

**Roxboro Community School
Board Policy Manual**

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**Roxboro Community School
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**SECTION 1000
SCHOOL POLICIES**

Roxboro Community School is a tuition-free public charter school. Any child who is qualified under the laws of North Carolina for admission to a public school is qualified for admission to a charter school. To qualify to attend a NC public school, a student must be a resident of North Carolina. County boundaries or school attendance areas do not affect charter school enrollment.

In accordance with Federal and State laws, Roxboro Community School admits students of any race, color, national and ethnic origin, age, disability, religion, sex, familial status, or sexual orientation to all of the rights, privileges, programs, and activities available to students at the school. It does not discriminate in administration of its educational policies, admission policies, clubs, or athletics.

The dates of open enrollment will be the second Monday of January through the last Friday of February. Applications are accepted at the Enrollment Information meetings. At the conclusion of the Enrollment Information meetings, the School will enroll an eligible student who submits an application during the open enrollment period, unless the number of applications exceeds the capacity of the grade or building. If the number of applications exceeds the number of available spaces, a lottery will be held to fill spaces for the upcoming school year. After spaces are filled, the drawing will continue to determine the order of a waiting list. Current year waiting lists dissolve when the next enrollment period begins.

Only one application may be submitted per child. Pursuant to NC G.S. 115C-238.29F(g), RCS does give enrollment priority to students meeting any of the criteria listed below, but they must fill out the appropriate application and attend their assigned Information Meeting.

Roxboro Community School grants enrollment priority to the following individuals:

- Siblings of currently enrolled students who were admitted to RCS in a previous year. "Siblings" includes any of the following who reside in the same household: half siblings, stepsiblings, and children residing in a family foster home.
- Siblings of students who graduated from RCS and who were enrolled for at least four years.
- Children of the school's full-time employees.
- Children of the school's Board of Directors.
- Students enrolled at RCS within the two previous school years but who left the school (i) to participate in an academic study abroad program or a competitive admission residential program or (ii) because of the vocational opportunities of the student's parent.

Other lottery guidelines:

- If siblings apply for admission to RCS and a lottery is needed, the parent/guardian will decide whether to enter the student applications separately or as one surname to represent all of the siblings. If the parent/guardian chooses to enter the applications as one surname, the parent/guardian will select which grade level to enter the surname. If

that surname of the siblings is selected, then all of the siblings shall be admitted to the extent that space is available and does not exceed the grade level capacity. If there is a waiting list at the grade level, the sibling application will be placed at the top of the waiting list.

- If multiple birth siblings apply for admission and a lottery is needed, RCS will enter one surname into the lottery to represent all of the multiple birth siblings. If that surname of the multiple birth siblings is selected, then all of the multiple birth siblings will be admitted.
- Following completion of the lottery, parents will be notified, by telephone, of their child's acceptance. They will then have three days to accept or decline all offers for admission.
- Once an offer of admission is accepted, parents have ten business days to pick up, complete, and return the enrollment application to finalize enrollment.
- The North Carolina Department of Public Instruction, Division of Charter Schools, mandates that applications from out-of-state residents are not eligible for admission unless proof of North Carolina residency can be provided prior to the date of enrollment.
- Falsifying information on the lottery or enrollment application will result in forfeiture of the student's offer for admission.
- If a student is offered admission to RCS, but is retained at the end of the school year, then the student shall be admitted to the extent that space is available and does not exceed the grade level capacity. Otherwise, the student will be placed on the end of the waiting list for the determined grade level.

Once enrolled, a student is not required to enroll in subsequent open enrollment periods.

In order to properly plan, the school will distribute Intent Forms each spring to ascertain if students will return to Roxboro Community School the following year.

Background:

- The incidence of severe allergic reactions has been rising at an alarming rate, especially with regard to food. Other common causes of anaphylaxis include allergies to latex, medications, and insect stings.

Pathophysiology and treatment:

- Anaphylaxis can affect almost any part of the body and cause various symptoms.
- The most dangerous symptoms include breathing difficulties and a drop in blood pressure or shock, which are potentially fatal.
- May be treated with Epinephrine or Antihistamines.
- Treatment of anaphylaxis is centered on treating the rapidly progressing effects of the histamine release in the body with epinephrine. The allergen should also be removed immediately.

Creating an Allergen-Safe School Environment

- Protecting a student from exposure to offending allergens is the most important way to prevent life-threatening anaphylaxis.
- Avoidance of exposure to allergens is the key to preventing a reaction.
- The risk of exposure to allergens for a student is reduced when the school personnel, medical provider and parent/guardian work together to develop a management plan for the student.
- Educating the entire school community about life-threatening allergies is important in keeping students with life-threatening allergies safe.

Identifying the School Team

- School Health Team, trained in CPR, 1st Aid, Diabetes management, and EpiPens

Action Steps for Anaphylaxis Management

- Providing necessary precautions and general training for staff in classrooms, the dining hall, and on field trips;
- Training by licensed medical personnel for all adults in a supervisory role in the recognition and emergency management of a specific medical conditions
- Creating Emergency Care Plans (ECP), 504 Plans, or IEPs as indicated;
- Having standing emergency medical protocols for main office staff;
- Maintaining stock supplies of life saving emergency medications, such as EpiPens;
- Following NC laws pertaining to medical orders regarding the care of specific students with severe life-threatening conditions;
- Allowing self-directed students to carry life-saving medication with prior approval by the medical provider, with a duplicate in the main office;
- Assuring appropriate building accommodations are in place within a reasonable degree of medical certainty

Resources

- Health History, Emergency Care Plans, PC Health Department, PC EMS

Roxboro Community School has been the beneficiary of private and public support in the construction of our school facility to carry out our school mission. We owe a debt of gratitude to the community for their encouragement and contributions. We seek to use and share our facilities with the community while maintaining responsible stewardship of our valuable assets. Therefore, the Roxboro Community School campus shall be made available for community use, subject to such rules and regulations set forth by RCS Board of Directors.

Proper oversight must be given to these facilities to ensure that:

- Adequate facilities exist to effectively carry out the School's objectives and goals.
- Users exercise proper care and safety.
- Such facilities are properly protected against loss or misuse.
- The life of the facilities is extended through a proper maintenance program.
- School activities and school-sponsored co-curricular activities receive top priority.
- Users abide by the letter and the spirit of the RCS Mission, Vision, and Core Values.
- Users respect the good name of Roxboro Community School and take no action which would jeopardize our reputation in the community.

The RCS Board of Directors reserves the right to refuse rent of any school property at the discretion of the Managing Executive Director or Facilities Coordinator based upon the nature of the event or performance, failure to disclose all details of the event, disregard of the rules, laws, and policies, or any related reason that will have the potential to negatively affect the quality of the facilities, public safety, image/perception of the facilities, and/or any other action detrimental to the school. Activities deemed hazardous will not be permitted, including but not limited to inflatables, mechanical bulls, pyrotechnic devices, trampolines, or climbing walls. Alcohol and tobacco products (including smokeless cigarettes) are prohibited on school campus at all times. Animals are not permitted on school premises. Cooking is not permitted on-site.

The Roxboro Community School campus will be available to rent Monday-Friday from 4 pm-midnight and Saturday-Sunday and Holidays from 8 am-midnight, subject to availability of school personnel to provide access and oversight. A certificate of insurance is required, as explained in the RCS Facility Rental Contract.

Priority of Use will be granted in the following order, subject to final approval by the Managing Executive Director:

- Roxboro Community School-sponsored groups and organizations
- Bethel Hill Charter School groups
- Parks & Recreation
- For-profit groups
- Families and non-profit community groups (*To be considered a non-profit group, the organization must be registered as a Non-Profit Corporation with the Secretary of State of North Carolina. For-profit groups are all other organizations and businesses not registered as a Non-Profit Corporation with the Secretary of State of North Carolina.*)
- Department or agencies of local government

Please note: Roxboro Community School does not accept permanent or long-term rental requests.

Non-Affiliation

The activities or services advertised through events are not sponsored or endorsed by Roxboro Community School. The School neither encourages nor discourages participation in the activity or service, but only allows permissible use of the school facility.

Rental Fee Structure:

	RCS/BHCS	Local Govt / Parks & Recreation	For-profit groups	Families / Non-profit groups
Gym	✓	✓	✓ \$30/hr* up to 150 ppl	✓ \$25/hr* up to 150 ppl
			\$40/hr* 151-250- ppl	\$35/hr*151-250- ppl
			\$50/hr* more than 250	\$45/hr* more than 250
Multipurpose-large room (stage)	✓	✓	✓ \$30/hr* up to 150 ppl	✓ \$25/hr* up to 150 ppl
			\$40/hr* 151-250- ppl	\$35/hr*151-250- ppl
			\$50/hr* more than 250	\$45/hr* more than 250
Multipurpose-small room	✓	✓	✓ \$20/hr*	✓ \$15/hr*
Athletic Lounge	✓	✓	\$20/hr*	\$15/hr*
Dance room	✓	✓	x	x
Dining Hall-single	✓	✓	x	x
Dining Hall-double	✓	✓	x	x
Library	✓	✓	x	x
Refundable Security Deposit	n/a	n/a	\$100-\$750	\$100-\$300
Maintenance Fee	n/a	n/a	\$75	\$75
Custodian	n/a	n/a	\$25/hr (<150 ppl)	\$25/hr
			\$50/hr (151-250 ppl)	\$50/hr (151-250 ppl)
			\$75/hr (>250 ppl)	\$75/hr (>250 ppl)
Security	n/a	n/a	\$25/hr	\$25/hr
Lighting/Sound equipment	n/a	n/a	\$50 fee	\$50 fee
Lighting/Sound technician (\$30 minimum)	n/a	n/a	\$15/hr/ technician	\$15/hr/ technician
Set up/Break down	n/a	n/a	\$150 fee	\$150 fee
Warming Station	n/a	n/a	\$50 fee	\$50 fee
Concession Stand	n/a	n/a	\$25 fee	\$25 fee
All-In-One Tournament Package \$65/hr*		All-In-One Recital Package \$65/hr*		
<ul style="list-style-type: none"> • Gym rental • Concession Stand • Restrooms • Game clock • Custodial service • Sound System • Facility Coordinator 		<ul style="list-style-type: none"> • Large multipurpose room with stage and folding chairs • Restrooms • Sound and light technician • Custodial service • Dressing rooms • Use of the baby grand piano, projector, screen, microphones • Facility Coordinator 		

*base rates double on Holidays

Related Documents:

- RCS Request for Facility Use
- RCS Facility Use Rental Contract

Introduction:

It is the policy of Roxboro Community School to:

- (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- (b) prevent unauthorized access and other unlawful online activity;
- (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors;
- (d) comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions:

Key terms are as defined in the Children’s Internet Protection Act.

Access to Inappropriate Material:

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage:

To the extent practical, steps shall be taken to promote the safety and security of users of the online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes:

- (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities;
- (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21st Century Act. Procedures for the disabling

or otherwise modifying any technology protection measures shall be the responsibility of the Technology Director or designated representatives.

The Technology Director or designated representatives will provide age-appropriate training for students who use Roxboro Community School's Internet facilities. The training provided will be designed to promote the Roxboro Community School's commitment to:

(a) The standards and acceptable use of Internet services as set forth in Roxboro Community School's Internet Safety Policy;

(b) Student safety with regard to:

(i) safety on the Internet;

(ii) appropriate behavior while on online, on social networking web sites, and in chat rooms;

(iii) cyberbullying awareness and response.

(c) Compliance with the E-rate requirements of the Children's Internet Protection Act.

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the School's acceptable use policies.

Adoption

This Internet Safety Policy was adopted by the Board of Directors of Roxboro Community School at a public meeting, following normal public notice, on 9/12/16.

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**SECTION 2000
STUDENT POLICIES**

In order to protect the safety and welfare of students and school personnel, school authorities may search a student, his/her desk, book bag, purse, locker, or school computer, and may seize any illegal, unauthorized, or contraband materials discovered in the search. Individual student searches may be conducted when there is reasonable suspicion that a student has an illegal or unauthorized item. This includes searches of cell phones if school officials have reasonable suspicion to believe that a student has used a phone in a criminal manner or in violation of school policy, such as academic dishonesty. School officials may utilize the following types of individual student searches:

- Search of personal effects
- Search of student's vehicle
- Pat-down searches of student's outer clothing

School officials will utilize the following types of preventative searches as needed to maintain a safe learning environment at Roxboro Community School.

- General safety checks of students' personal effects including random checks for prohibited items
- Metal detector searches
- Canine searches of rooms, lockers, bags, or vehicles

Roxboro Community School is chartered as a college-preparatory school with emphasis on a rigorous academic program that prepares students for higher learning. In compliance with its charter, RCS offers one course of study, the College/University Preparatory Pathway, with an expectation that all students will rise to a higher level of learning.

In accordance with Federal and State laws, enrollment at Roxboro Community School is open to all students who reside in North Carolina. Admission to RCS is granted in accordance with the Open Enrollment policy (Board Policy 1001). Students come to RCS with diverse academic proficiencies. Regardless of their academic level, RCS must equip students to be academically competitive and prepared to continue their education successfully at an institution of higher learning. This includes academic support to allow all students to master a challenging curriculum and access Advanced Placement (AP) courses.

When performance data indicates that a student is performing below grade level proficiency, that student will be scheduled into the College Boost Program for the upcoming school year. The College Boost Program is an instructional program designed for students who have identified deficiencies in literacy and/or math. This program provides individualized basic skills instruction in the identified areas of need. The College Boost Program will be in addition to the student's core classes.

In middle school, students will be scheduled into year-long courses for math, language arts, science, social studies, Boost (literacy and/or math), and elective rotation. Students will receive a numerical grade on their report cards for the Boost class.

In high school, students will be scheduled into year-long courses for math, English, science, social studies, Boost, and one elective. Students will earn an elective credit and receive a numerical grade on their report cards for the Boost class. This grade will factor into the student's grade point average.

Student performance data will be re-evaluated at the end of each school year to determine future course placement.

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**SECTION 3000
STAFF POLICIES**

Whenever an employee has a particular grievance, the concern must be discussed in-person with the individual with whom you have the grievance. Grievances are not available to address personnel actions, including but not limited to selection or non-selection for a position, performance evaluations, oral or written warnings, work assignments, established or revised compensation, termination or not being re-employed. If unable to reach a resolution with the individual, the employee may file a written statement with the Principal within ten days of the incident.

In a conference with the Principal, the employee will present the Letter of Grievance, providing details and dates. Only the information presented at the initial conference will be allowed at subsequent meetings, unless the information was unavailable prior to the initial meeting. The Principal will investigate the grievance and notify the employee in writing of the decision. If an issue remains unresolved after a formal conference with the Principal, the employee may appeal to the Managing Executive Director.

Within ten days of the Principal's written decision, the employee is to write a Letter of Grievance addressed to the Managing Executive Director. The Letter of Grievance must contain an outline of the grievance, giving details and dates. A copy of the letter must be given to the Principal. All grievances must be dated and submitted in writing to the Managing Executive Director. The Managing Executive Director shall call a meeting within two weeks of receipt of the grievance, if possible. The Managing Executive Director will make a decision, with a recommendation of any action to be taken. The employee(s) who submitted the grievance will be notified by letter as to the decision of the Managing Executive Director within a reasonable amount of time that would be required for resolution of the grievance. The decision of the Managing Executive Director can be appealed to the Board of Directors.

Within ten days of the Managing Executive Director's decision, the employee is to write a Letter of Grievance addressed to the Chairman of the Roxboro Community School Board of Directors. The Letter of Grievance must contain an outline of the grievance, giving details and dates. A copy of the letter must be given to the Managing Executive Director. All grievances must be dated and submitted in writing to the Chairman of the Roxboro Community School Board of Directors.

The Chairman shall call a meeting within two weeks of receipt of the grievance, if possible. The Chairman will make a decision, with a recommendation of any action to be taken. The employee(s) who submitted the grievance will be notified by letter as to the decision of the Chairman within a reasonable amount of time that would be required for resolution of the grievance.

Before any immediate family, as defined in G.S. 115C-12.2, of any member of the board of directors or an employee with supervisory authority shall be employed or engaged as an employee, independent contractor, or otherwise by the board of directors in any capacity, such proposed employment or engagement shall be (i) disclosed to the board of directors and (ii) approved by the board of directors in a duly called open-session meeting. The burden of disclosure of such a conflict of interest shall be on the applicable board member or employee with supervisory authority. If the requirements of this subsection are complied with, the School may employ immediate family of any member of the board of directors or an employee with supervisory authority.