up to, and including, dismissal from the school.

Employees who violate this policy will be subject to disciplinary action, up to, and including, dismissal. Volunteers and visitors who violate this policy will be directed to leave school property and/or reported to law enforcement, as appropriate.

When considering if a response beyond the individual level is appropriate, school administration should consider the nature and severity of the misconduct to determine whether a classroom, school-wide response is necessary. Such classroom or school-wide responses may include staff training, harassment and bullying prevention programs, and other measures deemed appropriate by the Head of School to address the behavior.

## 2. Retaliation

The board prohibits reprisal or retaliation against any person for reporting or intending to report violations of this policy, supporting someone for reporting or intending to report a violation of this policy, or participating in the investigation of reported violations of this policy.

After consideration of the nature and circumstances of the reprisal or retaliation and in accordance with applicable federal, state or local laws, policies, and regulations, the Head of School or designee shall determine the consequences and remedial action for a person found to have engaged in reprisal or retaliation

## B. APPLICATION OF POLICY

This policy prohibits unlawful discrimination, harassment, and bullying by students, employees, volunteers, and visitors. "Visitors" including persons, agencies, vendors, contractors, and organizations doing business with or performing services for Ridgecroft School.

This policy applies to behavior that takes place:

1. In any area of the school or any school premises before, during, or after school hours;
2. On any vehicle as part of any school activity;
3. During any school-sponsored activity or extracurricular activity;
4. At any time or place when the individual is subject to the authority of school personnel; and
5. At any time or place when the behavior has a direct and immediate effect on maintaining order and discipline in the school

## C. DEFINITIONS

For the purposes of this policy, the following definitions apply:

### 1. Discrimination

Discrimination means any act or failure to act that unreasonably and unfavorably differentiates treatment of others based solely on their membership in a socially distinct group or category, such as race, ethnicity, sex, pregnancy, religion age or disability. Discrimination may be intentional or unintentional.

### 2. Harassment and Bullying

a. Harassment or bullying behavior is any pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication that:

1. Places a student or school employee in actual or reasonable fear of harm to his or her person or damage to his or her property; or
2. Crates or certain to create a hostile environment by substantially interfering with or comparing a student's educational performance, opportunities, or

benefits or by adversely altering the conditions of an employee's employment.

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

Harassment and bullying include, but are not limited to, behavior described above that is reasonably perceived as being motivated by any actual or perceived differentiating characteristic or motivated by an individual's association with a person who has or is perceived to have a differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, or mental, physical, developmental, or sensory disability. Examples of behavior that may constitute bullying or harassment include, but are not limited to, verbal taunts, name-calling and put-downs, epithets, derogatory comments or slurs, lewd propositions, exclusion from peer groups, extortion of money or possessions, implied or stated threats, assault, impeding or blocking movement, offensive touching, or any physical interference with normal work or movement, and visual insults, such as derogatory posters or cartoons. Legitimate age-appropriate pedagogical techniques are not considered harassment or bullying.

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

b. Sexual harassment is one type of harassment. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to the conduct is made, either explicitly or implicitly, a term or condition of any individual's employment, academic progress, or completion of a school-related activity;
2. Submission to or rejection of such conduct is used as the basis for employment decisions affecting the individual, or in the case of a student submission to or rejection of such conduct is used in evaluation the student's performance within a course of study or other school-related activity; or
3. Such conduct is sufficiently severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with any employee's work or performance or a student's educational performance, limiting a student's ability to participate in or benefit from an educational program or environment, or creating an abusive, intimidating, hostile, or offensive work or education environment.

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

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

#### D. REPORTING AND INVESTIGATING COMPLAINTS OF DISCRIMINATION, HARASSMENT, OR BULLYING

Employees are required to report any actual or suspected violations of this policy. Students, parents, volunteers, visitors, or others are also strongly encouraged to report any actual or suspected incidents of discrimination, harassment, or bullying. All reports should be made to the Head of the School and may be made anonymously. All reports shall be investigated in accordance with this policy.

#### E. TRAINING AND PROGRAMS

The board directs the Head of School to establish training and other programs that are designed to help eliminate unlawful discrimination, harassment, and bullying and to foster an environment of understanding and respect for all members of the school community. Information about this policy and the related complaint procedure must be included in the training plan.

As funds are available, the board will provide additional training for students, employees, and volunteers who have significant contact with students regarding the board's efforts to address discrimination, harassment, and bullying and will create programs to address these issues. The training or programs should (1) provide examples of behavior that constitutes discrimination, harassment, or bullying; (2) teach employees to identify groups that may be the target of discrimination, harassment, or bullying; and (3) train school employees to be alert to locations where such behavior may occur, including locations within school buildings, on school grounds outside of the school, on cell phones, and on the Internet.

#### F. NOTICE

The Head of School is responsible for providing effective notice to students, parents, and employees of this policy and of the procedures for reporting and investigating complaints of discrimination, harassment, and bullying. Notice of this policy shall be posted on the school's website, and copies of the policy must be readily available in the Head of School's office and within the school. Notice of this policy must appear in the Ridgcroft School policies and procedures for staff.

#### G. RECORDS AND REPORTING

The Head of school or designee shall maintain confidential records of complaints or reports of discrimination, harassment, or bullying. The records must identify the names of all individuals accused of such offenses and the resolution of such complaints or reports. The Head of School also shall maintain records of training conducted and corrective action(s) or other steps taken by Ridgcroft School to provide an environment free of discrimination, harassment, and bullying.

The Head of School shall evaluate the effectiveness of efforts to correct or prevent discrimination, harassment, and bullying and shall share these evaluations periodically with the board.

### **SECTION 9 – SCHOOL SAFETY**

#### **9-9 ADMINISTRATION OF MEDICATION DURING SCHOOL HOURS PROCEDURE**

At the beginning of each year, Ridgcroft will inform parents of the procedure for administering medication. Form required for the administration of medication to students during school hours may be obtained from the Head of School's office.

1. Parent/guardian may come to school and give medication to child at the appropriate time(s).
2. All medication must be brought to school by a parent/guardian or designated adult.
3. Medicine will be accepted only with current pharmacy labeled containers or medicine in its original container.
4. Medication will be received by school administrative office.
5. The Request for Medication to be Given During School Hours form must be completed and brought to the school office with the medication.
6. An office staff person will check for completion of required form – Request for Medication to be Given During School Hours.
7. Medication will be received and counted by administrative office personnel along with the adult who brings it, and each will sign as to the accuracy using the Medication Check-In Log.
8. The school office will note medication has been received for that student for the first time or that there has been a change in initial orders. The school office must also maintain an up-to-date medication log of all students who are administered medication by school personnel during the school year.
9. The form(s) with the doctor's orders will be cross checked with the pharmacy labels on medication containers.
10. The initial heading on the Medication Log will be completed. Subsequent headings for the same medication order may be completed by the individual responsible for administering the medication.
11. A copy of the completed Request for Medication to the Given During School Hours along with the Medication Log will be placed in a folder with the child's name and given to employee responsible for the administration of medication.
12. A stationary locked cabinet is required for storage of medication for students grades Pre-K through 12.
13. In-service training will be provided to appropriate school personnel as necessary to instruct them on the procedure for administration of medication during school hours.
14. The Head of School will periodically monitor medication administration to ensure that physician's orders are followed appropriately.
15. At the end of the school year individuals responsible for students' medications records will bring them to the school office to be filed.
16. The parent/guardian must pick up undispensed medication with five (5) days after school closes for students. Medication will be appropriately destroyed after that date. Two (2) employees will witness this process and document number destroyed on Medication Check-In log.
17. Medication must be renewed at the beginning of each school year. A new order is required with any change in medication(s).

### **Medication Administration**



Medication administered during school hours by school personnel should be kept to a minimum. The Student in need of medication to sustain his attendance I school may have a chronic health problem, special health care need, or have an unusual health problem where emergency measures are indicated. The policy is intended for this type of child.

1. Acutely ill children may need medications for short periods of time to enable them to remain in school. Medications can be given at home before or after school hours. If this is not possible, it is the parent's or guardian's responsibility to make arrangements with the school administration for mediation to be given during school hours.
2. When medications such as asthma inhalers mst be self-administered, and individualized plan and authorization form will be completed by the parent or physician. Students will be assessed for their competence in self-administering the medications and will agree to keep their medicine secure from other students.
3. When children who are subject to unusual health hazards, such as allergy to bee stings, attend school, it is the parent's or guardian's responsibility to assure that the school administration is aware of the situation and prepared to implement emergency measures. The plan developed between the student's parent or guardian, personal physician or health care source, and the school, for responding to such as emergency included.

- Administering medication to slow allergic reactions until the student can be transported to the physician's office or emergency room, or instituting first aid measures.

This should be included in an individualized written emergency plan developed for the student, and approved by the parent or guardian and physician. The after care of the student is determined by the attending physician who sees the student either in the office or in the emergency room. The parent or guardian has responsibility for assuring that an emergency care plan is developed for the child, and that written permission is given by them to institute emergency measures.

<b>SECTION 9 – SCHOOL SAFETY</b> <b>9-10 POLICY ON TOBACCO PRODUCTS</b>
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#### Policy on Tobacco Products

The Hertford County Educational Foundation Inc. is committed to creating a safe, orderly, clean and inviting school for all students, staff, and visitors. 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 Board. For 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 all lighted and smokeless tobacco products, as well as electronic cigarettes, vaporizers, and other electronic smoking devices even if they do not contain tobacco or nicotine.

#### A. PROHIBITED BEHAVIOR

In support of the Board's commitments and state and federal law, students, staff, or visitors are prohibited from using or possessing any tobacco product (1) in any school building, on any school campus, and in or on any other school property owned or operated by the Board, including school vehicles; (2) at any school-related activity, including athletic events; or (3) at any time when the student is subject to the supervision of school personnel, including any school trip.

Nothing in this policy prohibits the use or possession of tobacco products for an instructional or research activity conducted within the school, provided that the activity is conducted or supervised by a faculty member and that the activity does not include smoking, chewing or otherwise ingesting tobacco.

#### B. CONSEQUENCES

The disciplinary consequences for students who are in violation of this policy shall be consistent with the student disciplinary guidelines. In determining appropriate consequences for violations of this policy, school officials are encouraged to identify programs or opportunities that will provide students with a greater understanding of the health hazards of tobacco use, the hazards of secondhand smoke, and the impact of tobacco use on efforts to provide a safe, orderly, clean and inviting school environment.

Consequences for staff will result in disciplinary actions up to and including recommendation for dismissal.

Consequences for visitors, including parents, will include appropriate actions including , but not limited to, removal from the facility, suspension from the school facilities for a period of time, and in extreme or repeated offenses referral to law enforcement.

### **SECTION 9 – SCHOOL SAFETY**

#### **9-11 POLICY ON WEAPONS AND EXPLOSIVES PROHIBITED**

#### Weapons and Explosives Prohibited

Ridgcroft School and the Board are committed to providing a safe school environment that is free from violence, to the maximum extent possible. Except as otherwise specified in this policy, employees, visitors, and other persons are prohibited from possessing, carrying, using, or threatening to use, or encouraging another person to possess, carry, use, or threaten to use, weapons or explosives on school property or while attending curricular or extracurricular activities sponsored by Ridgcroft school. This policy applies to weapons or explosives carried openly or concealed. Student conduct related to weapons and explosives is governed by policy 7-9, Policy for Firearms.

Any employee who violates this policy will be subject to immediate termination. Any visitor or other person who violates this policy will be escorted from the premises and/or school activity immediately. The Head of School shall immediately report any violation of this policy to law enforcement officials. Any employee who is aware that a weapon or explosive is present on school property or at a school event in violation of this policy must immediately report this information to the Head of School, Designee, or law enforcement as appropriate.

#### A. WEAPONS AND EXPLOSIVES DEFINED

For the purposes of this policy, a weapon includes, but is not limited to, any gun, rifle, pistol, or other firearm of any kind; any BB gun, stun gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving), or fireworks; any sharp-pointed or -edged instrument, except instructional supplies unaltered nail files, and clips and tools used solely for preparation of food, instruction, and/or maintenance on educational property; and mace, pepper spray, and other personal defense sprays. Weapon also includes mock weapons or replicas that because of appearance or usage can easily be mistaken as any weapon prohibited by this policy. For purposes of this policy, an explosive includes, but is not limited to, any dynamite cartridge, bomb, grenade, mine, or powerful explosive as defined in North Carolina general statute..

#### B. SCHOOL PROPERTY

For purposes of this policy, school property is any school building or school vehicle, school campus, grounds, recreational area, athletic field, or other property owned, used, or operated by Ridgcroft School.

#### C. EXCLUSIONS

This policy does not apply to:

1. A weapon or explosive used solely for educational or school-sanctioned ceremonial purposes, or used in a school-approved program conducted under the supervision of an adult whose supervision has been approved by the Head of School or Designee;
2. A person who has a concealed handgun permit that is valid under state law or who is exempted by state law from needing permit to carry a concealed handgun, if any of the following conditions are met:
  - a. The person has a handgun in a closed compartment or container within the person's locked vehicle or in a locked container securely affixed to the person's vehicle (the person may unlock the vehicle to enter or exit the vehicle provide the handgun remains in the closed compartment at all times and the vehicle is locked immediately following the entrance or exit);
  - b. The person has a handgun concealed on the person and the person remains in a locked vehicle (the person may unlock the vehicle to allow another person to enter or exit); or
  - c. The person is within a locked vehicle and removes the handgun from concealment only for the amount of time reasonably necessary to move it to a closed compartment or container within the vehicle or to move it from the closed compartment or container to concealment on the person.
3. Firefighters, emergency service personnel, North Carolina Forest Service personnel, and any private police employed by the Board, when acting in the discharge of their official duties;

**SECTION 10 – PARENT-TEACHER COMMUNICATION  
10-1 POLICY FOR PARENT-TEACHER CONFERENCES AND CLASSROOM OBSERVATIONS**

During the school day: A parent who would like to have a conference or observe a teacher during the school day should request permission from the Head of School who will schedule it with the teacher.

After school hours: The parent may contact the teacher to schedule the day and time.

**SECTION 11 – CONCERN, COMPLAINT, OR  
GRIEVANCE 11-1 PROCEDURE**

<b>CONCERN WITH TEACHER OR CLASSROOM INCIDENT</b>	<b>CONCERN WITH SCHOOL POLICY OR PROCEDURE</b>
If a student or parent has a concern about a teacher, he should contact the teacher to discuss the situation. If it is not resolved, he should contact the Head of School. If it continues unresolved, the parent can contact the Chairman of the Board of Trustees.	If a student or parent has a concern about a school policy, he should contact the Head of School. If unresolved, he can contact the Chairman of the Board of Trustees.

**SECTION 12 - EXTRACURRICULAR  
12-1 POLICY FOR ATHLETIC ELIGIBILITY**

**ACADEMIC ELIGIBILITY**

In order to remain eligible to play on Ridgcroft School athletic teams, a student must NOT receive an F in English, two F's, three D's or one F and two D's during any six weeks grading period. Eligibility can be reinstated upon review at interims. It is the responsibility of each student, parent, club/activity sponsor, and coach to assess the eligibility and the continued eligibility of participants.

The coaches have the responsibility to support the Ridgcroft School academic program by discussing with team members the importance of academic work and preparation for class, including doing homework, other assignments, and preparing for assessments.

### **POLICY FOR CLASS ABSENCE**

Students who participate in school-sponsored sports events will NOT be considered absent from class and are allowed to makeup all work/tests. It is the responsibility of the student to discuss with the teacher(s) an appropriate timeline to makeup work.

If students are to miss a class involving a test or quiz, this should be taken prior to their departure for their game, or planned exit from school. If a student becomes ill or injured during a school day and misses a test or quiz, they should be made up as soon as possible during the next school day.

Students must be on campus and in their appropriate classrooms to qualify for extracurricular activities -for 4 of 6 or 5 of 7 depending on the total number of periods in the schedule.

### **DRESS CODE**

- Girls: Neat, special activity attire
- Boys: Trousers or dress shorts, shirt and tie, shirt tails tucked in at all times, shoes and socks, belts for trousers with belt loops, no caps, trousers worn at waist, or special activity attire that looks neat at all times.
- Students who are members of a sports team are expected to wear proper attire when they have scheduled matches, both at home and away.
- Students who are injured, but sit with the team, should also be appropriately dressed.
- All students after participating in a game/match should redress in dress attire. The only exception may be players involved in the last game of the day at home. On away games, all team members should redress in proper attire prior to leaving the site.
- Students representing the team at awards programs should also be appropriately dressed.

### **POLICY ON TRANSPORTATION TO GAMES (Ridgcroft School Policy 8.6)**

The policy of Ridgcroft School requires all athletes, cheerleaders, managers, and/or trainers to ride to and from all games on transportation provided by the school. The only exceptions are those students who ride with their parents or who have had permission to ride with other parents granted by their parent and approved by their coach or the Director of Athletics.

EFFECTIVE IN 2009-2010.

1. Upper school students who are enrolled in the RCCC courses that do not have periodic grade reports will be subject to different criteria for athletic eligibility. Based on enrollment in 3 or 4 Ridgcroft courses, a student will lose athletic eligibility if he receives ONE failing grade. Reinstatement will be evaluated at the interim report.

Since English is a requirement for grade-level promotion (see Policy 2-1), students who make a F in this course will lose athletic eligibility.

## **SECTION 12 - EXTRACURRICULAR**

### **12-2 POLICY FOR CONSEQUENCES FOR ATHLETE'S ACTIONS**

Playing sports at Ridgcroft School is a privilege. Athletes are the most visible ambassadors of our school and, as such, they are required to exhibit good behavior and respectfulness both in the classroom as well as on the field. With this in mind, Ridgcroft School has outlined the following rules regarding athletic participation.

1. Any student with After School Detention, In School Detention, or Suspension may not participate in an athletic practice or game on that day.
2. Ridgecroft School reserves the right to indefinitely suspend any student from athletics if their behavior makes them unacceptable as an ambassador for Ridgecroft School.
3. The Athletic Director and coach reserve the right to add additional consequences to those listed above.

<p><b>SECTION 12 - EXTRACURRICULAR 12-3 POLICY</b></p>
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Senior Night is a time for Senior Athletes and his/her family to be recognized and honored for contributions to the athletic programs at Ridgecroft School. In recent years it seems to have evolved into a “senior prank day” with each senior class trying to out do the previous class. The Administration and staff want you to show your enthusiasm and school spirit, but not to the point that our regular instructional day is disrupted. Therefore the following guidelines are to be followed:

1. Do not block driveways, school entrances, classroom doors, lockers, or hallways. This is a safety issue.
2. Do not vandalize student or staff vehicles with shoe polish, paint, Vaseline, etc.
3. Do not rearrange or remove furniture from classrooms, or otherwise disrupts classrooms so as to prevent normal instructional activities.
4. Any signs, banners, etc. posted inside or outside of the school building should be of a positive nature and done in good taste. No profanity or sexually suggestive material. We have young children attending Ridgecroft and parents do not want them exposed to such.
5. Any balloons used to decorate should be up off of the floor (No Water Balloons).
6. No undergarments (bras, panties, thongs, etc.) condoms, or feminine hygiene products, should be displayed. Nothing should be displayed that would offend parents of small children.
7. No animals live or dead, should be left or placed inside building or on the campus
8. No animal waste should be left or placed inside buildings or on campus.
9. Do not use any type of permanent paint or markers for any type of decoration on walls, etc.
10. Park in appropriate, assigned parking slots
11. No Shredded paper or confetti
12. No bouncy balls