

RIVER MILL ACADEMY

STUDENT HANDBOOK 2013-2014

River Mill Academy
1242 S. Main Street
P.O. Box 1450
Graham, NC 27253

Jeff Dishmon, Principal

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School Hours

Office	7:30 am - 4:00 pm
Staff	7:30 am - 3:30 pm
Student	7:55 am - 2:35 pm

Table of Contents

Calendar for 2013-2014.....	1
Introduction.....	2
Historical Summary	2
Admissions.....	2
Administrative and Operational Decisions.....	3
River Mill Academy Foundation	4
Daily Schedule	4
Visitors.....	5
Breakfast/Lunch	5
Open Lunch Compliance.....	6
Breakfast & Lunch Prices 2013-2014.....	6
Returned Checks.....	7
Telephone Use/Messages/Deliveries	7
Parental Involvement	7
Parents-Teachers-Together	8
Parental Concerns (Chain of Command)	8
Communication Protocol.....	9
School Wellness Policy	9
Medications.....	13
Head Lice	14
Parking Lots	14
Driver's Eligibility Certificates.....	15
Academics	15
Curriculum.....	15

Testing and Accountability	15
Grading System.....	16
Promotion Policy	16
Honor Roll.....	17
Honor/Advanced Placement Classes.....	17
Tutoring	17
Summer School.....	18
Final Examinations.....	18
Textbook Policy	18
University of North Carolina System Current Minimum Requirements	18
Graduation With Distinction	19
Valedictorian/Salutatorian	19
Distance Learning and On-Off Campus Courses.....	19
Transcripts	19
Student/Parent Laptop Policy & Procedures	20
Attendance	27
Attendance Policy.....	27
Attendance Appeals	28
Tardy Policy	29
Early Dismissal	29
Regular Dismissal.....	29
Perfect Attendance Awards.....	30
Inclement Weather Plan	30
Two-Hour Delay Schedule	31
Athletics Department.....	31
Sportsmanship Policy	33
Student Behavior & Conduct	34
Prohibited Conduct.....	35
Harassment and Bullying	39
Dress Code	41
Dress Code Infractions.....	42
Academic Conduct	43
Community Code of Conduct	43
Extracurricular Clubs Social Media Policy	44
Grievances.....	46

River Mill Academy

Calendar for 2013-2014

July 29-31	Optional Teacher Workdays
August 1-2	Teacher Workdays
August 5	First Day for Students/Open House
September 2	Labor Day Holiday
September 6	Progress Reports Issued
October 10	End of the First Grading Period
October 11	Optional Teacher Workday
October 18	Report Cards Issued
November 11	Veterans' Day Holiday
November 15	Progress Reports Issued
November 27	Early Release for Students—11:30 am
November 28-29	Thanksgiving Holidays
December 20	End of the Second Grading Period
	Early Release for Students—11:30 am
December 23	Optional Teacher Workday
December 24-31	Christmas Holidays
January 1	New Year's Day Holiday
January 2-3	Teacher Workdays
January 10	Report Cards Issued
January 20	Martin Luther King, Jr. Holiday
February 6	Progress Reports Issued
February 7	Optional Teacher Workday
March 7	Optional Teacher Workday
March 14	End of the Third Grading Period
March 21	Report Cards Issued
April 11	Progress Reports Issued
April 21-25	Spring Break
May 22	Last Day for Students
	Early Release for Students—11:30 am
	Graduation at 7:00 pm
May 23	Optional Teacher Workday
May 27-28	Teacher Workdays

Dates to Remember

End of the Grading Period

October 10, 2013
 December 20, 2013
 March 14, 2014
 May 22, 2014

Report Cards Issued

October 18, 2013
 January 10, 2014
 March 21, 2014
 May 22, 2014—K-2

3-12 Report Cards will be mailed home

Progress Reports

September 6, 2013
 November 15, 2013
 February 6, 2014
 April 11, 2014

Teacher Workdays

(No School for Students)

July 29-31, 2013
 August 1-2, 2013
 October 11, 2013
 December 23, 2013
 January 2-3, 2014
 February 7, 2014
 March 7, 2014
 May 23, 2014
 May 27-28, 2014

Inclement Weather Make-up Days

December 23, 2013
 February 7, 2014
 March 7, 2014

INTRODUCTION

This handbook provides general information about our school and highlights the policies and procedures. Please read this book carefully; it is the expectation that parents and students are apprised of the rules and expectations of River Mill Academy through the receipt and use of this handbook. Should you have a question about any aspect of the school, do not hesitate to contact the school. Please refer to the River Mill Academy website (www.rivermill-academy.org) for updated Policies and Procedures.

HISTORICAL SUMMARY

After the North Carolina General Assembly passed the House Bill 955 on June 21, 1996, the members of the FREE Board (Financial Reform for Excellence in Education) made application for the establishment of a charter school. The charter was approved on May 21, 1998. River Mill Charter School opened its doors on August 18, 1998. In order to continue to provide a strong academic emphasis, River Mill Charter School was renamed River Mill Academy in 2001. In 2004, River Mill Academy obtained ownership of its charter and now maintains its own board of directors.

The educational focus of the charter school is to set a new standard in North Carolina for K-12 education by motivating all students to achieve their full potential. The goal is to assist parents in their mission to develop exemplary young citizens with superior academic preparation, equipped with analytical thinking skills, a passion for learning and a virtuous character, all built upon a solid foundation of knowledge.

The mission statement for River Mill Academy is: ***To allow serious students the opportunity to become confident, well-rounded individuals, prepared for a successful future while providing a safe and positive environment.***

ADMISSIONS

(Board Policy approved 07/21/2011)

River Mill Academy is a tuition free public 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 North Carolina public school, a student must be a resident of North Carolina. County boundaries or school attendance areas do not affect charter school enrollment. River Mill Academy does not limit admission to students on the basis of intellectual ability, measures of achievement or aptitude, athletic ability, disability, race, creed, gender, national origin, religion, or ancestry. The school may give enrollment priority to siblings of currently enrolled students who were admitted to the school in a previous year and to the children of River Mill Academy staff.

During each period of enrollment, River Mill Academy will accept applications for new students. Once enrolled, students are not required to enroll in subsequent enrollment periods. ***Open space is determined by the number of current students planning to return.*** In order to properly plan, the school may routinely inquire with parents in early spring through letters of intent to ascertain if students will return to River Mill Academy the following year. Applications for new students are available in the school office.

The enrollment application will begin the first school day of January and end on the close of the school day on the third Friday in March. The school shall enroll an eligible student who submits an application, unless the number of applications exceeds the capacity of a program, class, grade level, or building. If the number of applications exceeds the number of available spaces, a lottery will be held to fill vacant seats for the next school year. After seats are filled, the drawing will continue to determine the order of a waiting list. Any application for enrollment received after the deadline is not entered in the lottery but is added to the end of the grade level waiting list. Current year waiting lists dissolve when the next enrollment period begins.

Lottery procedures will comply with the NC Open Meeting Laws provided in G.S. 143-218.10(a) by publicizing the date and location of the meeting as well as allowing anyone to attend.

Lottery procedure: Each applicant will have an index card with their name and grade. The selection process will be by random drawing. Upon filling all available positions, the acceptance by lottery will continue, thereby, creating a school waiting list. Cards for children of personnel of River Mill Academy will be drawn separately and first; followed by cards for siblings of students enrolled in a previous year. Cards for the general wait list for each grade level will then be randomly drawn one card at a time, starting with the lowest grade level in the school. The lottery process will then proceed for each grade. As openings become available at the applicable grade level, students will be admitted based on their current lottery number. If applicants who are selected for admission decide NOT to enroll at River Mill Academy, the parents of the next child on the wait list for that grade will be notified.

After completing the acceptance by lottery, River Mill Academy shall have a specified and reasonable, time frame in which the accepted applicants must reply to the school clarifying their decision to accept or decline continuation of the enrollment process. The school's enrollment policy, including all time frames, will be declared on the original application completed by the applicant.

If multiple birth siblings apply for admission to a charter school and a lottery is needed under G.S. 115C-238.29F(g)(6), the charter school shall 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 shall be admitted.

Questions should be referred to the Administrative Office, 336-229-0909.

ADMINISTRATIVE AND OPERATIONAL DECISIONS

(Board Policy approved 07/21/2011)

The principal or his/her designee has executive authority to manage the school's day-to-day business operations and administrative decisions.

In case of an incident that endangers any person, a staff member, volunteer, committee member, board member, or parent is authorized to take reasonable action to alleviate the immediate danger only. The matter then must be referred to the principal for a permanent solution.

Board members will not seek to micro manage administrative decisions or school operations nor, outside of the authority of the full board, seek to micro manage the principal.

RIVER MILL ACADEMY FOUNDATION

The mission of the River Mill Academy Foundation is to solicit and obtain pledges of financial support from community members within and outside the school to ensure long-term financial sustainability for the school as well as to offer an alternative to multiple yearly fundraisers for participants. River Mill Academy operates on a budget that is minimal compared to local school systems. On average, the school receives 20% less funding per student than surrounding local school systems.

DAILY SCHEDULE

(Board Policy approved 05/16/2013 Rev. 1)

Students who are not enrolled in the before school care program may enter the building beginning at 7:30 am. Students are to be in their classrooms at 8:00 am. School ends with dismissal at 2:45 pm. Please be certain that you have a pick-up plan in place for your child(ren). Students who leave school early, must be picked up **before 2:00 p.m.** (This insures an uninterrupted school dismissal).

Students are not permitted to be on-campus after school unless they are participating in a school sanctioned activity such as tutoring, interscholastic athletics, or clubs. Any student remaining on campus after 3:00 pm who is not participating in a school sanctioned activity will be escorted to the after school program and the student's parent will be charged an appropriate fee for this service.

Please take advantage of the after school program if you need to make arrangements for your child after 2:45 pm. Information about the before and after school program is available in the school office.

Parents are reminded that we adhere to a dismissal procedure. Students are not to be removed from the classroom at the end of the day by parents or guardians. All students must report to bus and car rider lines with their classroom teacher and fellow students. Bus riders will be dismissed before car riders.

Afternoon Dismissal Schedule

Elementary	2:25 pm
Middle School	2:30 pm
High School	2:35 pm

Elementary School Lunch Schedule

Kindergarten Lunch	10:40 – 11:05
1 st Grade Lunch	10:45 – 11:10
2 nd Grade Lunch	10:50 – 11:15
3 rd Grade Lunch	11:15 – 11:40
4 th Grade Lunch	11:20 – 11:45
5 th Grade Lunch	11:25 – 11:50

Middle School Schedule

1 st Elective	8:00 – 8:40
1 st Period	8:43 – 9:48
2 nd Period (Homeroom)	9:51 – 10:56

3 rd Period	10:59 – 12:05
Lunch	12:05 – 12:40
4 th Period	12:45 – 1:55
2 nd Elective	2:00 – 2:30

High School Schedule

1 st Block	8:00 – 9:30
2 nd Block (Homeroom)	9:33 – 11:08
3 rd Block	11:11 – 12:41
Lunch	12:45 – 1:15
4 th Block	1:15 – 2:35

VISITORS

(Board Policy approved 08/18/2011)

Parents and other legitimate visitors are welcome on this campus. Persons who are here to interrupt the intended functions of the school are not welcome. **ALL VISITORS, INCLUDING PARENTS, MUST CHECK IN WITH THE FRONT OFFICE AS SOON AS THEY ARRIVE ON CAMPUS AND RECEIVE A VISITOR PASS.** Individuals who do not adhere to this policy will be dealt with in an appropriate manner, including, but not limited to, letters of trespass, warnings issued, local authorities called. **RIVER MILL ACADEMY IS A CLOSED CAMPUS.** Parents are welcome to eat lunch with their children. Students may not have friends who have graduated or attend other schools visit them during the day, including lunch.

BREAKFAST/LUNCH

(Board Policy approved 05/16/2013 Rev. 3)

River Mill Academy provides breakfast and lunch for students every day. Breakfast is served from 7:30 am until 7:50 am. Students arriving to school after that time may not be served breakfast. Providing this service helps us to assist parents in giving students nutritious, balanced meals. In an attempt to model good nutrition, as well as to help us meet our important academic goal, the administration of River Mill Academy does not accept outside lunches from fast food vendors or restaurants. The exception to this policy is on Fridays, when we will accept lunches from other vendors, which students may eat in our cafeteria. Students are welcome to bring meals from home. The price of breakfast and lunch will be published on the school website (www.rivermill-academy.org).

Guidelines

- Free and reduced lunch status students will not be allowed to have a negative account balance. Free and reduced lunch status allows a child to receive a free or reduced price meal every day. A la carte items and second lunches are not part of the USDA program.
- Full price status students will be allowed to charge up to a maximum dollar equivalent of two (2) meals, which will be known as the “account cap.”
- When the student reaches the “account cap,” the student will only be offered a designated menu alternate. Sample: peanut butter and jelly sandwich and milk. Substitution will be made for any allergies.

- The designated menu alternate will be charged to the student’s lunch account at the standard lunch rate. Parents/guardians are responsible for payment of these meals to the food service program.
- Students will not be allowed to charge a la carte items such as fountain drinks, ice cream, or extra slices of pizza.

Meals may be paid for in person or by mail. We accept cash and checks. Be sure to include the student’s name and lunch number on the check. River Mill Academy can also accept meal payments on-line through the link listed on the school website (rivermill-academy.org). All meals must be pre-paid. Students and staff members are not allowed to charge meals. If a family has more than one child, we offer a master account for their convenience. Menus will be sent home at the end of each month. Food Service will issue letters to students if a negative balance of \$5.00 occurs.

Free and Reduced Lunch Applications are available in our front office. Families may apply at any time during the school year.

OPEN LUNCH COMPLIANCE

Seniors have the privilege of leaving campus during lunch provided they have returned a permission form signed by their parent/guardian. Students in any other grade and any senior not having parental permission to participate in open lunch are forbidden from leaving campus for lunch. Seniors are forbidden from aiding, inducing or transporting an underclassman or fellow senior who does not have permission for open lunch. Any senior committing such an infraction will lose his/her open lunch privileges for a nine-week period. Any subsequent infractions will result in the total loss of the privilege. Any underclassman who goes off-campus during lunch will face disciplinary consequences and, additionally, will not be permitted to participate in open lunch for the first nine-week period of his/her senior year.

Breakfast & Lunch Prices 2013-2014

	Breakfast	Lunch
Kindergarten—5th Grade	\$2.15	\$3.60
6th to 12th Grades	\$2.15	\$3.85
Teachers/Adults	\$2.15	\$4.10
Reduced	\$.30	\$.40
Milk	\$.35	\$.35
Juice (12 oz.)	\$.50	\$.50
Tea (6-12 and adults)		\$.50
Tea Refill		\$.25
Ice Cream		\$.50
Cup with ice		\$.10
Extra Slice of Pizza		\$1.75

RETURNED CHECKS

River Mill Academy is charged a fee when we receive a check that cannot be processed due to insufficient funds. In accordance with the Board of Directors approved NSF Check Handling Procedures, the Finance Manager will notify anyone whose check is returned by certified letter and request that the matter be resolved as soon as possible. A service charge of \$25.00 is added to the original amount of the returned check. If payment is not made within ten (10) days of receipt of the letter, the matter is turned over to the Alamance County District Attorney's Office to the Worthless Check Program. If payment was made for a student activity, participation may be denied until payment in full is made. River Mill Academy NSF check handling procedures dictate that after the second NSF occurrence by a payer, the payer is to be placed on a "cash only" basis.

TELEPHONE USE/MESSAGES/DELIVERIES

Please make all transportation arrangements before your child leaves for school each day. Students will not be released from class to make personal calls. Students may only use the office phone to make emergency phone calls. Students will not be called out of class to accept phone calls. If you have a message for your child or your child's teacher, please understand that this message will be given to them sometime before the end of the day. This is to eliminate class interruptions. If transportation changes are necessary, please contact the office prior to 1:30 pm so that the office staff has time to deliver the message to your student prior to dismissal.

We do not accept responsibility for delivery of gifts to students from parents and friends. We will attempt to make deliveries upon request; however it would be appreciated if gifts were delivered elsewhere. River Mill Academy will not accept Valentine's Day deliveries. For safety reasons, balloons and flowers are not permitted on school buses.

PARENTAL INVOLVEMENT

(Board Policy approved 05/16/2013 Rev. 2)

Like any public school, River Mill Academy relies on the help of its parents. Volunteerism is important at all schools, but imperative at a charter school. **As agreed upon when the student was accepted into River Mill Academy, it is an expectation that all parents will volunteer four hours a month.** Please contact your child's teacher, the administration, or visit our website – www.rivermill-academy.org – to learn how you can help. Be advised that attendance at our monthly meetings – Athletics Boosters and PTT on the first Tuesday of every month at 6:30 pm and the Board of Directors meeting every third Thursday of the month at 6:30 pm – may count toward volunteer service. River Mill Academy parents may volunteer in their child's classroom, at sporting events, in the cafeteria, on field trips, and other RMA events. Contact our front office to be directed to the appropriate person. Sign in at the front office during school hours or notify the front office staff to ensure volunteer hours are credited.

PARENTS-TEACHERS-TOGETHER (PTT)

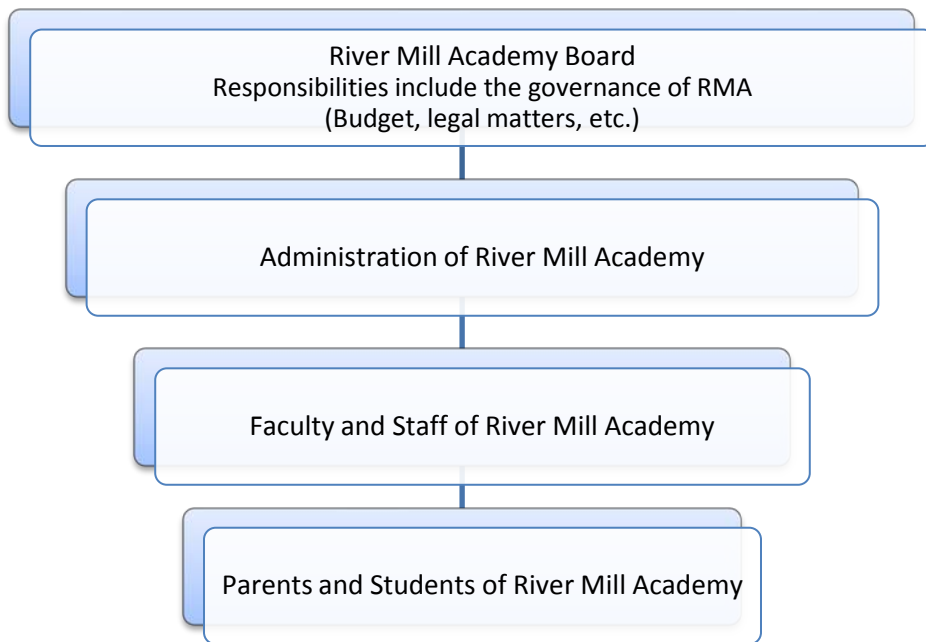
PTT is an amazing group of parent and teacher volunteers who help provide exciting programs and opportunities that enhance our children’s education. Our goal is to provide funds for extra materials and programs in addition to what is provided by the school’s budget so that classrooms have those extras that so many of the public schools take for granted. In addition, we are responsible for hosting events to promote fellowship among parents, students, and teachers. With your support and input, we can continue to support quality educational experiences for our children.

You can contact us at ptt@rivermill-academy.org for more information.

PARENTAL CONCERNS (CHAIN OF COMMAND)

(Board Policy approved 05/16/2013 rev. 1)

For every organization to run effectively there needs to be a chain of command. Listed below is the chain of command for River Mill Academy.



The teacher should first handle parental concerns. In the event that the concern is not resolved following this intervention, the Principal will intercede. The Principal may choose to take the concern to the RMA Board in order to resolve the situation. Teachers should remind parents to follow the proper chain of command when dealing with school policy. The Grievance Policy for parents and students is included in the Student Handbook.

COMMUNICATION PROTOCOL

(Board policy approved 08/03/2011)

In an effort to increase effective communication between students, parents, teachers and administrators, we ask that everyone adhere to the following procedures.

Contact the classroom teacher for the following:

- Student progress
- Classroom management and/or disciplinary concerns
- Field Trips
- Grades
- Projects and Assignments and Attendance
- Conferences
- Curriculum concerns

If you still have questions after meeting with the classroom teacher, you may contact an administrator about your concerns.

Contact the school office for the following:

- School schedule
- Volunteer program
- Student records
- Medical documentation
- General questions

SCHOOL WELLNESS POLICY

(Board Policy approved 08/03/2011)

River Mill Academy is committed to providing an environment that enhances the development of lifelong wellness practices and ensures that all students are fit, healthy and ready to learn. River Mill Academy recognizes its responsibility to promote healthy eating habits and fitness in students through curriculum and provision of healthy and nutritious meals and snacks to students during the school day. The purpose of the child nutrition program is to give students adequate nutrition during the school day and to teach them, by example, good nutrition practices and how those contribute to their health - and indirectly to their learning. River Mill Academy also is concerned about the prevalence of childhood obesity and consequent health implications during the remainder of the students' lives. In the short-term, overweight children may exhibit compromised health, with effects on school attendance and academic performance. At the same time that we nourish our children's bodies with nutritious food, we need to ensure their physical fitness with an outstanding program of physical education and activity. An essential purpose of the physical education curriculum is to teach the importance of lifelong personal fitness goals and help enable our students to reach those goals.

Our school shall provide a minimum of thirty minutes of moderate to vigorous physical activity for all K-8 students daily. Opportunities to participate in physical activity shall not be taken away as a means of punishment, nor shall severe and inappropriate exercise be used as a form of punishment.

Students will receive nutrition education consistent with the Healthful Living Standard Course of Study, and nutrition education shall be integrated into health education or other subjects in order to teach students the skills necessary to adopt healthy eating behaviors.

Foods and beverages available on our campus shall meet all applicable federal and state nutritional guidelines. The guidelines for reimbursable school meals shall not be less restrictive than that established by federal law. Separate nutritional standards may be established by the Principal or designee for those foods and beverages for which there are no mandatory state or federal guidelines.

The child nutrition program will provide menus for students and staff offering healthy choices and minimizing the availability of high fat, high calorie and high sugar choices and will offer age-appropriate serving sizes. Food sold, or otherwise offered, at school will be nutritious, appealing, and include fresh fruits and vegetables, low-fat foods and whole grain products. Food choices made available to students throughout the school environment will be consistent with River Mill Academy nutrition education.

The Principal or designee will ensure compliance with this policy. In each school, the principal or designee will ensure compliance with this policy and will report on the school's compliance to the Superintendent or designee. The Principal or designee shall annually prepare all required reports.

Strategies for Implementation of the Wellness Policy

Nutrition Education

Building nutrition knowledge and skills help children make healthy eating and physical activity choices. To make a difference, nutrition education for children should be appropriate for the students' ages, reflect their cultures, and provide opportunities for them to practice nutrition skills and have fun.

- A. Students will be encouraged to start each day with a healthy breakfast.
- B. The school cafeteria serves as a learning laboratory to provide students access to basic nutrition concepts and healthy choices.

Physical Activity

Physical activity is critical to a child's healthy weight and healthy lifestyle, as well as to his/her ability to focus in the classroom. To ensure that all children are staying active, physical activity needs to be incorporated into the daily school curriculum and prioritized as essential to each child's social and academic achievement.

- A. Physical education courses will provide an environment in which students learn, practice and are assessed on developmentally appropriate motor skills, social skills and knowledge of personal fitness goals and practices.
- B. River Mill Academy will seek to obtain state-certified physical education instructors to teach all physical education classes.
- C. Our school must provide a minimum of 30 minutes of moderate to vigorous physical activity for all K-8 students daily. This requirement can be achieved through a regular physical education class and/or through activities such as recess, dance, classroom energizers, or other curriculum based physical education activity programs. In addition, physical activity will be integrated across curricula and throughout the school day, utilizing the above-mentioned strategies.
- D. Elementary schools should move toward having 150 minutes per week with a certified physical education teacher throughout the 180-day school year. However, this move should not be allowed to diminish or detract from the arts program.
- E. Middle schools should move toward having 225 minutes per week of Healthful Living Education

with certified health and physical education teachers throughout the 180-day school year. However, this move should not be allowed to diminish or detract from the arts program.

- F. Structured/unstructured recess and other physical activity (such as, but not limited to, physical activity time, physical education or intramurals) shall not be taken away from students as a form of punishment or for any unapproved reason. In addition, severe and/or inappropriate exercise may not be used as a form of punishment for students.
- G. Adequate equipment will be made available for all students to participate in physical education.
- H. River Mill Academy will support student participation in interscholastic athletics and in recreational athletics.

Child Health As A Community Responsibility

While schools need to promote health and physical activity through education and focused programs, children need encouragement and reinforcement from family, the community and all other areas of their lives. To ensure life lasting healthy behavior habits, schools need to equip students with skills and tools that extend beyond the classroom.

- A. After-school and extracurricular programs will encourage physical activity and lifelong healthy habit formation
- B. Information will be provided to families to help them incorporate healthy habits into their children's lives.
- C. Local wellness policy goals are considered in planning all school-based activities (such as school events, field trips, dances, and assemblies, fundraisers and school celebrations).
- D. Fundraisers will not interfere with Child Nutrition Guidelines. All Fundraisers that contain consumable items will be distributed after the completion of lunch
- E. Support for the health of all students will continue to be demonstrated by hosting health clinics, health screenings, and helping to enroll eligible children in Medicaid and other state children's health insurance programs.

Nutrition Guidelines For All Foods On Campus

The quality of the school nutrition environment depends on the quality of all foods and beverages sold or served at school. Foods that provide little nutrition compete with healthy school meals and send mixed messages to students. This undermines nutrition education efforts and discourages healthy eating. School nutrition guidelines shall address all food and beverages sold or served during the school day to students including food and beverages sold in vending machines. Decisions about the sale of competitive foods should focus on nutrition goals for students, and shall comply with applicable federal and state law.

- A. River Mill Academy will include healthy vending choices consistent with Winner's Circle snack guidelines and the Dietary Guidelines for Americans. Schools will offer a variety of healthy snack choices to staff and students.

The following guidelines will be included:

1. Soft drinks are not sold to students at elementary or middle schools.
2. Soft drinks are not sold to students at high schools during breakfast or lunch periods or contrary to the requirements of the National School Lunch Program.
3. Not more than fifty percent (50%) of the offerings for sale to students in high schools are sugared carbonated soft drinks. Diet carbonated soft drinks are not considered in the same category as sugared carbonated soft drinks.
4. Bottled water products are available in every school that has beverage vending.

Note: Our contract with the Pepsi Company will modify, to make sure that the above

guidelines are being followed.

- B. Soft drinks may be sold as Concession items at after-hours events such as sporting events, as long as the offerings include healthy options such as water.
- C. Only milk that is non-fat chocolate or 1% homogenized, flavored or unflavored water, and 100% juice with no added sweeteners will be available to all middle schools.
- D. Classroom parties and celebrations, such as pizza parties shall be coordinated to ensure compliance with applicable federal and state law if the events occur before the last child in the school is served lunch.
- E. Low-sugar beverages and water will be offered as beverage choices during classroom parties.
- F. Food shall not be used as a reward or a punishment for student behaviors, unless it is detailed in a student's Individualized Education Plan (IEP). However, food can be incorporated into celebrations for student performance.
- G. Snack items offered in vending machines will contain no more than 200 calories per serving size.

Child Nutrition Operations

The Child Nutrition Services Program's main goal is to provide nutritious meals at a reasonable cost. Menus will endeavor to encourage students to eat nutritious meals. If healthy children are the aim of society, then we also need parents' help in encouraging children to eat properly and to get adequate exercise. The school, parents, and the community need to all be a part of the team that takes an active interest in the well-being of our children.

- A. All foods provided through the National School Breakfast and Lunch program, after-school snack and the Summer Food Service for Children, will comply with applicable federal, state and local laws and guidelines. A variety of age appropriate and affordable healthy food and beverage selections will be offered at the elementary, middle and high school level.
- B. Advertising of foods or beverages in the areas accessible to students during meal times must be consistent with nutrition environment standards.
- C. River Mill Academy will strive to increase participation in the available federal Child Nutrition programs (e.g. school lunch, school breakfast, and after-school snack programs).
- D. All food service personnel shall receive pre-service training in food service operations.
- E. A Food/Menu Advisory Committee will be expeditiously established.

Charge Policy

According to guidelines, no faculty or staff member or adult is allowed to charge meals under any circumstances. Student may charge meals by following procedure directives.

Food Safety/Food Security

The food offered to students must not only be nutritious, but must also comply with state and local food safety and sanitation regulations. The quality of the food is determined both by the foods' nutrient value and by the standards by which it was prepared.

- A. All foods made available on campus comply with the state and local food safety and sanitation regulations. Hazard Analysis and Critical Control Points (HACCP) plans and guidelines shall be implemented in order to avoid food illness in schools.
- B. For the safety and security of the food and facility, access to the food service operations is limited to Child Nutrition staff and personnel authorized by the Principal or designee.

Privacy Act & Non-Discrimination Statements - Child Nutrition and Wellness

Privacy Act Statement: This explains how we will use the information you give us. The Richard B. Russell

National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the social security number of the adult household member who signs the application. The social security number is not required when you apply on behalf of a foster child or you list a Food Stamp Program, Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington DC 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

Vending Sales Proceeds Distribution

According to Guidelines, all vending sales proceeds from machines in the main building shall be distributed to the Child Nutrition Program. Vending sales proceeds from machines in the Gymnasium and in the Gymnasium Lobby will be distributed at the discretion of the Principal.

Eating Environment

A well-designed and pleasant eating environment is important to the promotion of students' healthy eating habits. We must assess traffic flows, time allotted for school meals, and cafeteria layout to ensure that students are actually encouraged to eat the nutritious foods being provided to them during the school day.

- A. Students will be provided adequate time to eat breakfast and lunch.
- B. In collaboration with school administrators, we will continue to explore and implement ways to minimize the time students spend waiting in line.
- C. To the extent practicable, drinking water shall be available or sold to students at meals.
- D. All after-school snacks will be in accordance to federal and state nutritional guidelines.

MEDICATIONS

(Board Policy approved 08/16/2012)

No student may have medication of any kind (prescription or over-the-counter) in his/her possession at any time. If your child must have medication of any type given during school hours, including over-the-counter drugs, you have the following choices:

1. You can come to the school and give the medication to your child at the appropriate time(s).
2. You may obtain a copy of a medication form from the school secretary. Take the form to your child's doctor or health care provider and have him/her complete the form by listing the

medication(s) needed, dosage, and number of times per day the medication is to be administered. **This form must be completed and signed by the authorized medical professional prescribing both prescription and over-the-counter drugs.** The parent or guardian must also sign the form. 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. Over-the-counter drugs must be received in the original container and will be administered according to the written instructions by the authorized medical professional.

3. You may discuss with your doctor an alternative schedule for administering medication (e.g. outside of school hours).

NOTE: Some medications such as inhalers or emergency injections can be self-administered and kept by the student **with written medical provider permission.**

School personnel will not administer any medication to students unless they have received a medication form properly completed and signed by the authorized medical professional who has prescribed the medication, and the medication has been received in an appropriate labeled container. In fairness to those giving the medication and to protect the safety of the child, there will be no exceptions to this policy.

HEAD LICE

If lice or nits are detected, the parent/guardian will be notified and will pick up the student from school. Written instructions will be given to parent/guardian regarding treatment of head lice infestation. When a student is sent home for lice or nits, the parent must accompany the child upon return to school. The student must be rechecked by trained school personnel prior to returning to class. Students must be lice and nit free to return to class. Entire classrooms will be screened after two confirmed cases of head lice have been identified in the class. Parents/guardians will receive a letter each time their child's classrooms are screened for head lice.

PARKING LOTS

(Board Policy approved 08/18/2011)

Students wishing to drive to school must obtain a Drive-to-School permission form from the main office and have it signed by a parent/guardian. We have a limited number of available spaces which will be given out on a first-come, first-served basis. Students must purchase a parking permit at a cost of \$25 per year, or \$20 per semester. Unauthorized vehicles – parking on streets or adjacent businesses, parking without a permit – will be towed at the owner's expense. Students must adhere to the policies for driving to school. Any student violating these policies will lose his/her privilege to drive to school. No refunds will be given.

Rules and Regulations for driving on the River Mill Academy campus:

- No speeding in the school zones.
- Students will not loiter in vehicles upon arriving to school.
- No student is permitted to transport other students without written permission from parents.

- No student is allowed to sit in his/her vehicle during the school day.
- Drivers must obey all traffic laws and noise ordinances – no spinning of wheels or loud music (being able to hear your music with car windows rolled up).
- Student drivers must notify the administration immediately if they are involved in an accident on school grounds. This includes any minor damage to another vehicle.
- Students must secure written permission to enter their vehicle during the school day. No student is allowed in a vehicle that does not belong to him or her.
- Students will park in the designated areas assigned to students. Parking spaces are limited.
- **Early release students must vacate the premises immediately upon dismissal.**

Questions and concerns regarding student parking should be directed to the main office.

DRIVER'S ELIGIBILITY CERTIFICATES

(Board Policy approved 08/18/2011)

The North Carolina Department of Motor Vehicles requires that individuals applying for a permit present a driver's eligibility certificate from his/her school. In order to obtain a certificate, the student must have passing grades in 70% or more of his or her classes. Adequate academic progress will be evaluated at the midpoint of the school year (first semester grades) and at the end of the school year.

The student's parent or legal guardian must present the following documents to the principal or the Dean of Student Behavior in order to obtain the Driver's Eligibility Certificate:

- Student's birth certificate
- Student's social security card
- Proof that the student has passed driver's education
- Student's most recent semester or year-end report card

ACADEMICS

CURRICULUM

K-12 follows the Common Core State and North Carolina Essential Standards curriculum as deemed by the North Carolina Department of Public Instruction with an emphasis on College Preparatory classes for grades 9-12. All students are encouraged to participate in challenging honors and advanced placement course offerings as well as Career and College Promise courses through Alamance Community College.

TESTING AND ACCOUNTABILITY

(Board Policy approved 07/21/2011)

River Mill Academy will participate in all required testing of students by the North Carolina State Board of Education and the North Carolina Department of Public Instruction (NC DPI). The school will meet all deadlines and follow all testing schedules established by NC DPI, notwithstanding the school closing for unforeseen events such as disasters. Test security requirements as demanded by NC DPI will be followed. River Mill Academy will participate in all training and test administration preparation sessions provided by the state to ensure maximum efficiency in the testing setting.

River Mill Academy will encourage student participation in the PSAT and the SAT/ACT as offered by the College Board in Princeton, New Jersey.

River Mill Academy will meet all additional requirements required by the NC DPI and the United States Department of Education and any other regulating agencies as required by law for documentation, notification, and public disclosure of student, teacher, and school accountability measures.

GRADING SYSTEM

- A—SUPERIOR (93—100)
- B—ABOVE AVERAGE (85—92)
- C—AVERAGE (77—84)
- D—BELOW AVERAGE (70—76)
- F—FAILURE 69 OR BELOW

Individual teachers are responsible for determining and publishing their system of grading for their class or subject. Parents and students are to address any concerns regarding grading policies with the individual classroom teacher.

Questions or concerns regarding grades must be addressed promptly when report cards are issued. Grades will become permanent four weeks after the end of each grading period.

Incomplete grades on report cards may only be given with a written plan of work approved by the principal. Incomplete grades must be changed to a numeric grade no later than two weeks after report cards are issued. The principal must approve any special concerns.

PROMOTION POLICY

(Board Policy approved 05/16/2013 Rev. 2)

Elementary and Middle School Promotion Policy:

For students to be promoted in K-2, they must meet expected growth in Reading, Math, and Writing.

For students to be promoted in grades 3-8, they must pass Language Arts, Math, Social Studies, and Science.

Teachers of students in grades K-8 who do not achieve these minimums may submit a portfolio of student work to the Principal for an alternative means to promotion. A *Student Success Plan* must be in place for all students who must use the alternative means to promotion.

High School Promotion Policy:

To be classified as a **sophomore**, a student must earn at least **seven (7)** credits, including English I and one unit of mathematics.

To be classified as a **junior**, a student must earn at least **fifteen (15)** credits, including English II and two units of mathematics.

To be classified as a **senior**, a student must earn at least **twenty-two (22)** credits, including English III and three units of mathematics.

Subject	Units of Credit (Classes of-2014- and-2015)	Units of Credit (Class of 2016 and beyond)	Courses
English	4	4	English I, English II, English III, English IV
Mathematics	4	4	Algebra I, Geometry, Algebra II, and higher level math course with Algebra II as prerequisite
Science	3	3	A physical science course, Biology, Earth/Environmental Science
Social Studies	3	4	World History, Civics, U.S. History (2 credits of US History for 2016 and beyond)
Second Language	2	2	Both credits must be taken in the same second language
Health and PE	1	1	Health/PE
Arts Education	1	1	Recommend at least one credit in fine arts
Electives	At least 11	At least 10	Designated by LEA
Total for River Mill Academy	29	29	

HONOR ROLL

Honor Roll certificates will be awarded at the end of each 9 week grading period. For a student to be eligible for the “A” Honor Roll, he/she must have no **final** 9 week grade lower than 93. For a student to be eligible for the “B” Honor Roll, he/she must have no **final** 9 week grade lower than 85.

HONOR/ADVANCED PLACEMENT CLASSES

(Board Policy approved 08/18/2011)

Since our charter requires River Mill Academy to be a college preparatory school, there will be no vocational subjects offered. Instead, challenging academic electives will be taught to middle and high school students. Several of our courses may be taken as “honors” courses. These courses require prior approval by administration in order for students to enroll. The parent and student sign a student-teacher contract when he/she enrolls in an Honors class. Honors courses also require additional summer projects to prepare students for the rigorous curriculum. No student is allowed to drop an honors class after the first twenty days of school. Honors classes carry a higher grade point and can increase a student’s overall GPA.

TUTORING

River Mill Academy offers tutorial help during the school year for students who are in need of help. Students who are failing a class must stay for tutoring. Teachers are required to contact parents after

progress reports are issued, and before report cards are distributed, if any student is earning a “D” or “F” in any class. Early Release students who may be in danger of failing a course will forfeit early release and attend a 4th block study hall.

SUMMER SCHOOL

(Board Policy approved 08/18/2011)

Please be aware that River Mill Academy will **not** offer remedial summer school. It is the responsibility of the family to secure summer school for their child, if needed. Documentation that shows the student’s successful completion of the failed class must be presented to administration or the student will be retained for the next school year. High school students are not guaranteed enrollment in courses they failed. It may become difficult for a student who fails a course, to graduate from our high school in four years. Students are strongly encouraged to enroll in summer school for any course they fail during the regular school year.

FINAL EXAMINATIONS

(Board Policy approved 05/16/2013 Rev. 1)

All students shall take semester examinations. High school students may be exempt from final examinations in classes where they have maintained an “A” average throughout the course. Students may not exempt a state mandated End of Course assessment regardless of the grade they are earning in the class.

State End of Course exams and final exams count as 25% of the final grade.

TEXTBOOK POLICY

(Board Policy approved 08/18/2011)

Textbooks are school property and must be treated accordingly. Lost or damaged textbooks must be paid for. The following book damage fee shall be applied:

One year old	100% of full price
2-3 years old	75% of full price
4-5 years old	50% of full price
Beyond 5 years old	25% of full price

UNIVERSITY OF NORTH CAROLINA SYSTEM CURRENT MINIMUM REQUIREMENTS

The University of North Carolina Board of Governors has established minimum course requirements for undergraduate admission. Please refer to the University of North Carolina website for the current minimum entrance requirements at www.northcarolina.edu/aa/admissions/requirements.htm.

Campuses of the UNC System include:

Appalachian State University	NC Central University	UNC – Asheville	UNC—Chapel Hill
East Carolina University	NC School of the Arts	UNC—Charlotte	UNC – Greensboro
Elizabeth City State University	NC State University	UNC – Pembroke	UNC Wilmington
Fayetteville State University	NC A&T University	Western Carolina University	Winston-Salem State University

GRADUATION WITH DISTINCTION
(Board Policy approved 08/18/2011)

High school diplomas are awarded summa cum laude when the graduate's weighted cumulative grade point average is 4.0, magna cum laude when the graduate's weighted grade point average is 3.5, and cum laude when the graduate's weighted grade point average is 3.0. The determination shall be made during the senior year at the end of the academic year.

VALEDICTORIAN/SALUTATORIAN
(Board Policy approved 08/18/2011)

The student earning the highest cumulative weighted grade point average in the graduating class each year shall be named as Valedictorian. The determination shall be made during the senior year at the end of the academic year.

The student earning the second highest cumulative weighted grade point average in the graduating class each year shall be named as Salutatorian. The determination shall be made during the senior year at the end of the academic year.

In the case of identical weighted grade point averages, the principal shall name co-valedictorians or co-salutatorians. If co-valedictorians occur, no salutatorian will be declared. If co-salutatorians exist, there will be one valedictorian and co-salutatorians.

DISTANCE LEARNING AND ON-OFF CAMPUS COURSES
(Board Policy approved 05/16/2013)

High school 11th and 12th grade students may be permitted to attend selected classes at a local community college during their high school career. Students must be sixteen years of age and obtain permission from the school administration to attend these classes. Students and parents are responsible for any expenses associated with taking courses at the community college.

High School students have the opportunity to enroll in distance learning. Additionally, some Community College courses may be taught on our campus.

Students and parents are responsible for purchasing textbooks and supplementary materials that may be required for these courses and transportation to/from if necessary.

Information regarding available courses will be provided to eligible students upon class registration or by contacting their guidance counselor.

TRANSCRIPTS
(Board Policy approved 07/19/2012)

A graduating senior is entitled to have two transcripts sent without cost to post-high school educational institutions of his/her choice. A student who has graduated, transferred, withdrawn, or left school for any other reason, and who has not previously received a transcript, shall be entitled to one transcript without cost. Additional transcripts will be provided upon request for a fee of \$3.00 each. No fee will be

charged for a transcript which is required as part of a student application for scholarship or student loan.

River Mill Academy's compliance with this policy is contingent on the student/parent first settling any outstanding debts that may be in place at the time of the transcript request.

STUDENT/PARENT LAPTOP POLICY AND PROCEDURES

(Board Policy approved 06/20/2013 Rev. 1)

Overview/Introduction

The Computer Laptop immersion program will provide an equitable opportunity for all students in grades 6 to 12 to experience a technology-rich environment and to ensure as they move toward graduation they are prepared for the workplace and life. Understanding of and adhering to the following policies and procedures is necessary for the success of the program. The signed Student/Parent Laptop Agreement, attached hereto, shall establish a contract agreed to by the parties involved.

I. Deployment

Parent(s)/guardian(s) will be informed by letter and/or a phone call of the location, date, and time of mandatory orientation/meeting. The program and required execution of a Student/Parent Laptop Agreement will be explained.

II. Terms of Laptop Loan

A. Terms of Loan

1. River Mill Academy (RMA) will loan a Laptop Computer to students upon attendance and compliance with the following:
 - a) Student Orientation/Training session (mandatory)
 - b) Parent/Guardian Orientation/Meeting session (mandatory)
 - c) Agreement to pay a \$60 insurance fee (yearly)
 - d) A signed Student/Parent Laptop Agreement
2. Legal title to the property (laptop) is with River Mill Academy. A student's right of possession and use is limited to and conditioned upon full and complete compliance with Student/Parent Laptop Policy and Procedures.
3. Students may be subject to loss of privilege, disciplinary action and/or legal action in the event of intentional damage and/or violation of policies and guidelines as outlined in the Student/Parent Laptop Policy and Procedures.
4. A student's possession of the laptop terminates no later than the last day of the school year unless there is a reason for earlier termination (e.g., drop-out, expulsion, and transfer to another school).
5. The laptops will be covered by an Accidental Damage Protection policy as explained in Section II-C (Damage).

B. Loss or Theft

Parents are responsible for the replacement cost of the computer due to loss or theft.

C. Damage

1. River Mill Academy will provide an Accidental Damage Policy for student laptops which will cover the laptop. Accidental damage means a loss to a laptop accidental in nature.
2. The Accidental Damage Policy will provide coverage to repair, rebuild, or replace the damaged laptop computer with another of like kind and quality, whichever is less. There is a \$50 deductible per incident for this protection.

3. The student and/or the student's parent/guardian shall be responsible for compensating the school for any losses, costs, or damages which are not covered by the Accidental Damage Policy. The student and/or parent/guardian is liable for replacement(s) costs resulting from loss, intentional damage and/or neglect as outlined in this document. Replacement and repair cost(s) will be based on fair market value. 4. No annual maintenance fee will be charged for the use of the laptop, however, if unapproved changes or software installs are made to the laptop, the laptop will be re-imaged, and the student will be charged a \$25 re-imaging fee.
- D. Repossession
River Mill Academy reserves the right to repossess the laptop at any time if the student does not fully comply with all terms of the Student/Parent Laptop Agreement.
- E. Appropriation
Failure to return the property at the designated time and/or the continued use of it for non-related school purposes may be considered unlawful appropriation of River Mill Academy property.
- F. Modification to Program
As the program is new to River Mill Academy, the River Mill Academy Board of Directors reserves the right to revoke or modify the program or its terms at any time.

III. General Care of the Laptop

- A. Students are responsible for the laptop they have been issued. Laptops in need of repair or damaged must be reported to the teacher, in writing. It will be the responsibility of the teacher or his/her designee to contact onsite technical support, within twenty four (24) hours.
- B. Technical support will determine whether the laptop can be repaired onsite or a loaner should be issued. Loaner laptops are also covered by all rules and regulations as outlined in this document.
- C. Guidelines to follow:
 1. Always close the lid before moving your laptop.
 2. For prolonged periods of inactivity, you should shut down completely before closing the lid. This will help to conserve the battery.
 3. When using the laptop, keep it on a flat, solid surface so that air can circulate. For example, using a laptop while it is directly on a bed or carpet can cause damage due to overheating.
 4. Liquids, food and other debris can damage the laptop. You should avoid eating or drinking while using the laptop.
 5. Take extreme caution with the screen. The screens are very susceptible to damage from excessive pressure or weight. In particular, avoid picking up the laptop by the screen or placing your finger directly on the screen with any force.
 6. Monthly allow your battery to completely drain. Dimming the LCD brightness of your screen will extend the battery run time. For help, consult your teacher or technology specialist.
 7. Never attempt repair or reconfiguration of the laptop. Under no circumstances are you to attempt to open or tamper with the internal components of the laptop. Nor should you remove any screws –doing so will render the warranty void and will result in disciplinary action.
 8. Take care when inserting cords, cables and other removable storage devices to avoid damage to the laptop ports.
 9. Do not expose your laptop to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage to the laptop.
 10. Do not write, draw, paint or place stickers/labels on your laptop or bag. Remember the laptop is the property of River Mill Academy.

11. Keep your laptop away from magnetic fields, which can erase or corrupt your data. This includes, but is not limited to, large speakers, amplifiers, transformers, and old style television sets.

IV. Cleaning Your Laptop

- A. Routine maintenance on laptops will be done by the school technology support team. However, students are encouraged to perform simple cleaning procedures as outlined below:
 1. Always disconnect the laptop from the power outlet before cleaning.
 2. Never use liquids on the laptop screen or keyboard.
 3. Clean the screen with a soft, lightly dampened, lint free cloth or use anti-static screen cleaners or wipes.
 4. Wash hands frequently when using the laptop to avoid buildup on the touch pad. Grease and dirt can cause the cursor to jump around on the screen.
 5. Clean the touch pad with lightly dampened cloth.

V. General Security

- A. Never leave your laptop unattended or unsecured. Laptops should be secured in a designated storage facility or a secured locker.
- B. During after-school activities, you are still expected to maintain the security of your laptop. Unsupervised laptops will be confiscated by staff and disciplinary actions may be taken.
- C. Each laptop has several identifying labels (i.e., RMA asset number, serial number, and school-specific tag coded to student name). Under no circumstances are you to modify or destroy these labels.

VI. General Use of the Laptop

- A. Students are REQUIRED to bring their laptop to school each day with a fully charged battery. Students will not be given the use of a loaner laptop if he/she leaves his/her laptop at home. Students leaving laptops at home will be required to complete assignments using alternate means (as determined by the teacher).
- B. Students will receive disciplinary referral from their teacher for repeatedly refusing to bring their laptop to class.
- C. Students will not be allowed to charge their laptop at school; therefore power adapters should be left at home.
- D. Students will be able to save files directly to the laptop. Files for instructional use should also be backed up on a flash drive. If a laptop is experiencing a technical issue, it is likely to be re-imaged which will destroy all local data that is not backed up.
- E. Avoid using your laptop in areas which may lead to damage or theft. Do not use your laptop around sporting activities or events or in the cafeteria area when food is being served.
- F. Laptops are not allowed on overnight trips or field trips without the expressed written approval of the lead chaperone and the parent/guardian.
- G. **LAPTOP USE IS NOT PERMITTED IN THE DINING AREA (LUNCH ROOM) DURING LUNCH PERIODS.** The laptop may be used in designated commons areas (away from food or drink) during this time.
- H. **LAPTOP USE IS NOT PERMITTED ON THE BUS** – laptops must be stored in book bags while students are on the bus.
- I. Laptop sound will be muted at all times unless permission is obtained from the teacher for instructional purposes.
- J. Do not delete any folders or files that you did not create or that you do not recognize. Deletion of files could result in a computer failure and will interfere with your ability to complete class work.

- K. Students may not download or install software applications on River Mill Academy issued laptops.
- L. Students are prohibited from playing games in the classroom.
- M. Chat rooms are not to be accessed without specific permission from the classroom teacher.
- N. The use of the Internet at school is a privilege, not a right, and inappropriate use may result in suspension/termination of user privileges.
- O. Student laptops will be subject to routine monitoring by teachers, administrators, and technology staff. While off campus, parental monitoring is highly recommended.
- P. Students will provide access to any laptop computer and/or accessories that they have been assigned upon the school's request. An individual search of the laptop and other stored student files may be conducted by administrators if there is suspicion that policies or guidelines have been violated.
- Q. Restriction on the laptops will block the student from certain functions such as accessing administrative software, installing certain programs or enabling the web camera. Any attempt to circumvent these restrictions, on or off campus, will be seen as a violation of this contract and appropriate disciplinary action will be taken.
- R. After ten (10) unexcused absences in a school year, the student becomes a day user. Overnight checkout for assignment completion will be at the discretion of the principal.

VII. Email

At this time, email accounts will not be provided to students by River Mill Academy. Students will have the ability to access personal email accounts, such as Yahoo or Gmail, but River Mill Academy does not manage or monitor these accounts and cannot accept responsibility for activity on these accounts.

VIII. Virus Protection

All laptops have anti-virus protection software installed. The anti-virus software will automatically scan any unprotected storage space at startup. Do not remove or add any anti-virus protection software.

IX. Internet Access/Filtering

- A. As required by the Children's Internet Protection Act, a current content filtering solution is maintained by River Mill Academy for school use on this laptop. This is a "good faith" effort to block all inappropriate content, but River Mill Academy cannot guarantee that access to all inappropriate sites will be blocked. It is the responsibility of the user and parent/guardian to follow guidelines for appropriate use of the network and the Internet. River Mill Academy will not be responsible for any problems suffered while on the network or the Internet. Use of any information obtained through the Internet is at the user's own risk.
- B. All Internet traffic will pass through the content filter. This filter will log all attempts to access inappropriate material. Repeated attempts will result in disciplinary action.
- C. Attempting to disable or circumvent River Mill Academy's network and internet content filters and firewalls, including using or attempting to use proxies to access sites that would otherwise be restricted is not permitted.
- D. River Mill Academy will not serve as the Internet service provider for home use. In order for a student to access the Internet, the parent/guardian must contract with an Internet service provider.

X. Login Procedures

- A. Students will log in with the school issued user name. Students will create their own password which must be given to their homeroom teacher-
- B. DO NOT share passwords. Students are responsible for anything done using their login.

XI. Copyright

Compliance with federal copyright law is expected of all. "Copyright" is legal protection for creative intellectual works, which is broadly interpreted to cover just about any expression of an idea. Text (including email and Web information), graphics, art, photographs, music, and software are examples of types of works protected by copyright. Copying, distributing, downloading, and uploading information on the Internet may infringe the copyright for that information. Even an innocent, unintentional infringement violates the law.

XII. Usage Guidelines to avoid Repetitive Stress Injuries (Ergonomics)

Ergonomics is defined as the science of making things fit people instead of asking people to fit things. Ergonomics uses knowledge from anatomy, mechanics, physiology and psychology to utilize human energy most effectively. Please read the following guidelines to promote safe, comfortable and efficient use of the student laptop.

- A. Use a pillow, folded blanket or towel to raise the seat high enough so that your elbows are bent at about 90 degrees and hands and wrists are in a neutral posture. If the chair is not high enough or the work surface is not low enough, place the laptop on your lap, but make sure your knees are level with your hips.
- B. Reduce pressure on your neck by tucking in your chin to view the monitor rather than bending your neck down. If possible, lower your eyes instead of bending your head forward to see the screen.
- C. Make sure the screen is adjusted to minimize glare.
- D. Take frequent mini breaks and change your work posture often. For example, place the laptop in your lap to achieve better wrist position for approximately 30 minutes. Then, switch and place the laptop on a table to achieve better neck position.
- E. The arm support and padding of work surfaces is also important when working at a table or desk with hard leading edges. Use a pillow or folded towel as a wrist rest or arm support while typing.
- F. If seated in a chair that does not provide adequate lumbar support, use a rolled up towel or small pillow as a lumbar support device.
- G. Reduce the weight of the laptop bag as much as possible by ensuring only the most needed items are included. Ensure the shoulder straps and handles have adequate padding. Switch shoulders and hands often while carrying the laptop bag or try using a backpack or other bag which has two straps or wheels.
- H. Ergonomic exercises can be helpful for end users.

XIII. Inappropriate/Unacceptable Use

- A. **Tier 1: Inappropriate Use:** Includes but not limited to:
 - Using proxy sites
 - Using any browser other than the one(s) preinstalled on the laptop.
 - Using computers not assigned to you (Teachers may allow students to look on with another student for instructional purposes only)
 - Videoing or taping on school property is not permitted when not related to an assignment
 - Emailing or chatting during class (when not related to an assignment)
 - Profanity
 - Gaming
- B. **Tier 2: Unacceptable Use:** Includes but not limited to:
 - Pornography (real life or cartoon) Pornography can be a felony offense and will be turned over to authorities.
 - Possession
 - Manufacturing – using a camera to create pictures/movies

- Distributing – sending/sharing with others
- Images of Weapons
- Gang Related Files
- Bootleg movies or music
- Logging into a computer/application using someone else’s login
- Cheating
- Using a computer to plan a fight, cause harm or commit a crime
- Profanity directed to the faculty or staff
- Threats and/or cyber bullying
- Assisting, observing, or joining any unauthorized activity using the laptop, network or Internet.

XIV. Care and Responsibility

- A. **Tier 1: Care and Responsibility: Neglect and Misuse:** *Includes but is not limited to:*
- Leaving laptop unattended
 - Allowing someone else to use your assigned laptop
- B. Removing labels and identifying stickers on laptop **Tier 2: Care and Responsibility: Intentional Misuse or Abuse:** *Includes but is not limited to:*
- Intentional actions which are harmful or potentially harmful to the computer, charger, and/or computer case

*Discipline Consequences will be as directed by the **Student Behavior and Conduct** policy in place at the time of the infraction.*

River Mill Academy

Student/Parent Laptop Agreement

PLEASE PRINT ALL INFORMATION

Student Name:

Last Name	First Name	Middle Name	Grade
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Parent/Guardian Information:

Last Name	First Name	Drivers License #
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Street Address	City	State	Zip
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Home Phone	Work Phone	Other Contact Information
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- I HAVE read and understand all the terms of the Student/Parent Computer Laptop Policy and I AGREE to allow my student to participate in the Computer Laptop immersion program.

- I HAVE discussed the Computer Laptop Policy and River Mill Academy Policies with my student and will assure they shall comply with all documented terms. I also ACKNOWLEDGE and UNDERSTAND that my student will have access to the Internet and may be subject to the risks associated with Internet Usage.

- I AGREE to allow my student to take the school-issued laptop home. I further AGREE that while at home the computing resources will be used as an educational tool.

- I GRANT permission for examples of my student's schoolwork to be published (via Internet and/or other public media) as an extension of classroom studies, provided that the home address, phone number, student's last name or photograph is not included.

- I GRANT permission for my student to use limited forum internet options for class discussion, including but not limited to blogs and wikis. These forums will have access limited to the teacher(s), students, and other educational personnel.

- I AGREE to pay \$60 per year insurance fee. The fee may be paid in three installments of \$20 each with due dates of August 16, October 16, and December 16, 2013. The fee is non-refundable and does not cover loss or theft of the computer.

Terms of Agreement:

I hereby agree to the above statements, I also understand that my right to the use and possession of the property terminates the last calendar day of the current school year, unless terminated earlier by the school. I also understand if the property is not returned by the last day of classes, it will be considered stolen.

Parent/Guardian Signature	Student Signature	Date
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RMA Asset #: _____

Serial Number _____

Student Initials _____ Date: _____

ATTENDANCE

ATTENDANCE POLICY

(Board Policy approved 05/16/2013 Rev. 3)

The goal of River Mill Academy is a 95% attendance rate for all students. All RMA students are required to be in attendance for at least 90% of the total school days each year. If a student is absent from school for more than 10% of the school days in a single academic year, or high school block semester, the principal or a committee established by the principal will consider whether the student's grades will be reduced or whether promotion or graduation will be denied because of the absences.

The principal or committee will review other measures of academic achievement, the circumstances of the absences, the number of absences, and the extent to which the student completed missed work. A committee may recommend to the principal and the principal may make any of the following determinations:

- The student will not receive a passing grade for the semester;
- The student will not be promoted;
- The student's grade(s) will be reduced;
- The student will receive the grade(s) otherwise earned; or
- The student will be given additional time to complete the missed work before making a determination of the appropriate grade(s).

According to state law, a written note must be brought in and submitted to the homeroom teacher within three (3) days, for an absence to be considered EXCUSED.

Absences other than short-term illness and death in the family require additional documentation, or, in certain situations, prior approval of the principal. Students who have medical appointments should bring confirmation of the appointment in order for the absence to be considered excused.

"Prior approval" requires *one week* written notice by the parent/guardian to the principal, *prior* to the first day the student proposes to miss school. The prior approval request must explicitly state the nature of the absence. With the exception of religious holidays, absences requiring prior approval – educational opportunity and immediate demands of the home – will be restricted to three (3) days each year. Absences granted this prior approval require that the student complete all work prior to the first day of approved absence. Work not completed, including quizzes and tests, will receive no credit.

Students must be fever free for 24 hours before they may return to school. Please do not send your child to school if he/she is running a fever over **100** degrees. If your child begins to run a fever over 99 degrees, you will be called to come and pick up your child. We do not have a sick room on campus.

Excused absences (lawful) – Absences for the following reasons shall be classified as excused absences when the indicated documentation or approval is provided:

- A. Illness of the student – extended illness requires verification by a doctor who is licensed to practice medicine in North Carolina
- B. Medical or dental appointment – verification by doctor required
- C. Death in the immediate family

- D. Quarantine – a copy of quarantine order required by the State Board of Health or the Health Department
- E. Religious holiday – prior approval by principal required
- F. Court summons – verification by court system required
- G. Immediate demands of the home – prior approval by principal required
- H. Valid educational opportunity (travel) – prior approval by principal required
- I. Suspension from school

Students are eligible for make-up work for excused absences (with the exception of out-of-school suspension, please see below) and are responsible for securing make-up assignments. Students will have three days for each day missed with a maximum of five days for make-up work. Make-up work not completed in the allotted time will result in a zero.

Unexcused absences (unlawful) – Any absence from school, with or without the knowledge of the parent, which does not meet the requirements of an excused absence shall be classified as unexcused.

Absences due to out-of-school suspension – Absences due to out-of-school suspension are considered involuntary absences for attendance accounting purposes and are not considered a violation of the compulsory attendance law. Absences due to out-of-school suspension are excused absences from school. **Students shall not receive credit for daily class work but shall be allowed to make up missed work such as homework and tests.**

All make-up work due to out-of-school suspensions must be made up within the specified time (three days for each day suspended with a maximum of five days for all make-up work). Make-up work not completed in the allotted time will result in a zero. Parents may pick up their student's assignments from the front office while their child is serving a suspension. Students who are suspended from school are not permitted on campus nor are they permitted to attend or participate in extra-curricular activities.

Individual class absences – Each nine (9) week grading period, Middle School students may not exceed five (5) individual class absences and High School students may not exceed three (3) individual class absences. A grade of 65 will be assigned until such time as the student and parent can resolve the attendance issue with the Attendance Appeals Committee, as described below. Parents and students should check report cards under Teacher Comments to see if the 65 grade was due to an attendance violation.

ATTENDANCE APPEALS

Each student's absences will be reviewed by the administration prior to report cards being issued. A school attendance policy appeals committee shall be established to hear appeals. This appeals committee shall consider student/family hardships and any extenuating circumstances, in addition to the student's attendance record. Parents and guardians will have the opportunity to appeal absences to the Attendance Appeals Committee. Parents and students must present documentation to the appeals committee justifying all class absences. **Appeals for absences which had no supporting documentation at the time of the absence will not be considered.** Parents are responsible for providing evidence that the excessive absences were lawful in accordance with the State Department of Public Instruction's School Attendance and Student Accounting Manual and school board policy. Violations of the attendance policy may result in the student being assigned a grade of 65, unless the grade earned was lower.

TARDY POLICY

Any student is tardy after 8:00 am and must report to the front office to obtain an Admit Slip. Elementary and middle school students must have a parent/guardian sign them in. High school students over the age of 16 may sign themselves in with a note explaining the reason for tardiness, signed by the parent/guardian. No student will be admitted late to class without an Admit Slip. Doctor and dentist appointments, illness of the student, funeral services for immediate family, and court summons will be considered excused tardies. All other tardies, including car trouble and oversleeping, will be considered unexcused and may be subject to disciplinary actions.

Students must be present for at least half of the instructional day in order to be counted present. High school students are held accountable for attendance on a class-by-class basis. High school students must be present for at least half of the instructional period in order to be counted present. Students must be at school before 11:18 am or sign out after 11:18 am in order to be counted present for the entire day. Students must be counted present in order to participate in extra-curricular activities for that same school day.

EARLY DISMISSAL

Parents of students in grades K-8 must report to the front office to sign their student out for the day. Students in Grades 9-12 must present a note from home, signed by a parent/guardian, specifying the reason the student needs to leave school early, to the front office before school begins for the day. Students will receive an Early Dismissal Slip to show their teacher in order to leave class early. Doctor and dentist appointments, illness of the student, funeral services for immediate family and court summons will be considered excused early dismissals. All other early dismissals will be documented as an afternoon unexcused tardy and may be subject to disciplinary action. Students will not be released after 2:00 pm. Please plan to pick your student up before 2:00 pm if he or she has an appointment. If the student returns to school the same day, he/she must bring documentation to the front office and secure an Admit Slip to be admitted to class.

REGULAR DISMISSAL

After 2:00 pm, parents must pick their child(ren) up in the car rider line. Parents are asked to be respectful of the car rider line. Please do not park and walk in to pick up your child(ren) or cut in front of other vehicles waiting to pick up students.

Parents are reminded that we adhere to a dismissal procedure. Students are not to be removed from the classroom at the end of the day by parents or guardians. All students must report to bus and car rider lines with their classroom teacher and fellow students. Bus riders will be dismissed before car riders.

Afternoon Dismissal Schedule

Elementary	2:25 pm
Middle School	2:30 pm
High School	2:35 pm

PERFECT ATTENDANCE AWARDS

Students will be awarded Perfect Attendance certificates at the end of the school year. Perfect attendance is awarded to students who do not have any absences (excused or unexcused) and/or tardies (excused or unexcused) for the school year.

INCLEMENT WEATHER PLAN

(Board Policy approved 08/16/2012)

During extremely bad weather it may become necessary to cancel school, delay the opening, or close school early. The decision to cancel school or delay the opening will be made by 6:30 am. If a delay is necessary, it will be a two-hour delay, opening at 10:00 am. When the decision is made to close or delay school, parents/guardians and students are advised of that decision through the following television and radio announcements:

TV – WFMY Channel 2 (CBS), WGHP Channel 8 (Fox), WTVD Channel 11 (ABC), WXII Channel 12 (NBC), News 14 Carolina

FM Radio Stations – WOLF 93, WQMG 97.1, WMAG 99.5, WPCM 101.1

AM Radio Stations – WBAG 1150, WBBB 920, WSML 1200

Parents and students are reminded **not** to call the TV or radio stations and are asked **not** to call school officials, as such calls tie up telephone lines and may delay the announcement.

A decision to close school early will be made with every effort to balance appropriate notification time for parents with road conditions and safety.

Parents are encouraged to keep their student(s) home if they feel the roads are unsafe for travel. Teenagers should be discouraged from driving to/from school during inclement weather.

Parents and students **must** have made necessary arrangements in the event that school is cancelled, delayed, or closed early. Students **may not** stay on campus after the buses leave, if the school closes early. The school building is not open to students during the times of delayed opening or early closing, nor is it open to students if school is cancelled for the day.

Before-school care will not operate on delayed opening days; after-school care will not operate during emergency closing days. **There will be no extra-curricular or athletic meetings, games or practices on days when school closes early or is cancelled for the day.**

The principal may excuse individual student absences if parents elect to keep their student(s) home from school due to safety concerns regarding inclement weather.

If a parent elects to keep his/her student(s) home due to inclement weather, but River Mill Academy remains open, the student's absence is excused **only if** the parent note requesting an excused absence is turned in to the principal **immediately** upon the student's return.

Two-Hour Delay Schedules

Elementary School 2-Hour Delay

Teachers will adjust individual class schedule as necessary.
Special classes (Art, PE, Music, and Spanish) will be adjusted as necessary.
Lunch will be on the regular schedule

Middle School 2-Hour Delay

1 st Period	10:00 – 10:42
2 nd Period (Homeroom)	10:45 – 11:25
3 rd Period	11:28 – 12:05
Lunch	12:05 – 12:40
4 th Period	1:45 – 1:55
2 nd Elective	2:00 – 2:30

High School 2-Hour Delay

1 st Block	10:00 – 10:52
2 nd Block (Homeroom)	10:55 – 11:47
3 rd Block	11:50 – 12:45
Lunch	12:45 – 1:15
4 th Block	1:15 – 2:35

ATHLETICS DEPARTMENT

(Board Policy approved 06/20/2013 Rev. 2)

River Mill Academy students have the opportunity to participate on men's and women's athletic teams and cheerleading. Students participating in athletics are expected to maintain standards of conduct both on and off the athletic field. All students, regardless of age or grade, must maintain good grades in order to participate. Students who are involved in high school athletic teams or cheerleading must meet the standards of the North Carolina High School Athletic Association.

The following North Carolina High School Athletic Association (NCHSAA) policies must be followed:

1. A player must have been in attendance for at least 85% of the previous semester at an approved high school.
2. A student must have passed a minimum of 75% of their classes from the previous semester. This applies to our middle school athletes, also.
3. The student is/will take a minimum academic load each semester (must be credited courses).
4. The student has met local promotional standards and any local GPA requirement.
5. The student will not turn 19 years of age on or before August 31st of the current year.
6. The student cannot exceed four separate seasons in the same sport

Additional NCHSAA policies are found in the NCHSAA handbook which is located in the Athletic Director's office. Detailed information can also be found on the association's website www.nchsaa.org. We encourage student athletes and their parent/guardian to visit this site and familiarize yourself with the regulations.

The following policies are in place for River Mill Academy Middle and High School students:

1. A student must be in school at least 50% of the school day in order to be eligible to participate in an activity scheduled for that day. A school sponsored field trip does not affect participation status.
2. Students may not practice or participate in athletic events while suspended.
3. Student athletes receiving a grade below 77 will be required to attend tutoring by the teacher, as needed. The student may not participate in practice or athletic events for one week or until the grade is 77 or above. A grade report, attached here to as Exhibit A, from the teacher must be emailed to the Athletics Director or his/her designee. The information is then given to the coach, by the Athletic Director, before the student athlete can return to practice and/or athletic event.
4. The sportsmanship policy will be enforced. This policy can be found in the handbook and on the school website.
5. Attendance is mandatory at the fall, winter, and spring sports meeting for any sport falling within the specific season. The meeting will be announced on the website in addition to announcements at school.

Structure of Athletics Department and Boosters:

- The Athletics Directors are responsible for coaching assignments, processing background checks, budget projections, scheduling games, finding referees, bus drivers, ensuring academic eligibility, and keeping parents and players informed of events.
- The Principal must approve all activities and events before they are solidly put into a schedule.
- The River Mill Academy Athletic Boosters (Boosters) is made up of parents who meet monthly to plan and execute various fundraisers in order to meet the financial needs of the department.
- The Athletics department will submit a budget projection to the Boosters and the Board of Directors Boosters liaison by May 1st of each year.
- Coaches are to contact the Athletic Director with all requests such as uniforms, equipment, or special requests.
- All equipment and uniforms purchased by the Boosters shall become the property of River Mill Academy and entrusted to the care of the athletics department.

Note: For all recreation league program questions and concerns, please contact the Alamance County Recreation Department.

How You Can Help:

Every year the Athletics Department is in need of talented, motivated individuals to help coach. Talk to the Athletic Director to see where you can help. Join the Athletic Boosters where you can bring new ideas to the athletic program through early planning and deliberation. Want to join? Contact boosters@rivermill-academy.org for more information. Participate in fund raisers sponsored by the Boosters and attend athletic events showing support to our student athletes.

Participation Fee

The Boosters will charge a fee, per student, in order to participate in any school sponsored sport. The fee will be determined by the Boosters upon completion of fundraising and budget determinations. The Registration Payment Form and other athletic associated documents can be found under the Athletics section of the Rivermill Academy website at www.rivermill-academy.org.

Uniforms and Equipment

Uniforms and equipment will be distributed to the particular sports coach each season. Each coach will

be responsible for the distribution of uniforms and equipment. It is the responsibility of each coach to return all items received to the designated Athletic Director at the end of the sports season. Individual athletes will be held financially responsible for any uniform item or equipment not returned.

Incident and Accident Procedures

In the event of an incident or accident at an athletic event on or off campus, the supervising coach or RMA staff member must report said Incident or Accident to RMA Administration as soon as possible.

Multi-Sport Athletes

Student Athletes are permitted to participate in more than one (1) sport during the same season, only if all coaches are in mutual agreement. All NCHAA rules must be complied with.

Exhibit A

Grade List

Week Ending: _____

Student Name	Grade	Comments	Student Name	Grade	Comments

Students must maintain at least a "C" to participate in sports at RMA

Teacher Name: _____



SPORTSMANSHIP POLICY
(Board Policy approved 07/21/2011)

- I. **Rationale:** Since the inception of River Mill Academy, character and ethics have been foundational goals for the instruction of our students. These goals apply equally to our student athletes. Athletic competition is an educational opportunity that teaches valuable lessons, skills, and attitudes that are not possible in the classroom.
- II. **Sportsmanship Defined:** It is expected that our Athletes be gracious in victory, dignified in defeat, and at all times treat game officials, coaches, and opponent athletes with the utmost of courtesy and respect.
- III. **Participation in Athletics:** It is a privilege and should be treated as an honor to represent River Mill Academy in any athletic activity.
- IV. **Unacceptable Behaviors:** These apply during practices, as well as before, during, after all games/competitions.
 - a. **Profanity:** Use of profanity, foul language, or obscene gestures demonstrates a lack of self-control and will not be tolerated.
 - b. **Fighting:** Is prohibited at all times, regardless of who threw the first punch.
 - c. **Trash Talking:** Use of any derogatory language that threatens or verbally abuses any opponent (or game official) is not allowed.

- d. **Inappropriate Physical Contact:** Such as slapping, pushing, shoving, tripping, throwing punches, etc. is forbidden.
 - e. **Arguing with Game Officials:** Respectfully accept their call, even if you do not agree with it. Do not argue with him/her. Immature outbursts (such as throwing balls, kicking chairs, etc.) will not be tolerated.
- V. **Violations:** Any violations of these policies will be handled in the following manner (and are counted over the course of the entire season for that sport):
- a. **1st Offense:** The athlete will receive a written warning.
Exception: If a River Mill Academy athlete starts a fight, he/she will be immediately ejected from the game and may be suspended from the team for the remainder of the season.
 - b. **2nd Offense:** The athlete shall receive a written notice and be suspended from the current game and shall receive an additional one game suspension. (If the offense occurred during a practice, the athlete will be suspended from the next game.)
 - c. **3rd Offense:** The athlete will receive a written notice and be suspended from the team for the rest of the season.
- VI. **NOTE:** These punishments shall be issued whether or not a game official calls a foul. Fouls issued against a River Mill Academy athlete for unsportsmanlike behavior **shall** be considered an offense.
ALSO NOTE: Other punishments (such as suspension from school) may apply if the principal deems it a violation of the Student Code of Conduct found in the Student Handbook.
- VII. **Documentation:** The Coach shall keep written documentation of any/all violations of this policy.
- VIII. **Implementation:** All coaches shall enforce this policy. Oversight of the coaches' execution of this policy rests solely in the hands of the principal. If the principal finds that this policy is not being implemented, the principal shall have the authority to enforce this policy against any student athlete who violates it.
- IX. **Student Athlete Acknowledgement:**
I, _____, affirm that I have read the Sportsmanship Policy and that I understand what it required of me to represent River Mill Academy as a student athlete. I also fully understand the consequences for any unacceptable behavior on my part.

Student's Signature

Date

STUDENT BEHAVIOR AND CONDUCT

(Board Policy approved 05/16/2013 Rev. 3)

- I. **Rationale** – At River Mill Academy, we are entirely committed to maximizing the potential and success for each of our students. It is our responsibility to provide a positive and safe learning environment. To achieve that goal, our students must comply with all of the rules and regulations of the school and report all potential problems to school personnel.
- II. **Scope:** Conduct and behavior (including the dress code) applies to students while on the school grounds of River Mill Academy and at any event where students are representing River Mill Academy off of the school grounds (i.e. athletic or academic events at other schools, field trips, etc.
 - a. **School Grounds Defined:** The school grounds include all buildings, areas between buildings

and the parking lots. It also includes any vehicles used for transportation to and from school or events (such as the school buses), as well as personal vehicles on school grounds.

- III. **Behavior towards Faculty and Staff** – Students shall comply with the instructions of all River Mill Academy personnel at all times while on the school premises or while attending or participating in any school sponsored activity. Failure to do so will result in suspension.

a. No student shall strike, push, shove, or verbally abuse school personnel.

Students and parents are reminded that school employees are considered state government officials and that there are specific laws in place to protect these individuals. Improper behavior toward faculty or staff may result in criminal prosecution of offenders.

- IV. **North Carolina General Statute § 115C-391.** Corporal punishment, suspension, or expulsion of pupils, sets forth the protocols that administration and staff of River Mill Academy will employ to punish, manage, and disperse disruptive and/or dangerous student behavior. River Mill Academy administration and/or staff may incorporate any of these means to maintain and restore a safe and orderly environment.

NOTE: In any situation where mechanical restraint is needed to restore safety and/or order, the Graham Police Department shall and will be called.

- V. **Infraction Definitions** – Inappropriate Conduct is anything that interferes with the educational environment or teaching/learning process, including but not limited to, excessive talking, excessive laughing, disruptive behavior, horse playing, not following instructions, video game playing, card playing, eating and drinking in class without permission.

- VI. **Discipline Notification Process for Infractions** – First, the teacher shall deal with inappropriate behavior on a one-on-one basis. The student should make every effort to correct his/her behavior. If the offense is severe or the teacher feels that corrective action has not been taken, the parent will be contacted by the teacher as soon as reasonably possible (within 8 hours) with the offering of a parent/teacher conference. **Lastly**, if inappropriate behavior continues, the teacher shall complete an office administrative referral and send the referral, the student, and appropriate class work to an administrator.

- VII. **Notification Process to Parents of Administrative Disciplinary Referrals and Suspensions** - When a student receives an administrative disciplinary referral and/or is suspended for either short-term or long-term, the Principal or an administrator shall:

- a. Make every effort to telephone the parent.
b. Send a timely written notice that includes details of the infraction.
c. Keep documentation of the infraction for possible future review.

All disciplinary action will be administered in accordance with the guidelines of established laws, policies, rules, and regulations of the State of North Carolina and/or the Department of Public Instruction. Every possible offense cannot be anticipated; therefore, any matters not listed will be determined by the River Mill Academy administration.

Note: Suspensions are “out of school” only (as opposed to detention or in-school suspension) for two reasons. First, it is essential that a disciplined atmosphere be maintained on campus at all times. Students who disrupt this environment lose the privilege to attend. Second, in-school suspension or detention drain previous resources of time, personnel, and space.

VIII. PROHIBITED CONDUCT

- a. **Criminal Offenses:** Any conduct committed by a student that would also be a crime under North Carolina Law is a violation of the Student Code of Conduct and disciplinary action will be taken. In addition, the appropriate Law Enforcement Agency may be contacted and criminal charges may result. Criminal offenses that will result in disciplinary action include, but are not limited to:

- i. **Possession of Weapons on School Grounds** (NCGS § 14-269.2) – Weapons include, but are not limited to guns, rifles, pistols, any firearm of any sort, dynamite cartridges, bombs, grenades, mines or powerful explosives, BB guns, stun guns, air rifles, air pistols, bowie knives, dirks, daggers, knives of any sort, slung shots, leaded cane, switchblade knives, blackjacks, metal knuckles, razors, razor blades (except those for personal shaving), fireworks, etc.
- ii. **Arson** (NCGS § 14-58, et. seq.) – Setting fire to or any attempt to set fire to buildings located on the school grounds (or any other building where a school related event is taking place). This also includes marring and/or defacing any school’s real property by setting or attempting to set a fire.
- iii. **Burning of Personal Property** (NCGS § 14-56) – Setting fire to or burning any personal or private property on school grounds.
- iv. **Injury to Real Property** (NCGS § 14-127) – includes the willful marring or defacing of any school’s real property.
- v. **Injury to Personal Property** (NCGS § 14-160) – includes the willful destruction of the school’s personal property (such as books, computers, smart boards, desks, etc).
- vi. **Assaults** (NCGS § 14-33 et. seq.) – The physical assault of any student, teacher, coach, etc. will not be tolerated. This includes fist fighting, pushing, slapping or any other harmful touching of another student.
- vii. **Communicating Threats** (NCGS § 14-277.1) – Threatening the physical safety of any student (or any of their family members) while in school or at any school related/sponsored event will not be tolerated. This includes any event or function when students are subject to the authority of River Mill Academy and the threatening behavior negatively affects the order, discipline and safety of our students and staff. Threats include those communicated verbally, electronically or through any other means.
- viii. **Sexual Battery** (NCGS § 14-27.5A) – the touching of another student, teacher, coach, etc. for gratification of sexual desire, etc. against that person’s will.
- ix. **Indecent Exposure** (NCGS § 14-190.9) – the exposure of the private parts in the presence of any person(s) of the opposite sex.
- x. **False Fire Alarm** (NCGS § 14-286) – pulling, engaging or otherwise reporting a fire when one does not exist. Students shall not activate any fire or other alarm system unless authorized to do so by school employees (unless there are reasonable grounds to believe that an actual emergency situation exists).
- xi. **Possession of Controlled Substances** (NCGS § 90-89 et. seq.) – No controlled substances are allowed on campus at any time or at any off campus events. Prohibited substances include, but are not limited to, marijuana, cocaine, heroin, etc. Further, recreational substances such as synthetic marijuana (K2 or Spice), Mephedrone (meow-meow) or any similar substance that can produce an intoxicating effect on the body are prohibited.
Exception: Prescription Medications (including those that are over the counter) are only allowed when proper documentation is on file with the office.
- xii. **Possession of Drug Paraphernalia** (NCGS § 113.21) – such as rolling papers, pipes, tweezers, roach clips, etc. are not allowed on school property or at any school event.
- xiii. **Possession of Alcohol** – on school grounds and at school events is strictly forbidden. Any student found in possession of any alcoholic beverage (on school grounds or at any school event) faces punishment (and may be in violation of NCGS § 18B-302).
- xiv. **Possession/Use of Tobacco Products** – No student, regardless of age, who attends

River Mill Academy, is allowed to smoke, chew, dip, possess or otherwise use any tobacco product on school property. This includes within cars on school grounds.

- xv. **Trespassing** (NCGS § 14-159.12-.13) - Any student who has been suspended from school is not allowed on school property or at school events during the period of the suspension. Entry onto school property or attendance at school events will be prosecuted as trespassing. Any student who is asked to leave school property by an administrator is expected to do so immediately. Failure to do so may be prosecuted as trespassing.
 - xvi. **Larceny / Theft** (NCGS § 14-72 et. seq.) – The stealing or taking of another’s personal property without their consent will not be tolerated.
- b. **Attendance** -
- i. **Truancy** (Skipping Class / School) - At River Mill Academy, we are committed to student success. Skipping class is strictly prohibited and may result in suspension.
 - ii. **Tardiness** (All Students)
 - 1. Students must be in their classrooms by 8:00 am each day.
 - 2. Parents will receive a warning letter after three (3) unexcused tardy arrivals to school.
 - 3. Unexcused tardy arrivals occurring after a letter is sent will result in a discipline referral.
 - iii. Individual Class Tardiness (Middle and High School)
 - iv. Students must be in the instructional area at the assigned time.
 - v. Students must be in class at least one-half of the allotted instructional time to be counted as present.
 - vi. Individual teachers will handle the first three tardies to a class in a semester.
 - 1st Offense – Warning
 - 2nd Offense – Parent contact
 - 3rd Offense – Discipline referral for assignment to administration.
- c. **Bus Behavior** – School bus transportation is provided for many of the students at River Mill Academy. Riding the school bus is a privilege. Students who ride the bus shall follow the same rules and regulations that are enforced within the school building.
- i. **Food and Beverages** – Shall be kept in backpacks or lunch boxes. There is to be no eating or drinking on the buses. Exceptions may be made by the bus driver.
 - ii. **Safety Rules** – There are four important safety rules for students and parents:
 - 1. All students must obey the bus driver at all times.
 - 2. Students are to remain seated at all times while the bus is moving.
 - 3. Students may only talk in a low voice to the students sitting in his/her seat.
 - 4. Aisles must be kept clear at all times. This includes book bags and student’s feet.
 - iii. **Bus Assignments** – A student is only to ride the bus to which he/she has been assigned. Any change to the assigned bus (temporary or permanent), must be made in writing by the parent/guardian and must be submitted to the principal for approval.
 - iv. **Punishments** – Misbehavior and/or violation of the Code of Conduct while on the bus may result in the short or long-term suspension of bus riding privileges. When student is suspended from riding the bus, school administrators must:
 - 1. Make every effort to telephone the parent.
 - 2. Send a timely written notice that includes details of the infraction.
 - 3. Keep documentation of the infraction for possible future reference.
- d. **Inappropriate Literature, Illustrations, or Websites**– The possession of literature or illustrations which disrupts the educational process are prohibited. Pornographic,

obscene, and/or sexually suggestive materials are prohibited and possession of such will result in immediate suspension.

- i. **General Internet Access** – Students must have permission from a faculty member to use the Internet. The internet is for educational purposes only and any other use is prohibited. Students are prohibited from accessing chat rooms, instant messaging programs, pornographic web sites, and any type of Internet games (including non-violent games). The exclusion to this policy is games that are educational in nature and are played with teacher permission, under his/her direct supervision.
- ii. **Network:** Attempting to disable or circumvent River Mill Academy’s network and internet content filters and firewalls, including using or attempting to use proxies to access sites that would otherwise be restricted is not permitted.
- e. **Gambling and Related Activities** – Students shall not participate in any event which provides the chance for monetary advantage of one participant at the expense of the others. Activities include, but are not limited to: card playing, trading cards, dice, matching, coin tossing or pitching, selling CDs, or trading items for money. Some of these activities provide participants with the opportunity for later monetary settlement, and therefore must be included.
- f. **Mechanical/Electronic/Digital Devices** – With the exception of River Mill Academy issued laptops, students must not possess any type of electronic or mechanical device that disrupts or impedes the educational process (ie, use within the classroom). These items include, but are not limited to: cell phones, iPhones, radios, cassette and CD players, beepers, phones, electronic games, iPods, MP3 players, BlackBerry’s, cameras, etc. These items must not be displayed or used between the hours of 8:00 a.m. and 2:40 p.m. An exception shall be made for High School students ONLY to use their phone during lunch, so long as the remainder of the policy is upheld at all times. This privilege may be rescinded at any time by the Principal. It is not appropriate for students to use these items while on the school bus. Exceptions may be made by the bus driver during travel to and from sporting events.
 - i. **Violations-** Any violations will result in confiscation of these items. The principal will take possession of these items and only return them to a parent/guardian. Items confiscated more than one time may be held until the end of the year at which time parents must pick them up.

IX. **OTHER PROHIBITED CONDUCT**

- a. **Public Displays of Affection** – Public display of affection by students disrupts the educational process by distracting the attention and focus of others. Therefore, it is prohibited at school, on school property, and at school-related events. This includes, but is not limited to: embracing, kissing, hand holding.
- b. **Inappropriate Touching** – Any form of physical contact that is sexually blatant or is otherwise sexually suggestive is prohibited.
- c. **Eating / Drinking** – in classes is generally not allowed. However, snack time may be provided for any class, at the teacher’s discretion. Students who are allowed to snack in class shall clean up after themselves.
- d. **Pets and Animals** – For health and safety reasons, *all* pets and animals must have prior, written approval from the principal *before* being brought on school grounds.

NOTE: Teachers and staff members must enforce and abide by these rules. Teachers may however, choose to have additional rules that apply within their specific classrooms.

HARASSMENT AND BULLYING

(Board Policy approved 07/21/2011)

River Mill Academy is committed to providing a nondiscriminatory environment that is conducive to learning. To this end, the school specifically prohibits harassment on the basis of race, religion, sex, ethnicity, national origin or disability.

Harassment means any offensive verbal, nonverbal, or physical conduct that is sufficiently severe, persistent, or pervasive to interfere with a student's ability to participate in or benefit from an educational program or activity, or to alter the conditions of an employee's employment and create a hostile working environment. Prohibited conduct may include, but is not limited to, abusive jokes, insults, slurs, name-calling, threats, bullying or intimidation.

Harassment is prohibited at all levels: between students, between employees and students, between peers or coworkers, between supervisors and subordinates, or between non-employees, employees and/or students.

Any student who believes that he/she has been harassed in violation of this policy should report such behavior immediately to a teacher, counselor or administrator at his/her school. A school employee who is notified of or otherwise becomes aware of conduct which may violate this policy shall report the matter to the principal. Failure to do so may subject the employee to disciplinary action.

Any employee who believes that he or she has been bullied and/or harassed in violation of this policy should report such behavior to the principal, and/or to our River Mill Academy Board of Directors.

All complaints of bullying and/or harassment shall be promptly and thoroughly investigated. Conclusive evidence of such may result in disciplinary action being taken, up to and including dismissal in the case of employees, or up to and including long-term suspension or expulsion in certain cases for students.

Conversely, consequences and appropriate remedial action for a person found to have **falsely accused another** as a means of harassment, intimidation or bullying range from peer and administrative counseling up to and including suspension/expulsion, or termination in the case of faculty.

River Mill Academy prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation range from suspension/expulsion, or termination in the case of faculty.

Prohibition of discrimination and harassment

Any violation of this policy is considered a serious violation and appropriate action will be taken in response to violation.

A. Application of policy

All persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district must comply with all applicable federal and state laws and regulations regarding nondiscrimination. Visitors also are expected to comply

with applicable laws, including the prohibition against harassment and bullying of students or harassment of employees. This includes electronic bullying.

This policy will apply in the following circumstances:

1. While in any school building or on any school premises before, during or after school hours;
2. While on any bus or other vehicle as part of any school activity;
3. While waiting at any bus stop;
4. During any school function, extracurricular activity or other activity or event;
5. When subject to the authority of school personnel; and
6. Any time or place when the behavior has a direct and immediate effect on maintaining order and discipline in the schools.
- 7.

B. **Definitions** – For purposes of this policy, the following definitions will apply:

1. Discrimination means any 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, religion, age, or disability. Discrimination may be intentional or unintentional.
2. Harassment can be a type of unlawful discrimination. Harassment is unwanted, unwelcome, and uninvited behavior that demeans, threatens, or offends the victim and results in a hostile environment for the victim. The hostile environment can be created through pervasive or persistent misbehavior or a single incident, if sufficiently severe.
3. Harassing behavior may include but is not limited to epithets, derogatory comments or slurs and lewd propositions, 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 harassing behavior. It is possible for harassment to occur at various levels; between fellow students or co-workers, between employees and students, or imposed by non-employees, including visitors, on employees and/or students.
4. Bullying shall mean unwelcome verbal, written or physical conduct directed at a person by another person that has the effect of:
 - a) Physically, emotionally or mentally harming a person;
 - b) Damaging, extorting or taking anyone's personal property;
 - c) Placing a person in reasonable fear of physical, emotional or mental harm;
 - d) Placing a person in reasonable fear of damage to or loss of personal property;
 - e) Creating an intimidating or hostile environment.
5. Electronic bullying included, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs) which has the effect of:
 - a) Physically, emotionally or mentally harming a person;
 - b) Placing a person in a reasonable fear of physical, emotional or mental harm;
 - c) Placing a person in reasonable fear of damage to or loss or personal property; or
 - d) Creating an intimidating or hostile environment.

DRESS CODE

(Board Policy approved 08/18/2011)

At River Mill Academy, our focus is to allow our students to concentrate on academic and character education that is of the highest quality. Students are not allowed to dress in such a manner that draws attention away from the teachers, staff, and other students. River Mill Academy will continue to place the educational emphasis on character building and learning.

All students, staff, and visitors are responsible for knowing our dress code policy and are held accountable. As with the other rules in this student handbook, students are expected to follow the dress code while on the campus of River Mill Academy as well as in other locations where they represent our school.

GENERAL CLOTHING GUIDELINES

- Outer garments must completely cover underwear at all times. Underwear must not be visible at any time.
- All clothing must be neat and clean.
- Sheer, see-through or fishnet material must cover a garment that meets all dress code requirements.
- Leggings may be worn underneath garments that meet all dress code requirements.
- No clothing that exposes bare midriffs and/or cleavage is acceptable.
- No halter shirts may be worn.
- Athletic and PE uniforms must meet dress code if they are to be worn during the instructional day.
- Student clothing should not be a distraction to the learning process. Students wearing questionable attire will be required to change into clothing meeting dress code requirements.

LOGOS AND WORDS ON CLOTHING

- All clothing must be free from sexually suggestive content.
- All clothing must be free from drug, tobacco, or alcohol content.
- Words or images that demean race, religion, gender, national origin, handicapping condition or intellectual ability are unacceptable.
- Content that suggests, implies, or supports violence is unacceptable.
- Content that could offend, frighten, or intimidate others is unacceptable.

SHIRTS AND TOPS

- Upper body garments must be long enough to cover the body at all times.
- Shirts and tops may not fall below the knees.
- Shirt sleeves must be at least 2 adult fingers width wide.
- Students who wear vests or athletic jerseys must also wear at least a tank top underneath.

PANTS, SHORTS, SKIRTS AND DRESSES

- Pants must be properly fitted. Extremely tight or extremely loose-legged pants are not allowed.
- Hems must not drag the ground.
- Shorts, skirts, and dresses must extend below the longest fingertip when the student's arms are extended down. This includes slits, splits, or wrapped items of clothing. Longer skirts and dresses are permissible as long as they do not drag the ground.
- No holes or slits in pants or skirts may rise above mid-thigh.

SHOES

- Appropriate shoes for daily activities must be worn.

- Athletic shoes are required for P.E. classes.
- Bedroom shoes may not be worn.

HATS, HOODS, HEADWEAR

- Hats, hoods, bandannas, scarves, handkerchiefs, sweat bands, etc., shall not be worn on the body, including the head and arms, inside the school building at any time.
- Hats, bandannas, scarves, and handkerchiefs may not be visible or worn on any article or clothing, book bags, purses, or on the body.
- Hats may be worn by students on our campus at athletic events and at school sponsored dances only. All other clothing and behavior must adhere to existing school rules and regulations.

EYE WEAR

- No one may wear sunglasses inside the school building, unless documentation is submitted to front office staff, from a physician or from an ophthalmologist.

JEWELRY

- Necklaces may be no longer than 36 inches in length and ½ inch in width. Pendants must be in compliance with the logos and word requirements. State law prohibits any kind of chains, including wallets with chains.

PIERCINGS/TATTOOS

- Students may wear pierced jewelry in their ears only.
- Earrings studs and/or gauges must not be longer than three inches or wider than three inches.
- No other objects or items are allowed to visibly pierce any other part of the body at any time.
- No form of body art, including drawings and tattoos (permanent or transfer) may be visible at any time.
- Exceptions may be granted, on a case by case basis, for bona fide cultural and/or religious beliefs at the sole discretion of the principal or his/her designee.

PURSES AND BACKPACKS

- These items must be in compliance with logo and word requirements.
- No rolling book bags are allowed on the bus or in the school building.

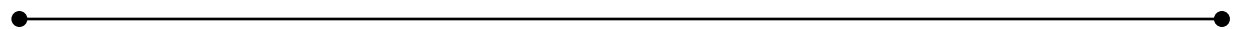
DRESS CODE INFRACTIONS

Students found guilty of dress code policy violations will be held accountable in the following manner:

DISCIPLINARY MEASURES:

- First Offense: The student will be given the opportunity to change into clothes that meet school dress code policy. If the student cannot comply with personal clothing, the student will remain with an administrator until a parent is contacted to provide a change of clothing.
- Second & any additional offense: Any student found in further violation will be referred to administration for insubordinate behavior.

In matters of opinion, the judgment of teachers and administrators will prevail. The principal and administrators have the final authority in all rulings pertaining to the dress code.



ACADEMIC CONDUCT

(Board Policy approved 07/21/2011)

1. **River Mill Academy's Honor Code:** *On my honor, I have neither given nor received help on any assignment without the teacher's approval. To the best of my ability, the information I have provided has been truthful and cited appropriately so as not to steal, cheat or plagiarize.*
2. **Cheating** – The giving or receiving of unauthorized aid or assistance on any form of academic work will not be tolerated.
3. **Plagiarism**
 - a. **Plagiarism**—The representation of another person's words, thoughts, or ideas as one's own.
 - i. Prohibited conduct includes, but is not limited to: use of another person's words, ideas, opinions, or theories; presenting facts, statistics, graphs, and drawings (that are not common knowledge); quoting someone's written or spoken words and presenting them as one's own; and/or paraphrasing someone's written or spoken words (without citing or attributing to that person).
 - ii. **Internet Plagiarism**– Includes, but is not limited to, cutting and pasting material found online.
 - b. *Plagiarism is a serious offense and is treated as theft in colleges and universities. It will be treated no less seriously here at River Mill Academy.*
 - c. **Citing Sources**—Whenever you present an idea, a written work, or words that are attributable in any way to another person, it is mandatory that you cite the source. Seek the advice of your teachers for the proper methods of citing a source. If you are not sure something should be cited, remember this simple phrase, "When in doubt, cite."
 - d. **Disciplinary Actions:**
 - i. 1st offense: Zero for the assignment and letter of apology. Parental contact by teacher.
 - ii. 2nd offense: Automatic 65 for the nine-week average and suspension from school. Parental contact by administration.
 - iii. 3rd offense: Failure for the course (middle and high school); possible expulsion. Parental contact by administration.

COMMUNITY CODE OF CONDUCT

(Board Policy approved 08/18/2011)

River Mill Academy Mission Statement: *To allow serious students the opportunity to become confident, well-rounded individuals, prepared for a successful future while providing a safe and positive environment.*

River Mill Academy is a school that promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment - one free of disruptions and fear. This endeavor requires the help of our students and parents. Our school maintains a strong discipline code and only offers a college preparatory curriculum. Because of these things, we hold ourselves and our members to a higher standard of ethics and behavior.

All student, parent, guardian and volunteer participants involved in River Mill are included in this Code of Conduct whether they are on school property, on school buses or at school-authorized events or activities.

Guiding Principles

- All members of the school community are to be treated with respect and dignity, especially persons in positions of authority
- Members of the school community are expected to use non-violent means to resolve conflict. Physically or verbally aggressive behavior is not an acceptable way to interact with others
- All conferences and communication between members of the school community must be conveyed in a respectful tone using appropriate language

By signing the acknowledgement form included with the orientation materials distributed to students and parent/guardians at the Open House, you agree to follow this Code of Conduct.

EXTRACURRICULAR CLUBS SOCIAL MEDIA POLICY

(Board Policy approved 06/20/2013)

This policy is designed to guide extracurricular coordinators in the use of social media.

Definitions

Social Media is defined as any electronic tool that allows for social, interactive, and connective communication and learning, allowing for but not limited to:

- Video and photo sharing (YouTube, Slideshare, Flickr, Vimeo),
- Social Networking (MySpace, Facebook, Ning, Twitter, LinkedIn, Foursquare)
- Blogging,
- Micro-blogging (Tumblr, Posterous)
- Use of a Wiki,
- Instant messaging,
- Use of Short Message Service (texting), and
- Web conferencing (ConnectNow, DimDim, TinyChat, Skype).

RMA Representative is defined as any officer, leader, or director of any extracurricular group who may not be employed by the school but still represents the school to the community.

Context

River Mill Academy (collectively RMA) recognizes the importance of social media tools both when used as a curricular resource, and as part of a larger communication network, that fosters education and personal growth, as well as institutional development. This policy is meant as an application of the principles of respect and reverence for every person, and the development of the community.

Interacting with people online is no different than interacting with individuals face-to-face in that anyone representing RMA are expected to maintain the respect, dignity, and professionalism that is consistent with our mission, and act with concern for the safety and protection of students, RMA, and themselves.

Policy

With specific regard to social media, as a representative of RMA, you must:

- Understand that you are accountable for your postings and other electronic communications that are RMA-related — particularly online activities conducted with a school email address, or while using school property, networks or resources, or while discussing school-related activities.

- Recognize that:
 - your ability to serve as a positive role model for students and as a representative of RMA is a critical aspect of your involvement;
 - social media activities may be visible to current, past, or prospective students, parents, colleagues, and community members; and
 - you must exercise discretion when using social media (even for personal communication) when those communications can reflect on your role with RMA.

Guidelines

1. Use of social media for marketing/alumni relations purposes.
 - a. RMA Representatives may not engage in official marketing through their personal social media accounts without the express approval of the Principal. For example, the President of a RMA extracurricular group may not, on their own, create an alumni page for RMA on their personal blog.
 - b. Class blogs, Facebook pages, Twitter accounts, wikis, podcasts or other social media tools used by an RMA Representative for extra-curricular purposes must be actively monitored for proper online etiquette and adherence to US copyright laws and should have at least one adult administrator.
2. “Friending” students
 - a. RMA Representatives are urged to use extreme caution in connecting to students, alumni, and parents using social media; there are legitimate reasons and uses for these connections, but personal boundaries all around need to be respected.
 - b. RMA Representatives must be mindful of the power dynamic involved in making Friend requests, and must leave that to students.
3. Non-school-related “friends”
 - Remind other members of your social network of your position as an RMA Representative whose profile may be accessed by students and other members of the school community. Please ask them to monitor their posts to your network accordingly.
4. Posted content
 - Exercise care with personal profile data and posted content, to insure that this information does not reflect poorly on your ability to serve as a role model or otherwise create a conflict of interest.
5. Privacy settings
 - Inherent in social media technology is the capability to limit access to profiles and posted content. RMA Representatives are encouraged to check their privacy settings on a regular basis to ensure that they are revealing only what they wish to, only to those they wish to reveal it.
6. Protecting confidential information
 - No social media posts may communicate any confidential information.
7. Use of logos, trademarks, and intellectual property
 - RMA representatives are not permitted to use the school’s logo, trademarks, official photographs, or any other intellectual property or proprietary materials in any postings to social media without the consent of the Principal.

GRIEVANCES

(Board Policy approved 02/16/2012 Rev. 2)

Purpose

The River Mill Board of Directors' Grievance Committee upholds the following process by which students, parents, teachers, and/or Board members can request **review of adherence to and due process of River Mill Academy (RMA) policy and procedures**. The Grievance Committee shall consist of five members of the RMA Board of Directors.

Who Can File a Grievance?

- Current RMA students
- Students recently expelled from RMA
- Parents/guardians of current students
- Current RMA Board members

What Can be Grieved?

- Consequences for behavioral infractions resulting in greater than ten (10) day suspension or expulsion
- Issues contesting policies and procedures and terms of consequences resulting from a student infraction
- Issues between student/parent and classroom teacher ONLY AFTER a meeting with the parent, teacher, and administration regarding the issue has occurred
- Events where discrimination of gender, race, disability or sexual orientation are in question. Issues of gender are covered under Title IX of federal law. Issues of disability are covered under Section 504 of federal law.

Procedure

1. The individual who desires to file a complaint or grievance (complainant) shall first meet one-on-one with the individual(s) directly involved in the incident (such as teacher or administrator). **If the incident directly involves the principal, the Chair of the Board of Directors (or his/her designee from the Board) shall act in accordance with what is described below for the principal in the following procedural steps.**
2. If the issue is not resolved after this initial meeting of the parties directly involved, the complainant shall file a request to meet with the principal within five working days of the occurrence.
3. At the meeting of the complainant and the principal, the principal shall complete a report of the incident which shall include the following information:
 - a. Names of individuals involved in the incident
 - b. Name(s) of complainant(s)
 - c. Contact information of the complainant
 - d. Date of the conference with the parties directly involved
 - e. Date of conference with the principal
 - f. Date of the incident
 - g. Description of the incident
 - h. Description of the grievance
 - i. Brief description of the disposition of the grievance.
4. At the conclusion of the meeting with the complainant, the principal shall inform the complainant of his/her decision.

5. If the complainant is not satisfied with the resolution of the issue after the meeting with the principal, the complainant shall submit in writing to the Chair of the Grievance Committee within five (5) working days of the meeting with the principal, a letter requesting to file a grievance. The letter shall include the following information:
 - a. Names of individuals involved in the incident
 - b. Name(s) of complainant
 - c. Date of the incident
 - d. Description of the incident
 - e. Contact information of the complainant
 - f. Date of the first conference with the parties directly involved
 - g. Date of the conference with the principal
 - h. Statement of reason for grievance
6. Upon receiving the letter requesting a grievance hearing, the Chair of the Grievance Committee shall contact the complainant as soon as possible and request a waiver to be completed and signed for release of the principal's report/records of the incident to be reviewed by the Grievance Committee at or before the hearing.
7. Upon receiving the letter requesting to file a grievance, the Grievance Committee shall schedule a hearing with the complainant to take place within five (5) working days of the request for a hearing.
8. The Grievance Committee hearing shall have the following individuals present:
 - a. The complainant
 - b. The Principal
 - c. The Grievance Committee members
9. The following procedure shall be followed at the Grievance Hearing:
 - a. Complainant shall first present his/her grievance.
 - b. The principal shall respond to the complainant's grievance as stated.
 - c. Both the complainant and the principal shall be asked further questions for clarification by the Grievance Committee.
 - d. The complainant and the principal shall be dismissed.
 - e. The Grievance Committee shall discuss and deliberate the information presented to determine if due process was followed and if the actions determined by administration were consistent with the established RMA policies and procedures.
 - f. The Grievance Committee shall document the final determination and write a recommendation based on their findings to be submitted in writing to the complainant and the principal.
10. The recommendation of the Grievance Committee shall be presented to the complainant and the principal within five (5) working days of the hearing.
11. In the event that the Grievance Committee's recommendation is disputed by either party (the complainant OR the principal), the RMA Board of Directors shall meet in closed session at their next scheduled meeting to review the recommendations and ask questions of the Grievance Committee.
12. If consensus can be reached in closed session, the Board of Directors shall reconvene and vote for approval of the Board's recommendation for action. If consensus can NOT be reached among the Board, an emergency Board meeting shall be scheduled within seven (7) calendar days to re-hear the grievance with the complainant and principal present with all the available and present Board members acting as the Grievance Committee.
13. The final decision made by the Board shall be considered final thus concluding the grievance process.