

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 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.ridgcroftschoool.org.

The application process follows this protocol:

Inquiry: All interested applicants are required to complete an inquiry form to express their interest in Ridgcroft School.

Official School Visit: 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 required to tour the campus and facilities and to visit their prospective classes.

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 application fee. 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.

Application Review: An Enrollment 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 Enrollment Committee decision.

Enrollment: Once an application has been approved by the Enrollment Committee, an email will be sent notifying parents to complete an enrollment packet for each child.

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.

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, Ridgecroft 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 A STUDENT IS NOT ACCEPTED:

The parents may appeal the decision of the Enrollment Committee by giving written notice of appeal addressed to the Executive Board of Ridgecroft School with "Attention: Enrollment Committee Appeal" within five (5) days after receipt of notice from the Enrollment Committee. The appeal shall be heard and ruled upon by the Executive Committee of the Board of Ridgecroft School 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 Enrollment Committee with or without recommendations, reinstate the student, or reverse the decision of the Enrollment 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 Enrollment Committee within ten (10) days before or within ten (10) days after each semester begins.

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

Any lower, middle, or high school student who experiences difficulty academically or behaviorally as they progress towards graduation will be reviewed by the Enrollment Committee and the administration. The committee and 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 both the student and the parent bear the responsibility of resolving the academic/behavioral difficulty. Students who continue to experience academic or behavioral difficulty could be placed under probation to determine whether Ridgecroft School can serve the needs of the student.

ACADEMIC PROBATION

Students are to be 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 Lower/Upper School Director before the start of school. Outside tutoring will be recommended.
- The Administration will meet with the student weekly to look over grades and assignments.
- Students will be required to use a planner and have it initialled by each teacher each day to confirm accuracy.
- Teachers will increase communication with parents through documented weekly progress reports.
- Students remaining on academic probation will be evaluated by the Enrollment Committee regarding future enrollment.

BEHAVIORAL PROBATION

Students are placed on behavioral probation when classroom disruption becomes excessive. Under behavioral probation, the following procedures will be put in place:

- Parents/students will conference with the Administration and the Lower/Upper School Director.
- Students will be required to meet weekly with the Administration to discuss behaviors as reported by the teachers.
- Students remaining on behavioral probation will be evaluated by the Enrollment Committee regarding future enrollment.

1-3 POLICY ON CONTINUING ENROLLMENT

Upon recommendation by the Enrollment Committee, a student may not be allowed to continue enrollment at Ridgecroft School 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 Ridgecroft School should immediately turn in all books and leave campus upon notification. Transcripts from Ridgecroft School will be withheld until all books are returned and financial obligations are resolved.

ACADEMIC APPEAL PROCEDURE:

The student and parent may appeal any decision by the Enrollment Committee by giving written notice of appeal addressed to the Executive Committee of the Board of Ridgecroft School with “Attention: Enrollment Committee Appeal” 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.

1-4 POLICY FOR RIDGECROFT SCHOOL PRESCHOOL

Each student enrolled in the program is on probationary status for six weeks. 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. 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.
4. Once the number of students has reached the staff/child ratios for licensed centers, a waitlist 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.

PRESCHOOL PROCEDURE FOR DISCIPLINE

1. When a student misbehaves, they 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, they will be put in a time-out chair in the classroom away from the other students. They 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 their 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.

PRESCHOOL 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 252-358-7871 (24 hours)
- Office of Early Learning: 984-236-2100

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. If proven true, then the staff member will be terminated.

PRESCHOOL PARENT GRIEVANCE PROCEDURE

If parents have a question concerning the care of a child, they should first discuss it with the child's teacher. If the concern is unresolved, parents should then discuss the situation with the preschool director. If the concern continues unresolved, the parents should contact the Ridgescroft Administration.

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SECTION 2 – PROMOTION AND GRADUATION

2-1 POLICY FOR GRADE-LEVEL PROMOTION STANDARDS

To ensure continued academic performance, Ridgescroft 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 for Middle School and High School students and by the end of the third grading period for Lower School students. The Administration will review the records of 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, beginning on the next page.

RIDGECROFT SCHOOL: PROCEDURE FOR PROMOTION STANDARDS

GRADES K-2	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. 2. Students should demonstrate grade-level proficiency in Reading and Mathematics as evidenced by established appropriate assessments. 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 Enrollment 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 third grading period to establish/monitor a plan to address academic/social/behavioral difficulties. Regular communication between the teacher and parents is expected. <i>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.</i> 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. RETENTION: When non promotion is recommended, students in grades K-2 may be considered for grade retention only once in the grade span.
GRADES 3-5	1. Students must adhere to the attendance policy found in Section 6 of this policy and procedures manual. 2. Students should demonstrate grade-level proficiency in Reading and Mathematics on the nationally standardized IOWA test and classroom achievement data. 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 Enrollment Committee may require that students participate in interventions including, but not limited to: • tutorial sessions, either at school or out of school • restructuring of the daily schedule • special and/or additional homework assignments • summer remediation Students who do not complete recommended interventions will be reviewed by the Enrollment Committee for further action.

	RETENTION LIMITATIONS The Enrollment 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.
GRADES 6-12	CREDIT FOR COURSEWORK To receive credit for a course, students must meet both attendance and grading requirements: 1. Students must adhere to the attendance policy found in section 6 of this policy and procedures manual 2. Students will complete all assignments and earn an average of at least 60. 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 Enrollment Committee may require that students participate in interventions including, but not limited to: • tutorial sessions, either at school or out of school • restructuring of the daily schedule • special and/or additional homework assignments • summer remediation 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 and one math course. Minimum Standard for Promotion to Grade 11: • Earn 14 units of credit, including English II and two math courses. Minimum Standard for Promotion to Grade 12: • Earn 21 units of credit, including English III and three math courses.

GRADUATION REQUIREMENT: COMMUNITY SERVICE

It is the board policy of Ridgecroft 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 Upper School Director.

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. Transfer students can request a prorating of the requirement.

Students must log the Community Service hours on FACTS and their physical documentation which will specify the date, the location of the service, the time served, the name of an official at the location.

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, nursing homes, Fire/Rescue, Ahoskie Heritage Day, Murfreesboro Watermelon Festival, Parks & Recreation, Gallery Theatre, Red Cross, Volunteer Program at ECU-Roanoke Chowan Hospital, Vacation Bible School, Hope Plantation, Ridgecroft Athletic Association Events

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 Upper School Director by May 1st.

	# HOURS	TOTAL
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

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.

Diplomas & Recognitions | Ending with the Class of 2029

DIPLOMAS		RECOGNITION	
GENERAL DIPLOMA Total: 26 Units	RIDGECROFT SCHOOL COLLEGE PREPARATORY DIPLOMA Total: 28 Units	RIDGECROFT SCHOLARS RECOGNITION Total: 28 units	NC SCHOLARS RECOGNITION Total: 26 units
		Overall 4-year average of 93	Overall unweighted average of 3.5
		Successful completion of 3 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: 4 (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: 5	Electives: 6 (Including at least two second-level or advanced courses)

Diplomas & Recognitions | Beginning with the Class of 2030

DIPLOMAS		RECOGNITION	
General Diploma Total: 26 Units	Ridgecroft School College Preparatory Diploma Total:28 Units	Ridgecroft Scholars Recognition Total: 28 units	NC Scholars Recognition Total 25 units
		Overall 4-year average of 93	Overall unweighted GPA average of 3.5
		Successful completion of three AP courses or college-level equivalents	** Beginning with the freshman class of 2026-2027 Computer science class in required***
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 a prerequisite	Math:4 including either Precalculus or AP Calculus	Math: 4 including one with Algebra II as a prerequisite
Science: 3 Earth/ Environmental Biology Choice of either Physical Science, Chemistry or physics	Science: 4 Earth/Environment Biology 1 physical science either chemistry or physical science, or Physics	Science: 4 Earth/Environmental, Biology Chemistry Physics	Science:3 Earth/Environmental Biology Chemistry or Physics
Social Studies: 5 World History I, World History II, US History Civics Economics and Personal Finance	Social Studies: 5 World History I World History II US History Civics Economics and Personal Finance	Social Studies: 5 World History I World History II US History Civics Economics and Personal Finance	Social Studies:5 World History I World History II US History Civics Economics and Personal Finance
Foreign Language: 0	Foreign Language: 2 Same language	Foreign Language:3 Same language	Foreign Language: 2 Same language
Health (including CPR) Physical Education:1	Health (including CPR) Physical Education:1	Health (including CPR) Physical Education:1	Health (including CPR) Physical Education:1
Arts Education:1	Arts Education: 1	Arts Education: 1	2 elective credits of any combination from either: • Career and technical education • Arts education • World Language
Electives: 9 Public Speaking Computer Science	Electives: 8 Public Speaking Computer Science	Electives 6 Public Speaking Computer Science	Electives: 4 Public Speaking Computer Science Concentration in CTE,Arts Education Any other subject area or cross-disciplinary course including dual enrollment
General Diploma Total: 26 Units	Ridgecroft School College Preparatory Diploma Total:28 Units	Ridgecroft Scholars Recognition Total: 28 units	NC Scholars Recognition Total 25 units

EXCEPTIONS TO DIPLOMAS:

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

- 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.
 - 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.
 - All services offered are in addition to the Academic Support services provided to the student.
 - 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.
- If a student participates in the State Standard of Study off grade level:
 - Students who are unable to meet course expectations and the PSAT/SAT minimum scores will receive a Certificate of Attendance.

Transfer Students: A student who transfers to Ridgcroft School and does not 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.

INTERVENTIONS:

To foster academic success, the Ridgcroft School Enrollment Committee may require that students participate in interventions including, but not limited to:

- tutorial session, either at school or out of school
- restructuring of the daily schedule
- special and/or additional homework assignments
- smaller classes
- modifications according to the Academic Support Plan
- a fee-based summer school, either on-site or elsewhere
- summer remediation
- on-line replacement coursework

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.

SECTION 2 – PROMOTION AND GRADUATION

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.

2-3 POLICY FOR USE OF PSAT/SAT SCORE AS EXIT CRITERION FOR GRADUATION

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 Ridgecroft School class of 2014, the exit criteria for graduation at Ridgecroft 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 1st semester of their senior year. Students who have met all other Ridgecroft 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

Ridgcroft School applauds high academic achievement and therefore, provides recognition to students each semester whose grades meet the criteria for Honor Roll. Disciplinary infractions may result in the lack of recognition of Honor Roll.

HONOR ROLL CRITERIA	
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
Head of School Academic Award	Recognition for receiving all As all year.

GRADUATION MARSHAL-Grade 11

Up to 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. 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. 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 Ridgcroft Scholar Program and the North Carolina Scholar Program.

Students will qualify for the Ridgcroft 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. Ridgcroft 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 weighted GPA, the tie will be broken by their numerical average. The student with the higher average will then be selected as valedictorian. See policy 3-2 for application of this policy for transfer students. 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. 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 of 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 at 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's overall average is not back up to at least 90, he is dismissed from the Beta Club.

Beta Club members are required to participate in service activities such as, Blood Drives for American Red Cross and the District Beta Convention where students have an opportunity to attend conferences which offer competition in areas such as performing arts, talent, art, poetry, living literature, writing and speech as well as academics and leadership. Students are eligible for scholarships through Beta.

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

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

Starting with the class of 2029, only courses taken on-site at Ridgecroft will apply towards a student's grade point average. Credits from other high schools and community colleges will be included on the transcript and count towards graduation requirements, but will not be calculated in the GPA.

Courses offered through dual enrollment must be taken through Roanoke Chowan Community College. If the desired course is not offered at RCCC, a student must obtain prior approval from the upper school director before taking a course at another community college.

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

SECTION 4 – ASSESSMENT AND EXAMS

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 for 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) for 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.

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

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 Advanced Placement courses, dual enrollment courses offered through RCCC or any other course offerings other than Ridgecroft School.
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.

SECTION 4-2 – POLICY FOR ACADEMIC DISHONESTY

Ridgecroft 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.

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 for educating students about the various aspects of academic dishonesty and for assigning 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.
- Using Artificial Intelligence (AI) for coursework completion, unless directed by the instructor.

INTERNET USE

When using the Internet, students 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 are deleterious to an education system, but also have 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, administration, and/or the Enrollment 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 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:

GRADES K-2 ENRICHMENT SUBJECTS	GRADES K-2 CORE SUBJECTS - STANDARDS BASED	GRADES 3-12 CORE SUBJECTS
E - Exceeding Expectations	4 - Exceeds grade level expectations	A - 90-100
S - Satisfactory	3 - Meets grade level expectation	B - 80-89
N - Needs to Improve	2 - Below grade level expectations	C - 70-79
U - Unsatisfactory	1 - Well Below grade level expectations	D - 60-69
		F - Less than or equal to 59
	<i>For Enrichment and Elective grading refer to Policy 7-3.</i>	<i>For Enrichment and Elective grading refer to Policy 7-3.</i>

PROCEDURES FOR REPORTING:

The school year at Ridgcroft School is 180 days, divided into six grading periods, each approximately thirty days long. 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 viewable in FACTS midway through the grading period to inform parents of the student's progress.

GUIDELINES FOR GRADING:

The following chart and bullets provide guidelines for teachers. New teachers can use them as a starting point for developing 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:

	GRADE K	GRADES 1-2	GRADES 3-5	GRADES 6-12
Classwork/Participation/ Notebook/Homework	100%	65%	50%	35%
Quizzes/Tests	0%	35%	50%	65%
Note that as students move from kindergarten to the 12 th 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 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(s) 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 an 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:

- Classwork 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 courses have regular outside assignments if feasible and appropriate.
- Students are expected to complete assignments on time. Students who do not complete homework assignments on an appropriate timeline will receive grade penalties. For students who have excused absences, make-up work should be completed, or in extenuating circumstances, a plan to complete, within three days of returning to school.
- 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. Parents or others completing assignments for students is a form of academic dishonesty.
- Homework assignments as used for several reasons:

TYPES OF HOMEWORK	DEFINITION	EXAMPLE
PRACTICE	Practice assignments reinforce newly acquired skills.	Students who have learned a new math procedure have sample problems assigned.
PREPARATION	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.
EXTENSION	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 12th 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-minute reading assignment on another night.

TIME-ON-TASK GUIDELINES FOR HOMEWORK	AVERAGE TIME PER CORE SUBJECT	AVERAGE TOTAL TIME PER NIGHT	AVERAGE TOTAL TIME WEEKLY
GRADES K-1	5 minutes	10-20 minutes	60-120 minutes (1 to 2 hours)
GRADES 2-3	10 minutes	20-40 minutes	120-240 minutes (2 to 4 hours)
GRADES 4-5	15 minutes	40-60 minutes	240-360 minutes (4 to 6 hours)
GRADES 6-8	20 minutes	60-90 minutes	360-480 minutes (6 to 8 hours)
GRADES 9-12	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.
- 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 five. Averages that have .5 or more should always be rounded up. Therefore, each grading period will count 26.66% of the semester average.

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, particularly with sequential courses such as Algebra II and Precalculus. Both grades will show on the transcript, and the higher one will be used in the determination of grade point average (GPA). The student will not receive an additional unit of credit for the course.

5-3 POLICY FOR GRADING OF ENRICHMENT / ELECTIVE COURSES

LOWER SCHOOL ENRICHMENT COURSES INCLUDE:

Library, Physical Education, Music, Art, 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 record of nonparticipation or disruptive behavior. For excessive misbehavior, the teacher should notify the parent/guardian and the Director of the Lower School.

GRADE for Report Card	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.	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.
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:

Ridgecroft School offers various electives such as, Art, Computer, and Life Skills for grades 6-8; and Internships, Art, World Religion, Physical Conditioning, College Readiness and Yearbook for grades 9-12.

Teachers may grade elective courses with a numerical average; however, letter grades will be specified on the report cards.

Grades in the nonrequired elective courses are not used when determining BETA Club qualification or college/university averages.

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 one 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.

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 a 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, H US History, 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 one 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 offer AP Calculus, AP English Literature, and AP US History.

Additionally, courses offered through dual enrollment, according to the Career and College Promise with Roanoke Chowan Community College, will also carry a 1 point GPA weighting since they are college-credit courses. This does not apply to community college classes that are less than 3 credit hours courses.

Ridgcroft School Grading Scale Conversions:

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)		

SECTION 6 – ATTENDANCE

6-1 POLICY FOR ATTENDANCE

Ridgecroft School encourages regular attendance. Chronic absenteeism can result in poor academic performance and disengagement. 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. Sophomores are allowed one day for a college visit. These days do not count in the 165 days of required school attendance and will be designated as a “school event” on the grading software.

Students have the responsibility to obtain assignments from the teacher, a classmate, or Google Classroom, preferably ahead of time, when they are absent. Students 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 for monitoring and recording absences. The teacher should make contact with the parent/guardian in cases of excessive absences and also make the administration aware of the situation.

Parents will be notified of absences on the report card. Parents can monitor student(s) absences in FACTS.

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 4 per grading period or 18 for the school year will be referred to the Enrollment Committee.

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).

Students in grades K-5 must attend 162 out of 180 days of school to be considered for promotion. (Refer to policy 2-1). Extenuating circumstances will be considered by the Administration and/or Enrollment Committee.

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 for recording absences in FACTS daily. Students who miss more than 8 days, regardless of their academic standing, may not be considered for promotion or receive credit for the course. Students with extenuating circumstances in a semester at Ridgecroft School may request permission from their teachers, in conjunction with the administration, to approve the development of a plan for coursework completion. In the event a plan is not approved, families may file an appeal with the Enrollment Committee through a written request to be received within 10 school days of the notification.

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 of the current class and 3.5 hours of the day).

NOTIFICATION BY PARENT FOR ABSENCES

1. When an absence is anticipated, the parent should make the school office aware of it. The student should inform the teacher and request missed assignments.
2. If the absence is not anticipated, the parent or student should email their teacher(s) and front office as soon as possible. If the school is not notified by the student, 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 recorded on FACTS.
4. All documentation for an excused absence must be submitted to the front office within two weeks of the return to school.

MEDICALLY-RELATED EXTENDED ABSENCES

When documented medical conditions force extended or periodic 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
Excused: Will be counted towards student's absences in the 180 annual/90 semester class days	(Recorded as ABSENCE EXCUSED on report card) • Illness or injury to the student WITH doctor's note • Family emergencies • Medical or dental appointment which cannot be arranged for out-of-school hours WITH doctor's note • Religious holidays • ISS (Recorded as IS on report card)	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 three days of the absence</u> unless permission is specifically given by the teacher. Doctor's note MUST be turned in to the front office upon student's return to school.

Excused: Will not be counted towards student's absences in the 180 annual/90 semester class days	• School-approved College Visits (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. • School-approved Field Trips (Recorded as SCHOOL EVENT on report card) Ridgecroft 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. • Athletic Events	For school-approved absences, students are responsible to contact teacher(s) to get assignments so that work can be completed <u>within three days of the absence</u> unless permission is specifically given by the teacher.
Unexcused: Will be counted towards student's absences in the 180 annual/90 semester class days	(Recorded as ABSENCE on report card) • Skipping school/class • Other reasons not specified as excused • When the parent does not notify the school or the student does not bring a note from the parent • OSS (Recorded as OS)	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

PROCEDURE FOR EXCESSIVE ABSENCES:

NUMBER OF ACCUMULATED ABSENCES	ACTION
Lower School: Total of 6 (excused and/or unexcused) Middle and Upper School: Total of 4 in a semester (excused and/or unexcused)	Teacher notifies the Administration. Administration follows up with parent/guardian.
Lower School: Total of 10 (excused and/or unexcused) Middle and Upper School: Total of 6 in a semester (excused and /or unexcused)	Teacher notifies the Administration. Administration follows up with written documentation to parent/guardian.
Lower School: Total of 15 (excused and/or unexcused) Middle and Upper School: Total of 8 (excused and/or unexcused)	Teacher notifies the Administration. The Administration will refer the situation to the Enrollment Committee to consider promotion/retention/credit for course.

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 important. All students are expected to be in their classrooms with their books/materials, 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 Administration.

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 tardiness is 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. Students who come to school late must report to the office and sign in.
2. The homeroom teacher will maintain and confirm an accurate record of tardies and absences in FACTS.
3. The classroom teacher will maintain a record of tardies for each course or class.
4. . Students with 6 or more tardies will not be eligible for an exam exemption at the end of the semester.

SECTION 7 – STUDENT CONDUCT

7-1 POLICY FOR STUDENT CONDUCT

POLICY:

The Board of Directors of Ridgecroft School has a responsibility to ensure the right and privilege of an excellent education for each student that is enrolled at Ridgecroft School. It is therefore the expectation that each student will act responsibly as a citizen of this school community, conduct him/herself in an appropriate manner at all times, and respect 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 Ridgecroft School.

In summary, students at Ridgecroft School are expected to:

- **Be courteous and have good manners**
- **Support high academic standards**
- **Follow expectations set forth by each individual teacher**
- **Demonstrate good character, including showing respect for Ridgecroft staff and other students**
- **Respect school property and property of others**
- **Protect the safety of other individuals at the school**
- **Attend school daily**

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

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 on next page)

- Level 1 misbehaviors are disruptive to the learning processes at the school. The penalties associated with them range from warnings to in-school suspensions.
- 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.

Parents should be notified of a consequence of a level I infraction.

Parents/guardians will be notified of a student's infractions and assigned consequences by administration in level II and III as outlined below.

The Ridgcroft Administration reserves the right to amend or assign consequences as to ensure school safety.

CHART: CATEGORIES OF MISBEHAVIORS AND RANGE OF PENALTIES

	MISBEHAVIOR	RANGE OF PENALTIES Parents will be notified at appropriate time and may be asked to attend a conference at the school.
LEVEL I	• Dress code violations • Talking/inattention in class • Communication/electronic equipment • Disruption or misbehavior in classrooms, school grounds or school sponsored events • Profanity/gesturing • Disrespect/ • insubordination of teacher • Safety violation during science labs • Misuse of the Internet, passwords, and accessing inappropriate websites • Public display of affection on school grounds • Inappropriate use of social media, including but not limited to sharing of images and creating non-approved Ridgcroft accounts.	• Warning • Reprimand • Student Conference • Parent Notification • Detention during break, lunch, after school that is supervised by either the teacher or the director • Temporary collection of a phone or other personal technology by administration for the day • Remove student from classroom in School Suspension • Completion of Discipline Referral Form
LEVEL II	• Multiple infractions of Level 1 misbehavior • Skipping class/school • Defacing school property • Fighting • Bullying • Theft	• Completion of Discipline Referral Form • Parent and student conference • Loss of privileges • In School Suspension • Out of School Suspension • Voluntary withdrawal or expulsion • Restitution • Notification of law enforcement officials

LEVEL III	• Drugs – Possession/use/distribution • Weapons • Alcohol • Tobacco-possession/distribution/vaping • Assault, Battery • Abuse of on-campus driving privileges. • Vandalism/destruction of school property • Bullying/Harassment/Hazing	• Parent notification • Out of School Suspension • Voluntary withdrawal or school expulsion • Notification of law enforcement officials • Revoking school driving privileges
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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. Teachers/Faculty should document in FACTS

Recommended teacher interventions for Level I misbehaviors include:

1. Warning/conference
2. Changing seats
3. Break and/or lunch detention
4. Parent contact

With each intervention the teacher shall fill out a Discipline Referral Form (pink slip) and give it to administration. Administration will maintain a file for each student receiving a pink slip and/or documentation in FACTS. If the teacher and administration agree that the initial interventions have been ineffective, subsequent referrals will go directly to the administration for interventions.

If behavior continues to be inappropriate, subsequent infractions will be referred to the administration. 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 ISS
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

7-2 POLICY FOR STUDENT DRESS CODE

It is the policy of Ridgcroft School that administration, faculty, and students support the specified dress code that will be 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, including dress and cosmetics.
2. Students are to wear proper shoes at all times. Flip Flops or sandals may be worn to school. No bare feet are allowed. Tennis shoes are required for PE.
3. Students should:
 - a. Not wear clothing that promotes alcohol beverages, tobacco, or the use of controlled substances; depicts violence; or is of sexual or disruptive nature.
 - b. Not wear clothing that is excessively soiled, torn, or ragged.
 - c. Not wear body adornments/accessories that could be identified as weapons or threatening, or a distraction to the learning environment.
4. Students should not wear hats, caps, hoods, sweatbands, bandannas, or sunglasses inside the campus building.
5. Students should wear pants or shorts at the waist. Sagging pants are not allowed. Students should not wear pajama pants unless approved by administration for special days.
6. Students are not allowed to bare midriffs, wear backless tops, spaghetti straps, strapless tops, halter tops or one shoulder tops. Straps on tops and dresses must be at least two finger widths.
7. No undergarments should be visible or purposefully worn to show.
8. Both male and female students should wear clothing that allows for appropriate coverage at every angle to be suitable for a respectable learning and working environment.
9. 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).
10. Hair should be kept neat and clean and should not disrupt the learning environment. 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.
11. For student athletes on game days, girls must wear dresses, skirts, dress pants, or dress of an appropriate length. Boys must wear dress pants, a collared shirt, and/or a tie as directed by a coach. 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.
12. For religious purposes or special days such as Spirit Weeks, there may be administrative approval given that is non-conforming to the dress code.

Chart of Offenses

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. 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, she/he will be allowed to change out of the school t-shirt/house dress at the next break or lunch period. **NO CLASS TIME WILL BE USED TO CHANGE CLOTHES.** The faculty member will document the infraction of the dress code on a pink slip and give it to the school director.

FIRST OFFENSE	1. Students will be required to wear school t-shirt or house dress. 2. Student will be listed. 3. Pink slip will be completed and given to school director, but not counted toward exam exemption 4. Parents will be called.
SECOND OFFENSE	1. Students will be required to wear school t-shirt or house dress. 2. Student will be listed. 3. Pink slip will be completed and given to school director, but not counted toward exam exemption 4. Parents will be called.
THIRD OFFENSE	1. Students will be required to wear school t-shirt or house dress. 2. Student will be listed. 3. Pink slip will be completed and given to school director. 4. Parents will be called. 5. Student will serve one day of In School Suspension (ISS).
FOURTH OFFENSE	1. Students will be required to wear school t-shirt or house dress. 2. Student will be listed. 3. Pink slip will be completed and given to school director. 4. Parents will be called. 5. Student will serve two days of ISS. 6. The student will be presented to the Enrollment Committee for evaluation.

7-3 POLICY FOR STUDENT PARKING

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, "spinning tires", driving with students not wearing seat belts.

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 follow all driving regulations on campus, as well as when leaving campus.
- Note that the road from the upper school entrance to the paved parking lot is a state maintained road. All driving regulations must be followed, including the right of way.
- Only seniors are allowed to paint their parking space. Design approval must be obtained prior to painting. Painting will take place on designated days.

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.

7-4 POLICY FOR STUDENT USE OF NETWORK/INTERNET

In order to access the network and Internet at Ridgcroft School students must agree to the organization's user agreement.

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.

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. When students are issued a username and password, they must electronically sign the user agreement before proceeding with a log in under our Google Suite. Technology is integrated into our curriculum, particularly in grades three and up, therefore Ridgcroft students are required to have a Ridgcroft username, password and email address to access these technologies.
3. Ridgcroft usernames are unique to the student. Passwords are automatically generated then a student can change their password. Students must maintain a record of their own password for classroom use.
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 Ridgecroft network, downloading files, and loading programs or games to the local workstation or the Ridgecroft 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.
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 the penalties as listed below.

Any faculty/staff member who is aware of misuse of school property is responsible to take the appropriate action.

LEVEL I PROBLEMS	MINIMUM LEVEL OF PENALTY
Disruptive behavior in the computer lab or when using computers in any other classroom or media center.	● Loss of access to computer/Internet for an appropriate amount of time and a Discipline Referral
Play non-educational games on school computers on school grounds	● Loss of access to computers/Internet for an appropriate amount of time
Accessing inappropriate sites that are not related to instructional plans	● Loss of access to computer/Internet for an appropriate amount of time and a Discipline Referral ● 2nd Offense: Loss of Internet privilege for the rest of the school year
Not notifying a teacher when inappropriate websites pop-up on computer or when see another student misusing Internet privilege	● Revocation of Internet privilege for an appropriate amount of time
Violation of copyright laws	● Revocation of Internet privilege for an appropriate amount of time ● Grade penalties
Student taking another student's file/work and turning it in for own credit	● Revocation of Internet privilege for an appropriate amount of time ● Grade penalties ● Pink Slip for Cheating
Adjusting / changing computer settings without permission	● Revocation of Internet privilege for an appropriate amount of time ● Pink Slip

LEVEL II PROBLEMS	MINIMUM LEVEL OF PENALTY
Use of another student's password	●Revocation of Internet privilege for an appropriate amount of time ●Possible discipline of other student if he gave password willingly to student ● ISS to OSS (Repeated offenses)
Student participation in gambling and/or lotteries	●Revocation of Internet privilege for an appropriate amount of time ● ISS to OSS (Repeated offenses)
LEVEL III PROBLEMS	MINIMUM LEVEL OF PENALTY
Purposeful accessing/ printing/sending lewd materials over Internet	●Revocation of Internet privilege for an appropriate amount of time ● ISS to OSS
Deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent	●Revocation of Internet privilege for an appropriate amount of time ●Revocation of computer privilege for an appropriate amount of time ● ISS to OSS
LEVEL IV PROBLEMS	MINIMUM LEVEL OF PENALTY
Willful destruction of equipment including physical harm to monitor, mouse, hard drive and harm to computer/network software and/or files	●Revocation of Internet/computer privilege for the appropriate amount of time and possibly future access ● ISS to OSS ●Referral to law enforcement officials ● Financial Restitution
Hacking, creation/spread of viruses	●Revocation of Internet/computer privilege for the appropriate amount of time and possibly future access ● ISS to OSS ● Financial Restitution

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 as a Google Suite Organization, Ridgecroft School has the ability and reserves the right to monitor user activity. Students who misuse or abuse the privilege will receive penalties.

CONDUCT 7-5 POLICY FOR COPYRIGHT

It is the intent of the Board that all employees and students of Ridgecroft 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 Ridgecroft 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 Ridgecroft 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 Ridgecroft 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/circls/circ22.html>.

7-6 PERSONAL DEVICE POLICY AND PROCEDURES

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

Students will be required to check phones, and in some instances, smart watches, iPads and ear buds with classroom teachers at the beginning of each class and retrieve them at the end of class. Students caught using their phone or other personal devices 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 personal device 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.

7-7 POLICY FOR ALCOHOL AND DRUGS

Ridgecroft School Student Alcohol and Drug Policy

Section I- Statement of Purpose

Ridgecroft School is committed to providing a safe, supportive, and academically enriching environment where students can thrive. As part of our mission, we aim to foster a campus free from the harmful influence of alcohol, drugs, vaping products, and other substances that pose risks to students' health, well-being, and academic success.

This policy seeks to promote a substance-free school community through education, prevention, and intervention. Our goal is to equip students with the knowledge and skills to make informed decisions, resist negative influences, and develop healthy behaviors. At the same time, the policy establishes clear expectations and consequences for substance use, ensuring that Ridgecroft School remains a safe and productive environment for all students.

By involving students, parents, and the broader school community, we are dedicated to addressing the challenges posed by substance use—whether alcohol, illegal drugs, nicotine, or vaping—and providing support for those who need help, with the aim of guiding students toward positive, responsible choices.

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 Ridgecroft School Alcohol and Drug Policy including, but not limited to the following: Alcohol, Cocaine, Tobacco, Alternative Nicotine Products, Vaping Products, Opiates, Phencyclidine (PCP), Marijuana, Steroids, Barbiturates, and Methamphetamines. Controlled Substances are prohibited at Ridgecroft School or at any Ridgecroft 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 Ridgecroft School is based on three basic components: Education, Intervention, and Responsibility.

Section IV- Education

Ridgecroft 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 Ridgecroft School faculty and staff members. Ridgecroft 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 Ridgecroft School student is a violation of this Policy. Furthermore, it is a violation of this Policy for any Ridgecroft School student to have any amount of alcohol, in his/her body while at Ridgecroft School or at any Ridgecroft 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 may be conducted at Ridgecroft 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 Ridgecroft 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 Ridgecroft School student present on Ridgecroft School property or at a Ridgecroft 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 Ridgecroft School faculty or staff member, or other individual in the presence of a Ridgecroft 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 Ridgecroft 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 Ridgecroft 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 Ridgecroft School or at any Ridgecroft 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 Ridgecroft 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 Ridgecroft 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 Ridgecroft faculty or staff member, or other individual, that is in the presence of a Ridgecroft School student, who is present on Ridgecroft School property or at a Ridgecroft School event, while appearing to have a controlled substance in his/her body, the student suspected 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 Ridgecroft School faculty or staff member, or other individual in the presence of the student suspected 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.

Ridgecroft 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 Ridgecroft 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 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 Ridgcroft 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 Ridgcroft School.

All costs 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 Ridgcroft School

Section VIII- Confidentially

Ridgcroft 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 (3rd) and final day to have the repeat test sample obtained.

Section X- Retention of Records

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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 Ridgescroft property or at any Ridgescroft event will be immediately expelled from Ridgescroft School.

CONSENT FORM REQUIRED OF PARENTS/GUARDIANS

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

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

I/We agree to defend and indemnify Ridgescroft, 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 Ridgescroft 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 Ridgescroft.

CONSENT FORM REQUIRED OF STUDENTS

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

I understand that Ridgecroft may request a hair sample or breathe sample pursuant to the guidelines 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 Ridgecroft is conditioned upon the execution of this consent established in the Policy.

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

expelled or requested to withdraw.

I agree to abide by the terms of the Policy, including the provisions for obtaining an immediate

I agree that Ridgecroft is not responsible if test results are erroneous and hereby release Ridgecroft, form. I understand that refusal to sign this consent form renders me ineligible for attendance at Ridgecroft.

Student's Name Date:

Signature of Student

7-8 POLICY FOR USE OF IPADS AND HANDHELD GAMING DEVICES

Students are prohibited from using Ipads, cell phones 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.

7-9 POLICY FOR FIRE ARMS ON CAMPUS

Students at Ridgecroft 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.

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 **Personal Searches** grounds for disciplinary action.
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 **A**.

II. Specific Search and Seizure Policies

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 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.

7-11 POLICY FOR BULLYING AND HARASSING BEHAVIOR 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 HARASSING 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

CYBERBULLYING

The Board of Directors is committed to providing a positive and productive learning and working environment at Ridgecroft 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 Ridgecroft 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 person cyberbullying 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 cyberbullying 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 Ridgecroft 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, or personal laptop that is used at school.

SECTION 8 – MISCELLANEOUS

8-1 POLICY FOR SOLICITORS

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. Any items sold on campus must be previously approved by the Department of Advancement.

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/she is picking up a student or with other situations.

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 the 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:
 - i. (You may come to school and give the medication to your child at the appropriate time(s).
 - ii. You may discuss with your doctor an alternative schedule for administered medication (i.e., outside of school hours).
 - iii. You may request school personnel to administer medication; however, you must comply with the following:
 1. 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.
 - iv. 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.
 - v. 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:
Guardians of children with a chronic medical condition need to discuss the situation with the Administration 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. Guardians will inform staff of necessary interventions specific to the child's medical condition. Guardians have the responsibility to review expiration dates on medication and/or medical equipment at least on a yearly basis. If an episode occurs at Guardians will be provided with a copy of the medical incident report.

8-4a 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.

8-4b POLICY FOR CLASSROOM PARTIES

Families who wish to celebrate birthdays on campus must give a written request to the classroom teacher at least 5 school days in advance of the desired date and time and planned activities. All celebrations must be approved prior to having the celebration. Notification of approval/disapproval will be granted at least 2 school days prior to the event, or within a week of the original request.

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, with ample notification.

8-6 POLICY FOR TRANSPORTATION TO GAMES

The Policy of Ridgecroft School requires all athletes, cheerleaders, managers, and/or trainers to ride to all games on bus transportation when provided by the school. The only exceptions are those students who ride with their guardians. Students may be granted permission to ride with school approved drivers who have submitted appropriate documentation to the front office.

Students may not transport themselves to sporting events not held on Ridgecroft Campus.

8-7 POLICY FOR PERMISSION TO EXHIBIT PICTURES ON WEBSITE, SOCIAL MEDIA, AND OTHER MARKETING

Form is included in yearly contract

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, social media and other marketing. The permission options are outlined in the yearly contract and parents either agree to full permissions, no permission, or class pages only.

8-8 POLICY FOR TEXTBOOKS

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 students 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

Students who lose or extensively damage their assigned book will be assessed according to the replacement cost of the book, plus shipping costs incurred. For example, if a three-year old social studies book cost \$50.11 new, the student will have to pay \$50.11, plus the shipping rate. If a student loses his/her 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/coaches will 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.

8-9 POLICY FOR MEDIA CENTER MATERIALS INCLUDING AUDIO AND VISUAL

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.

Adopted June 18, 1948 Amended February 2, 1961, June 27, 1967, and January 23, 1980 by the ALAA. 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, and/or the Administration. 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 and the Administration. Such materials will become a part of the media center collection and property of Ridgcroft School.

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. Materials must be carefully previewed in regards to objectionable words and/or subject content and specifically noted prior to consideration.
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.

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 Administration who will in turn convene the Media Advisory Committee.

8-10 FIELD TRIP 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 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 ADMINISTRATION FORM with pertinent parent contact and medical information. This form will be kept on file in the office. The teacher must take with her 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 a student having a 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 (www.ncmuseumofhistory.org) and Museum of Natural History (www.naturalsciences.org) in Raleigh (Social Studies: North Carolina; Science Landforms, rocks)
GRADE 5	Museum of History (www.ncmuseumofhistory.org) and Museum of Natural History (www.naturalsciences.org) 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)

8-11 POLICY FOR SERVICE HOURS

Ridgecroft School Board of Directors has approved a Service Hours Program for the purpose (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.

Service Hour Year: The service hour year is June 1– May 31

Service Hours Purpose

- Involve all parents/families in the ownership of Ridgecroft School
- Increase family involvement and awareness
- Increase pride in Ridgecroft School and its facilities
- Increase communication between faculty, staff, and parents

Service Hours Guidelines

- Each Ridgecroft family is required to complete 25 service hours each school year.
- Family may include extended family such as grandparents, aunts, uncles, etc.
- Once high school students have earned their own community service hours and have been approved by their advisor, students may help earn service hours towards his/her family

requirement.

- Service hours may be satisfied at \$25.00 per hour
- All service hour accounts must be settled by May 31
- Remaining balance of hours on May 31 will be assessed at the hourly rate of \$25.00
- All senior families must have service hours worked or paid in full to participate in graduation activities
- Report cards will be held until all service hours have been satisfied.
- Donations toward sponsorships and fundraising events/campaigns do not satisfy service hours.
- Allotted Hours
 - For every hour worked, you will receive one service hour
 - Baked goods – For every event you provide a baked good, you will receive one service hour. (Teacher’s Bazaar Bake Sale, extracurricular club-sponsored bake sales, concession stands)
 - Donating Items – For every \$25.00 of items donated to the school, you will receive one service hour. (Please provide receipt of expenses to the front office)
 - Field trip chaperons – 2 hour maximum for chaperons on day field trips. Chaperons will be allowed to record the actual hours volunteered for any overnight field trip.
 - Transporting Athletes to games – You must carry your own child and two additional athletes to record service hours for your driving time. You may not record time for attending the game or watching your child play. Only record driving time.

Recording Service Hours

- Families are responsible for recording their own service hours using FACTS website - enter through the Family Portal. Once logged in, select “family” in the left navigation.
- All hours are to be logged into your Family Portal in FACTS which is available online 24/7
- Hours must also be recorded on the Service Hours Tracking Sheet to allow for verification by Ridgcroft personnel.

Service Hour Opportunities

- Attend PTO meetings – Help plan enrichment activities for students, teacher appreciation, teachers’ lounge snacks, Box Tops for Education, concession stand volunteers, lunchroom volunteers, Father/Daughter dance, Christmas/Spring concerts, Plant/Christmas greenery fundraisers
- Attend Athletic Association meetings – Help plan homecoming BBQ sale, Athletic Banquet, concession stand volunteers, and gate duty volunteers.
- Athletic Fields maintenance – mow grass on Athletic Fields, spray for weeds, line fields
- Contact: Billy Jenkins, Athletic Director
- Help teachers in classrooms with copies, filing, etc.
 - Contact: Individual teachers
- Plan/attend class parties, field trips
 - Contact: Individual teachers and PTO class representatives
- Assist in the front office with copies/mailling/paper shredding
- Substitute teach (unpaid)
- Make/deliver BBQ plates during the Homecoming BBQ sale
- Help set up/clean up Jr./Sr. Prom
 - Contact: Jr. Class Advisor
- Help plan the Spring Auction – decorations, centerpieces, sponsors, acquisitions, invitation design, lighting, set up tables/chairs, clean gym/stage/locker rooms/bathrooms/clean up
 - Contact: Advancement
- Buildings and Ground Maintenance – painting inside the school, weed-eating, spraying round-up, flower bed maintenance, lights/wiring in classrooms, ceiling tile replacement
 - Chaperon field trips (2-hour maximum on day trips)

Opportunities for service hours are emailed to parents through FACTS texts or school email. Parents should complete a total of 25 hours, per family, during the school year. Parents enter all hours worked during the school year in the FACTS system. 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 administration.

MISCELLANEOUS 8-12 SOCIAL MEDIA

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 any 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 Facebook, X, TikTok, LinkedIn, Flickr, Vimeo, SnapChat, 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 the 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 of School. 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 students 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. Identifiable images of students may only be posted on official Ridgcroft accounts, and only with prior permission of the administration or designee.
9. Ridgcroft School will only post student images for those families who have signed the school's media release/waiver form through their contract. Families who decline permission will not be included in public posts by Ridgcroft School.
10. Families may **reshare content** that is posted publicly on official Ridgcroft School or

Ridgcroft Athletics accounts.

11. Content, photos, or videos shared within **private Ridgcroft-managed class Facebook groups** (or similar closed groups) are intended for internal use only. Families should not reshare, copy, or distribute images or information from these private groups to personal or public accounts.
12. Employees, students, and parents shall not use Internet postings to libel or defame the Board, individual Board members, students, or other Ridgcroft employees.
13. Employees, students, and parents shall not use Internet postings to harass, bully, or intimidate students or other employees.
14. Employees shall not post content that negatively impacts their ability to perform their jobs.
15. Employees shall not use Internet posting to engage in any other conduct that violates Board policies, administrative procedures, or state or federal laws.
16. The only official Ridgcroft School social media accounts are the **main Ridgcroft School accounts (@RidgcroftSchool)** and the **Ridgcroft Athletics account (@Ridgcroft)**. No student, employee, coach, club, team, or parent group may create independent social media accounts representing Ridgcroft School, its teams, clubs, or activities.

E. CONSEQUENCES

School personnel shall monitor online activities of employees who access the Internet using Ridgcroft School technological resources. Additionally, the administration 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 administration 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.

SECTION 9 – SCHOOL SAFETY

9-1 POLICY FOR FIRE AND TORNADO DRILLS

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. We participate in the annual statewide tornado drill conducted by the National Weather Service during severe weather preparedness week.

Details for the Emergency Plans are provided in Ridgcroft School's Crisis Communication Plan.

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.

SAFETY 9-3 LOCK-DOWN

*In the event of an emergency, Ridgecroft School may be placed into one of three levels of lockdown status. Depending upon the nature of the emergence and the advice or direction of authorities, students may be held in school, dismissed early, or evacuated. Administration will inform staff as to what level of status they should follow as outlined in the Staff Handbook.

9-4 POLICY FOR INCLEMENT WEATHER

Any school delays, early releases, and closures will be announced via one-call, text, social media, and e-mail.

9-5 EMPLOYEE ALCOHOL AND DRUG USE

Ridgecroft 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 Ridgecroft 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 Ridgecroft School or at any Ridgecroft 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 Ridgecroft School faculty and staff is based on two basic components: Intervention and Responsibility.

Intervention

Alcohol

Any use, possession, or purchase of alcohol by any Ridgecroft 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 Ridgecroft School faculty or staff member to have any amount of alcohol, in his/her body while performing said duties, while at Ridgecroft School or at any Ridgecroft 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 Ridgecroft 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 Ridgecroft 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 Ridgecroft School faculty or staff member present on Ridgecroft School property or at a Ridgecroft 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

Ridgecroft 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 reasonably 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 readings 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 Ridgecroft 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 Ridgecroft 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 Ridgecroft School or at any Ridgecroft 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 Ridgecroft 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 Ridgecroft 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 Ridgecroft faculty or staff member, or other individual, that is in the presence of a Ridgecroft School faculty or staff member who is present on Ridgecroft School property or at a Ridgecroft 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 Ridgecroft 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 receive 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 believes that the alcohol or drug test results are erroneous, the faculty or staff member must notify administration in writing including whether they intend to request that a second test sample be obtained. When a faculty or staff member requests 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 Ridgecroft School-Policy for Alcohol and Drug Testing (“Policy”) for all employees and potential new hire employees.

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

I agree that Ridgecroft is not responsible if test results are erroneous and hereby release Ridgecroft, 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 Ridgecroft School is conditioned upon the execution of this consent form.

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

9-6 POLICY ON CHILD PROTECTION

Ridgecroft School seeks to provide a safe and secure environment for the children who participate in our programs and activities. By implementing the practices below, our goal is to protect the children of Ridgecroft 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 Ridgecroft 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 daycare 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 Ridgecroft 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 Ridgcroft 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 Ridgcroft 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 of 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 Ridgecroft 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 Ridgecroft School will comply with the state's requirements regarding mandatory reporting of abuse as the law then exists. Ridgecroft School will fully cooperate with the investigation of the incident by civil authorities.
4. The insurance company will be notified, and Ridgecroft 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. Ridgecroft 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 Ridgecroft 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.

9-7 POLICY ON SCHOOL SICKNESS

Any student that is sick and leaves school with a fever of 99.5 or above, has vomited at school, or has diarrhea, 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.

9-8 POLICY FOR PROHIBITION AGAINST DISCRIMINATION, HARRASSMENT, AND BULLYING

Ridgecroft 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, Ridgecroft 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 Ridgecroft 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 the administration 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 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 administration 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, administration 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 Ridgcroft 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

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

- Places a student or school employee in actual or reasonable fear of harm to his or her person or damage to his or her property;’
- 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.

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:

- 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’
- 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 of 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.

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 administration 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

Administration 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 administration'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. Administration I 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.

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

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 the 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 be Given During School Hours along with the Medication Log will be placed in a folder with the child's name and given to the 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 medication that is not administered within 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 will be destroyed on the 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 at 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 medication to be given during school hours.
2. When medications such as asthma inhalers must be self-administered, an 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 an 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.

9-10 POLICY ON TOBACCO PRODUCTS

Ridgcroft School 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.

9-11 POLICY ON 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 Ridgescroft 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 Ridgescroft 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

If a parent/guardian would like to have a conference with a teacher, or observe a classroom during the school day, they should request permission from the Administration who will schedule it with the teacher at a convenient time.

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

CONCERN WITH TEACHER OR CLASSROOM INCIDENT	CONCERN WITH SCHOOL POLICY OR PROCEDURE
• If a student or parent has a concern about a teacher, he/she should contact the teacher to discuss the situation. • If unresolved, he/she should contact the Administration. • 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/she should contact the Administration. • If unresolved, he/she 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 participate in Ridgcroft School athletic teams or extracurricular activities, including clubs, a student must NOT receive an F in any core subject (English, Math, Science, History), two D's or one F and one D during any six week grading period. Student athletes with more than one incomplete in a core class will be ineligible until the incomplete is rectified. Eligibility can be reinstated upon review at the end of the next six-weeks grading period. It is the responsibility of each student, parent, club/activity sponsor, Administration, and the Athletic Director to assess the eligibility and the continued eligibility of participants.

The Athletic Director and Administration has the responsibility to support the Ridgcroft School academic program by discussing with team members/club 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 events will NOT be considered absent from class and are allowed to make up 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 event, 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 on the student's first return to school.

Students must be on campus 3 of the four blocks and in their appropriate classrooms to qualify for extracurricular activities unless involved in a school sanctioned event.

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 parents and approved by the Director of Athletics and the Administration.

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 end of the six-week grading period.

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 an office referral, after school detention, or In School Suspension will not participate in an athletic practice or game on that day.
2. Any student with an Out of School Suspension will not be allowed to complete the remainder of the athletic season.
3. Ridgcroft School reserves the right to indefinitely suspend any student from athletics if their behavior makes them unacceptable as an ambassador for Ridgcroft School.
4. The Athletic Director and coach reserve the right to add additional consequences to those listed above.

12-3 POLICY FOR SENIOR NIGHT (PRANK)

Senior Night is a time for Senior Athletes and his/her family to be recognized and honored for contributions to the athletic programs at Ridgcroft School. In recent years it seems to have evolved into a

“senior prank day” with each senior class trying to outdo 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 or lockers with shoe polish, paint, Vaseline, shaving cream, etc. Only window chalk is permitted to be used on vehicle windows.
3. Do not rearrange or remove furniture from classrooms, or otherwise disrupt 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, political, religious, or sexually suggestive material. We have young children attending Ridgcroft 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 the 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, markers, silly string, or shaving cream for any type of decoration on walls, etc. Oil based products should not be used inside or outside.
10. Park in appropriate, assigned parking slots
11. No shredded paper or confetti inside. Outside confetti must be biodegradable.
12. No bouncy balls

Failure to adhere to the above rules will result in a forfeiture of exam exemption.

12-4 POLICY FOR GRADUATION ATTIRE AND CAP DECORATION POLICY

Effective Beginning with the Class of 2027

To preserve the dignity, unity, and tradition of Ridgcroft School’s commencement ceremony, the following graduation attire policy will be implemented beginning with the graduating Class of 2027 and will remain in effect for future graduating classes unless otherwise amended by school administration.

Official Graduation Attire

1. All graduating seniors are required to wear the official Ridgcroft School-issued blue graduation cap and gown during commencement exercises.
2. Graduation gowns must be worn as issued and may not be altered, tailored, decorated, or accessorized in a manner that distracts from the formal nature of the ceremony.
3. Only school-approved honor cords, stoles, medals, or academic recognitions may be worn during commencement.
4. Graduates are expected to wear attire and footwear appropriate for a formal school ceremony.

Graduation Cap Decoration Policy

Ridgcroft School recognizes that graduation is both a formal academic ceremony and a meaningful personal milestone. Beginning with the Class of 2027, graduates will be permitted to decorate their graduation caps under the following guidelines:

1. Decorations must be created on a removable cap topper only.
 - The original graduation cap may not be permanently altered, painted, written on, punctured, or damaged in any way.
 - The removable topper must fit securely on top of the cap and be easily removable without causing damage.
2. All cap designs must receive prior administrative approval before graduation rehearsal.
 - Students will be given submission deadlines and approval procedures during their senior year.
 - Any cap topper not approved in advance may not be worn during the ceremony.
3. Decorations must be school-appropriate and consistent with the values and standards of Ridgecroft School. Decorations may not include:
 - Profanity, inappropriate language, or offensive imagery
 - References to drugs, alcohol, or illegal activity
 - Political campaign messaging
 - Content deemed disruptive, divisive, or inconsistent with the mission of the school
4. Decorations should not obstruct visibility, create distractions, include lights or sound, or interfere with the ceremony or other graduates.
5. School administration reserves the right to require removal of any topper that does not comply with this policy, or in certain instances, like class photographs.