



Charter School

STUDENT HANDBOOK



RLOA STUDENT HANDBOOK

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Code of Conduct

Students at Royal Live Oaks Academy of the Arts & Sciences Charter School (RLOA) are expected to develop in the following areas: (1) leadership, (2) scholarship, (3) character, (4) creativity, (5) problem solving/service, (6) identity/sense of self, (7) teamwork, and (8) excellence. To that end, they will participate in the creation and maintenance of classroom rules of conduct that promote personal mastery and responsible citizenship. As RLOA students, they represent the vision of the school to create and sustain a cohesive community, not just on the school campus, but beyond its walls to include the larger community.

This Student Handbook has been designed to assist students in understanding expectations for their conduct. RLOA subscribes to the State Department of Education supported Rational Approaches to Practical School Discipline (RAPS) program. RAPS discipline guides a building staff through a process which allows staff to develop and make a commitment to a school-wide, race-and-gender-fair discipline management program. The process involves the entire building staff, led by eight to ten members of the school's selected Behavior Alert Team (BAT). The BAT is representative of the staff in terms of gender, race, age, teaching experience, discipline philosophies, and job responsibilities.

RLOA students will participate in determining "logical consequences" for infractions based on the level of misbehavior, using the principles of discipline outlined in *Rules in School: Teaching Discipline in the Responsive Classroom* (Kathryn Brady, Mary Beth Forton, and Deborah Porter). The goal is that children will *develop self-control, begin to understand what socially responsible behavior is, and come to value such behavior. This approach to discipline does not rely on punishment or rewards to 'get students to behave.'* Neither does it ignore behavior that is detrimental to the child or to the group. Rather, this approach offers clear expectations for behavior and actively teaches children how to live up to those expectations. Parents may find it helpful to purchase *Rules in School* to provide them with a more detailed understanding of the RLOA discipline philosophy.

This Handbook does not seek to be punitive but rather to deal with egregious behavior beyond that which can be handled within a *Responsive Classroom*.

Procedures for the Discipline of Students with Disabilities

Students with disabilities, who qualify under the Individuals with Disabilities Education Act – Reauthorized for Special Education (IDEA-97) or Section 504 of the Rehabilitation Act, follow the RLOA policy for student behavior, **UNLESS** a student's Individualized Education Program (IEP) or Individualized Accommodation Plan (IAP) indicates that the regular school discipline code is not appropriate. In such cases, the IEP/IAP must specify the special considerations or adaptations to the student discipline code and, as appropriate, behavioral strategies to address the student's behavioral concerns that impede his/her learning or the learning of others. School Administrators responsible for discipline must work closely with the Placement/504 chairpersons (Special Services) to ensure that all steps are followed in the discipline process.

Notices Required

In cases of out-of-school suspension or suspension with recommendation for expulsion, the following notices must be sent immediately to parents/students by the school with copies to Special Services:

- For the IEP or IAP student, the administrator sends the parent the appropriate regular district notice of suspension or a special letter of suspension and recommendation of expulsion for students with disabilities.
- For the IEP student, the Placement Chairperson sends the parent (and secondary student at age 14) the IEP Letter of Invitation, the IEP-Invitation Response, the Parent Rights under IDEA, and discipline information under IDEA. The seven (7) day waiver may be used.
- For IAP student, the 504 Chairperson sends the parent the Individual Accommodation Plan Review and the Section 504 Procedural Safeguards/Parent Rights.

(Note: At age 18 procedural rights transfer to the student. The student may indicate whether the parent continues involvement in decisions under IDEA/Section 504.)

ADDRESSING BEHAVIORAL CONCERNS PROACTIVELY

Special Education and Section 504 Students

For the special education and Section 504 students whose behavior impedes his/her learning or the learning of others and who are exhibiting chronic or serious behavioral problems, the following steps **MUST** occur:

1. **After the first out-of-school suspension (regardless of number of days) or the accumulation of behavioral incidents which may lead to expulsion:**
 - The Director notifies Placement/504 Chairperson concerning the student's behavioral incidents.
 - The Placement/504 Chairperson notifies the special education teacher and school counselor for consultation and review of behavioral intervention needs. An IEP/IAP meeting may be held, if determined appropriate, at that time to address behavioral strategies and interventions in the IEP/IAP.
 - School counselor provides and documents counseling/consultation.
 - Guidance staff provides and documents counseling and consultation.
2. **At five (5) days of suspension, but no later than ten (10) days of suspension, or at the accumulation of behavioral infractions that could lead to expulsion:**
 - School administrator notifies the Placement/504 Chairperson.
 - Placement/504 Chairperson schedules an IEP/IAP meeting to review/revise the student's IEP/IAP, discuss/assess the student's behavior problems, and develop/review/revise a functional behavior assessment and behavioral intervention plan.
 - The school counselor and Special Education Teacher collect and draft information for a functional behavioral assessment, behavioral intervention plan and strategies,



including information from assessments, observations, special and/or regular education teachers, administrators, and parents.

- IEP/IAP team addresses the appropriate educational placement, services, and accommodations in the IEP/IAP, functional behavioral assessment, behavioral intervention plan, and the implementation of behavioral strategies, the manifestations of the student's discipline infractions to the student's disability, and changes to behavior plan and IEP/IAP.
- All required IEP/IAP meeting documentation is forwarded to Special Services **immediately** following the meeting.

The following rules regarding student conduct are in effect during the following times and in the following places:

- on the school grounds during, and immediately before or immediately after, school hours
- on the school grounds at any other time when the school is being used by a school group
- off the school grounds at a school activity, function, or event
- en route to and from school or a school activity on a school bus or other school vehicle
- at any time or in any place that impacts the school's ability to maintain order and discipline

Student Conduct Away from School Grounds or School Activities

The RLOA Board of Directors expects administrators to take appropriate action when information becomes available about student misconduct away from school grounds or school activities that may have a direct and detrimental effect on or seriously threaten the discipline, educational environment, safety or general welfare of students, faculty, staff and/or administrators of the RLOA. When assessing the impact of out-of-school behavior on the school, the Director or her designee should take into consideration the seriousness of the alleged out-of-school offense and the protection of students, faculty, staff, and administrators from the effects of violence, drugs and/or disruptions.

The Director is directed to evaluate each situation on a case-by-case basis. At a minimum, the Director or her designees should meet with the student upon his/her arrival at school, give the student notice of the concerns based on the reported out-of-school behavior and allow the student an opportunity to present his/her side of the story. Based upon all of the circumstances, including a finding that the alleged conduct will have a direct and immediate effect on the school or threatens the discipline, educational environment, safety or general welfare of students, faculty, staff and/or administrators of the school, the administration may either permit the student to attend classes as usual or may take appropriate disciplinary action including, but not limited to, in-school suspension or out-of-school suspension in order to conduct an investigation into the matter. The parents/legal guardians of students will be notified of any action taken by the administration and offered the opportunity for a conference with the administration.



In the event the student is incarcerated based on his/her out-of-school conduct, the Director or her designee will notify the student that he/she is to meet with the administration prior to returning to school.

At the conclusion of the inquiries to obtain more information on the matter, the Director or her designee should take appropriate action which may include, but is not limited to, one or more of the following:

- returning the student to his/her normal class schedule and removing all evidence of suspension
- placing the student on probation and allowing the student to resume his/her normal class schedule
- placing the student on probation, allowing the student to continue class work, but restricting the student's participation in extracurricular activities and/or designated school activities, for example, clubs, study halls, pep rallies, student government activities and so forth
- suspending the student
- recommending a return to the resident district
- recommending expulsion of the student for the remainder of the year

The disciplinary action taken must be supported by the evidence and take into full consideration the impact of the student's presence at school on the discipline, educational environment, and safety or general welfare of other students, faculty, staff, and/or administrators of the school.

Student Dress Code Policy

Students at RLOA are expected to wear the required uniform every day, unless otherwise indicated. The dress code policy is subject to change at any time.

The uniform will consist of the following:

The uniform must be purchased by the parent at Uniform Source in Bluffton or through the Uniform Closet at RLOA except for khaki pants or shorts if Uniform Source does not have the correct size.

- A kelly green or royal purple polo shirt with RLOA logo is required.
- No jackets will be worn inside of the school building.
- Shirts **MUST** be tucked in at all times!
- Beige (khaki) pants, shorts, capris, skorts, or jumpers, and P.E. shorts or sweatpants in green or purple are required for all students.
- Elastic waist pants are permitted for grades K-2 only; belted pants are required for grades 3-8 (black or brown dress belt with no buckles; belts required for all pants with belt loops; no chains, pocket watches, or any other accessory attached to the belt; no scarves, fabric, or other non-belt material substituted for a belt).
- The pants, shorts, capris, skorts, jumpers, and P.E. shorts must be purchased by the parent at Uniform Source in Bluffton or through the Uniform Closet at RLOA except if the pants or shorts are not available in the correct size.



- Baggy or sagging pants are not allowed; sweatpants and P.E. shorts are worn only for athletic activities.
- Extremely tight or revealing clothing is not allowed.
- Jackets and pullovers must be the official RLOA jackets with RLOA logo.

Students may only wear royal purple or Kelly green undershirts underneath their uniforms (short-sleeve or long-sleeve). Undershirts should fit properly.

- Shoes and Socks
 - Shoes must be flat, preferably sneakers (no higher than ankle); black or brown boots (short, medium, or tall)
 - The following are not allowed: “flip-flops,” sandals, or open-toed shoes, Uggs, Crocs, flashies or lights, wheelies or skates.
 - Sock colors are solid white, beige, purple, or hunter green only; no stripes. Tights are solid purple, hunter green, or beige only; no stripes. Pantyhose are nude, beige, or light shade of brown only.
 - Socks, tights, or pantyhose must always be worn with shoes.
- No suspenders should be worn over any uniform shirt.
- Students and parents should make every effort to ensure that the uniform shirts and pants are cleaned regularly. Torn or worn clothing should be replaced.
- Any jewelry worn around the neck should be worn inside of the uniform shirt.
- All girl earrings should not be larger than a dime (in length or circumference). Earrings should be free of rhinestones, glitter, or any other embellishment.
- Any earrings worn by a male scholar should not exceed the size of quarter inch.
- Hair should be free of glitter, feathers, or any ornament and be a natural color.
- **Nails should be free of any artificial enhancement (acrylic, silk wraps, press-ons, gels, rhinestones, etc). In addition, nails should be free of extravagant designs.**

Students may not wear the following:

- Tight clothing
- Headwear such as bandanas, hats, scarves and caps. Exceptions: Hats or caps may be worn outside the buildings during cool or cold weather.
- Any gang-related attire
- Makeup with excessive coloring
- Large gold chains or other excessive jewelry
- Body tattoos or body piercings
- Attire with any reference to death (i.e. skulls, poison logos, etc.), alcohol, tobacco, or controlled substances

The school reserves the right to add to this list as concerns or problems arise.



Uniform Violation Consequences:

- Students who come to school not abiding by any of the above policies will receive a warning on their first violation and a visit to their parents' place of employment for additional violations.
- Blatant uniform violations (no uniform shirt or no khaki bottoms) or consistent violations (no belt for several days) will result in the parent being contacted immediately to bring the appropriate item and/or the student experiencing logical consequences decided by student-teacher teams at the beginning of the school year.

The rationale behind the school's uniform policy is as follows:

The mission of RLOA is to develop well-disciplined scholars who will be prepared for college and the work place when they leave our school. In light of this, all students will be taught how a RLOA leader acts, how a RLOA leader presents himself or herself in appearance, and the skills necessary to be a RLOA leader. The school believes that students appear more scholarly when they are wearing an attractive uniform, and it believes that students will act more scholarly because they will feel good about their appearance.

Another value of the school is that of "teamwork." Just as members of a sports team are required to wear a uniform in order to promote unity, so too are scholars of the RLOA team. Students in middle school often spend too much time and energy concerned with others who wear name-brand clothes. If our focus is on developing leaders, the students at RLOA will need to spend all of their time and energy focusing on their education, not on comparing clothing.

Personal Belongings

Students are not allowed to have the following items at school:

- Purses
- Gum
- Candy
- Soda or strong "power" drinks
- Any illegal substance
- Weapons and toy weapons
- Matches or lighters
- Fireworks
- Stuffed animals or dolls
- Electronic devices: Cellular phones, PSPs or any other portable electronic game system, MP3 players, headphones, headsets (Bluetooth, etc.), portable radios or televisions, discman, iPod, no electronic item that accesses the internet, etc. other than school-approved devices
- Beepers card games

The above list is not exhaustive and is subject to change. Students who choose to violate these rules will have their personal belongings confiscated. Items can only be retrieved by a parent or



guardian. If an item is confiscated for a second time, it will be held until the end of the school year.

Telephone Use

Students may not use any school phone without permission from a teacher. Students will only be allowed to use the phone in case of an emergency. A teacher must dial the number for students. Students who use a phone without permission from a teacher will be subject to disciplinary procedures. Students are also not allowed to receive phone calls. Parents/guardians are asked to communicate messages and make transportation arrangements with the child before sending the child to school in the morning. If necessary, the Office Manager will deliver messages to students in class.

Human Rights Policy

RLOA brings together a diverse group of individuals. It is guided by the principle that respect and consideration for all individuals is foremost in all school activities. It is unlawful to discriminate against any individual based on race, color, religion, sex, nationality, sexual orientation, age, or handicap status.

RLOA is not only obligated to uphold the law concerning equal opportunity but regards the spirit of these laws to be the very core of its values. RLOA wishes to stress that it is the responsibility of every member of the school community to observe and uphold the principles of equal opportunity as they affect staff, faculty, and students in all aspects of school life. It is the responsibility of every member of the RLOA community to actively promote appropriate workplace behavior. Coercion or harassment will not be tolerated and will result in appropriate discipline, up to and including, discharge.

Harassment and Bullying

As provided in the South Carolina Safe School Climate Act, RLOA prohibits acts of harassment, intimidation, or bullying of a student by another student or students, staff, or third parties that interfere with or disrupt a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment whether in a classroom, on school premises, on a school-related vehicle, at a school-sponsored activity or event, whether or not it is held on school premises, or at another program or function where the school is responsible for the student.

RLOA expects students to conduct themselves in an orderly, courteous, dignified, and respectful manner. Students and employees have a responsibility to know and respect the policies, rules and regulations of the school.

Definitions

"Harassment, intimidation, or bullying" is defined as a gesture, an electronic communication, or a written, verbal, physical, or sexual act that a reasonable person should know will have the effect of:

- a) harming a student, physically or emotionally, or damaging a student's property, or placing a student in reasonable fear of personal harm or damage to his property; or



- b) insulting or demeaning a student or a group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

Reporting

Any student who believes he/she has been subject to harassment, intimidation, or bullying should file a complaint with the Director or her designee. Such a complaint may also be filed by a student's parent. If an employee receives a complaint of harassment, intimidation, or bullying or observes any behavior which could amount to harassment, intimidation, or bullying, the employee must transmit the complaint to the school's Director or other designated contact person as soon as practicable.

Consequences for Engaging in Harassment, Intimidation, or Bullying

If the investigation determines that harassment, intimidation, or bullying has occurred, the administration shall take reasonable, timely, age-appropriate, and effective corrective action. Examples of corrective action include, but are not limited to, disciplinary action against the aggressor, up to and including termination of an employee or expulsion of a student; special training or other interventions; apologies; dissemination of statements that the school does not tolerate harassment, intimidation, or bullying; independent reassessment of student work; and/or tutoring.

Individuals, including students, employees, parents, and volunteers, may also be referred to law enforcement officials. RLOA will take all other appropriate steps to correct or rectify the situation.

As outlined at the beginning of this Student Handbook, RLOA students will participate in determining “logical consequences” for infractions based on the level of misbehavior, using the principles of discipline outlined in *Rules in School: Teaching Discipline in the Responsive Classroom* (Brady, Forton, and Porter) and *Solving Thorny Behavior Problems* (Crowe). The goal is that children will *develop self-control, begin to understand what socially responsible behavior is, and come to value such behavior. This approach to discipline does not rely on punishment or rewards to ‘get students to behave.’ Neither does it ignore behavior that is detrimental to the child or to the group. Rather, this approach offers clear expectations for behavior and actively teaches children how to live up to those expectations.* All students are expected to conduct themselves as persons of integrity, pursuant with our focus area of Character.

Ten classroom practices that are key to a *Responsive Classroom* are the following:

- *Morning Meeting*—gathering as a class each morning to greet each other and warm up for the day ahead
- *Rule Creation*—helping students create classroom rules that allow all class members to meet learning goals



- *Interactive Modeling*—teaching children expected behaviors through a unique modeling technique
- *Logical Consequences*—responding to misbehavior in a way that allows children to fix and learn from their mistakes while preserving their dignity
- *Guided Discovery*—introducing classroom materials using a format that encourages independence, creativity, and responsibility
- *Academic Choice*—increasing student motivation and learning by allowing students teacher-structured choices in their work
- *Classroom Organization*—setting up the physical room in ways that encourage students’ independence, cooperation, and productivity
- *Working with Families*—involving them as partners and helping them understand the school’s teaching approaches
- *Collaborative Problem-Solving*—using conferencing, role-playing, and other strategies to help students resolve problems

In addition to rules, students will observe specified procedures in every classroom in the school. For instance, RLOA will implement a school-wide classroom management system for student work. Students will abide by a “binder management system” that will help them maintain organization.

Levels of Infractions

Level 1

- Disturbing other teammates from learning (such as talking without permission)
- Consistently exhibiting negative attitudes
- Consistently playing around between buildings or bathroom
- Throwing/leaving trash on floor or ground
- Talking to a student in “time-out” or talking while in “time-out”
- Being grossly disorganized
- Not being a team player
- Being consistently uncooperative
- Gossiping/talking about other team members

Level 1 infractions will be handled within the classroom code of conduct that teachers and students develop at the beginning of school.

Level 2

- Dress code violation
- Lying
- Cheating
- Copying



- Swearing
- Gross disrespect
- Stealing
- Electronic Devices
- Repeat Dress Code Offenses

Level 2 infractions will fall within Administrative Intervention, which includes the involvement of the Guidance Counselor and the Assistant Director of the Academy. If Administrative Intervention is not effective and the Director of the Academy becomes involved, she will involve the parent(s) or guardian(s) directly by taking the child to the parent or guardian's place of employment to resolve the issue.

Level 3

- See the list below.

Ensuring Consistency in Implementation

Although the above procedures represent the consistent and planned approach for dealing with behavior problems, the school reserves the right to modify this system at any point in the school year. The school recognizes that management systems need to be flexible to meet the needs of teachers, parents, and students. In the event that any major aspect of the system is changed, parents will be notified in writing about the revisions.

Discipline Policy

Students at RLOA are expected to abide by the RLOA Commitment to Excellence at all times. For students who choose not to follow the expectations within this agreement, there will be consistent consequences in place. Consequences associated with this system include:

- Lunch/Break Detention
- After-School Detention
- Verbal correction
- Phone call home to parents
- Visit with parent or guardian at place of work (Director and student)
- Teacher-student-parent conference
- Behavior Contract
- Removal from extracurricular activities
- Additional assignments to be completed at school
- Detention during Saturday School
- Detention on non-Saturday School Saturdays
- Time-Out
- Short-term suspension (removal from school for a period of ten or fewer days)

RLOA has adopted the following policies regarding specific prohibited behaviors:



1. Tobacco Use

Students are not permitted to use or possess any tobacco products while in school buildings, on school grounds, or at any time that a student is under the direct administrative jurisdiction of the school or school officials. Disciplinary actions will be handled in accordance with the Student Code of Conduct.

2. Computer Acceptable Use Rule

Each school year every person who uses a computer at RLOA must adhere to the school's policy, outlined here. Technological resources, including computers, other electronic devices, programs, networks, and the Internet, provide opportunities to enhance instruction, appeal to different learning styles, and meet the educational goals of the board. Through the school system's technological resources, users can observe events as they occur around the world, interact with others on a variety of subjects, and acquire access to current and in-depth information. All electronic data files stored or transmitted on RLOA computer resources are considered RLOA records.

Use of technological resources will be integrated into the educational program. Technological resources will be used in teaching the Core Curriculum and in meeting the educational goals of the school.

Additional details include, but are not limited to, the following:

1. School system technological resources are provided for school-related purposes only. Acceptable uses of such technological resources are limited to activities that support learning and teaching. Use of school system technological resources for commercial gain or profit is prohibited.
2. Under no circumstance may software purchased by the school system be copied for personal use.
3. Students must comply with all applicable board policies, administration regulations, and school standards and rules in using technological resources. All applicable laws, including those relating to copyrights and trademarks, confidential information, and public records, apply to technological resource use. Any use that violates state or federal law is strictly prohibited.
4. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally accessing, downloading, storing, printing, or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages or other material that is obscene, defamatory, profane, pornographic, harassing, or considered to be harmful to minors.
5. Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).
6. Users must respect the privacy of others. When using e-mail, chat rooms, blogs, or other forms of electronic communication, school employees must not disclose on the Internet or on school system websites or web pages any personally identifiable information concerning students (including names, addresses, pictures) without the written permission



of a parent or guardian or an eligible student, except as otherwise permitted by the Family Educational Rights and Privacy Act (FERPA). Users also may not forward or post personal communications without the author's prior consent.

7. Users may not intentionally or negligently damage computers, computer systems, electronic devices, software, or computer networks. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance. Users must scan any downloaded files for viruses.
8. Users may not create or introduce games, network communications programs, or any foreign program or software onto any school system computer, electronic device, or network without the express permission of the Director of I.T. or Designee.
9. Users are prohibited from engaging in unauthorized or unlawful activities, such as "hacking" or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems, or accounts.
10. Users are prohibited from using another individual's computer account. Users may not read, alter, change, execute, or delete files belonging to another user without the owner's express prior permission.
11. If a user identifies a security problem on a technological resource, he or she must immediately notify a system administrator. Users must not demonstrate the problem to other users. Any user identified as a security risk will be denied access.
12. Teachers will supervise a student's use of the Internet during instructional time.
13. Any user who intentionally wastes limited resources (including distribution of mass electronic mail messages on non-work-related subjects, participation in chain letters, creation of and participation in unauthorized news groups, and storage of electronic data files without proper authorization) is prohibited from such activities.
14. Before a student may use the Internet for any purpose, the student's parent must be made aware of the possibility that the student could obtain access to inappropriate material. The parent and student must sign a consent form acknowledging that the student user is responsible for appropriate use of the Internet and consenting to monitoring by school system personnel of the student's e-mail communication and use of the Internet.
15. School system personnel shall take reasonable precautions to prevent students from having access to inappropriate materials, such as violence, nudity, obscenity, or graphic language that does not serve a legitimate pedagogical purpose; however, parents of students are responsible for the students' appropriate use of technological resources.
16. No right of privacy exists in the use of technological resources. School system administrators or individuals designated by the Director may review files, monitor all communication, and intercept e-mail messages to maintain system integrity and to ensure compliance with board policy and applicable laws and regulations. School personnel shall monitor on-line activities of individuals who access the Internet via a school-owned computer.
17. The Director may use any means available to request the removal of personal websites that substantially disrupt the school environment or that utilize school system or individual school names, logos, or trademarks without permission.



18. Although school personnel generally do not monitor students' Internet activity conducted on non-school system computers during non-school hours, when the student's on-line behavior has a direct and immediate effect on school safety or maintaining order and discipline in the schools, the student may be disciplined in accordance with board policy.
19. If an employee creates and/or posts inappropriate content on a website or profile and it has a negative impact on the employee's ability to perform his or her job as it relates to working with students, the employee will be subject to discipline up to and including dismissal. This section applies to all employees, volunteers, and student teachers working in the school system.

3. Electronic Communication Devices

Electronic communication devices (including paging devices, cellular phones, walkie-talkies, etc.) are prohibited at RLOA. On the first violation, the device will be confiscated and will only be returned to the child's parent. The school also reserves the right to confiscate the device for an extended period of time if it is brought back on campus.

4. Weapons and/or Explosive Devices

Weapons and any other tool or instrument capable of inflicting bodily injury as a weapon are absolutely prohibited at RLOA, and any student found to be in possession of such property shall face expulsion or require transfer to the resident district. Such items include, but are not limited to: any loaded or unloaded firearm, any object or gun from which projectile objects may be released (such as a BB gun, etc.), any knife (including pocket knives), any razor, any defensive device (gas repellant, mace, chemical sprays, etc.), any martial arts device, or any tool or instrument which school staff could reasonably conclude as being used to harm someone else (such as a blackjack, chain, club, metal/brass knuckles, night stick, pipe, rings, ice pick, etc.). If any of the above items are found on a student, law enforcement will be contacted immediately.

A student shall also not supply, possess, handle, use, threaten to use, or transmit any explosive device or item that ejects or releases a spray, foam, gas, spark, fire, smoke, odor, etc., including but not limited to: fireworks of any type or size, smoke bomb, paint bomb, stink bomb, any homemade bomb, or any form of gasoline, kerosene, explosive or corrosive chemicals, etc. Students found to be in violation of this policy are also subject to immediate mandatory transfer as well as legal action.

5. Threats or Violence against Staff: Students shall not threaten, harass, or cause inappropriate bodily contact with and/or cause damage to the property of any school employee. Students found to be in violation of this policy shall be subject to short-term suspension, long-term suspension, expulsion or mandatory transfer as well as a referral to the local law enforcement agency.

6. Drugs/Substances: Students found to be in possession of or under the influence of any "drug," including alcohol, alcoholic beverages, look-alike drugs, inhalants, pills, tablets, or illegal drugs or substances shall be subject to expulsion or immediate mandatory transfer. Parents of students who are required to take medication while at school must contact the main



office before sending medication to school. The appropriate law enforcement agency will also be contacted when unlawful substances are found to be in the possession of a student.

7. Destruction or Theft of Property: Destruction of, theft of, and/or threats to destroy or damage or deface school, private, or public property can result in immediate disciplinary action as deemed appropriate by school staff.

8. Violence: Violence at RLOA will not be tolerated. Verbal threatening, fighting or intimidating students with or without actual physical contact, an attempt to hurt another, or actions which cause reasonable fear of immediate bodily harm is defined as an “assault” and may result in penalties ranging from short-term suspension to mandatory transfer. Fighting or making physical contact of an insulting, offensive, or provoking nature with another student is defined as “simple battery” and will result in penalties ranging from short-term suspension to expulsion. Students guilty of “aggravated battery” (maliciously causing bodily harm to another) or “aggravated assault” (an assault made with a deadly weapon or with an object or device that is likely to result in serious bodily harm) are subject to immediate expulsion. Students who participate in a fight by running to an altercation or by encouraging others to participate are also subject to punishment ranging from “AP” to short-term suspension. In addition to school sanctioned disciplinary actions, students may also be referred to the appropriate law enforcement agency.

9. Rude or Disrespectful Behavior: Students at RLOA are expected to operate with the utmost integrity at all times, and therefore discourteous or inappropriate language and/or behavior or gestures toward a staff member or student will result in immediate consequences including short-term suspension.

10. Skipping Class: Any student caught skipping class is subject to immediate consequences including short-term suspension.

11. Classroom Disturbance: The value of “Scholarship” is of the utmost importance at RLOA, and therefore classroom disturbances will not be tolerated. Any behavior that disrupts the instructional process, distracts students and/or teachers from classroom activities and studies, and/or creates a dangerous or fearful situation for students and/or staff will result in immediate consequences including short-term suspension.

12. School Disturbance: Any act that may cause disruption of the school environment and/or threaten the safety or well-being of other students is strictly prohibited at RLOA. Such activities may include, but are not limited to, terroristic threats, gang-related activities, walk-outs, sit-downs, rioting, picketing, trespassing, inciting disturbances, threats to the school, pranks, etc. Penalties for such disturbances may range from short-term suspension to expulsion.

13. Profanity or Obscenity: Students at RLOA are expected to uphold the value of integrity at all times, and any use of profanity or obscenity will be considered a violation of this value. Such use includes, but is not limited to, profane, vulgar, obscene words or gestures; possession



of profane, vulgar, or obscene material; accessing obscene material via the Internet; profane, vulgar, obscene or insulting racial, ethnic, or religious comments or actions. Penalties for such language may range from short-term suspension to expulsion, depending upon the severity of the violation.

14. Failure to Accept Disciplinary Action: Students are expected to follow the disciplinary actions set forth by any staff member at the school, and any students who fails to do so is subject to immediate and harsh consequences. Refusing or failure to accept the consequences, serve detention, serve a suspension, or carry out any other disciplinary action imposed by a teacher or school administrator is grounds for immediate suspension.

15. Conduct Outside of School Hours: It is imperative that students recognize that as a RLOA leader, they are always representing the school. Therefore, any conduct outside of school hours or away from school that may adversely affect the educational process or endanger the health, safety, morals, reputation, or well-being of other students or staff members may result in punishment by the school.

16. Gambling: Gambling in all forms is strictly prohibited at RLOA. Acts such as betting money or items on card games, dice games, the outcome of games or activities, and/or possession of gambling materials or paraphernalia may result in a variety of consequences including short-term suspension.

17. Providing False Information: Students engaging in any act that entails providing false information to the school will be subject to immediate consequences. Such offenses include such acts as falsifying school records, forging signatures, making or providing false statements, bribery, using an unauthorized User ID or password, etc. Penalties for such infractions may include short-term suspension.

18. Cheating: Cheating will absolutely not be tolerated at RLOA. Students found to be cheating will participate in a parent conference. Cheating includes copying someone else's work, having someone else complete an assignment, copying the answers from an answer key, going against the directions in seeking outside assistance, etc. Penalties may include suspension.

19. Plagiarism: Students who copy an idea or the actual text from another source and claim that it is their own will be guilty of plagiarism. Plagiarizing is considered against the law and will be punished at RLOA. Penalties may include suspension.

20. Sexual Misconduct: Sexual misconduct between or among students on school property or at any school activity or event, including, but not limited to, sexual contact, sexual assault, unwelcome sexual advances or comments, request for sexual favors, indecent exposure, insulting comments about sexual orientation, stalking, etc. will be subject to swift and harsh consequences ranging from suspension to expulsion. Such matters will also be referred to law enforcement when appropriate.



21. Trespassing on School Property: Students at RLOA are not allowed to enter the premises of the school after hours or on the weekend without authorization or permission from a staff member. Students found to be trespassing may be suspended. When a student refuses to leave the school property and/or returns to the school after being instructed to leave the property, the student will be in violation of this policy and the matter will be referred to law enforcement. Students who have been suspended or expelled are strictly prohibited from entering the premises of the school at any time during the length of their suspension or expulsion.

22. Gang Activity or Association

Gangs and activities of gangs are prohibited on or near school property and at school-sponsored events. A "gang" consists of two or more persons acting together for and with the purpose of committing an act of violence against another person.

The following conduct is prohibited at all times on school property and at school-sponsored events, regardless of where the events are held:

- Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, manner of grooming, or other item that evidences or reflects membership in or affiliation with any gang
- Engaging in any act, either verbal or nonverbal, including, but not limited to, gestures or handshakes, that indicates membership in or affiliation with any gang
- Engaging in any act in furtherance of the interests of any gang activity, including, but not limited to, soliciting membership or affiliation with a gang; soliciting any person to pay for "protection"; or soliciting any person to engage in physical violence against any other person
- Painting, writing, engraving, or otherwise inscribing any gang-related graffiti, messages, symbols, or signs on school property

In determining as part of the implementation of this regulation whether certain acts or conduct are gang related, school officials will consult with local law enforcement. If school administration determines that a student has violated the prohibitions set forth in this policy, the student will be subject to exclusion from participation in extracurricular activities, detention, suspension, and/or expulsion, dependent upon the specific circumstances of the offense. Students also may be referred to law enforcement. RLOA also reserves the right to permanently prohibit any student from wearing or displaying any article of clothing or accessory which the school has determined to be a gang indicator.

RLOA exists to serve students and believes that all students deserve respect. The purpose of all disciplinary procedures at RLOA is to achieve our stated mission. Our desire is that all punitive acts be performed with a full measure of respect and compassion for the student, with intentions of correcting the errant behavior.

Suspension Policy

Short-Term Suspension Procedures



The Director or her designee may impose a short-term suspension at his or her discretion. Before imposing a short-term suspension, the Director shall verbally inform the student of the suspension, the reason for it, and whether it will be served in school or out of school. The student shall be given an opportunity to deny or explain the charges. The Director shall also immediately notify the parent(s) or guardian(s) in writing that the student has been suspended from school. Written notice shall be provided by personal delivery, express mail delivery, or equivalent means reasonably calculated to assure receipt of such notice within twenty-four (24) hours of the suspension at the last known address. Whenever possible, notification shall also be provided by telephone if the school has been provided with a contact telephone number for the parent(s) or guardian(s). Such notice shall provide a description of the incident, or incidents, which resulted in the suspension and shall offer the opportunity for an immediate informal conference with the Director.

Long-Term Suspension Procedures

The Director may impose a long-term suspension of no more than ten (10) days. Such a suspension may be imposed only after the student has been found guilty at a formal suspension hearing. Upon determining that a student's action warrants a possible long-term suspension, the Director will verbally inform the student that he or she is being suspended and is being considered for a long-term suspension and state the reasons for such actions. The Director shall immediately notify the student's parent(s) or guardian(s) in writing. Written notice shall be provided by personal delivery, express mail delivery, or equivalent means reasonably calculated to assure receipt of such notice within twenty-four (24) hours of suspension at the last known address. Where possible, notification also shall be provided by telephone if the school has been provided with a contact telephone number for the parent(s) or guardian(s). Such notice shall provide a description of the incident, or incidents, which resulted in a long-term suspension and shall offer the opportunity for an immediate informal conference with the Director. At the formal hearing, the student and/or parent(s) or guardian(s) shall have the right to present evidence and ask questions. The Director, in consultation with teachers and staff, is responsible for making the final decision with regard to long-term suspensions.

Alternate Instruction

Students who are suspended will be provided with alternate instruction. Arrangements will be made between the school and each individual family for the delivery of services, pick-up/delivery of work, and the making up of any missed assignments and classroom instructional support. All IDEA mandates will be followed for students with disabilities.

Students with Disabilities

Students with disabilities have the same rights and responsibilities as other students, and may be disciplined for the same behavioral offenses listed above. RLOA will follow IDEA procedural safeguards for disciplining students with a disability.



Student Rights

A student desiring to appeal an expulsion must state the appeal in a written letter and submit the letter to both the school Director and the RLOA Board. The Board of Directors will consider the appeal and make a decision regarding the matter within five (5) business days. The student will remain expelled during the appeal process and will receive alternative instruction during the waiting period.

Parental Notification

Each year, all RLOA parents and students will sign a statement stating they have received and reviewed a copy of the student-parent handbook. The handbook explains all disciplinary policies and procedures as well as general school information. The information will also be posted on the school's website and copies will always be available in the front office. Parents and students may contact the Director with any questions or concerns they have about the handbook.

Parental Grievance Procedures

Step 1: Any parent with a grievance issue should review or discuss the grievance with the involved parties (teacher, administrator, etc.) within ten (10) days following either the event giving rise to the grievance or the time when the parent reasonably should have gained knowledge of its occurrence.

Step 2: If discussion does not solve the matter to the satisfaction of the parent, or if the parent is uncomfortable with an oral discussion of the matter, such parent shall have the right to present the grievance in writing to the school Director. This must occur within three (3) days of the discussion outlined in step 1, or within ten (10) days following either the event giving rise to the grievance or the time when the parent reasonably should have gained knowledge of its occurrence. The written grievance shall consist of a concise statement of the facts upon which the grievance is based and a reference to the specific provision of the policy, rule, or regulation in question. A copy of such grievance shall be filed with the Director. The student shall have the right to include in the appeal a request for a hearing before the Director. Such hearing shall be conducted within five (5) working days after the Director's receipt of such request, and the aggrieved student shall be advised in writing of the time, place, and date of such hearing. The Director shall take action on the grievance within five (5) working days after receipt thereof, or if a hearing is requested, within five (5) working days after the conclusion of said hearing. The action taken and the reasons for the action shall be reduced to writing and copies sent to the grievant and the Board of Director's Chairperson. Failure on the part of the parent to attend the hearing established by the Director after receiving notice thereof shall be deemed a waiver of the right to appeal and shall end the grievance procedure.

Step 3: After following the above procedure, a parent may request a meeting with the RLOA Board of Directors for the purpose of discussing the grievance. The request will be made in writing to the Director within five (5) days of the Director's response to the grievance. The Director will, at the next regularly scheduled board meeting, present to the Board the request that the grievance be heard, together with copies of all



correspondence and responses from any lower supervisory levels. The Board will notify the parent of its decision (whether or not to meet with the grievant to discuss the grievance) within ten (10) days.

Early Arrivals

RLOA officials are not responsible for students before 6:30 a.m. The school doors will not be opened until teachers and/or aids are available to supervise students.

Emergency Care for Injury and Sudden Illness

Parent(s)/guardian(s) of every student will be required to provide the following emergency information:

- Parents'/guardians' location and phone number during the school day;
- Name, address, and phone number of the student's physician;
- Name and phone number of a relative or neighbor who may be contacted in an emergency; and
- Information concerning a student's particular physical disability or medical condition.

In the event of serious injury or illness to a student, the parent(s) will be notified as to whether to pick up the child at school or meet the child at the hospital. If the parent(s) cannot be reached, the student will be transported to the hospital emergency room and the physician identified on the emergency information card will be notified. Efforts to notify the parent(s) will continue until they are completed. **For all injuries serious enough to require medical attention or requiring the student to be taken home, or in all cases that the staff member in charge deems desirable, reports will be made and filed.**

No student will be taken home or sent home unless a parent, or someone designated by the parent(s), is at home to accept the responsibility for the student. Parents who object to the procedures contained in this policy are responsible to submit to the Director a written emergency plan for her approval.

Head Lice Procedures

The following guidelines are in effect relative to head lice:

- When parents find lice or lice eggs (nits) in their children's hair, they shall notify RLOA nurse or administration.
- When a child is found to have lice or lice eggs, school employees shall:
 - Inspect students in the child's vicinity and others who may have come into close contact with them. If several students in a classroom are infested, all children in the class shall be inspected.
 - Send notes to all families of children in the classroom.
 - Inspect all siblings in other classrooms.



- Send only infested children home as soon as possible following detection with a note explaining treatment procedures.
- Children can return to school only when they have evidence that they have been treated for lice. The evidence shall be the box top of the medicated shampoo or a written statement by the physician, health department, or other health care professional. ALL nits must be removed before children will be admitted back into school.
- Students must be retreated with a lice treatment product in seven to ten (7-10) days in order to ensure that newly hatched lice are eradicated. Retreatment evidence must be presented.
- If lice or nits are found on any student upon his returning to school, he or she shall be refused admittance.

Bicycle Riders

Bicycles may be ridden to school. The responsibility for securing bicycles is left to the rider. Improper use of bicycles, such as riding in a reckless manner, constitutes grounds for the loss of bicycle parking privileges at school.

Walkers

Students who live within walking distance are required to arrive promptly at school and to use routes which do not represent a hazardous situation for them.

Medicines

Procedure for Administering Medicines to Students

RLOA recognizes that students may need to take medication during school hours. School personnel may administer drugs or medication prescribed by a physician upon the written request of the parents. To minimize disruptions to the school day, medicines should be taken at home rather than at school whenever feasible. School personnel shall not agree to administer any medication that could be taken at home.

The health and welfare of the student is a vital concern in all decisions regarding the administration of medicine. Students with special needs are to be afforded all rights provided by federal and state law as enumerated in the Policies Governing Services for Children with Disabilities. Students with disabilities are to be afforded all rights provided by anti-discrimination laws, including Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act. No student may possess, use, or transmit any drug, or counterfeit drug prohibited by policy 4325, Drugs and Alcohol.

The RLOA Board generally encourages school personnel to administer medicine from a centralized location. However, in all instances, whether from a centralized location or multiple locations, any medicines kept at school for a student must be kept in a locked and secure place. Prior to dispensing medication to students pursuant to this policy, school employees shall receive training from the school nurse annually on these procedures. Medication will be dispensed by

the Director or the Director's designee. The school nurse shall keep a record of those persons who have received the instruction and therefore are permitted to dispense medications.

A Medication Administration Order form must be completed by the physician and the parent and provided to the Director or her designee before any medication can be distributed. No nonprescription aspirin or aspirin products will be given to any student, even with parental permission, due to the possibility of Reye's syndrome. No medications shall be dispensed without the required written permission. The Medication Administration Order form is available in the main office, on the school's website, or directly from the school nurse. This permission form is valid for one school year only. If the student's medication, dosage, or physician changes during the school year, a new order must be completed. All prescription medication shall be kept in a container properly labeled by a pharmacist with the child's name, the name of the medication, and the dosage, time and frequency to be given. All non-prescription medication shall be in the original container, properly labeled with the child's name and instructions for administration. Pillboxes, plastic bags, unlabeled bottles, etc. will not be accepted. At the time a parent brings a drug to school for administration, if school personnel have concerns regarding the appropriateness of a drug or dosage for a student, a confirmation should be obtained from the student's doctor or another doctor prior to administering the medicine or allowing a student to self-administer a medicine. Although efforts should be made not to disrupt instructional time, a parent has the right to administer medicines to his or her child at any time while the child is on school property. Written information maintained by school personnel regarding a student's medicinal and health needs is confidential. Parents and students must be accorded all rights provided by the Family Educational Rights and Privacy Act and State confidentiality laws.

The RLOA Board recognizes that students with asthma and/or subject to anaphylactic reactions may need to possess and self-administer asthma medication on school property. "Asthma medication" is defined as a medicine prescribed for the treatment of asthma or anaphylactic reactions and includes a prescribed asthma inhaler or epinephrine auto-injector. Students who are at risk for medical emergencies, such as asthma and/or severe allergies must have an emergency health care plan developed for them to address emergency administration of medicine.

1. Before a student will be allowed to self-administer medicine pursuant to this section, the student's parent or guardian must provide to the Director or her designee all of the documents listed below.
 - a. Written authorization from the student's parent or guardian for the student to possess and self-administer asthma medication;
 - b. A written statement from the student's health care practitioner verifying:
 - i. that the student has asthma and/or an allergy that could result in anaphylactic reaction;
 - ii. that he or she prescribed medication for use on school property during the school day, at school-sponsored activities, or while in transit to or from school or school-sponsored events; and



- iii. that the student understands, has been instructed in self-administration of the asthma medication, and has demonstrated the skill level necessary to use the medication and any accompanying device;
- c. A written treatment plan and written emergency protocol formulated by the prescribing health care practitioner for managing the student's asthma or anaphylaxis episodes and for medication use by the student;
- d. A statement provided by the school system and signed by the student's parent or guardian acknowledging that the board of education and its agents are not liable for injury arising from the student's possession and self-administration of the asthma medication; and any other documents or items necessary to comply with state and federal laws.

Finally, the student's parent or guardian must provide to the school backup asthma medication that school personnel are to keep in a location to which the student has immediate access in the event of an emergency. All information provided to the school by the student's parent or guardian must be kept on file at the school in an easily accessible location. Any permission granted by the Director for a student to possess and self-administer asthma medication will be effective only for RLOA for 365 calendar days. Such permission must be reviewed annually. A student who uses his or her prescribed asthma medication in a manner other than as prescribed may be subject to disciplinary action pursuant to the school disciplinary policy. No one may impose disciplinary action on the student that limits or restricts the student's immediate access to the asthma medication.

The school will not be responsible for the transportation of asthma medication to and from school. It is the responsibility of the parent or guardian to ensure that proper medication is brought to school and provided to the appropriate school official and to assure that the appropriate written permission is provided. It is the parent or guardian's responsibility to pick up the medication from the school within two (2) days of the discontinued date or within two (2) days from the last date of the school year.

If medication is not picked up within the required time frame, it will be disposed of by the Director or Director's designee. A Medication Inventory, Audit, and Disposal Documentation form will be filled out when medication is brought to school and when medication is disposed of. That form will indicate the student's name, the type of medication received, the person from whom the medication is received, the date the medicine was received, the amount of medication received, and the signature of the person who received the medication. It will also include the emptying and disposal dates of the medication. The school nurse will conduct quarterly medication audits to ensure that the medication is being dispensed in accordance with the Medication Administration Order and RLOA Board policy. A Medication Administration Record will be kept to document the administration of all medications which a student has received during school hours. The log shall include: the student's name, date and time of medication administration, the name of medication being dispensed, the dosage of medication given, and the signature of the person dispensing the medication. In the event that an error



occurs related to the dispensing of medication, a Medication Administration Incident Report form will be completed. The school will notify the parent or guardian of the student involved.

Field Trips are considered a part of the school day and therefore, medication or medical procedures that are required during the school day must also be provided on a field trip. While on a field trip, the Director or Director's designee trained to administer medication or to perform the medical procedure will accompany the student.

The medication and/or necessary supplies will be removed from the secure location and taken on the trip in a secure, locked location. A Medication Administration Record Field Trip form will be completed for any medication or procedures that are completed on the field trip. This form will be attached to the Medication Administration Record within the school building. The medication must be returned back to the original location immediately following the return from a field trip.

The RLOA Board will assume no responsibility for the administration of drugs and medication to a student by the student, the student's parent or legal custodian or any other person who is not authorized by this policy to administer medications to students. School personnel will assume no liability for complications or side effects of medication when administered in accordance with the instructions provided by the parent/guardian, physician, or health care practitioner.

Search and Seizure

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student cubbies, or student lockers under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search. As used in this policy, the term "unauthorized" means any item dangerous to the health or safety of students or school personnel; any item disruptive of any lawful function, mission, or purpose of the school; or any item described as unauthorized in school rules available beforehand to the student. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

Personal Searches

A student's person and or personal effects (e.g., drawstring bag, etc.) may be searched whenever a school authority has reasonable suspicion that the student is in possession of illegal or unauthorized materials. If a pat-down search of a student's person is conducted, it will be conducted in private by a school official of the same sex and with an adult witness of the same sex present. If a school official has reasonable suspicion that the student has, on his or her person, an item imminently dangerous to the student or to others, a more intrusive search of the student's person may be conducted. Such a search may be conducted only in private by a school official of the same sex with an adult witness of the same sex present, and only upon the prior approval of the Director or her designee, unless the health or safety of students will be endangered by the delay which might be caused by following these procedures. Students shall be given a receipt for all items impounded. The parent or guardian shall be notified of the search and any items impounded.



Cubbie or Locker Searches

Student cubbie or lockers are school property and remain at all times under control of the school. Students are expected to assume full responsibility for the security of their cubbies or lockers. However, school authorities may conduct periodic general inspections of lockers for any reason, at any time, without notice, without student consent, and without a search warrant.

Use of Metal Detectors

1. School officials or law enforcement officers may conduct metal detector checks of groups of individuals if the checks are done in a minimally intrusive, nondiscriminatory manner (e.g., on all students in a randomly selected class; on every third individual entering an athletic event.) Metal detector checks of groups of individuals may not be used to single out a particular individual or category of individuals.
2. If a school official or a law enforcement officer has reasonable suspicion to believe that a particular student is in possession of an illegal or unauthorized metal-containing object or weapon, he or she may conduct a metal detector check of the student's person and personal effects.
3. A student's failure to permit metal detector check as provided in this policy will be considered grounds for disciplinary action including possible suspension.

Canine Searches

School officials are authorized to use trained dogs with established reliability and accuracy for detecting the presence of contraband materials. Each dog must be supervised by an authorized and qualified trainer who shall be responsible for the dog's actions. An indication by the dog that contraband is present on school property or in an automobile parked on school property shall be a reasonable basis for a further search by school officials. A dog may not be used to search students.

Seizure of Illegal Materials

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

Solicitation By Private Individuals Or Nonschool Groups

All solicitations must be approved by the Director according to RLOA Board policy; therefore, no salesperson shall be allowed to approach teachers or students during school hours. Neither will the selling of products by students to other students be allowed unless officially approved according to Board policy as a fund-raising drive.

Student Checkout from School

General Checkout Procedures

1. Parents/Legal Guardians must report to the office and have a photo ID available to check a student out of school.
2. Any person, other than the parent or legal guardian, who wishes to check out a student must have written, parental approval. The person's name must be listed on the child's student data sheet.



3. Students may not be picked up directly from the classroom.
4. Telephone calls will not be accepted as a method of checkout unless verification can be made that the request is from the parent/legal guardian or designated person. Telephone calls will be verified using only those numbers listed on the student data sheet.
5. Notes will be verified using only those numbers listed on the student data sheet.
6. Schools will not allow students to be checked out during the last twenty minutes of the instructional day unless the Director or her designee approves.

Guidelines for Release of Students to Separated or Divorced Parents

1. If there is no court order or separation agreement concerning custody of the child, either parent (or legal guardian) has the same right to see the child at school or have the child released to him or her at the end of the school day.
2. Parents must notify school officials of visitation or custodial limits if the school is to be expected to follow them.
 - A. Unless notified otherwise, the school assumes that both parents have equal access to the child.
 - B. The custodial parent should provide the school a copy of the cover page, pages specifying applicable provisions, and signature page of the court order or separation agreement. In the absence of official documentation, school officials have no authority to deny either parent access to the child.
 - C. Out-of-state court orders should be honored by the school.
3. School officials should carefully read the specifics of the court order or separation agreement.
 - A. If a court order or separation agreement awards custody to either parent, the school should follow the wishes of the custodial parent regarding school day visits with the child or release of the child at the end of the school day.
 - B. When limited visitation privileges are specified, the school should act in accord with the specified provisions (e.g., custodial rights on certain days which allow for eating lunch with the child or picking up the child after school).
 - C. Visits with the child during the school day shall conform, not only to the court order or separation agreement, but also to the rules and usual procedures of the school.
4. When the school has not been provided a court order or separation agreement and a non-enrolling parent seeks physical custody of the child at the school over the objection of the enrolling parent, the school should notify the enrolling parent before releasing the child.
5. School officials shall clarify with the parents that school officials cannot settle parental disputes and can only follow the provisions of a court order or separation agreement.
6. When in the judgment of school officials the health and/or safety of the child is at issue, the school should not release the child to the non-enrolling parent. In such instances, the Director or her designee shall notify the Department of Social Services and the enrolling parent to explain the situation.
7. When the custodial parent is incarcerated and two (2) or more parties present themselves to have the child released to them, school officials will make every effort to ascertain the wishes of the incarcerated custodial parent before releasing the child to the presenting persons. If



the wishes of the incarcerated custodial parent cannot be ascertained, the Director must use her/his best judgment in releasing the child to the noncustodial parent or other relative.

Student Publications

Publications in General

Students may distribute free publications and literature at reasonable times and places as designated by the Director. The Director shall restrict the distribution of any written matter which:

1. is vulgar, indecent, or obscene
2. contains libelous statements or abusive language such as language defaming a person's character, race, religion, or ethnic origin
3. causes or clearly threatens to cause a material and substantial disruption of normal classroom activity, any normal school function, or other school activity
4. encourages the commission of unlawful acts or the violation of lawful school regulations
5. advertises any product or service not permitted to minors by law. The Director may also restrict the distribution of any school-sponsored student publication which:
 - a. exposes its particular audience to material that may be inappropriate for its level of maturity
 - b. associates the school with any position other than neutrality on matters of political controversy

School-Sponsored Publications

Student newspapers and other school-sponsored publications shall have faculty supervision. Responsible journalism should be free from libel, obscenities, or personal attacks; student editors and writers should report the news and editorialize in the same manner as other newspapers. Journalism students are responsible for the content of student publications. The faculty sponsor of such publications or Director may restrict the distribution of any materials that fail to meet journalistic standards or are inappropriate for the school audience as outlined in Section A of this policy. Students may appeal such a decision to the Director, who shall render a written decision within five (5) school days after receiving the appeal. Further appeals shall be made as provided in Section D of this policy.

Review Before Distribution

Students wishing to distribute any publication on campus must first submit the publication to the Director for review. The Director may prevent distribution of a non-school-sponsored publication if material in the publication falls into one of the five (5) categories of inappropriate speech listed above. The Director may prevent distribution of a school-sponsored publication if material in the publication falls into one of the seven categories of inappropriate speech listed above. The Director must decide whether or not to allow the publication to be distributed within five (5) school days of its submission for review. If the Director disapproves or prevents distribution, the Director shall state the reasons in writing. If the Director fails to render a decision within the five (5)-day period, the student(s) may appeal directly to the RLOA Board. A request for this direct appeal must be made within two (2) school days.



Appeals

If a student is dissatisfied with the decision of the Director, the student may appeal the decision to the RLOA Board in writing within two (2) school days of the Director's decision. If the student requests an appeal, an informal hearing shall be held within five (5) school days and a decision by the RLOA Board shall be rendered within five (5) school days of the hearing.

An appeal is taken from the Director's decision by notifying the Director, in writing, within two (2) school days of the decision, of the student's desire to appeal. The RLOA Board shall conduct an informal hearing within ten (10) school days of the notice of appeal and shall render its decision in writing within five (5) school days. If the Board does not issue a decision within this time period, the publication may be distributed. If the Board later decides that the publication is inappropriate, the distribution may be halted. At every level of the appeal process, the student or representative shall have the right to appear and present the student's case, supported by relevant witnesses and materials, as to why distribution of the student publication is appropriate.

Definitions

The following terms used in this statement of policy shall be defined as follows:

1. "Obscene": any speech or work which the average person, applying contemporary community standards (as opposed to "national" standards) would find, taken as a whole, appeals to prurient interest, or which depicts or describes, in a patently offensive way, sexual conduct specifically defined by applicable law, and which, taken as a whole, lacks serious literary, artistic, political, or scientific value.
2. "Libelous statements": false and unprivileged statements about a specific individual which injure that person's reputation in the community.

Release of Student Information

Information may be released to the following persons or in the following circumstances without prior written consent:

1. Directory information, including a student's name and grade, date and place of birth, major field of study, the school the student is attending or most recently attended, dates of attendance, honors and awards received, participation in officially recognized activities and sports, and the weight and height of members of athletic teams. Annually, parents and eligible students will be given an opportunity to object to release of directory information. If an objection is made, then no directory information about that student will be released;
2. Secondary school students' names, addresses, and telephone listings shall be released to military recruiters or institutions of higher education upon request. Annually, parents and eligible students will be given an opportunity to object to release of name, address, and telephone listing information to military recruiters or institutions of higher education. If an objection is made, then no such information about that student will be released.

Temporary Custody

1. "Temporary custody" means the taking of physical custody and providing personal care and supervision until a court order for non-secure custody can be obtained. A juvenile may be taken into temporary custody without a court order by a law enforcement officer or a

department of social services worker if there are reasonable grounds to believe that the juvenile is abused, neglected, or dependent and that the juvenile would be injured or could not be taken into custody if it were first necessary to obtain a court order. If a department of social services worker takes a juvenile into temporary custody under this section, the worker may arrange for the placement, care, supervision, and transportation of the juvenile.

2. The following individuals shall, without a court order, take into temporary custody an infant under seven days of age that is voluntarily delivered to the individual by the infant's parent who does not express an intent to return for the infant:
 - a. A health care provider, as defined under G.S. 90-21.11, who is on duty or at a hospital or at a local or district health department or at a nonprofit community health center
 - b. A law enforcement officer who is on duty or at a police station or sheriff's department
 - c. A social services worker who is on duty or at a local department of social services
 - d. A certified emergency medical service worker who is on duty or at a fire or emergency medical services station
 - e. An individual who takes an infant into temporary custody shall perform any act necessary to protect the physical health and well-being of the infant and shall immediately notify the department of social services or a local law enforcement agency. Any individual who takes an infant into temporary custody may inquire as to the parents' identities and as to any relevant medical history, but the parent is not required to provide the information. The individual shall notify the parent that the parent is not required to provide the information.
 - f. Any adult may, without a court order, take into temporary custody an infant under seven days of age that is voluntarily delivered to the individual by the infant's parent who does not express an intent to return for the infant. Any individual who takes an infant into temporary custody under this section shall perform any act necessary to protect the physical health and well being of the infant and shall immediately notify the department of social services or a local law enforcement agency. An individual who takes an infant into temporary custody under this section may inquire as to the parents' identities and as to any relevant medical history, but the parent is not required to provide the information. The individual shall notify the parent that the parent is not required to provide the information.
 - g. An individual described in this section is immune from any civil or criminal liability that might otherwise be incurred or imposed as a result of any omission or action taken pursuant to the requirements as long as that individual was acting in good faith. The immunity established by this subsection does not extend to gross negligence, wanton conduct, or intentional wrongdoing that would otherwise be actionable.