



Research Triangle High School Operations and Board Policies

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Mission, Vision, and Core Values

Mission Statement

To increase access to globally competitive Science, Technology, Engineering, and Math (STEM) education for students and teachers across North Carolina by incubating, proving and scaling innovative models of teaching and learning.

Vision Statement

To provide the tools and develop the capacity for students to intentionally determine their futures.

Core Values

- We hold high standards and encourage growth through failure.
- We provide students with the tools to access power.
- We find joy in learning and exploring.
- We respect each other.
- We are responsive.

Non-Discrimination, Equal Opportunity, and Anti-Harassment Policies

Purpose: To explicitly declare the non-discrimination, equal opportunity, and anti-harassment policies of Research Triangle High School. *See also* Research Triangle High School's Student Discrimination, Harassment and Bullying Policy below.

Non-Discrimination, Equal Opportunity, and Anti-Harassment Policies Non-discrimination Policy

Research Triangle High School complies with all Federal, State, and Local non-discrimination laws including but not limited to race, color, religion, sex, gender, sexual orientation, gender identity, national origin, age, status, disability, veteran status, genetic information or as otherwise may be prohibited by federal and state law. We want to maintain an employee relations climate, which promotes maximum personal development and achievement. We are an equal opportunity employer and do not discriminate on the bases of age, race, color, national origin, sex, gender, sexual orientation, gender identity religion, creed, veteran status, disability, sexual orientation or any other characteristic prohibited by law. We are dedicated to ensuring the fulfillment of this policy with respect to hiring, selection for training, promotion, transfer, layoff, termination, leaves of absence, rates of pay or any other term or condition of employment. When necessary, we will reasonably accommodate employees and applicants with disabilities and with religious requirements necessitating accommodation. We expect everyone to show understanding and consideration to fellow employees and to respect and observe this policy.

Equal Opportunity Employment Policy

Research Triangle High School is an equal opportunity employer and will not discriminate against any applicant, contractor or employee on the basis of age, race, color, religion, sex, gender, sexual orientation, gender identity, national origin, veteran status, disability, genetic information or other legally protected status, except where it is an occupational qualification. This policy extends to all terms, conditions, and privileges of employment as well as the use of the school's facilities and participation in all activities sponsored by the school. It is also Research Triangle High School's policy to ensure that all employees are treated equally on the basis of merit and performance competence with regard to any and all terms of conditions of employment, including recruitment, hiring, compensation, promotions, demotions, assignments, trainings, layoffs, and terminations.

Discrimination, Harassment, and Sexual Harassment Policy

Research Triangle High School is committed to having a community in which every individual is treated with sensitivity and respect, and in which each student and teacher has an equal opportunity to work, learn, and develop to his or her full potential in an atmosphere free from all forms of unlawful discrimination and harassment, including sexual harassment. To that end, the School prohibits any form of harassment or discrimination (including sexual harassment) on the basis of age, natural hairstyle, race, color, national origin, religion, disability, sex, sexual orientation or other protected characteristic, whether by a supervisor, administrator, co-worker, volunteer, contractor, student, or non-employee. The purpose of this policy is not to regulate our employees' personal morality. It is to assure that in the workplace, each employee is able to accomplish his or her job without being subjected to harassment.

While it is not easy to define precisely what harassment or discrimination is, it certainly includes verbal, nonverbal, or physical conduct that denigrates, belittles, or puts down an individual or shows hostility, distaste, or aversion toward that individual based on that individual's age, natural hairstyle, race, color, national origin, religion, gender, sexual orientation, genetic information, disability,

veteran status, any other protected class or participation in a protected activity.

Discrimination involves intentionally treating anyone in an unequal or disparate manner because of that person's inherent or natural personal characteristics, including age, natural hairstyle, genetic information, race, color, national origin, religion, gender, sexual orientation, disability, veteran status, any other protected class or participation in a protected activity, when such treatment causes the victim to suffer adverse educational, employment, or other school-related consequences.

Harassment is any unwelcome offensive verbal, nonverbal or physical conduct that is sufficiently severe, persistent or pervasive as to significantly affect the conditions of one's employment or a student's learning. Harassment includes, but is not limited to the following: slurs, epithets, threats, derogatory comments, unwelcome or abusive jokes, insults, name calling, threats, bullying or intimidation, unwelcomed sexual advances, requests for sexual favors and other verbal or physical conduct such as uninvited touching or sexually-related comments or the exchange of benefits for performance of sexual or other favors.

Other conduct that can be unlawful harassment includes verbal, nonverbal, or physical conduct that shows aversion, denigration, or hostility because of age, natural hairstyle race, genetic information, color, religion, national origin, gender, disability, sexual orientation or other protected classification and that:

- Creates an intimidating, hostile, or offensive working environment;
- Unreasonably interferes with an individual's work; or
- Adversely affects an individual's employment opportunities.

Sexual Harassment

Of the various types of harassment, sexual harassment is worthy of special considerations beyond those applicable under the School's general Discrimination, Harassment and Bullying Policy. No employee, student, volunteer or contractor shall engage in sexual harassment against any other student, employee, or another person in the School community.

Sexual harassment is a form of discrimination involving unwelcome sexual, or sex-based conduct that interferes with the employment of others. Sexual harassment is any unwanted or unwelcomed verbal or physical advances, sexually explicit derogatory statements, requests for sexual favors, or sexually discriminatory remarks made by someone in the workplace which is offensive or objectionable to the recipient or which causes the recipient discomfort or humiliation, or which interferes with the recipient's job performance. Harassing behaviors can be verbal, non-verbal, or physical, range from subtle innuendo of a sexual nature to coerced sexual activity, and other inappropriate verbal, written, or physical conduct of a sexual nature that usually takes place under the following circumstances:

- When submission to such conduct is made, explicitly or implicitly, a term or condition of instruction, participation in school activities, or employment;
- When submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions or benefits; or
- When such conduct has the purpose or effect of substantially interfering with an individual's academic, extracurricular, or work performance, or creating an intimidating, hostile, or offensive school environment or working environment

Examples of Sexual Harassment. Workplace behavior that is sexually harassing includes but is not limited to:

- Unwanted sexual remarks or inferences;
- Offensive comments about sex or gender-specific traits;
- Unwelcome sexual propositions, threats, bribes, written notes, or phone calls;
- Unwelcome gestures or sounds or the display of sexually suggestive objects, signals, or pictures;
- Unwanted physical contact of a sexual nature (e.g. touching, pinching, kissing, holding);
- Promise of promotion, favorable performance evaluations, etc. in return for sexual favors, known as “quid pro quo” or “this for that”; or
- Threatening or insinuating, whether explicitly or implicitly, that an employee’s refusal to submit to sexual advances will adversely affect the employee’s employment, evaluation, wages, advancement, assigned duties, shifts or any other condition of employment.
- Pressure for sexual activity, continued or repeated offensive sexual flirtations, advances, or propositions;
- Continued or repeated verbal remarks about an individual’s body;
- Sexually degrading words used toward, or in the presence of, an individual or to describe an individual

A hostile environment exists if the conduct of a sexual nature is sufficiently severe, persistent, or pervasive to limit a person’s ability to participate in or benefit from the educational program or creates a hostile or abusive educational or work environment.

Romantic or sexual advances toward students by employees or romantic or sexual relationships between school employees and students are **always** prohibited in **all** circumstances. School employees are prohibited from engaging in romantic or other inappropriate relationships with students and are required to report such relationships or reasonable suspicions thereof, to the Executive Director or other administrator. Procedures established by the School for reporting suspected sexual harassment shall be followed in any instances involving such conduct.

Application

Either men or women can be sexually harassed by someone of the same or opposite sex, and the law protects both sexes equally from this discrimination. This policy applies to sexual harassment by staff, students, volunteers, vendors, and service providers of either gender against someone of the same or opposite gender.

Retaliation

Research Triangle High School prohibits reprisal or retaliation against any person who reports an act of discrimination or harassment or who participates in an investigation as a witness or in any other capacity. Employees should report any such retaliation to the Chief School Officer. This policy, however, shall not be used to bring frivolous or malicious complaints.

Procedure for Complaints of Harassment, Discrimination and Retaliation under all local, state and federal laws except Title IX

- Any person who believes he or she has been the victim of harassment, sexual harassment, discrimination or retaliation should immediately discuss and report to: the School’s human resource contractor, AltHR (insert contact information), the Chief School Officer, or any other employee with a supervisory position with whom the person feels comfortable. While the person should report sexual harassment to a AltHR, a supervisor or the Chief School Officer,

there is no requirement that the person report sexual harassment, discrimination or retaliation to a particular supervisor.

- Any employee that operates in a supervisory capacity receiving a complaint of harassment, sexual harassment, discrimination or retaliation shall report such complaint to AltHR and the Chief School Officer. If the Executive Director is the subject of such complaint, then the supervisor shall report to AltHR and the Chair of the Board of Directors or to any other Board member that the supervisor believes is appropriate.
- Any complaint made under this policy will be investigated thoroughly and promptly. To the maximum extent possible, the School will protect the privacy of the parties involved.
- Any attempt to interfere with or influence the investigation of a harassment, sexual harassment, discrimination or retaliation complaint is strictly prohibited, and will result in disciplinary action, up to and including immediate termination.
- There will be no adverse action against an employee who acts in good faith and reports an incident, or who participates in or cooperates with an investigation of an alleged incident.

Disciplinary Action

Any individual found to have engaged in harassment, sexual harassment, discrimination or retaliation will be subject to disciplinary action up to and including immediate termination. In addition, some forms of sexual harassment, such as sexual relations between an adult and minor, may violate criminal laws. The School will cooperate with local authorities in the investigation of any alleged criminal activity.

Confidentiality of Records

Research Triangle High School will make every effort to maintain confidentiality and protect the privacy of the parties involved in the investigation of a sexual harassment, discrimination and retaliation complaint. All written materials related to the investigation of allegations of harassment will be placed in confidential files, which are separate from student and personnel records. Reasonable efforts will be taken to ensure that access to these records is limited to those persons with a need to know.

Sexual and Other Types of Unlawful Harassment/Discrimination on School Grounds by Contractors, Volunteers or Individuals Who Are Not School Employees

The policies contained in this section, including the reporting procedures and no retaliation policy, regarding harassment, sexual harassment and discrimination, shall also apply to contractors, volunteers or individuals who are not employees of the School when such individuals are on School property or during School events.

Implementation: Information and Education/Training

- This policy will be distributed to all employees and will be discussed as part of the staff orientation at the beginning of each school year.
- The Executive Director is authorized and expected to establish training and administrative procedures to help eliminate discrimination and harassment, and to foster an environment of understanding and respect for all individuals.
- This policy will be included in the School's Operation and Board Policy Manual and a summary policy included in the Parent/Student, which is sent to parents and students at the beginning of each school year.

Title IX Discrimination and Harassment Policies for Students and Staff Members

Title IX provides that “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

It is the policy of the School that students should not be subjected to forms of unlawful discrimination or harassment, while at school or school-sponsored activities. Furthermore, the policy’s intent is to address the issue in a proactive manner through the establishment of a system for educating students and staff at the School regarding the identification, prevention, intervention, and reporting of such anti-social acts. The School acknowledges the dignity and worth of all students and strives to create a safe, orderly, caring and inviting school environment to facilitate student learning and achievement. The School strives to model an inclusive environment and prohibits discrimination and harassment on the basis of gender or sex, including sexual orientation and LGBTQ+ identification. The School will not tolerate any form of unlawful discrimination or harassment in any of its educational or employment activities or programs based on such protected classifications.

Prohibited Behaviors and Consequences

Discrimination or Harassment

Students, employees, contractors, volunteers and visitors are expected to behave in a civil and respectful manner. In accordance with Title IX, the School expressly prohibits discrimination or harassment, based on sex or gender and prohibits sexual harassment (including sexual violence) and gender-based harassment. Sexual harassment is unwelcome conduct of a sexual nature. It includes unwelcome conduct on the basis of sex, requests for sexual favors in exchange for benefits (quid pro quo), and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual violence is a form of sexual harassment. Sexual violence refers to physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent. A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. In accordance with Title IX, the School also prohibits gender-based harassment, which is unwelcome conduct based on a student’s sex, harassing conduct based on a student’s failure to conform to sex stereotypes.

Sex-based harassment can be carried out by school employees, other students, and third parties. All students can experience sex-based harassment, including male and female students, LGBTQ+ students, students with disabilities, and students of different races, national origins, and ages. Title IX protects all students from sex-based harassment, regardless of the sex of the parties, including when they are members of the same sex.

Retaliation

The School prohibits intimidation, threats, coercion, or discrimination against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under Title IX. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation. As such, the School prohibits reprisal or retaliation against any person for reporting or intending to report

violations of this policy, supporting someone for reporting or intending to report a violation of this policy, or participating in the investigation of reported violations of this policy. After consideration of the nature and circumstances of the reprisal or retaliation and in accordance with applicable laws, policies, and regulations, the Executive Director or designee shall determine the consequences and remedial action for a person found to have engaged in reprisal or retaliation.

The exercise of rights protected under the First Amendment does not constitute retaliation. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under Title IX does not constitute retaliation prohibited under this policy, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

Application of Policy

This policy prohibits unlawful discrimination or harassment by students, employees, volunteers, contractors, and visitors. This policy is intended to apply to student's vis a vis other students, faculty, staff, volunteers/visitors, or contractors. This policy also applies to employees, volunteers/visitors, and contractors. This policy applies to behavior that takes place within the School's "education program or activity," which includes, but is not necessarily limited to, behavior:

- in any school building or on any school premises before, during or after school hours;
- on any bus or other vehicle as part of any school activity;
- at any bus stop;
- during any school-sponsored activity or extracurricular activity;
- at any time or place when the individual is subject to the oversight and authority of school personnel;
- at any time or place when the behavior has a direct and immediate effect on maintaining order and discipline in the schools; and
- while using school or personal electronic communications, including employee and student emails, text messaging, instant messaging, chat rooms, blogging, websites and social networking websites (i.e., Snap chat or Instagram).

Definitions

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

Discrimination

Discrimination means any act or failure to act that unreasonably and unfavorably differentiates treatment of others based solely on the basis of gender or sex (including transgender and LGBTQ+ identification). Discrimination may be intentional or unintentional.

Harassment

Prohibited harassment, including sexual harassment, under this policy means conduct on the basis of sex/gender that satisfies one or more of the following:

- An employee conditioning the provision of an aid, benefit or service on an individual's participation in unwelcome sexual conduct (i.e., quid pro quo)
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to an education program, employment, or activity (i.e., hostile environment)

- Sexual assault (as defined by Clery Act), or "dating violence," "domestic violence" and "stalking" (as defined by Violence Against Women Act).

For purposes of this policy, "hostile environment" means that the harassment is objectively severe and pervasive enough that a reasonable person would agree that it is harassment and must be based on sex or gender. A hostile environment may be created through pervasive or persistent misbehavior if sufficiently severe.

Examples of behavior that may constitute harassment include, but are not limited to, verbal taunts, name-calling and put-downs, epithets, derogatory comments or slurs, lewd propositions, exclusion from peer groups, extortion of money or possessions, implied or stated threats, assault, impeding or blocking movement, offensive touching or any physical interference with normal work or movement, and visual insults, such as derogatory posters or cartoons. Legitimate age-appropriate pedagogical techniques are not considered harassment. Harassment, including sexual or gender-based harassment, is not limited to specific situations or relationships. It may occur between fellow students or co-workers, between supervisors and subordinates, between employees and students, or between non-employees, including visitors, and employees or students. Harassment may occur between members of any sex.

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

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

Conduct Not Covered by This Policy

Conduct that does not meet the definitions set forth above in this Title IX Policy are not subject to the School's Title IX Policy or any reporting/grievance procedures that govern Title IX matters. However, such conduct may still constitute a violation of other School policy, including the School's Code of Conduct, non-discrimination policy, and bullying policy. Please refer to and follow those policies for such conduct.

To report a violation of this policy

Please refer to the school's Title IX reporting and grievance policy.

This policy as it pertains to Title IX shall remain in effect to the extent required by law.

Title IX Coordinator's Duties, Notice, Reporting, and Grievance Policy

This Policy sets forth the School's Notice, Reporting and Grievance policy for Title IX matters and should be read in conjunction with the School's Title IX policy. This Policy only pertains to Title IX and alleged violations of Title IX. It does not apply to any other type of discrimination, harassment or bullying. Please refer to the School's other policies, including Non-Discrimination and Harassment Policy, and student conduct policies when Title IX does not apply.

The School's Title IX Coordinator is:

Nan Danehower
Dean of Curriculum and Instruction
ndanehower@rthighschool.org
919-998-6757

Training and Programs

The designated Title IX Coordinator shall establish training and other programs that are designed to help eliminate unlawful discrimination or harassment and foster an environment of understanding and respect for all members of the school community. Information about this policy and the related complaint procedure must be included in the training plan. The training or programs should:

- provide examples of behavior that constitutes unlawful discrimination or harassment;
- teach employees to identify groups that may be the target of unlawful discrimination, or harassment; and
- train school employees to be alert to locations where such behavior may occur, including locations within school buildings, at school bus stops, on cell phones and on the Internet.

In addition, training of Title IX personnel, including the Title IX Coordinator, Investigator(s) and Decision-maker(s), must include training:

- On the definition of the definitions of prohibited conduct, including sexual harassment;
- The scope of the school's education program or activity;
- How to conduct an investigation;
- The grievance process including appeals, and informal resolution processes;
- How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias;
- Relevance, including how to apply the rape shield protections provided only for complainants.
- Moreover, training for Title IX personnel, including the Coordinator, Investigator(s), Decision-makers, and any person who facilitates an informal resolution process, must not rely on sex stereotypes and must promote impartial investigations and adjudications of sexual harassment. The School will post materials used to train Title IX personnel on their websites for a minimum of seven (7) years after posted, if any, or make materials available for members of the public to inspect.

Notice

The designated Title IX Coordinator is responsible for providing effective notice to job applicants, student applicants, students, parents, and employees of the procedures for reporting and investigating complaints of unlawful sex/gender discrimination and harassment. This policy will be posted on the School's website, and copies of the policy are available at the front office. Notice of this policy will appear in all job applicant information, admissions information, student and employee handbooks, and in any School publication that sets forth the comprehensive rules, procedures, and standards of conduct for students and employees.

Title IX Coordinator

The Title IX Coordinator is responsible for monitoring the overall implementation of Title IX for the School and coordinating the institution's compliance with Title IX in all areas covered by the implementing regulations. The major responsibility is the prevention of sexual harassment and discrimination. Other major monitoring duties include, but are not limited to, the following recruitment and admissions, educational programs and activities, hiring and employment. Other areas of consideration include:

- Participating in the development and implementation of the School's sexual harassment policy.
- Assisting faculty, counselors and administrators in complying with Title IX, and when a need arises, planning remedial actions.
- Making your presence known in the community by disseminating civil rights information or by speaking at parent-teacher group meetings, social or professional organization meetings, and other community functions.
- Serving as a resource on Title IX/gender issues.
- Monitoring and evaluating the School's Title IX compliance efforts and making recommendations for any appropriate changes.
- Providing updated information to schools on Title IX implementation and issues.
- Identifying and disseminating information about Title IX educational resources (organizations, individuals, print, internet, and audio-visual)

Evaluation

The Executive Director or designee shall evaluate the effectiveness of efforts to correct or prevent unlawful sex/gender discrimination and harassment and shall share these evaluations periodically with the School's Board.

Confidentiality

The recipient, whether a School employee, staff member, contractor, or the Title IX Coordinator, must keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA or as required by law, or to carry out the purposes of Title IX, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to the Title IX grievance procedures.

The Title IX Coordinator shall maintain confidential records of complaints or reports of unlawful discrimination or harassment. The records will identify the names of all individuals accused of such offenses and the resolution of such complaints or reports. The Title IX Coordinator also shall maintain records of training conducted and corrective action(s) or other steps taken by the School to provide an environment free of unlawful discrimination or harassment. The Executive Director shall report to the Board all verified cases of unlawful discrimination or harassment under the School's Title IX Policy.

Reporting Title IX Violations

Student

- To report discrimination, harassment, and sexual harassment/misconduct based on sex/gender, students or their parents should contact a trusted teacher or advisor. Grade-level Principal, Executive Director and/or Title IX coordinator immediately and file a complaint.
- Employees are required to report any actual or suspected violations of this policy. When anyone reports harassment and/or discrimination to a school employee, that employee shall

notify the Title IX Coordinator, grade-level Principal, or Chief School Officer, as soon as possible and within 24 hours.

- If the Executive Director is involved in the allegation, then another administrator will immediately inform the Chair of the Board of Directors.

For Employees: for discrimination, harassment, and sexual harassment complaints based on sex/gender, employees should contact the Title IX coordinator immediately and follow the School's harassment and discrimination policy as well as its Title IX Reporting and Grievance policy.

Students, parents, volunteers, visitors or others are also strongly encouraged to report any actual or suspected incidents of discrimination or harassment based on sex/gender under this policy. Reports may be made anonymously, and all reports shall be investigated in accordance with that policy.

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by e-mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

Reporting may be made at any time, including during non-business hours, by using the telephone number or e-mail address, or by mail to the office address, listed for the Title IX Coordinator.

Definitions

As used in this and all other Title IX related policies, the following definitions shall apply.

- "Complainant" is as an individual who is alleged to be the victim of conduct that could constitute sexual harassment. This means that any third party as well as the complainant may report sexual harassment. While parents and guardians do not become complainants (or respondents), parents and guardians have a right to act on behalf of parties (including by filing formal complaints) in Title IX matters.
- "Respondent" is as an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.
- "Formal complaint" is as a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the school investigate the allegation of sexual harassment and state that at the time of filing a formal complaint, a complainant was participating in or attempting to participate in the education program or activity of the School with which the formal complaint is filed. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator, and by any additional method designated by the school.
- "Document filed by a complainant" means a document or electronic submission (such as by e-mail or through an online portal provided for this purpose by the school) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or a party during a grievance process, and must comply with requirements for Title IX personnel to be free from conflicts and bias.
- "Supportive measures" are individualized services reasonably available that are non-punitive, non-disciplinary, and not unreasonably burdensome to the other party while designed to ensure equal educational access, protect safety, or deter sexual harassment. The School's

selection of supportive measures and remedies shall be based on what is not clearly unreasonable in light of the known circumstances.

Mandatory Response and Procedural Obligations

The School is required to respond whenever any employee has notice of sexual harassment, including allegations of sexual harassment or allegations relevant to mandatory reporting laws in North Carolina. Notice to the Title IX Coordinator or to any School employee, board member, or official with authority to institute corrective measures on the School's behalf, charges the School with actual knowledge and triggers the School's response obligations under Title IX.

The School will respond promptly to Title IX sexual harassment or discrimination in a manner that is not deliberately indifferent, which means a response that is not clearly unreasonable in light of the known circumstances. The School shall also comply with the following mandates:

- The School will offer supportive measures to the person alleged to be the victim (referred to as the "complainant").
- The Title IX Coordinator will promptly contact the complainant confidentially to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.
- The School will follow the grievance process set forth herein before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent.
- The School will not restrict rights protected under the U.S. Constitution, including the First Amendment, Fifth Amendment, and Fourteenth Amendment, when complying with Title IX.
- The School will investigate sexual harassment allegations in any formal complaint, which can be filed by a complainant, or signed by a Title IX Coordinator.
- A complainant's wishes with respect to whether the school investigates should be respected unless the school determines that not pursuing an investigation would be deliberately indifferent (or that pursuing an investigation is necessary for community safety or similar reasons), in which case the Title IX Coordinator may sign complaint even if the complainant does not file a formal complaint (doing so will not be viewed as adversarial toward the respondent).
- If the allegations in a formal complaint do not meet the definition of sexual harassment as defined in the School's Title IX policy, or the alleged conduct did not occur in the School's education program or activity, against a person in the United States, the School must dismiss such allegations for purposes of Title IX. However, the School may still address the allegations in any manner the School deems appropriate under the School's code of conduct or other policies.
- Treat complainants equitably by providing remedies any time a respondent is found responsible, and treat respondents equitably by not imposing disciplinary sanctions without following the grievance process set forth herein.
- Remedies, which are required to be provided to a complainant when a respondent is found responsible, must be designed to maintain the complainant's equal access to education and may include supportive measures; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

- All Title IX personnel (Title IX Coordinators, investigators, decision-makers, people who facilitate any informal resolution process) shall be free from conflicts of interest or bias for or against complainants or respondents.
- There is a presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
- The School’s grievance process shall not use, rely on, or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.
- Any provisions, rules, or practices that a school adopts as part of its grievance process for handling formal complaints of sexual harassment must apply equally to both parties (complainant and respondent).
- The standard of evidence to determine responsibility is the preponderance of the evidence standard for all formal complaints of sexual harassment, whether the respondent is a student or an employee (including faculty member).

Supportive Measures, Remedies and Disciplinary Sanctions

Supportive measures include: services, accommodations, and/or other assistance that the School puts in place for a complainant after receiving notice of alleged sexual misconduct but before any final outcomes – investigatory, disciplinary, or remedial – have been determined. The School wants students and employees to be safe, to receive appropriate medical attention, and to get the help they need to heal and to continue to access their educational opportunities. We also want students and employees to understand their reporting options and how to access available interim measures.

Upon receiving a report of sexual harassment, the School will provide the complainant, or their advocate, with a written explanation of the interim measures available at School and through local community resources and shall ask complainants, or their advocates, what measures are sought. Some possible interim measures are listed below, and the School determines which measures are appropriate for a particular complainant on a case-by-case basis. Not all of the measures listed below will be necessary in every case to keep victims safe and ensure their equal access to educational programs and activities. If the complainant or advocate identifies an interim measure that is not already provided by the School, the School will consider whether the request can be granted. In those instances where interim measures affect both a complainant and the respondent, the School will minimize the burden on the complainant wherever appropriate while ensuring that the measures are non-disciplinary and non-punitive prior to reaching a determination regarding responsibility.

A complainant or their advocate may request the interim measures listed below. The School – after consulting with the complainant and/or their advocate – will determine which measures are appropriate to ensure the complainant’s safety and equal access to educational programs and activities:

- Academic accommodations, including change in classes, testing, or assignments;
- Medical and mental health services, including counseling;
- Modifications to extracurricular activities, field trips or on or off-campus activities;
- A “no contact” directive pending the outcome of an investigation. Such a directive serves as notice to both parties that they must not have verbal, electronic, written, or third party communication with one another;
- Providing an escort to ensure that the student can move safely between school programs and activities;
- Transportation accommodations; and
- Assistance identifying an advocate to help secure additional resources or assistance including off-campus and community advocacy, support, and services.

Remedies Include:

Depending on the specific nature of the problem, remedies for the complainant may include, but are not limited to:

- Providing an effective escort to ensure that the complainant can move safely between classes and activities;
- Ensuring the complainant and perpetrator do not share classes or extracurricular activities;
- Moving the perpetrator or complainant (if the complainant requests to be moved) to a different residence hall or, in the case of an elementary or secondary school student, to another school within the district;
- Providing comprehensive, holistic victim services including medical, counseling and academic support services, such as tutoring;
- Arranging for the complainant to have extra time to complete or re-take a class or withdraw from a class without an academic or financial penalty; and
- Reviewing any disciplinary actions taken against the complainant to see if there is a causal connection between the sexual violence and the misconduct that may have resulted in the complainant being disciplined.

When a respondent is found responsible for sexual harassment, the School will offer all remedies needed to eliminate the harm to the complainant and the school community and prevent the recurrence of sexual harassment. Simply sanctioning a respondent found responsible, in some cases, may be insufficient to eliminate a hostile environment. Rather, in addition to sanctions, the School may consider offering appropriate remedies for the broader student/staff population after the final outcome, including the following:

- Training or retraining school employees on the school's responsibilities to address allegations of sexual violence and how to conduct Title IX investigations;
- Developing materials on sexual harassment, which should be distributed to all staff and students;
- Conducting bystander intervention and sexual harassment prevention programs with students and/or staff;
- Issuing policy statements or taking other steps that clearly communicate that the school does not tolerate sexual harassment and will respond to any incidents and to any student who reports such incidents;
- Conducting, in conjunction with student leaders, a School climate check to assess the effectiveness of efforts to ensure that the school is free from sexual violence, and using that information to inform future proactive steps that the school will take;
- Targeted training for a group of students if, for example, the sexual harassment created a hostile environment (i.e., on an athletic team);
- When a school is unable to conduct a full investigation into a particular incident (i.e., when it received a general report of sexual violence without any personally identifying information), it should consider remedies for the broader student population in response.

Disciplinary sanctions include:

- For students found responsible: verbal warning, written warning, interim suspension, restitution, suspension, required participation in appropriate training, counseling, required

completion of a probationary period without additional infractions, or requiring the respondent to stay away from the complainant for a period of time.

- For employees found responsible: sanctions for violations of Title IX vary depending on severity from formal written warning to dismissal.

Investigations

The School shall investigate the allegations in any formal complaint and send written notice to both parties (complainants and respondents) of the allegations upon receipt of a formal complaint.

The School, through the Title IX Coordinator or other authorized School official, shall designate an impartial individual to serve as the Investigator and conduct an investigation. The Investigator may be the Title IX Coordinator. However, the Investigator shall not be someone with a conflict of interest or bias. The School may choose an outside investigator, School employee or contractor to conduct the investigation. During the grievance process and when investigating, the Investigator shall comply with the following:

- The burden of gathering evidence and burden of proof must remain on the School, not on the parties.
- The School must provide equal opportunity for the parties to present fact and expert witnesses and other inculpatory and exculpatory evidence.
- The School must not restrict the ability of the parties to discuss the allegations or gather evidence (e.g., no “gag orders”).
- Parties must have the same opportunity to select an advisor of the party’s choice who may be, but need not be, an attorney.
- The School shall send a written notice to the parties (complainant and respondent) of any investigative interviews, meetings, or hearings.
- The School shall send the parties, and their advisors, evidence directly related to the allegations, in electronic format or hard copy, with at least 10 days for the parties to inspect, review, and respond to the evidence.
- The School shall send the parties, and their advisors, an investigative report that fairly summarizes relevant evidence, in electronic format or hard copy, with at least 10 days for the parties to respond.
- The School shall dismiss allegations of conduct that do not meet the definition of sexual harassment set forth in the School’s Title IX policy or did not occur in a school’s education program or activity against a person in the U.S. Such dismissal is only for Title IX purposes and does not preclude the School from addressing the conduct in any manner the school deems appropriate.
- The School may, in its discretion, dismiss a formal complaint or allegations therein if the complainant informs the Title IX Coordinator in writing that the complainant desires to withdraw the formal complaint or allegations therein, if the respondent is no longer enrolled or employed by the school, or if specific circumstances prevent the school from gathering sufficient evidence to reach a determination.
- The School shall give the parties written notice of a dismissal (mandatory or discretionary) and the reasons for the dismissal.
- The School may, in its discretion, consolidate formal complaints where the allegations arise out of the same facts.
- The School shall protect the privacy of a party’s medical, psychological, and similar treatment records and shall not access or use such records unless the School obtains the party’s voluntary, written consent to do so.

Decision-Maker

The School, through the Title IX Coordinator or other authorized School official, shall designate a Decision-maker with regard to a Title IX complaint. The Decision-maker shall not be the Title IX Coordinator or Investigator, and shall not be someone with a conflict of interest or bias. The Decision-maker shall comply with the following rules:

- Start with the presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
- All Complainants are afforded rape shield protections, deeming questions and evidence about a complainant's prior sexual behavior irrelevant, unless offered to prove that someone other than the respondent committed the alleged misconduct or offered to prove consent.
- Use the preponderance of the evidence standard in reaching her/his decision.
- Require objective evaluation of all relevant evidence, inculpatory and exculpatory, and avoid credibility determinations based on a person's status as a complainant, respondent, or witness.
- After sending the investigative report to the parties and before reaching a determination regarding responsibility, the decision-maker(s) must afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party.
- Issue a written determination regarding responsibility with findings of fact, conclusions about whether the alleged conduct occurred, rationale for the result as to each allegation, any disciplinary sanctions imposed on the respondent, and whether remedies will be provided to the complainant.
- The written determination must be sent simultaneously to the parties along with information about how to file an appeal.

Grievance Process

Prompt Filing: The Complainant must file a formal complaint within a reasonable time, ideally within 10 days of the alleged incident. A complaint will not be disallowed solely because of the passage of time. The Title IX coordinator is charged with ensuring that all such complaints are timely, impartially, and appropriately investigated in accordance with applicable law.

Confidentiality: Every effort will be made to ensure the confidentiality of the complainant. There may be times where confidentiality may not be possible for the School to conduct a thorough investigation. There may also be instances where the School has a legal obligation to report certain information it receives to state or local authorities or to protect the School community.

Timeline: While the timeframe for completing an investigation into individual complaints may vary depending on the circumstances, the Title IX coordinator will ensure that timeframes are reasonable and endeavor to complete any investigation, including any decision, within sixty (60) days of the filing of a complaint. The timeline may be extended where appropriate at the discretion of the School. Include reasonably prompt time frames for conclusion of the grievance process, including appeals and informal resolutions, with allowance for short-term, good cause delays or extensions of the time frames.

Investigation: The Title IX coordinator or other School official shall designate an impartial Investigator to conduct the investigation. The Investigator shall have full authority to investigate, including the authority to interview witnesses. The Investigator shall follow the guidance/mandates set forth above in this policy in conducting the investigation.

Decision-Maker: The Decision-maker shall follow the guidance/mandates set forth above in this policy and shall use the preponderance of the evidence standard in reaching her/his decision. The Decision-maker shall timely provide written notice of the outcome of the complaint to the relevant parties.

Appeal: Either party may appeal the Decision-maker's decision to the Board of Directors within 14 days after a decision is made or the School dismisses a formal complaint in a Title IX proceeding, on the following bases:

- Procedural irregularity that affected the outcome of the matter,
- Newly discovered evidence that could affect the outcome of the matter, and/or
- Title IX personnel had a conflict of interest or bias, that affected the outcome of the matter.

The Board of Directors will appoint a panel of three board members to serve as the impartial review panel. The review will be conducted in accordance with all applicable laws and the panel may, but is not required to, request information directly from the parties. The three-member review panel will make a decision and will provide written notice of the outcome of the appeal to the parties within fourteen (14) school days, unless circumstances require more time.

Informal Resolution Process For Students

After a formal Complaint is filed, the School may, in its discretion, offer and facilitate informal resolution options, such as mediation or restorative justice, so long as both parties give voluntary, informed, written consent to attempt informal resolution. The School will not require participation in an informal process. And, at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

The School does not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to a formal investigation and adjudication of formal complaints of sexual harassment. Any person who facilitates an informal resolution must be well-trained. The School will not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student. Finally, the School may not offer an informal resolution process unless a formal complaint is filed.

Policy Application

This policy shall remain in effect as long as required by law.

Volunteer Policy

Purpose: This policy is to provide clear guidance on volunteer activity at School to protect the safety and security of students while encouraging the involvement of parents and the community.

A volunteer is anyone who provides services, without compensation or benefits of any kind or amount, on an occasional or regular basis at Research Triangle High School or School activities. School strongly encourages parent, grandparent, guardian, and community involvement in our School. The following policy assists our volunteers in being effective, satisfied, and successful School volunteers while maintaining the integrity of Research Triangle High School and the health and safety of our students and teachers. Volunteers in large group functions may not be subject to all of the same requirements to serve.

1. All volunteers at the School are required to:
 - a) Have a Sex Offender Registry Check on file dated within the last two calendar years.
 - b) Have a background check performed through a third party vendor on file dated within the last two calendar years.
 - c) Comply with this policy.
2. The Executive Director or his/her designee will formally approve every volunteer application, and volunteers must be placed on the Authorized Volunteer list before volunteering their services at Research Triangle High School. All administrative staff will have a copy of the Authorized Volunteer list and will prohibit any person not on this list from volunteering at Research Triangle High School.
3. Information collected during the screening process for volunteers will be treated as confidential to the extent allowed by the law.
4. The Executive Director or her/his designee will review all flagged criminal background checks. No person who has been convicted of crimes against children, sex crimes, or serious crimes of violence will be allowed to volunteer at Research Triangle High School. The Director will evaluate other criminal records on an individual basis. If a criminal history presents itself in a review, the Executive Director shall determine whether the results of the review indicate that the volunteer (i) poses a threat to the physical safety of students or personnel, or (ii) has demonstrated that he or she does not have the integrity or honesty to fulfill his or her duties as a volunteer. The Executive Director shall document the decision.
5. All volunteers must report directly to the School office when they arrive and should sign in. The School office will provide an official badge identifying the volunteer that must be worn at all times.
6. All volunteers must be at least 18 years of age unless they are supervised by another responsible adult as approved by the Executive Director or his/her designee.
7. Volunteers work in partnership with, under the supervision of, and at the request of School administration and staff. Volunteers are expected to abide by all Board policies, procedures, and School rules when performing their assigned responsibilities. The Executive Director or his/her designee shall make volunteers aware of all applicable policies, procedures, and rules.
8. Volunteers will not have access to confidential information in student records except as allowed by federal and state laws and regulations. Volunteers will be responsible for

maintaining confidentiality regarding information seen and heard while working as a volunteer.

9. If there is a safety concern or an emergency situation, volunteers must immediately communicate that to someone in authority at Research Triangle High School.
10. Volunteers shall not use information learned or acquired in the course of volunteering for any reason other than in furtherance of their volunteer efforts at Research Triangle High School. For example, if a volunteer is a class parent and receives parent email information to communicate with parents, the volunteer shall not share parent email addresses with others and shall not use such email addresses to communicate with parents about anything other than for the purpose of serving as class parent.
11. Volunteers are to serve as positive role models and abide by the Volunteer Policy.
12. Volunteers are prohibited from disciplining students. Behaviors requiring discipline should be reported immediately to the appropriate teacher or staff member.
13. Volunteers are prohibited from administering medications of any kind to students.
14. Volunteers should refrain from giving students gifts, rewards, or food items of any kind without the permission of School personnel.
15. Volunteers are expected to be prompt and dependable. Volunteers should notify the School office if an illness or emergency prohibits them from attending a volunteer assignment.
16. Volunteers may not take students off School property without the written permission of parents and approval of School personnel.
17. Volunteers must leave children not enrolled School at home when volunteering.

School does not tolerate any kind of discrimination or harassment by volunteers of Research Triangle High School and it is expected that all volunteers will comply with Research Triangle High School policies related to such matters.

Staff Criminal Background Check Policy

Purpose: The purpose of this policy is to identify how Research Triangle High School will conduct its criminal background checks to ensure the safety of all of our students and staff.

According to NC Charter School law GS_115C-238.29F (e) (1), all NC Charter Schools shall adopt a background check policy mirroring the local board of education policy that requires an applicant for employment to be checked for a criminal history, as defined in G.S. 115C-332. School is required to apply its policy uniformly in requiring applicants for employment to be checked for a criminal history before the applicant is given an unconditional job offer. According to NC charter School law, a charter School may employ an applicant conditionally while the board is checking the person's criminal history and making a decision based on the results of the check.

RTHS is required by the state of North Carolina to conduct criminal background checks for all staff including full-time, part-time and substitutes, which will be done upon the acceptance of a conditional employment offer. A criminal records check may also be conducted on a selective, random or rotating basis for any current employees, annually rehired employees, and employees whose contracts are scheduled to be renewed.

The Executive Director will be required to also undergo a credit history check and civil records check in addition to the criminal background check and a Social Security Search.

To conduct an accurate check of criminal records, all applicants for employment and any current employee may be required to submit to fingerprinting as part of the background check process. The refusal to consent to a criminal records check or fingerprinting will result in the applicant not being offered employment, or if a conditional offer has been made, the offer will be withdrawn or the employee's employment will be terminated, as applicable.

If a person omits information or gives false information concerning his or her criminal history on his or her employment application, background check form, resume or any other required or submitted application-related document, that person may not be offered employment. If the person has been: (a) hired, or (b) offered employment conditioned on the results of a criminal history check, the person will be subject to disciplinary action up to and including dismissal or the offer of employment will be withdrawn, as applicable.

The Executive Director will review all criminal background checks. If a criminal history presents itself in a review, Research Triangle High School Board of Directors shall review the criminal history it receives on a person. The Board shall determine whether the results of the review indicate that the applicant or employee (i) poses a threat to the physical safety of students or personnel, or (ii) has demonstrated that he or she does not have the integrity or honesty to fulfill his or her duties as school personnel and shall use the information when making employment decisions and decisions with regard to independent contractors. The Board shall make written findings with regard to how it used the information when making employment decisions and decisions with regard to independent contractors.

The Executive Director will notify applicants if any adverse results are found, and the applicant will be given a chance to respond with any relevant explanation. Research Triangle High School shall apply its policy uniformly in requiring applicants for School personnel positions to be checked for a criminal history.

Each employee is required to notify his or her immediate supervisor within 24 hours after an arrest for an offense other than a non-moving traffic violation, felony or misdemeanor criminal charge, felony or misdemeanor criminal conviction, guilty plea or plea of no contest. Any employee who is aware of any arrest for an offense other than a non-moving traffic violation, felony or misdemeanor criminal charge, criminal conviction, guilty plea or plea of no contest of another employee should notify their supervisor or an administrator.

There shall be no liability for negligence on the part of the Research Triangle High School Board of Directors, or its employees, or the State Board of Education, or its employees, arising from any act taken or omission by any of them in carrying out the provisions of The Staff Criminal Background Check Policy. The immunity established by this subsection shall not extend to gross negligence, wanton conduct, or intentional wrongdoing that would otherwise be actionable. The immunity established by this subsection shall be deemed to have been waived to the extent of indemnification by insurance, indemnification under Articles 31A and 31B of Chapter 143 of the General Statutes, and to the extent sovereign immunity is waived under the Tort Claims Act, as set forth in Chapter 31 of Chapter 143 of the General Statutes.

Any applicant for employment who willfully furnishes, supplies, or otherwise gives false information on an employment application that is the basis for a criminal history record check shall be guilty of a Class A1 misdemeanor. (1995, c. 373, s. 1; 2001-376, s. 1; 2012-12, s. 2(rr).)

Any staff members or coaches that will be driving students for School related purposes will be required to have a Motor Vehicles Check performed in addition to the criminal background check stated above.

The Chief School Officer's background check will be requested and reviewed by the Board's Governance Committee.

Information obtained through the implementation of this policy shall be kept confidential as provided in Article 21A of Chapter 115C of the North Carolina General Statutes, and NC GS §115C-332(e). However, the criminal history received on any person who is certificated, certified or licensed by the State Board of Education will be provided to the State Board as required by NC GS §115C-332(e).

Health Certificates

Under North Carolina Law, N.C.G.S. § 115C-323, every new School employee and any employee returning after separation of more than one year shall be required to furnish an approved health certificate on the prescribed forms before assuming his/her duties.

Any employee who has been absent for more than 40 successive school days because of a communicable disease must, before returning to work, provide a physician' certificate on the prescribed form certifying that the employee is free of any communicable disease.

The Health Certificate Form can be obtained from the Front Office. Information on an employee's medical condition or history will be kept separate from other employee information and maintained confidentially.

Communicable Disease

The School attempts to provide a safe and secure environment for all students and employees. Therefore, any employee who has been diagnosed with or displays the symptoms of having a communicable disease must immediately notify the Executive Director so that appropriate decisions can be made on a case-by-case basis. The Executive Director shall maintain an appropriate balance between the rights of students and employees and the control of the potential spread of a communicable disease.

Blood Borne Pathogens Exposure Control

It is the policy of the School to comply with Federal Occupational Safety and Health Act (29 U.S.C. 651) and with the Occupational Safety and Health Act of North Carolina (N.C. Gen. Stat. 95-126) and all rules and regulations promulgated there under. Specifically, it is the policy of the school to minimize and to prevent, when possible, the exposure of its employees to blood borne pathogens i.e., disease-causing microorganisms transmitted through human blood.

Board of Directors Background Check Policy

Purpose: The purpose of this policy is to identify how Research Triangle High School will conduct its background checks of Board Members to ensure the safety of all of our students and staff.

All members of the Board of Directors shall undergo a criminal background check and a Social Security Search prior to officially joining the Board. Once a new board member has been identified and voted on, the checks will be performed. If a background check identifies issues, which may preclude acceptance, the case will be referred to the Board Chair and the Vice Chair. The Chair or Vice Chair will notify applicants if any adverse results are found, and the applicant will be given a chance to respond with any relevant explanation. Once the new Board member's background check has been successfully completed, the new member may attend meetings and become fully involved in School Board activities.

Research Triangle High School will initiate the background checks through an external company. Reasonable efforts will be made to ensure that the results of criminal background checks will be kept as confidential as possible with a limited number of persons authorized to review results (to include the Managing Director and the Board Chair).

Registered Sex Offenders Policy

Purpose: To clearly identify how registered sex offenders will be expected to respect the boundaries set forth by Research Triangle High School.

Pursuant to Session Law 2008-117, *The Jessica Lunsford Act for North Carolina* (the "Act"), the General Assembly of North Carolina has recognized that sex offenders often pose a high risk of engaging in sex offenses after being released from incarceration or commitment and that the protection of students from sex offenders while on School property and at School-sponsored activities serves an important governmental interest.

School is committed to the following

1. Sex offenders are banned from all School property and School events

In accordance with G.S. 14-208.18, all persons who (1) are required to register under the Sex Offender and Public Protection Program AND (2) have been convicted of certain sexually violent offenses or any offense where the victim was under the age of 16 years at the time of the offense ("Prohibited Persons") are expressly forbidden to be present on any property owned or operated by the Research Triangle High School system, including Research Triangle High School buildings, athletic fields, playgrounds, parking lots, activity buses or other property of any kind for any reason, including attendance at sporting events or other School-related functions, whether before, during or after School hours. In addition, Prohibited Persons may not attend or be present at any student function or field trip on or off of School property which is 1) School-sponsored or 2) otherwise under the official supervision or control of School personnel. This policy applies to all Prohibited Persons regardless of their relationship to, or affiliation with, a student in the School system (i.e. stepparents, aunts, uncles, grandparents, etc).

A. Prohibited persons

The Executive Director or designee shall insure that administration is familiar with the criminal offenses that qualify an individual as a Prohibited Person under this policy. The Executive Director will also subscribe to electronic notification of Registered Sex Offenders and access the state database as needed.

B. No special permission

There shall be no "special permission" given for Prohibited Persons to be on Schools grounds or attend events or activities in violation of this policy.

C. Possible exceptions for students

Students who meet the definition of a Prohibited Person may be on School property only in accordance with state law.

D. Limited exception for prohibited persons who are parents / legal guardians of a student

a. A Prohibited Person who is the Parent/Legal Guardian of a student may be on School property only for the following reason:

1. To attend a previously scheduled School conference with School personnel to discuss their child's academic or social progress; or
2. At the request of the Chief School Officer/designee, for any other reason relating to the welfare or transportation of their child.

b. The procedure for making a request is as follows:

1. For each visit authorized by subsection (a)(1) above, the Parent/Legal Guardian must provide the Executive Director with prior written notice of their registration on the Sex Offender Registry.

2. A request for presence at Research Triangle High School must be submitted to the Executive Director in writing, minimally 72 hours in advance.
 3. The request must include the nature and specific times of the requested.
 4. The Executive Director or designee will respond within 48 hours either authorizing or denying the request.
 5. The decision of the Executive Director or designee is final.
 6. The Executive Director will notify the Board of any such requests and the decision.
- c. For each visit authorized by subsection (c) above, the Parent/Legal Guardian must check in at the front office upon arrival and departure. In addition, during each and every visit, the Parent/Legal Guardian must be under the direct supervision of School personnel at all times. If personnel are not available to supervise the Parent/Legal Guardian during any visit then they shall not be permitted on Research Triangle High School property.
- d. For each visit authorized by subsection (c) above, the Parent/Legal Guardian shall comply with all reasonable rules and restrictions placed upon them by the Chief School Officer, including any restrictions on the date, time, location and length of meetings.

2. Enforcement

Any suspected violation of this policy shall be reported by a School administrator to the Executive Director and to law enforcement for immediate investigation. All School personnel should report the presence or suspected presence of a Prohibited Person to a School administrator and take appropriate action. The Executive Director shall immediately notify the Research Triangle High School Board Chair of any known or suspected Prohibited Person who is a student, or a parent or legal guardian of a student, at their School.

3. Applicability

This policy shall supersede any conflicting provisions in all other School Board policies regarding School safety, parental involvement, School field trips, School visitors, School volunteers and student transportation.

Policy for Reporting Suspected Child Abuse and Neglect

Child Abuse Reporting

All school personnel are required to report any suspected abuse of any child as per the School's Child Abuse Reporting Policy consistent with N.C.G.S. § 7B-301. These reports should be made directly to the Department of Social Services in the county where the child resides. Reports can also be made by calling 919-560-8424 (Durham County). If a report is made, it must be reported to the Executive Director immediately. All school personnel will receive training on how to report child abuse. If any staff member has a question or concern, they should see the School Counselor and Chief School Officer.

In addition to cases of abuse, neglect, dependency, and maltreatment, under N.C.G.S. §14-318.6, any person 18 years of age or older who knows or should have reasonably known that a juvenile has been or is the victim of a violent offense, sexual offense, or misdemeanor child abuse under N.C.G.S. §14-318.2 shall immediately report the case of that juvenile to the appropriate local law enforcement agency in the county where the juvenile resides or is found. If a report is made, it must be reported to the Executive Director immediately. All school personnel will receive training on how to report child abuse. If any staff member has a question or concern they should see the School Counselor and Chief School Officer.

Child Sexual Abuse and Sex Trafficking Training Policy

It is the intent of this policy to comply with North Carolina law with respect to child abuse and sex trafficking, including N.C.G.S. 115C-218.75(g). Those laws require that Research Triangle High School adopt and implement a child sexual abuse and sex trafficking training program in accordance with N.C.G.S. 115C-375.20. Specifically, N.C.G.S. 115C-375.20, states as follows:

- School personnel. Teachers, instructional support personnel, principals, and assistant principals. This term may also include, in the discretion of the employing entity, other school employees who work directly with students in grades kindergarten through 12.
 - Each employing entity shall adopt and implement a child sexual abuse and sex trafficking training program for school personnel who work directly with students in grades kindergarten through 12 that provides education and awareness training related to child sexual abuse and sex trafficking, including, but not limited to, best practices from the field of prevention, the grooming process of sexual predators, the warning signs of sexual abuse and sex trafficking, how to intervene when sexual abuse or sex trafficking is suspected or disclosed, legal responsibilities for reporting sexual abuse or sex trafficking, and available resources for assistance. This training may be provided by local nongovernmental organizations with expertise in these areas, local law enforcement officers, or other officers of the court. All school personnel who work with students in grades kindergarten through 12 shall receive two hours of training consistent with this section in even-numbered years beginning in 2020.
 - No entity required to adopt a child sexual abuse and sex trafficking training program by N.C.G.S. 115C-47(64), 115C-218.75(g), 115C-238.66(14), or 116-239.8(b)(17), or its members, employees, designees, agents, or volunteers, shall be liable in civil damages to any party for any loss or damage caused by any act or omission relating to the provision of, participation in, or implementation of any component of a child sexual abuse and sex trafficking training program required by this section, unless that act or omission amounts to gross negligence, wanton conduct, or intentional wrongdoing. Nothing in this section shall be construed to impose any specific duty of care or standard of care on an

entity required to adopt a child sexual abuse and sex trafficking training program by G.S. 115C-47(64), 115C-218.75(g), 115C-238.66(14), or 116-239.8(b)(17)."

Such program shall be adopted and implemented by January 1, 2020, and training shall be required for school personnel beginning with the 2020-2021 school year. The RTHS program under this policy shall be conducted in accordance with North Carolina law and supervised by the Director of Operations.

School Safety Policy

School Safety Policy

Research Triangle High School has a Crisis Management Team that creates and manages the following procedures by outlining the actions and responsibilities of staff and administration in addressing the following issues:

- Evacuation Response: Fire
- Evacuation Response: Non-Fire (life threatening)
- Lockout Response (threat outside building)
- Lockdown Response (threat inside the building)
- Severe Weather (tornado; hurricane; etc.)
- Return to Work During COVID-19 or Other Event
- Hazardous Materials
- Serious Individual Incident
- Public Health Emergency

The Director of Operations oversees the Crisis Management Team, and it is the responsibility of the CSO to ensure that the procedures are current and applicable and that all applicable parties are aware of the procedures.

The Director of Operations is also responsible for ensuring drills occur on a regular basis. These procedures will be reviewed annually by the Crisis Management Team and any changes or revisions will be made by the Executive Director or the Director of Operations. The Executive Director is responsible for communicating these procedures to the Board of Directors.

Weapons Ban Policy

Purpose: To provide a safe and secure School environment for all students, employees and visitors of School.

Research Triangle High School prohibits weapons (or replicas of weapons) on School property, in school vehicles and at school-sponsored activities on or off school property. Weapons and replicas of weapons constitute any item (regardless of its nature) used to threaten or cause actual harm, including but not limited to: firearms, knives, metal knuckles, chains, razors, explosives, poisonous or noxious gases or any other tool or instrument capable of inflicting bodily injury as determined by school administration. On-duty Law Enforcement Officers (LEO) or School Resource Officers (SRO) are the only approved individuals to carry weapons on school property or at other school-sponsored activities on or off school property.

Students who violate this policy will be subject to disciplinary action, up to and including expulsion from school for a period of one (1) year from the date the student was found guilty of the violation. The Executive Director will review each alleged violation of this policy and will exercise discretion for expulsion on a case-by-case basis.

Employees who violate this policy will be subject to disciplinary action up to and including termination. The Chief School Officer will review each alleged violation of this policy and will exercise discretion for disciplinary action on a case-by-case basis.

Visitors or volunteers who violate this policy will be subject to local law enforcement action.

Any employee who is aware that a student, volunteer, parent or employee is carrying a weapon must report the infraction to their supervisor or an administrator immediately.

All acts of violence and possession of weapons as defined in this policy shall be reported to parents of the violator, appropriate law enforcement agency and any other government agency as required by law.

The Executive Director is required to report immediately to the appropriate local law enforcement agency whenever the Executive Director has personal knowledge or actual notice from school personnel that any of the following acts has occurred on school property:

- assault involving the use of a weapon
- unlawful possession of a firearm
- unlawful possession of a weapon

This reporting requirement applies regardless of the age or status of the person thought to have committed the act. The report to law enforcement is only required if the act occurs on School property, which includes any public-school building, bus, campus, grounds, recreational area or athletic field.

Document Retention Policy & Procedures

Purpose: To provide the plan and procedures for retaining documents at the School.

Policy:

All storage of financial and administrative records shall be in a secure, safe, and confidential manner. The length of time for retention shall comply with legal requirements. Records related to a possible or pending judicial or administrative investigation shall be kept until all proceeding and actions are concluded.

Procedures:

Physical Records: once annually the physical documents and files should be transferred from active files to inactive storage and each file should be labeled with the retention date. All confidential files should be clearly labeled Confidential. All files in storage should be stored in a fire resistant, secure, dry place.

When files are past retention requirements, the documents shall be shredded and disposed of as soon as reasonably possible.

Long term storage of electronic files: all electronic files will be backed up daily and the backed up files are moved off-site monthly.

Research Triangle High School complies with all State and Federal laws and regulations for document retention. The table below, which provides the minimum requirements for document retention, is intended to comply with all such laws and regulations.

Type of Document	Minimum Requirement
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank reconciliations	2 years
Bank statements	3 years
Cancelled checks	7 years
Checks (for important payments & purchases)	Permanently
Contracts, mortgages, notes and leases (expired)	7 years
Contracts (still in effect)	Permanently
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Deeds, mortgages, and bills of sale	Permanently
Depreciation schedules	Permanently
Duplicate deposit slips	2 years
Employment applications	3 years
Expense analyses/expense distribution schedules	7 years
Year End financial statements	Permanently
Expired insurance policies	3 years
Insurance records, current accident reports, claim policies, etc.	Permanently
Internal audit reports	3 years
Inventories of supplies, materials, products	7 years
Invoices (to customers, from vendors)	7 years
Minute books, bylaws and charter	Permanently
Patents and related papers	Permanently
Payroll records and summaries	7 years
Personnel files (terminated employees)	7 years
Retirement and pension records	Permanently
Tax returns and worksheets	Permanently
Timesheets	7 years
Trademark registrations and copyrights	Permanently
Withholding tax statements	7 years

Student Records:

After a student withdraws (meaning a student is not transferring to another public School) School will keep a student’s records including health and academic records for 5 years.

Student accident and special incident reports will be kept until the student turns the age of 21.

Public Records Request Policy

Purpose: The purpose of this policy is to provide guidelines for any person or public entity requesting information from Research Triangle High School through a public records request.

Research Triangle High School allows for public records requests, with certain exceptions.

The public records of Research Triangle High School shall mean any document that satisfies the general definition of “public record” set forth in North Carolina General Statute, Section 132 *et. seq.* and any other applicable laws, and does not fall within any of the exceptions set forth therein, as the definition and exceptions are amended from time to time and as the definition and exceptions are interpreted by state, federal and/or local courts.

Requests for public records shall be made in writing (electronic or paper) to the Director of Operations, Board of Directors Secretary or other designated Open Records Officer. The Open Records Act sets forth the various specifications for the contents of a written request. The request shall include the name of the requester and the address to which Research Triangle High School should address its response. The request shall identify or describe the records sought with sufficient specificity to enable Research Triangle High School to ascertain the records being requested. Research Triangle High School will not recognize anonymous requests for the review of public records.

The Managing Director, Board of Directors Secretary or designee of the Managing Director shall act upon every defined written request (whether made in person, by mail, fax or electronic mail) within a reasonable time.

If a written request for access to a record is denied or deemed denied, the Requester may file an appeal to the Research Triangle High School Board (“the Board”) within fifteen (15) business days of the mailing date of Research Triangle High School denial or of the date the request is deemed denied. The appeal should state the grounds upon which the Requester asserts that the record is a public record or financial record and shall address any grounds stated by Research Triangle High School for delaying or denying the request.

Unless the Requester agrees otherwise, the Board shall make a final determination, which shall be mailed to the Requester and Research Triangle High School within thirty (30) days of receipt of the appeal. If the Board fails to issue a final determination within thirty (30) days, the appeal is deemed denied.

The School shall establish reasonable fees for duplication of records in accordance with NC law.

Admissions and Enrollment Policy

Purpose: This policy is in place to address the process for handling admissions at School. The goal of this admissions policy is to declare the process and methods that will be used to admit students in a fair and consistent way that does not offer priority to any student except those specifically noted in required by North Carolina law.

School is a nonprofit, tuition-free charter school authorized by the state of North Carolina. As a charter school, School will be open to all students who would otherwise qualify for enrollment in North Carolina Public Schools. The school will not discriminate against any student on the basis of ethnicity, national origin, gender, or disability. School will open enrollment on January 1. The open enrollment period will end on February 28. The lottery date, time and location will be published on the school's website by January 15th of each year.

No criteria for admission will be used except the completed application. The application may be completed online through our website, unless a family is unable to access the site. In that case, we will provide a paper application to parents when requested. The application will include the student's name, parent/guardian names, current address of student, phone number of parent/guardian, email of parent/guardian, county of residence, current grade level, their grade level for the coming year, student's date of birth, current school, the name of any siblings already enrolled at the school, declaration of the student's residence in the state of North Carolina, confirmation of access to email, parent email address and an indication as to how the family would like their children entered into the lottery.

Grade Level for the Lottery Application

Parents will be asked to confirm both their student's current grade as well as the grade for the coming year. Parents may not choose which grade they would like their child enrolled in for the coming year, they must enter the actual current grade and the next year's grade as confirmation. Parents wishing to have their child considered for retention must still submit their student for the subsequent grade level and then if admitted the student will be evaluated by the Director and child's teacher before a retention decision is made. If the student's current school recommends a student for retention and has it documented in the student's file, the student will be moved to the appropriate grade if they have been admitted to school and will retain enrollment status with School. If the student is on the wait list at the time the retention decision is made, they will be moved to the correct grade level and placed on the wait list of their new grade based on the number they were pulled during the lottery.

Single or Family Application

Each family will be offered the choice to either enter all of their children into the lottery with one surname or enter each child separately in the lottery. When a family application (all siblings on one application) is pulled during the lottery, all of the students listed on the application will be pulled at the same time. If there are spots available in the appropriate grade levels, the children will be admitted. If there are not spots available, they will be placed on the wait list for those grades at that time.

Returning Students

Current students at School will not be required to re-enroll. They will be asked to sign a letter of intent for the coming year during January to allow the school to plan appropriately for the lottery.

Enrollment Priority

Research Triangle High School will follow all rules and regulations regarding enrollment priority as specified required by applicable North Carolina law

The following groups will have enrollment priority at Research Triangle High School for subsequent school years in the order that follows as space permits in each grade:

1. Children of full time employees (may not exceed 15% of total school population)
2. Siblings of current students (as determined by Charter School law G.S. 115C-238.29F(g)(5a))

Multiple Birth Siblings

If multiple birth siblings apply to the school, their surname will be entered once to represent all of the multiple birth siblings. If the multiple birth siblings are pulled in the lottery when there is still at least one spot remaining in their grade level, all multiple birth siblings shall be admitted. If their application is pulled after the spots are all filled, they will be added to the wait list in the order they are listed on their application.

Other Siblings

If siblings apply for admission through the lottery, Research Triangle High School will enter one surname into the lottery to represent all of the siblings applying at the same time. If that surname of the siblings is selected, then all of the siblings shall be admitted to the extent that space is available and does not exceed the grade level capacity. It is our intent to provide Lottery Procedures that benefit families but are fair and consistent for all of our applicants.

Prior to the general enrollment lottery, the school will conduct a sibling lottery of the students admitted in the prior year if more siblings have applied than there are available spots. If there are more siblings that have applied than there are spots available, a grade level wait list will be started and students not receiving spots will be added to the wait list in the order in which they are pulled.

Once the sibling lottery has been completed (if needed) the general lottery will begin. School will place all applications received during the open enrollment period into one school wide lottery.

Lottery Results

The school will post the results of the lottery on the website within 5 business days of the lottery. If a student has been admitted to the school, the parent/guardian of the student will be contacted via email unless they indicated on their application that they did not have access to email. If the parent is unable to receive email, an acceptance letter will be mailed to the child's residence.

The results and the wait list will be updated monthly to allow parents to determine their current place on the wait list. Parents of students placed on the wait list will not receive communication via email or mail as to their student's place on the wait list. They will be asked to look at the wait list information placed online to determine their spot on the wait list.

Enrollment

Students admitted before May 15 will have 30 calendar days from the date their acceptance email was sent to accept or decline enrollment and 5 days from the time of the acceptance email to turn in enrollment paperwork. If a student is admitted after May 15, they will have 3 days to accept or decline enrollment at the school and 7 days to return the enrollment paperwork. If a student is admitted after July 15, they will have 48 hours to accept or decline enrollment at the school and 3 days to return the enrollment paperwork. If the school does not receive enrollment confirmation and the paperwork back in the specified time period, the Director may decline enrollment to the student and offer the spot to the next student on the wait list. If enrollment is declined and then a parent later decides they would like to send their student after all, they will be asked to submit a new application and they will be placed on the wait list in the next available spot.

As spots at the school become available, the parent/guardian of the student will be contacted via email. If the parent does not have access to email and has specified that on their application, the school will mail a letter of acceptance to the child's residence.

School's Right to Refuse Enrollment

School reserves the right to refuse to enroll any student currently under a term of expulsion or suspension by his or her school until that term is over.

School reserves the right to refuse to enroll a student if a parent willingly and knowingly provided incorrect information on the enrollment application.

If a student has accepted enrollment at the school, but does not appear at the school in the first 2 days of school, the school will make reasonable attempts to contact the parents. If there is no response from the parent by the 3rd day of school, the school reserves the right to remove the student from their enrollment roster and offer the next student on the wait list the spot.

Handling of Errors

School Errors

If any mistake is made by School in administering the lottery (or if any discrepancy occurs in the lottery process as a result of the actions of School that is not corrected during the lottery), such mistake or discrepancy will not invalidate the lottery and the lottery results will stand with respect to all applicants who were admitted at the appropriate grade level through the lottery. The mistake or discrepancy will be corrected at the next regularly scheduled meeting of the Board of Directors (after recognition of the mistake). If a mistake is made by an applicant resulting in the applicant not being placed at the appropriate grade level in the lottery, the applicant will not be admitted and may submit a corrected application, which will be subject to the process followed for students applying after the enrollment period.

If too many students were included in the lottery at a grade level or if a student name was duplicated in the lottery at a grade level, the student or students who should not have been included (or the duplicate with the lower priority placement number, as applicable) will be removed, and any applicants with placement numbers behind the applicants who were removed will be advanced in order on the list.

If an applicant is left out of the lottery by mistake, the number of students who were included in the lottery will be determined. For each applicant not included by mistake, a random application number from the full pool of applicants received will be assigned, and the applicant will be assigned that number as his or her lottery placement number and appropriately placed as if they were pulled at the same time as the randomly assigned placement number. Any applicants with placement numbers on the wait list behind the applicants who were left off by mistake will be moved down in order on the list. As noted above, lottery results will stand with respect to all applicants who were admitted at the appropriate grade level through the lottery.

Parent Errors

If a student name is duplicated in the lottery and School administration determines that the student was intentionally registered more than one time, the student will be assigned the lowest priority placement number assigned to the student in the lottery.

If an applicant has been incorrectly placed in a grade because a parent wishes to have their student retained, the applicant will not be admitted and may submit a corrected application, which will be subject to the process followed for students applying after the enrollment period.

10/20 Day Rule for Dropping Courses

Purpose: This policy is in place to clearly identify School's policy for dealing with student's interested in dropping a course after the School year has begun.

The 10/20 Day Rule was established by the State Board of Education, upon the recommendation of the Compliance Commission for Accountability. The rule (HSP-C-003) states that, effective with the 1999-2000 School year, students may drop a course with an end-of-course (EOC) test within the first 10 days of a block schedule or within the first 20 days of a traditional schedule. The 10/20 Day Rule was established to prohibit the removal of students from EOC courses later during the instructional year to avoid the impression that a School might have deliberately circumvented the requirement to test all students enrolled in EOC courses.

School will not allow a student to drop a course after the 10th day of a block scheduled course or 20th day of a traditional schedule course with the exception of the following:

1. A student transferred into Research Triangle High School without sufficient records to inform a proper placement. Records do not arrive until after the 10th or 20th day respectively. In such cases, Research Triangle High School has the latitude to withdraw a student if the student has been inappropriately placed in an EOC course.
2. A student is withdrawn to enroll in a higher level EOC course. The student will take the appropriate test for that course. In such a case the student may be better served and Research Triangle High School is still held accountable through the test given in the higher level course.
3. There is a valid medical reason for removing a student from a course. In very rare cases, an individual student may be involved in a major medical emergency such as an accident that incapacitates the student for an extended period of time. In such instances, it may be in the student's best interest to be withdrawn from a course.

The above, exceptions are allowable in individual cases where circumstances are extenuating and it is clearly in the interest of the student to remove them from an EOC course. Each case will be weighed individually by the Director and consideration will be given to assure that the accountability of Research Triangle High School is not compromised. If the student is withdrawn, sufficient documentation will be kept by the Director explaining why the student was withdrawn. These justifications will be summarized and forwarded to the LEA Testing/accountability Coordinator as supporting documentation to accompany the accountability files of Research Triangle High School.

The Director is encouraged to consider both the credibility of a School's accountability results as well as the interests of the individual student as they consider rare exceptions to the 10/20 Day Rule.

McKinney-Vento Homelessness Assistance Act Policy

Purpose: To declare Research Triangle High School intent to follow the laws set forth in the McKinney-Vento Homelessness Assistance Act.

The McKinney-Vento Homelessness Act states as follows:

- (1) Each State educational agency shall ensure that each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, including a public pre-school education, as provided to other children and youths.
- (2) In any State that has a compulsory residency requirement as a component of the State's compulsory School attendance laws or other laws, regulations, practices, or policies that may act as a barrier to the enrollment, attendance, or success in School of homeless children and youths, the State will review and undertake steps to revise such laws, regulations, practices, or policies to ensure that homeless children and youths are afforded the same free, appropriate public education as provided to other children and youths.
- (3) Homelessness alone is not sufficient reason to separate students from the mainstream School environment.
- (4) Homeless children and youths should have access to the education and other services that such children and youths need to ensure that such children and youths have an opportunity to meet the same challenging State student academic achievement standards to which all students are held.

Research Triangle High School shall have a designated McKinney-Vento Coordinator that coordinates services for students under the McKinney-Vento Homelessness Assistance Act and reports all data as required to NC Department of Public Instruction. The coordinator will be identified by the Director and shall follow all federally mandated protocols for identifying and serving homeless students identified by the McKinney-Vento Homelessness Assistance Act.

Corporal Punishment

No Research Triangle High School employee or volunteer may use corporal punishment to discipline a student. Corporal punishment is any kind of punishment inflicted on the body, including, but not limited to, spanking, paddling, or slapping.

Notwithstanding the policy prohibiting the use of corporal punishment as a means of discipline, school personnel may use reasonable force to control behavior or to remove a person from the scene in these situations when necessary:

- To quell a disturbance threatening injury to others;
- To obtain possession of weapons or other dangerous objects on the person or within the control of a student;
- For self defense;
- For the protection of persons or property; or
- To restrain or direct pupils or otherwise maintain order.

Seclusion and Restraint House Bill 1032 Policy

Purpose: This policy is to comply with the laws governing seclusion and restraint including House Bill 1032, the Deborah Greenblatt Act.

Research Triangle High School has established guidelines for the use of restraint and provisions for training the staff in the management of student behavior in accordance to North Carolina General Statute, 115C-391.1, also known as House Bill 1032 – Deborah Greenblatt Act. This law took effect July 1, 2006; and requires Research Triangle High School to inform parents of the existence of the law, the definitions for the following terms and how Research Triangle High School will use these forms:

- a. Physical Restraint is the use of physical force to restrict the freedom of movement of all or a portion of a student's body. Research Triangle High School will use a trained crisis team to physically restrain a child only as the last resort to protect the health and safety of the child and others in the area.
- b. Mechanical Restraint is the use of any device or material attached or adjacent to a student's body that to restricts the freedom of movement. Research Triangle High School will use a trained crisis team to mechanically restrain a student only as a last resort to protect the health and safety of the student and others in the area. Research Triangle High School will also contact the proper authorities (law enforcement) to assist when needed.
- c. Seclusion is the confinement of a student alone in an enclosed space from which the student is prevented from or not capable of leaving. Research Triangle High School will use a trained crisis team to seclude a student only as a last resort to protect the health and safety of the student and others in the area. Research Triangle High School will also contact the proper authorities (law enforcement) to assist when needed.
- d. Isolation is a behavior management technique in which a student is placed alone in an enclosed space from which the student is not prevented from leaving. Research Triangle High School will use isolation to help a child get their behavior back under control before allowing them to rejoin their classmates. This space will follow the guidelines set forth in the law.
- e. Time-out is a behavior management technique in which a student is separated from others for a limited time in a monitored setting. Research Triangle High School uses the

time out system to manage student behavior. The new law does not regulate the use of time out.

Aversive Procedures are a systematic physical or sensory intervention program for modifying the behavior of a student, which causes physical harm and long-term psychological impairment. Research Triangle High School will at no time use aversive procedures to modify a student's behavior.

School Testing Materials Policy

Purpose: This policy is in place to clearly identify the process for maintaining and holding testing materials while they are at School.

All testing materials at Research Triangle High School will be kept secure at all times. Testing materials will be kept in a locked filing cabinet or locked closet of one of the lead administrator's offices. The secure location must be approved by the Chief School Officer. Testing materials will only be handled by a School administrator. The Director may appoint an additional staff member to handle testing materials if necessary. For the purpose of this policy, the term "testing materials" refers to all state mandated testing materials including End of Grade test materials and End of Course test materials.

Fundraising Policy

Purpose: To provide parameters to ensure all fundraisers conducted at School are directly related to assisting Research Triangle High School and/or enhance learning opportunities.

In order to foster an environment that is focused on learning and student growth, School will only allow fundraisers that are directly related to school improvement, school community development or learning enhancement.

Approval: All fundraisers must be approved by the school leadership prior to implementation.

Purposes of Fundraising: The following are acceptable fundraising purposes:

- Fundraisers where proceeds go directly towards enhancing Research Triangle High School facilities or other budget needs.
- Fundraisers where proceeds reduce field trip costs or other student costs as they pertain to school-related opportunities.
- Fundraisers for charities or causes will only be conducted if there is a direct tie to a school service project in which Research Triangle High School students are involved.

Restrictions: The following are to be avoided in the context of any Research Triangle High School fundraisers:

- In the instance of approved school fundraisers, students and staff may not be required to participate in selling any type of product.

Donors Choose and Internet/Social Media/Crowdsourcing Policy

All fundraising, grants and monies intended to be raised for School, or any classroom, activity, athletics or club or project, through organizations such as Raptor Fund or any like organizations or other internet/social media/crowdsourcing must be pre-approved by Research Triangle High School. Please contact the Director for such approval. Only the Director or his/her designee has the authority to

approve such requests. If the project is for technology or equipment, the technology will remain with Research Triangle High School if and when the teacher leaves.

School Attrition Policy

Purpose: The purpose of this policy is to identify how Research Triangle High School will track attrition data.

The Executive Director of Research Triangle High School shall be responsible for collecting and providing the attrition data for Research Triangle High School monthly and on an annual basis. The data shall be reported in the monthly Director's report.

School Fee Policy

Purpose: The purpose of this policy is to provide for the establishment of fees.

Consistent with North Carolina law (N.C.G.S. Section 115C-218.50), the Board of Research Triangle High School has approved the establishment of certain fees, including fees for extracurricular activities, to be charged to parents/guardians. The Director shall ensure that fees are communicated to parents/guardians. The Executive Director shall take steps to ensure that financial assistance is available for parents/guardian who are unable to afford such fees.

Campus Expectation Policy

Purpose: To establish shared expectations for the Research Triangle High School community and encourage frank respectful engagement.

At Research Triangle High School, we are very fortunate to have a supportive and friendly parent body. Our parents recognize that educating children is a process that involves partnership between parents, class teachers and the Research Triangle High School community. We understand and value the importance of sustaining a good working relationship between our parents and our educators to equip children with the necessary skills for adulthood. We greatly appreciate the commitment that our parents have made in choosing to entrust the education of their children to Research Triangle High School, and thank them for their support of our unique programming through which we engage our students daily. As we welcome and encourage parents/guardians to participate fully in the life of our school, and so we can continue to flourish, progress and achieve in an atmosphere of mutual understanding, the purpose of this policy is to provide a reminder to all parents, guardians and visitors to our school about their expected conduct. Parents, guardians and visitors are expected to:

- Respect the caring spirit of Research Triangle High School.
- Understand that both teachers and parents need to work together for the benefit of their children.
- Demonstrate that all members of the Research Triangle High School community should be treated with respect and therefore set a good example in their own speech and actions.
- Use effective communication with Research Triangle High School staff, administration, and board members that cultivate open dialogue while seeking peaceful solutions to issues.

- Engage Research Triangle High School with an open mind to help resolve any issues of concern.

In order to support a peaceful and safe School environment, Research Triangle High School cannot tolerate parents, guardians and visitors exhibiting the following:

- Disruptive actions which interfere or threaten to interfere with the operation of a classroom, an employee's office, board meeting, School event, field trip, car line or parking lot, office area or any other area of the school grounds (including social media postings or discussions with community members regarding Research Triangle High School or a staff member).
- Using loud/or offensive language, swearing, cursing, using profane language or displaying temper on or in the sight of campus.
- Threatening to do actual bodily harm to School staff, board member, visitor, fellow parent/guardian or student regardless of whether or not the action constitutes a criminal offence.
- Damaging or destroying School property.
- Abusive or threatening e-mails, texts, voicemails, phone messages or other written communication.
- Defamatory, offensive or derogatory comments regarding Research Triangle High School or any of the pupils, parents, staff, or board on Facebook or other social sites. Any concerns you may have about Research Triangle High School must be made through the appropriate channels by speaking to the class teacher, or the administration team, so they can be dealt with fairly, appropriately and effectively for all concerned.
- The use of physical aggression towards another adult or child. This includes physical punishment against your own child on School premises.
- Approaching someone else's child in order to discuss or chastise them because of the actions of this child towards their own child. (Such an approach to a child may be seen to be an assault on that child and may have legal consequences).
- Carrying weapons, smoking, and consuming alcohol or other drugs whilst on Research Triangle High School property.

Media (Utilizing the Research Triangle High School name or brand)

All media utilizing the Research Triangle High School name or brand (e.g. logo, mascot, etc.) must have approval by Research Triangle High School's Board of Directors and shall be linked to Research Triangle High School's official websites.

Misuse of the Brand (Defined):

The Board of Directors encourages parents and students to voice their concerns. It is important that any concerns you may have been made through appropriate channels as set forth in the student/parent handbook which includes speaking to the class teacher, the principal or the Board of Directors, so they can be dealt with fairly, appropriately and effectively for all concerned. We consider the use of social media websites used to fuel campaigns and complaints against Research Triangle High School, board, staff, students, and in some cases other parents not in the best interests of the children or the whole School community.

Nothing in this policy is intended or should be construed to interfere with or infringe upon any rights, obligations, or responsibility under state or federal law, including but not limited to free speech rights. Furthermore, nothing in this policy is intended or should be construed to discourage or interfere with

any individual's right or decision to participate in a proceeding with any appropriate federal, state or local government agency, or to prohibit any individual from cooperating with any such agency in its investigation.

FERPA and Confidentiality Policy

Purpose: To provide guidelines for the board, volunteers, and staff regarding FERPA and confidentiality of information within Research Triangle High School.

FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all educational agencies and institutions that receive funds under any program administered by the Department of Education. The law prohibits a School from disclosing personally identifiable information from students' education records without the consent of a parent or eligible student, unless an exception to FERPA's general consent rule applies.

School employees, contractors and volunteers are exposed to confidential information daily. Information concerning children and their families should be treated as confidential information, including personally identifiable information from students' education records. Research Triangle High School staff with access to this information do not have the right to give this information to anyone who does not have a legitimate professional reason for access. Teachers or other staff members can be held liable for the individual release of information. Staff members are not permitted to discuss information about their students in open areas or where parents or other students have access. Anything said in meetings discussing students is considered confidential!

Please do not put a student's name in the subject box of an email. Treat their names as confidential as well.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a School beyond the high School level. Students to whom the rights have transferred are "eligible students." If you have questions regarding FERPA or have received a request for educational records, please contact the Chief School Officer. See FERPA: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Confidentiality

Respecting the privacy of our students, donors, staff, and volunteers of Research Triangle High School itself is a basic value of School. Confidential information should not be disclosed or discussed with anyone without permission or authorization from the Board of Directors. Care shall also be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information and that documents containing confidential information are not left in the open or inadvertently shared.

Employees, volunteers and board members of School may be exposed to information, which is confidential and/or privileged and proprietary in nature. It is the policy of School that such information must be kept confidential both during and after employment or volunteer service. Staff and volunteers, including board members, are expected to return materials containing privileged or confidential information at the time of separation from employment or expiration of service.

Unauthorized disclosure of confidential or privileged information is a serious violation of this policy and will subject the person(s) who made the unauthorized disclosure to appropriate discipline, including removal/dismissal.

Social Media Policy

Purpose: This policy is meant to outline the guidelines for use of social media for all staff, contractors, volunteers and the Board.

Research Triangle High School we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

This policy applies to all persons who work or volunteer for Research Triangle High School. In addition, Research Triangle High School expects students, parents and other members of the Research Triangle High School community to follow the posting guidelines set forth herein.

Guidelines

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity Web site, Web bulletin board or a chat room, whether or not associated or affiliated with Research Triangle High School, as well as any other form of electronic communication.

The same principles and guidelines found in Research Triangle High School policies and these basic beliefs apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job or educational performance, the performance of others or otherwise adversely affects students, parents, suppliers, volunteers, people who work on behalf of School or School's legitimate business/education interests may result in disciplinary action up to and including termination.

Know and follow the rules

Carefully read these guidelines, Research Triangle High School's Employee Handbook, including the communications policy, confidentiality policy, Research Triangle High School's non-discrimination and anti-harassment policies, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be respectful

Always be fair and courteous to fellow teachers or staff, volunteers, students, parents, suppliers or people who work on behalf of School. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our Open Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage students, parents, volunteers, staff, or suppliers, or that might

constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or School policy.

Be honest and accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about Research Triangle High School, board members, fellow workers, students, parents, volunteers, suppliers, and people working on behalf of School.

Post only appropriate and respectful content

- Maintain the confidentiality of School private or confidential information. Such information may include information regarding the development of systems, processes, know-how and technology. Do not post internal reports, policies, procedures or other internal business/School-related confidential communications. Do not post information about individual students or families and be sure to maintain the confidentiality, as is protected and required under state or federal law.
- Do not create a link from your blog, website or other social networking site to a School website without identifying yourself as an employee or volunteer of Research Triangle High School.
- Express only your personal opinions. Never represent yourself as a spokesperson for School. If Research Triangle High School is a subject of the content you are creating, be clear and open about the fact that you are an employee or volunteer and make it clear that your views do not represent those of Research Triangle High School, fellow workers, parents, students, suppliers or people working on behalf of Research Triangle High School. If you do publish a blog or post online related to the work you do or subjects associated with Research Triangle High School, make it clear that you are not speaking on behalf of Research Triangle High School. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of Research Triangle High School."

Using social media at work

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your supervisor or consistent with School Communication's Policy. Do not use School email addresses to register on social networks, blogs or other online tools utilized for personal use.

Student Pictures and Information

Parents, employees and volunteers shall not post any pictures of students on Facebook, Twitter, Instagram or any other form of social media or on the internet unless the Executive Director has approved such posting. This applies to all School functions, whether or not conducted on school property, including field trips. Nothing in this policy shall prohibit a parent from taking and posting pictures of their own child, provided no other students are featured in such pictures. Research Triangle High School reserves the right to post pictures and images of current and former students on its website, official Facebook page or for any other School purpose. Parents who do not wish to allow School to use their child's picture or image must fill out the Publicity Consent Form and turn it into the front office.

Retaliation is prohibited

Research Triangle High School prohibits taking negative action against any employee or volunteer for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee or volunteer who retaliates against another employee or volunteer for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Media contacts

Employees and volunteers should not speak to the media on Research Triangle High School's behalf. All media inquiries should be directed to Research Triangle High School's Board or Managing Director.

For more information

If you have questions or need further guidance, please contact Research Triangle High School's Executive Director or its Board of Directors.

Grievance Policy For Employees and Volunteers

Purpose: To provide the procedures employees or volunteers will follow when they have an issue at Research Triangle High School.

This policy is in place to respond to a grievance by an employee or volunteer (hereinafter "employee"). It is expected that any employee with an issue should try to resolve the issue by using open communication with their supervisor. If an employee feels that their issue is still a concern after speaking to their supervisor and that the issue has risen to the level of a grievance then the employee may initiate the grievance procedures as described below. The goal of filing a formal grievance would be to use the process to come to an equitable solution.

Definition of a grievance

a grievance is defined as a formal written complaint by an employee stating that a specific action has violated a School policy, board policy, or law/regulation. Complaints that do not raise an alleged violation of a Research Triangle High School policy, board policy or law/regulation do not raise grievance issues and are not subject to these procedures. In addition, a grievance does not include the non-renewal of employment. And, a grievance does not include a complaint of sexual harassment, discrimination or retaliation, which shall be handled pursuant to the Discrimination, Harassment and Sexual Harassment policy in the Employee Handbook and consistent with state or federal laws.

Time Limits: A grievance will only be heard if the complaint has been filed within fifteen days of the act that is being reported. The fifteen-day deadline may be extended at the discretion of the Executive Director

The grievance process is as follows

Step 1: To file a grievance, an employee must submit a letter in writing (email accepted) stating Research Triangle High School policy, board policy or law that was violated including details of the actions and the place, date and time of the violation. The employee should make all efforts to include any details about the event that may be helpful in the decision making process. The written letter should be submitted to the Chief School Officer. If the Executive Director is implicated in the

grievance, the grievance should be submitted to the Chair or Vice Chair of the Board of Directors or to any other Board member with whom the individual(s) feel comfortable disclosing the information.

Step 2: In response to the formal grievance, the Chief School Officer shall have up to five business days from the time they receive the formal grievance to respond to the grievance in writing. If the employee is satisfied with the decision after they receive the response from the Chief School Officer, the issue is considered resolved. The employee shall submit their satisfaction to the Chief School Officer in written form.

Step 3: If the employee is not satisfied with the response from the Chief School Officer, the employee may file an appeal by submitting a letter in writing (email accepted) stating the Research Triangle High School policy, board policy or law that was violated including details of the actions and the place, date and time of the violation. The employee should make all efforts to include any details about the event that may be helpful in the decision making process to the Board of Directors. This must be done within 5 business days of the initial response from the Director.

Step 4: Where the grievance is filed directly with the Board as set forth above or after receiving the appeal letter, the appeal shall be considered by the Board at its next regularly scheduled monthly meeting provided such meeting is more than seven days after the filing, or the Chair of the Board of Directors may call a special meeting of the Board to consider the appeal in accordance with Research Triangle High School's bylaws. The Board will consider and discuss the grievance at the meeting in accordance with Open Meetings laws. Prior to the meeting, at the Board's sole discretion, the Board may conduct an investigation or gather additional information regarding the grievance, including interviews, if needed. The individual filing the grievance or appeal will attend the meeting. At that meeting the Board of Directors will make a decision on how to handle the grievance. Any decision of the Board will be communicated to the individual who filed the grievance within five school days. The Board's decision concerning the grievance is final.

Grievance Policy For Parents/Students

Purpose: To provide the procedures parents/students will follow when they have an issue at Research Triangle High School that constitute a grievance.

This policy is in place to respond to parent/student grievances. It is expected that any parent/student with an issue should try to resolve the issue by using open communication with the teacher. This means that if a parent or student disagrees with any policy or procedure within the classroom, the first level of grievance is their student's Teacher. If the student/parent is not satisfied with the teacher's response, they should then set a meeting with the Chief School Officer. At that meeting, the teacher, student, Executive Director and parent must be present and the issue at hand will be fully discussed. If the parent or student wishes to pursue the matter further, they may then meet with the Chief School Officer. Similarly, if a parent/student disagree or have an issue with a policy or procedure at Research Triangle High School, the parent/student should set a meeting with the Chief School Officer. If the parent/student feels that their issue is still a concern after meeting with the Executive Director and the issue meets the definition of a grievance set forth below, the parent/student may initiate the grievance procedures as described below. Many issues that a parent/student has with the classroom, teacher or School will not rise to the level of a grievance and appropriate resolution will be found with the teacher and/or grade-level Principal.

Definition of a grievance

A grievance is defined as a formal written complaint by a parent/student stating that a specific action has violated a School policy, board policy, or law/regulation. A grievance does not include a complaint of sexual harassment, discrimination or bullying, which shall be handled pursuant to those policy provision and consistent with state or federal laws, including Title IX.

Time Limits

A grievance will only be heard if the complaint has been filed within fifteen days of the meeting with the Chief School Officer. The fifteen-day deadline may be extended at the discretion of the Chief School Officer.

The grievance process is as follows

Step 1: If the parties are not satisfied with the decision of the Chief School Officer, and the grievance meets the definition set forth above, the parent/student must submit a letter in writing stating the Research Triangle High School policy, board policy or law/regulation that was violated including details of the actions and the place, date and time of the violation. The parent/student should make all efforts to include any details about the event that may be helpful in the decision making process. The written letter should be submitted to the Chief School Officer and to the Chair of the Board of Directors. If the Chief School Officer is implicated in the grievance, the grievance should only be submitted to the Chair or the Vice Chair of the Board of Directors.

Step 2: The Board will review the facts and notify the parties in writing (email accepted) if further action is necessary. If the Board considers the matter should be heard, the parties will be called to meet with the Board. After the hearing, any decision of the Board will be communicated to the Executive Director and the parent/student who filed the grievance within five school days. The Board's decision concerning the grievance is final.

Public Comment Policy

Purpose: To define the process by which the public may make comments or provide feedback at a board meeting.

The Research Triangle High School (RTHS) Board of Directors recognizes the value of public comment on educational issues and the importance of hearing from members of the public during the session designated for public comment at its meetings. In compliance with the Open Meetings laws, the public may attend all open meetings of the RTHS Board of Directors.

In order for the Board to complete its planned agenda in an effective and efficient manner, a Public Comment period will be scheduled at each regular monthly meeting of the board. Individuals seeking to address the board must:

1. Sign up at least 2 hours before the start of the meeting by contacting the Board Chair in writing,
2. Their request must include listing the name of the speaker, contact information and the subject of public comment.
3. Each speaker will have no more than two to three minutes to address the board.

Public Comments must follow the following guidelines:

1. All public comments will be directed to the board.
2. No profanity or personal attacks will be permitted.
3. Board interaction with the speakers during the time for public comment is left to the discretion of the Board Chair.
4. Employee complaints are best addressed through the procedures set forth in the board's Employee Grievance Policy and Procedures.
5. As permitted by law, the board's discussion of personnel matters or attorney-client privileged issues will be discussed in closed session.

Other than during the designated public comment session of the agenda, discussion from the audience will not be permitted. The Board may, in the discretion of the board Chair, recognize individuals to speak or ask questions. The Chair may choose to answer or refer such questions to the Executive Director for consideration and response either during the meeting or within a reasonable time subsequent to the close of the meeting, as appropriate and deemed necessary.

Open Meetings Policy

Purpose: The purpose of this policy is to comply with North Carolina's Open Meetings law.

It is the public policy of North Carolina that the hearings, deliberations, and actions of public bodies be conducted publicly. An official meeting is a meeting, assembly, or gathering together of a majority of the members of the board for the purpose of conducting hearings, participating in deliberations, voting upon public business, or otherwise transacting public business.

As a public body, Research Triangle High School is subject to North Carolina's Open Meeting laws, N. C. G.S. Section 143. It is the Board's policy to comply with those laws. To that end, except for closed sessions, board meetings are open to the public. Notice of board meeting will be publicly posted at the School and on its website in accordance with State law. The timing for meeting notice will be consistent with North Carolina law. Notice of the meeting will identify the date, time and location, including the type of meeting to be held. If members of the Board deliberate, vote or take other action on a matter at an official meeting, they must do so in a way that allows the public in attendance to understand what subject is being considered.

Research Triangle High School's Board may hold a closed session if it first begins an open official meeting after proper public notice. During the open part of the official meeting, the Board shall make and adopt a motion to hold a closed session. In making the motion to hold a closed session, the Board shall state which of the legally acceptable purposes it is relying upon to justify the closed session. As such, the Board may hold a closed session during one of its official meetings to prevent public disclosure of the following types of information: legally confidential information, honorary degrees, scholarships, prizes and awards, attorney-client discussions, location or expansion of business, contract negotiations, certain personnel matters, and criminal investigations (North Carolina General Statutes Section 143-318.11. Closed sessions)

The Board shall keep full and accurate minutes of all official meetings (including closed sessions). Such minutes may be in written form or, at the Board's option, may be in the form of sound or video and sound recordings. When the Board meets in closed session, it shall keep a general account of the closed session so that a person not in attendance would have a reasonable understanding of what transpired. Minutes of legitimate closed sessions are public records, but they may be withheld from public inspection so long as public inspection would frustrate the purpose of the closed session. The minutes of open sessions and accounts of closed sessions may be in written form or video and/or audio recordings.

Conflict of Interest Policy

interest when it is Purpose: The purpose of the conflict of interest policy is to protect Research Triangle High School's contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the School or might result in a possible excess benefit transaction. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Definitions for the purposes of this policy:

1. Interested Person

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the School has a transaction or arrangement,
- b. A compensation arrangement with the School or with any entity or individual with which the Organization has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the School is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under this policy a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Procedures:

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, s/he shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

- a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, s/he shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

- b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the governing board or committee shall determine whether the School can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the School's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflicts of Interest Policy

- a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Records of Proceedings:

The minutes of the governing board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Compensation:

- a. A voting member of the governing board who receives compensation, directly or indirectly, from the School for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the School for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the School, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Acknowledgment:

Each director and board member shall sign a statement which affirms such person:

- a. Has read and understands the conflicts of interest policy,
- b. Has agreed to comply with the policy, and
- c. Understands the School is charitable and in order to maintain its federal tax exemption, it must engage primarily in activities that accomplish one or more of its tax-exempt purposes.

Periodic Reviews:

To ensure the School operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining,
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the School's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Use of Outside Experts:

When conducting the periodic reviews as provided for this policy, the School may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

Nepotism Policy

Purpose: To ensure compliance with best practices and state laws governing the relationship between employees, leadership and board members as well as to ensure the fair and equal treatment of all employees and applicants for employment at School.

The employment of immediate family (defined below) can cause various problems including but not limited to charges of favoritism, conflicts of interest, family discord and scheduling conflicts that may work to the disadvantage of both Research Triangle High School and its employees. It is School's goal to avoid creating or maintaining circumstances in which the appearance or possibility of favoritism, conflicts or management disruptions exist. Research Triangle High School may allow existing personal relationships to be maintained or employ individuals with personal relationships to current employees under the following circumstances:

- No voting members of the Board shall be an employee of School that provides substantial services to Research Triangle High School for a fee;
- No employee of School shall be immediate family to any member of the Board of directors;
- No employee of School shall be a voting member of the Board of directors;
- No employee that is immediate family of the Executive Director shall be hired without the Board of Directors evaluating their credentials, establishing a structure to prevent conflicts of interest, and, where required, notifying the Department of Public Instruction, with evidence, that this process has occurred;
- They may not create a supervisor/subordinate relationship with an immediate family member;
- They may not vote on any Board action in regards to immediate family member;
- They may not supervise or evaluate a family member;
- The relationship will not create an adverse impact on work productivity or performance;
- The relationship may not create an actual or perceived conflict-of-interest;
- They may not audit or review in any manner the individual's work.
- They may not be employed if a member of the employee's immediate family (spouse, children, parents, grandparents, brothers, sisters, step family members, in-law family members) serves on School's Board or any Committee, which has authority to review or order personnel actions or wage and salary adjustments, which could affect his/her job.

No personal employee relationship covered by this policy will be allowed to be maintained, regardless of the positions involved, if it creates a disruption or potential disruption in the work environment, creates an actual or perceived conflict of interest or is prohibited by any legal or regulatory mandate. This policy must be considered when electing, hiring, promoting or transferring any employee. Should relationships addressed within this policy be identified with either candidates for employment or current employees, the matter should be immediately reported to the Executive Director and/or Board of Directors and the following policies and procedures will be followed:

- A determination will be made whether the relationship is subject to School's Nepotism policy based on the conditions described above.
- If the relationship is determined to fall within one or more of the conditions described in this policy the Executive Director in consultation with the affected employees and the Board of Directors, will attempt will to resolve the situation through the transfer of one employee to a new position or identifying some other action (e.g., supervisory reassignment) which will correct the conflict or issue identified. If accommodations are not feasible then, with affected employee suggestions, the

Executive Director in consultation with School's Board of Directors shall determine which employee must resign in order to resolve the situation.

School reserves the right to exercise appropriate managerial judgment to take such actions as may be necessary to achieve this intent of this policy. School reserves the right to vary from the guidelines outlined in this policy to address unusual circumstances on a case-by-case basis.

Every employee is responsible for identifying and communicating to the Chief School Officer or the Board of Directors any potential or existing personal relationship, which falls under the definitions provided in this policy. Employees who fail to disclose personal relationships covered by this policy will be subject to disciplinary action up to and including the termination of employment.

For the purposes of this policy, the term "immediate family member" means a spouse, parent, child, brother, sister, grandparent, or grandchild. The term includes the step, half, and in-law relationships. The term also includes domestic partners (a person with whom the employee's life is interdependent and who shares a common residence) and, a daughter or son of an employee's domestic partner.

Financial Controls Policy

Purpose: To ensure compliance with the laws and best practices in School's financial management.

I. USE OF FUNDS

Research Triangle High School and its Board of Directors adopt the following financial and fiscal management policies and procedures applicable to its use of state and federal funds.

Research Triangle High School is subject to the financial audits, the audit procedures, and the audit requirements adopted by the State Board of Education for charter schools.

Research Triangle High School shall comply with the reporting requirements established by the State Board of Education in the Uniform Education Reporting System or any other system required by law or regulation.

The School shall report at least annually to the chartering entity and the State Board of Education the information required by the chartering entity or the State Board.

II. SCHOOL FINANCE OFFICER OR CONTRACT FINANCIAL SERVICES PROVIDER

There shall be a School Finance Officer or Contract Financial Services Provider ("CFSP") designated by the Executive Director and approved by the Board, in accordance with the provisions of state law. The duties of the School Finance Officer shall be as set forth below, prescribed by law, and assigned by the Board or Managing Director.

III. DUTIES OF SCHOOL FINANCE OFFICER OR CFSP

The School Finance Officer or CFSP shall be responsible to the Executive Director and the Board for:

- A. Keeping the accounts of the school in accordance with generally accepted principles of governmental accounting, the rules and regulations of the State Board of Education, the Local Government Commission, and any other applicable governmental oversight agencies;
- B. Giving the pre-audit certificate required by law;
- C. Processing all checks, drafts, and state warrants by the school, receiving and depositing all moneys accruing to the school in accordance with all applicable laws, rules and policies;
- D. Preparing and filing a statement of the financial condition of the school as often as requested by the Chief School Officer or the Board; and
- E. Performing such other duties as may be assigned by law, by the Chief School Officer or the Board, or by rules and regulations of the State Board of Education or any other applicable government oversight agencies.

IV. ANNUAL BUDGET

The Chief School Officer, in consultation with the School Finance Officer or CFSP shall prepare an annual budget and submit it with his/her budget message to the Board not later than April 1. The budget shall comply in all respects with the requirements imposed by law.

Budget planning shall be an integral part of program planning so that the budget may effectively express and implement all programs, related services, and activities of the school. Budget planning shall be a year-round process involving broad participation by administrators, teachers, other personnel throughout the school, and citizens.

The Chief School Officer's budget message shall contain a concise explanation of the educational goals fixed by the budget for the budget year, set forth the reasons for stated changes from the previous year in

program goals, programs, and appropriation levels, and shall explain any major changes in educational or fiscal policy.

Upon receiving the budget from the Chief School Officer, the Board shall consider the budget, and make such changes therein as it deems advisable. The Board may hold a public hearing on the proposed budget prior to final action.

A. ADOPTION OF BUDGET RESOLUTION

The Board shall adopt a budget resolution making appropriations for the budget year in such sums as the Board deems sufficient and proper.

The budget resolution shall be adopted in accordance with the provisions of state law. The budget resolution shall conform to the uniform budget format established by the State Board of Education. The budget resolution shall be entered in the Board minutes.

B. BUDGET TRANSFERS AND AMENDMENTS

The Board shall have the right to make budget transfers or amendments to the budget resolution for the reasons prescribed by state law and in accordance with the adopted budget resolution and state law.

C. INTERIM BUDGET

In case the adoption of the budget resolution is delayed until after July 1, the Board shall make interim appropriations for the purpose of paying salaries and the usual expenses of the school for the interval between the beginning of the fiscal year and the adoption of the budget resolution. Interim appropriations so made and expended shall be charged to the proper appropriations in the adopted budget resolution.

V. ACCOUNTING SYSTEM

Research Triangle High School shall establish and maintain a financial accounting and reporting system designed to show the School's assets, liabilities, equities, revenues, and expenditures. The system shall be designed to show appropriations and estimated revenues as established in the budget resolution as originally adopted and subsequently amended.

VI. FINANCIAL REPORTS AND STATEMENTS

Research Triangle High School shall prepare a comprehensive annual financial report that encompasses all the funds and account groups of the school. The comprehensive annual financial report shall contain the general-purpose financial statements as well as combining statements by fund type and individual fund statements.

VII. GATE RECEIPTS AND ADMISSIONS

Admission receipts of school events shall be adequately controlled. The Executive Director or designee is responsible for the administration and supervision of all phases of school events for which an admission is charged. Admission to those school events for which an admission is charged shall be by serially numbered tickets only. However, persons presenting season, faculty or special passes will be admitted to all events. Adequate records shall be maintained to provide chronological and accounting data for subsequent review and analysis.

VIII. RECEIVING AND INSPECTING

Personnel responsible for purchasing shall establish and maintain a receiving procedure for all supplies, materials, and equipment as appropriate. Personnel responsible for receiving items delivered shall inspect them and have ready access to specifications. Receiving personnel shall be responsible for determining that the items received are in good quality condition and shall be responsible for entering in the receiving

document an actual count of quantity delivered. Personnel responsible for receiving shall be responsible for acting on deficiency and complaint reports.

IX. MAINTENANCE OF INVENTORY AND FIXED ASSETS

Administrative personnel shall be responsible for taking a physical count of all equipment items and stock supplies at least once each year.

Administrative personnel shall be responsible for all fixed assets assigned to their site or department, and shall account for each item at least once per fiscal year according to procedures established by the finance officer.

X. PURCHASING AND PROCUREMENT GENERALLY

A. Comingling of Charter & Non-Charter Business Prohibited. Research Triangle High School shall ensure that its business activities that are not directly related to the management and operation of Research Triangle High School are kept in a separate and distinct accounting, auditing, budgeting, reporting, and recordkeeping systems from those recording the business activities of Research Triangle High School.

B. Board Approval Required. The Board is required to review and approve all contracts or procurements of goods or services valued above \$25,000.00. The Executive Director does not have authority to bind the Board or Research Triangle High School to any contract for goods and/or services valued above \$25,000.00 or multi-year. Any contract or purchase valued above this amount that is not approved by the Board is null and void. Contracts approved during the budget process do not require additional Board approval.

C. Interested Transactions/Conflicts of Interest

1. Each member of the Board shall comply with all conflict-of-interest policies, laws and rules applicable to affected Board members as set forth herein. The Executive Director shall ensure that employees of Research Triangle High School shall comply with all conflict-of-interest policies, laws and rules applicable to affected employees as set forth herein.

2. Definitions for the purposes of this policy

a. Interested Person. Any director, officer, member of a committee of the Board of Directors or employee who has a direct or indirect financial interest, as defined below, is an interested person. Interested person shall also include individuals and organizations that have a direct or indirect organizational interest as defined below.

b. Financial Interest. A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- i. An ownership or investment interest in any entity with which Research Triangle High School has a transaction or arrangement,
- ii. A compensation arrangement with the School or with any entity or individual with which Research Triangle High School has a transaction or arrangement, or
- iii. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which Research Triangle High School is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. A person who has a financial

interest may have a conflict of interest only if the Board of Directors decides that a conflict of interest exists.

D. Organizational Interest. An organizational interest means that because of the relationship with a parent entity, affiliate entity, subsidiary, or benefactor entity (i.e., foundation), Research Triangle High School, its directors, officer, members of a committee of the Board of Directors or employees are unable or appear to be unable to be impartial in conducting a procurement action involving a related organization.

E. Procedures:

1. Duty to Disclose. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest or organizational interest and be given the opportunity to disclose all material facts to the Board of Directors or members of a committee with governing board delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists. After disclosure of the financial interest or organizational interest and all material facts, and after any discussion with the interested person, s/he shall leave the Board of Directors or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists

3. Procedures for Addressing the Conflict of Interest

- a. An interested person may make a presentation at the Board of Directors or committee meeting, but after the presentation, s/he shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The chairperson of the Board of Directors or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the Board of Directors or committee shall determine whether Research Triangle High School can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board of Directors or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in Research Triangle High School's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement

F. Violations of the Conflicts of Interest Policy

1. If the Board of Directors or committee has reasonable cause to believe an individual has failed to disclose actual or possible conflicts of interest, it shall inform the individual of the basis for such belief and afford the individual an opportunity to explain the alleged failure to disclose.
2. If, after hearing the individual's response and after making further investigation as warranted by the circumstances, the Board of Directors or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

- G. Records of Proceedings:** The minutes of the Board of Directors and all committees with board delegated powers shall contain:
1. The names of the persons who disclosed or otherwise were found to have a financial interest or organizational interest in connection with an actual or possible conflict of interest, the nature of the financial interest or organizational, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
 2. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.
- H. Compensation.** A voting member of the Board of Directors who receives compensation, directly or indirectly, from Research Triangle High School for services is precluded from voting on matters pertaining to that member's compensation.
1. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from Research Triangle High School for services is precluded from voting on matters pertaining to that member's compensation.
 2. No voting member of the Board of Directors or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from Research Triangle High School, either individually or collectively, is prohibited from providing information to any committee regarding compensation.
- I. Annual Statements.** Each director, principal officer and member of a committee with Board of Directors delegated powers shall annually sign a statement, which affirms such person:
1. Has received a copy of the conflicts of interest policy,
 2. Has read and understands the policy,
 3. Has agreed to comply with the policy, and
 4. Understands the School is charitable and in order to maintain its federal tax exemption, it must engage primarily in activities, which accomplish one or more of its tax-exempt purposes.
- J. Periodic Reviews.** To ensure Research Triangle High School operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:
1. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining,
 2. Whether partnerships, joint ventures, and arrangements with management organizations conform to Research Triangle High School's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

- K. Use of Outside Experts.** When conducting the periodic reviews as provided for in this policy, Research Triangle High School may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Board of Directors of its responsibility for ensuring periodic reviews are conducted.
- L. Professional Services.** The Board and Executive Director shall ensure that professional service providers are selected in accordance with the applicable law.
- M. Cooperative Purchasing Programs.** The Executive Director shall ensure full compliance with all applicable law and rules if Research Triangle High School to enter into a cooperative purchasing program provided such programs are permitted under its charter or Research Triangle High School amends its charter to allow for such programs.
- N. Attorney Review Required.** For all contracts for goods or services with a term of more than one year or where the value of such contract is greater than \$35,000.00, legal counsel must review the contract unless the Board votes to waive the requirement of such review and documents the reason waiving such requirement.

Use of State Funds

The Board and Executive Director shall ensure compliance by Research Triangle High School employees, officers, and agents with all applicable federal and state procurement standards and policies. Violations of applicable laws or policies may lead to disciplinary consequences including and up to termination of employment or removal from any officer and/or Board position if applicable.

FORMAL BIDS (EQUAL TO OR MORE THAN \$90,000) The purchase of apparatus, supplies, materials, or equipment for expenditures equal to or more than \$90,000 must be secured through the competitive bid process governed by G.S. 143-129. The Chief School Officer, in consultation with the Director of Operations, is authorized to determine the best method for formally bidding a product or, as appropriate, utilizing one of the exceptions to formal bidding. The Director of Operations shall oversee the use of any purchasing method and ensure that all state requirements are met, including advertisement, sealed bids, maintaining records, and public opening of bids. The Director of Operations shall determine if bid bonds are required. The board authorizes the use of newspaper advertisement, electronic advertisement, or both for formal bids; however, the Director of Operations has the authority to determine which method will be used for a specific purchase or categories of purchases.

INFORMAL BIDS (\$30,000 TO \$90,000) The purchase of apparatus, supplies, materials, or equipment for expenditures of at least \$30,000 but less than \$90,000 must be secured through the informal bidding process governed by G.S. 143-131. The Chief School Officer, in consultation with the Director of Operations, is authorized to determine the best method for securing informal bids on a product. The Director of Operations shall oversee the use of any purchasing method and ensure that all state requirements are met, including maintaining records of all bids submitted. Records of informal bids will not be available for public inspection until the contract has been awarded. Awards will be made to the lowest responsible, responsive bidder(s) whose bid or proposal meets the requirements and criteria set forth by the school system, taking into consideration quality, performance, and the time specified in the proposal for the performance of the contract. In the case of identical low bids among two or more responsive and responsible bidders, the finance officer shall, in his or her discretion, make the award believed to be in the best interest of the school system.

SOLE SOURCE A contract may be awarded without competitive bidding when the item is available from only one source. Departments must document the justification for and lack of available competition for the item. A sole source contract must be approved by the governing board.

- A. The Executive Director shall develop procedures that ensure compliance with the following provisions:
1. The purchase of unnecessary items is prohibited;
 2. The solicitation of bids or offers must provide a clear and accurate description of the requirements to be fulfilled by the bidder, technical requirements to be performed including the minimum acceptable standards, specific features of brand name or equal descriptions that bidders are required to meet, the acceptance of products and services dimensioned in the metric system of measurement, a preference, where economically feasible, for products that conserve natural resources, protect the environment, and are energy efficient;
 3. Positive efforts shall be made to enter into business and other transactions that are of the highest quality for Research Triangle High School, at the lowest cost;
 4. The type of procurement instruments used (e.g. purchase orders) must be appropriate for the particular procurement;
 5. Contracts are made only with responsible and financially sound contractors who possess the ability to perform successfully under the terms and conditions of the proposed procurement;
 6. Procurement documents shall be made available, upon request, to appropriate government officials when:
 - a. Procurement procedures fail to comply with the standards in this section;
 - b. The procurement is expected to exceed the small purchase threshold (currently \$30,000) and is to be awarded without a competitive bidding process or there is only one bid received in response to a solicitation;
 - c. The procurement which is expected to exceed the small purchase threshold, specifies a brand name product;
 - d. The proposed award over the small purchase threshold is to be awarded to a bidder under a sealed bid procurement; or
 - e. A proposed contract modification changes the scope of a contract or increases the contract amount by more than the amount of the small purchase threshold.
- B. **Open, Full, and Free Competition.** Research Triangle High School shall ensure that all procurement transactions are conducted in a manner that provides open, full, and free competition. Awards must be made to the bidder/offeror whose bid/offer is responsive to the solicitation and is most advantageous to Research Triangle High School, considering price, quality, ability of the supplier to deliver the product and/or service, and other relevant factors deemed appropriate by the Board and Chief School Officer.
- C. **Conflicts of Interest.** In accordance with Research Triangle High School policy Interested Transactions/Conflicts of Interest set forth herein, Research Triangle High School shall ensure that no employee, officer, or agent of Research Triangle High School, who has a real or apparent conflict of interest, participates in the selection, award, or administration of a contract supported by Research Triangle High School funds. Employees, officers, and agents may also not solicit or accept favors, gratuities, or anything of monetary value from contractors or their agents.
- D. **Record Documentation.** Research Triangle High School shall ensure there is a cost or price analysis made and documented with every procurement action. Research Triangle High School shall also ensure the evaluation of the contractor performance and document whether the contractor has met the terms, conditions, and specifications of the contract. Procurement

records for purchases over the small purchase \$35,000.00 shall also contain the following information:

1. The basis for contractor selection;
2. The justification for lack of competition when competitive bids or offers are not obtained;
3. The basis for award cost or price; and
4. Written assurance from the contractor that there are no conflicts of interest that they are reasonably aware of that could materially negatively affect Research Triangle High School.
5. Written assurance from the contractor that it does not directly or indirectly do business with Iran in accordance with North Carolina law.

E. Board Approval. For all procurement/contracts under this section that exceed \$30,000.00, the Executive Director shall endeavor to obtain three bids. In the event that three bids are not obtained, the Executive Director must present the Record Documentation, set forth above, to the Board and the Board must approve such procurements/contracts. Under these circumstances, the Executive Director does not have authority to bind the Board or Research Triangle High School to any contract for goods and services valued above \$25,000.00. Any contract or purchase valued above this amount that is not approved by the Board is null and void.

F. State Indebtedness Provision. Research Triangle High School shall ensure, through the following policies and procedures, that it uses state funds in accordance with all applicable laws, rules and regulations. No indebtedness of any kind incurred or created by Research Triangle High School shall constitute an indebtedness of the State or its political subdivisions, and no indebtedness of Research Triangle High School shall involve or be secured by the faith, credit or taxing power of the State or its political subdivisions.

G. Mandated Contract Provisions. The Executive Director shall ensure that all legally mandated provisions are included in each procurement contract. The Executive Director shall ensure the school's compliance with all federal and state rules governing purchasing and procurement.

XII. State Fiscal Compliance

A. Research Triangle High School shall ensure that it fully complies with generally accepted accounting principles, and all applicable federal and state standards for financial management systems.

B. Financial Reporting. Research Triangle High School shall make an accurate, current, and complete disclosure of financially assisted activities in accordance with financial reporting requirements for all funds received.

C. Accounting Records. Research Triangle High School shall maintain records that adequately identify the source and application of funds provided for activities assisted with state or federal funds.

D. Internal Control. Research Triangle High School shall maintain effective control and accountability of all cash, real and personal property, and other assets obtained with public funds. Research Triangle High School shall safeguard all such property and assure that it is used solely for authorized purposes.

E. Grant Management Standards. If Research Triangle High School receives a grant directly from a state or federal agency, it shall ensure that Research Triangle High School is in compliance with the grant requirements of that state or federal agency. If a Research Triangle High School employee's compensation is funded by any grant, Research Triangle High School shall ensure that the employee maintains a time sheet on which he or she records the time spent during the workday along with a description of the service he or she performed during that time. Research Triangle High School shall ensure that the time sheets will contain the signatures of the employee that completed the time sheet, a school official, and the Research Triangle High School grant manager.

F. Annual Audit of Financial Statements. Annually, the Research Triangle High School Board shall engage a qualified certified public accountant ("CPA") to audit the financial and programmatic operations of Research Triangle High School. Research Triangle High School shall select and contract only with CPAs that are licensed and in compliance with all federal and North Carolina rules and regulations. The Executive Director and Board shall ensure that it files a copy of the annual audit report with the North Carolina regulatory body(s) responsible for school financial audits, on a timely basis. The Board or Executive Director shall ensure that all persons with a substantial interest in a management company are separately disclosed in the annual audit.

G. Annual Financial Statement. The Executive Director or designee shall prepare, or cause to be prepared, an annual financial statement for each fund subject to the authority of the Board during the fiscal year showing:

1. the total receipts of the fund, itemized by source of revenue, including taxes, assessments, service charges, grants of state money, gifts, or other general sources from which funds are derived;
2. the total disbursements of the fund, itemized by the nature of the expenditure; and
3. the balance in the fund at the close of the fiscal year.

H. Annual Financial Management Report. The Executive Director shall ensure that it complies with the reporting procedures required by the State of North Carolina for charter holders to prepare and distribute the school's annual financial management report.

I. Attendance Accounting. The Executive Director shall ensure that it complies with all laws and rules concerning charter school student attending accounting, reporting, and record keeping. The Chief School Officer, chief campus leaders, and teachers of Research Triangle High School will be responsible to the Board and to the state to maintain accurate, current student attendance records. Attendance at Research Triangle High School will be determined by taking attendance by 10:00a.m. Eastern Time each regular school day. Research Triangle High School will not change the established period in which absences are recorded during the school year.

Use Of Federal Funds and Federal Fiscal Compliance

A. Fiscal Requirements under Title 1. Research Triangle High School shall ensure that Title I funds will be used to supplement, not supplant regular non-federal funds. Documentation shall be maintained, or caused to be maintained, by the Chief School Officer. The documentation must clearly demonstrate the supplementary nature of federal funds. Research Triangle High School shall ensure that Title I funds shall be aligned to the School Improvement Plan, as appropriate and in compliance with applicable rules and regulations. The Uniform Guidance (UG) procurement requirements are part of the administrative

requirements found in Subpart D of the Uniform Guidance, §200.318 to §200.326, and apply to the procurement of goods and services (as well as construction and repair contracts) directly charged to federal awards. They do not apply to indirect costs or payroll. They also do not apply to contracts for the rental of equipment or real property (assuming the rental agreement, i.e., lease does not include an option to purchase).

- A comprehensive needs assessment shall be conducted that will inform the drafting of the School Improvement Plan. The School Improvement Plan shall be aligned to the needs assessment of Research Triangle High School.
- New goals shall be added as new money is identified.
- The Managing Director shall conduct the needs assessment and School Improvement Plan prior to any grant application.

B. Federal Grant Allowable Expenditures. Research Triangle High School shall ensure that it consults the appropriate OMB Circular, applicable to open-enrollment charter schools, to determine what costs are allowable. Research Triangle High School shall ensure that all grant funds are expended in accordance with the circular.

C. Time and Effort. If a Research Triangle High School employee's compensation is funded by any grant, Research Triangle High School shall ensure that the employee maintains a time sheet on which he or she records the time spent during the workday along with a description of the service he or she performed during that time. The Director of Operations shall ensure that the time sheets contain the signatures of the employee that completed the time sheet, a school official, and Research Triangle High School's grant manager.

D. Use of Federal Grant Funds for Procurement. When expending federal grant funds, Research Triangle High School shall ensure compliance by Research Triangle High School employees, officers, and agents with all applicable federal and state procurement standards and policies. Violations of applicable laws or policies may lead to disciplinary consequences including and up to termination of employment or removal from any officer and/or Board position if applicable. Research Triangle High School shall develop procedures that ensure compliance with the following provisions:

- The purchase of unnecessary items is prohibited;
- The solicitation of bids or offers must provide a clear and accurate description of the requirements to be fulfilled by the bidder, technical requirements to be performed including the minimum acceptable standards, specific features of brand name or equal descriptions that bidders are required to meet, the acceptance of products and services dimensioned in the metric system of measurement, a preference, where economically feasible, for products that conserve natural resources, protect the environment, and are energy efficient;
- Positive efforts shall be made to enter into business and other transactions that are of the highest quality for Research Triangle High School, at the lowest cost;
- The type of procurement instruments used (e.g. purchase orders) must be appropriate for the particular procurement;
- Contracts are made only with responsible and financially sound contractors who possess the ability to perform successfully under the terms and conditions of the proposed procurement;
- Procurement documents shall be made available, upon request, to appropriate government officials when:
 - a. Procurement procedures fail to comply with the standards in this section;
 - b. The procurement is expected to exceed the small purchase threshold (between

\$10,000.00-90,000.00) and is to be awarded without a competitive bidding process or there is only one bid received in response to a solicitation;

- c. The procurement which is expected to exceed the small purchase threshold, specifies a brand name product;
- d. The proposed award over the small purchase threshold is to be awarded to a bidder under a sealed bid procurement; or
- e. A proposed contract modification changes the scope of a contract or increases the contract amount by more than the amount of the small purchase threshold.

E. Open, Full, and Free Competition. Research Triangle High School shall ensure that all procurement transactions are conducted in a manner that provides open, full, and free competition. Awards must be made to the bidder/offeror whose bid/offer is responsive to the solicitation and is most advantageous to Research Triangle High School, considering price, quality, and other relevant factors deemed appropriate by the Board and Chief School Officer.

F. Conflicts of Interest. In accordance with Research Triangle High School Conflicts of Interest set forth herein, Research Triangle High School shall ensure that no employee, officer, or agent of Research Triangle High School, who has a real or apparent conflict of interest, participates in the selection, award, or administration of a contract supported by federal funds. Employees, officers, and agents may also not solicit or accept favors, gratuities, or anything of monetary value from contractors or their agents.

G. Record Documentation. Research Triangle High School shall ensure there is a cost or price analysis made and documented with every procurement action. Research Triangle High School shall also ensure the evaluation of the contractor performance and document whether the contractor has met the terms, conditions, and specifications of the contract. Procurement records for purchases over the small purchase threshold (between \$10,000.00-90,000.00) shall also contain the following information:

- 1. The basis for contractor selection;
- 2. The justification for lack of competition when competitive bids or offers are not obtained; and
- 3. The basis for award cost or price.

H. Board Approval. For all procurement/contracts under this section that exceed \$25,000.00, the Executive Director shall endeavor to obtain three bids. In the event that three bids are not obtained, the Executive Director must present the Record Documentation, set forth above, to the Board and the Board must approve such procurements/contracts. In such circumstances, the Executive Director does not have authority to bind the Board or Research Triangle High School to any contract for goods and services valued above \$25,000.00. Any contract or purchase valued above this amount that is not approved by the Board is null and void.

I. Mandated Contract Provisions. Research Triangle High School shall ensure that all legally mandated provisions are included in each procurement contract. Research Triangle High School shall ensure the school's compliance with all federal and state rules governing administration of the program.

XIII PUBLIC WORKS CONTRACTS

A. Applicable Law. In awarding contracts that will involve the construction, repair, or renovation of a structure, road, highway, or other improvement or addition to real property, Research Triangle High School will comply with all applicable rules and regulations. The Board and Executive Director shall ensure that all applicable advertisement notice bid requirements are satisfied.

- B. Bidding Threshold.** The Executive Director shall engage the applicable law when a contract <\$30,000 no competition required but encouraged. Projects ≥ \$30,000 - < \$500,000 require an informal bid process and ≥ \$500,000 formal bid process is required. Board approval is required for any contracts over \$25,000. public funds is required.
- C. Contract Award.** The Executive Director shall make a recommendation to the Board concerning the award of a public works projects bid pursuant to this policy.
- D.** In determining the contract award, the Board may take into account factors regarding the bidder and their bid or proposal including:
 1. The safety record of the bidder;
 2. Whether the bidder, its employees, and agents have relevant and mandatory licensures/registrations;
 3. Complaints and/or accident reports to relevant local and/or state agencies;
 4. The purchase price or cost of the product and/or service;
 5. The reputation of the bidder and of the bidder's goods or services, and the bidder's financial and operating ability to deliver the requested goods and/or services;
 6. The quality of the bidder's good or services;
 7. The extent to which the goods or services meet Research Triangle High School needs;
 8. The bidder's past relationship with Research Triangle High School ;
 9. The impact on the ability of Research Triangle High School to comply with the laws and rules relating to historically underutilized businesses;
 10. The total long-term cost to Research Triangle High School to acquire the bidder's goods or services;
 11. Any other relevant factor specifically listed in the request for bids or proposals.
- E. Definition of Safety Record.** The safety record includes a bidder's Occupational Safety and Health Administration inspection log for the last three years, a loss analysis from the bidder's insurance carrier, any known safety violations on previous projects, and a loss history covering all lines of insurance coverage by the bidder.

XIV PURCHASING AND SERVICE CONTRACTS NOT OTHERWISE COVERED

- A. Appropriate Value.** In procuring or awarding contracts for goods and services over \$25,000.00 that are not governed by any other Research Triangle High School policy or are not sourced by State or Federal funds, the Executive Director shall ensure that the Research Triangle High School receives appropriate value for the expenditure.
- B. Competitive Process Threshold.** If an expenditure of Research Triangle High School funds for such a contract awarded will exceed \$25,000.00, then the Executive Director shall engage a competitive process before selecting a person or entity to, which to make the award.
- C. Record Documentation.** The Director of Operations shall ensure there is a cost or price analysis made and documented with every procurement action or contract. He/she shall also ensure the evaluation of the contractor performance and document whether the contractor has met the terms, conditions, and specifications of the contract. Procurement records for purchases or contracts over \$25,000.00 shall also contain the following information:
 1. The basis for contractor selection;
 2. The justification for lack of competition when competitive bids or offers are not obtained;
 3. The basis for award cost or price; and

4. Written assurance from the contractor that there are no conflicts of interest that they are reasonably aware of that could materially negatively affect Research Triangle High School .
5. Written assurance from the contractor that it does not directly or indirectly do business with Iran as required by North Carolina law.

D. Board Approval. For all procurement/contracts under this provision, the Executive Director shall endeavor to obtain three bids. In the event that three bids are not obtained, the Executive Director must present the Record Documentation, set forth above, to the Board and the Board must approve such procurements/contracts. In such circumstances, the Executive Director does not have authority to bind the Board or Research Triangle High School to any contract for goods and services valued above \$25,000.00. Any contract or purchase valued above this amount that is not approved by the Board is null and void.

XV CASH MANAGEMENT & CREDIT CARD PROCEDURES

School funds are public funds. Consequently, all expenditures of school funds, including cash expenditures, shall be documented and accounted for by daily receipts. As a general rule, cash will not be used to make purchases except from petty cash, as described below. School checks shall not be made payable to "Cash". Research Triangle High School shall ensure that appropriate "separation of duties" are complied with in the handling of all money transactions, including reconciliation.

- A. Accounting for Cash Transaction.** All cash transactions shall be recorded in writing, such as by hand a written receipt, which shall be signed and dated by the individual who receives the cash. Staff members who receive or collect money from parents or teachers shall document from whom the money was received and in what amount. A copy of the receipt shall be kept with the cash received. Such money shall be submitted to the designated Research Triangle High School administrator on the same school day as it is received, or as soon as feasible, for deposit. Research Triangle High School shall be responsible for ensuring that cash received is deposited in Research Triangle High School 's bank account. Deposits shall be made whenever cash receipts total \$250.00 or greater, or at a minimum once per week to the extent there is cash to deposit. A copy of the validated deposit slip shall be returned to the school on same day the deposit is made or the next day after the deposit is made.
- B. Checks.** Research Triangle High School will maintain a check request/reimbursement form to document the authorization of non-payroll expenditures. Anyone requesting a check must submit the completed form, with all receipts attached, to the Chief School Officer. All proposed expenditures must be approved by the Chief School Officer, who will review the proposed expenditure to determine whether it is consistent with the Board-adopted budget and sign/initial the check request form. Once approved, the completed form and receipts will be given to the Finance Officer who will post all transactions in ISIS general ledger, according to the North Carolina Public School Uniform Chart of Accounts, and print the checks. The Finance Officer will return the checks to the Executive Director to be signed and mailed/delivered. To ensure segregation of recording and authorization, the Finance Officer may not sign check request forms or checks. All checks over \$25,000 must be acknowledged by two people, the Chief School Officer, and/or a board member, to ensure segregation of expenditure authorization and check signing functions. The following Research Triangle High School officers are authorized to sign checks from Research Triangle High School 's bank account on behalf of Research Triangle High School: Board Chairman, Board Treasurer, Board Vice-President, Board Secretary, or Chief School Officer. Each check must be completed in its entirety before it is signed by any party. Checks received shall be endorsed "for deposit only" and shall either be deposited when the total amount is at least \$100.00

at least weekly, whichever is more frequent. Services or products rendered, reimbursement requests with original receipts, or mileage reimbursements may receive payment with a check. Parents of students enrolled at Research Triangle High School and employees of Research Triangle High School must receive prior notice from Research Triangle High School that in the event a check they have submitted to Research Triangle High School is returned for insufficient funds, or any other reason, Research Triangle High School shall collect from the check maker the amount originally due in addition to any fee assessed to Research Triangle High School by the bank because of the returned check.

- C. Paying Bills with State or Federal Grant Funds.** Grant funds shall not be requested from any appropriate entity until Research Triangle High School is prepared to pay any outstanding balances within three days from when the funds are deposited in Research Triangle High School's bank account. Research Triangle High School shall ensure that all bills, including payroll and related withholding taxes, shall be paid by Research Triangle High School within three working days from when such funds are deposited in Research Triangle High School's bank account.
- D. Bank Reconciliations.** The Managing Director or his/her designee is responsible for bank reconciliations a minimum of once a month. Each Research Triangle High School bank statement, assets, and liabilities shall be reconciled to both the checkbook and the general ledger.
- E. Credit And Debit Card Procedures.** If Research Triangle High School decides to utilize credit or debit cards, only the following are authorized to use a Research Triangle High School credit or debit card: the Managing Director and the School Principals, subject to the expenditure limitations set forth in Policy 7407. All authorized users of the Research Triangle High School credit or debit card assume the responsibilities pertaining to the use and reconciliation of the credit or debit card. The Research Triangle High School credit or debit card shall only be used for school business expenditures. It may not be used for personal purchases and/or cash transactions and shall be maintained by the highest level of security. Employees issued a Research Triangle High School credit or debit card must receive prior, documented approval from the Research Triangle High School Board before the use of the credit or debit card. Each credit or debit card transaction by any user must be accompanied by appropriate documentation such as original receipts documenting each transaction (digital receipts are acceptable).
- F. Activity Funds.** RTHS Clubs and Sports will maintain their accounts at a federally insured commercial bank, separately from the School Account. The Office Assistant will receive completed deposit verification forms and counted checks and cash from all Club representatives, after the Clubs have initially received and document receipts. Office Assistant will then verify and recount deposit, endorse all checks, establish a record of all funds received, and prepare the deposit slip. All the deposits will then be completed at the earliest possible convenience after receipt. Checks will be written by the Office Manager. A copy of all checks, the bank statement and the deposit slips will be given to the Executive Director for review each month. This account and all its records are to be forwarded to the School Accountant for the annual audit each year. Club representatives may refer to the Club Finance Procedures document for details about how to implement this policy.
- G. XVI – PRINCIPALS USE OF FUNDS** Subject to the financial policies set forth above in Sections I-XV, School principals may enter into contracts for:

 - A. School pictures;
 - B. Yearbooks and school newspapers (all other contracts for printing of reports, forms, etc., should be handled through the finance Managing Director);
 - C. Fund-raising activities undertaken in compliance with Board policies;

- D. Disc jockeys/bands and facilities for dances to be paid for with school funds;
 - E. Athletic officials and other persons working at athletic events to be paid from athletic funds derived from gate receipts;
 - F. Class rings;
 - G. Caps and gowns; and
 - H. Senior supplies (i.e., invitations, note cards, class keys, etc.).
- School principals may enter into other contracts for goods or services in amounts up to \$25,000.00 without prior approval, provided there are sufficient funds in the local school account to cover the contract and the contract is executed during the current fiscal year.

XVI - DEPOSITORIES

The Board shall designate as official depositories of the school one or more banks, savings and loan associations, or trust companies in North Carolina. No money belonging to the school or any individual school shall be deposited in any other place, bank, savings and loan association, or trust company other than an official depository.

XVII DAILY DEPOSITS

Except as otherwise provided by law, all monies collected or received by an officer, employee, or agent of the school or an individual school shall be deposited in accordance with this policy. Each officer, employee, and agent of the school or individual school whose duty it is to collect or receive any monies shall deposit his collections and receipts daily; provided, however, if the amount on hand is less than \$500 daily deposits are encouraged but not required by the Board. Regardless of the amount on hand, all funds shall be deposited at the end of each school week and on the last business day of each month.

- A.** All deposits shall be made with the School's Finance Officer, CFSP, or in an official depository. Deposits in an official depository shall be reported immediately to the school's finance officer, CFSP, or individual school treasurer by means of a duplicate deposit ticket.
- B.** The School Finance Officer or CFSP may at any time audit the accounts of any officer, employee, or agent collecting or receiving any taxes or other monies, and may prescribe the form and detail of these accounts. The accounts of such an officer, employee, or agent shall be audited at least annually.

XVIII - BOARD AUTHORITY TO OVERRIDE FINANCE OFFICER

- A.** The Board may approve a bill, invoice, or other claim against the school that has been disapproved by the school. It may not approve a claim for which no appropriation appears in the budget resolution, or for which the appropriation contains no encumbrance, and the unencumbered balance is less than the amount to be paid.
- B.** The Board shall approve payment by formal resolution stating the Board's reasons for allowing the bill, invoice, or other claim. The resolution shall be entered in the minutes together with the names of those voting in the affirmative. The Chairman of the Board, or some other Board member designated for this purpose, shall sign the certificate on the check or draft given in payment of the bill, invoice, or other claim. If payment results in a violation of law, each member of the Board voting to allow payment is jointly and severally liable for the full amount of the check or draft given in payment.

XIX- PAYMENTS OF BILLS, INVOICES, OR OTHER CLAIMS

The school shall not pay a bill, invoice, salary, or other claim except by a check or draft on an official depository, by a bank wire transfer from an official depository. Except as provided in this policy, each check or draft on an official depository shall bear on its face a certificate signed by the school finance officer or signed by the Chairman or some other member of the Board.

XX - TRAVEL REIMBURSEMENT

A. Research Triangle High School Board members, officers, and employees engaged in travel on official business of Research Triangle High School shall, to the best of their knowledge and to a reasonable degree of effort, utilize the least expensive reasonable travel alternative where it provides a better value for Research Triangle High School.

B. Research Triangle High School employees shall be reimbursed for reasonable transportation, or registration expenses incurred while traveling on official business upon presentation of receipts for said expenses. The school will not reimburse employees for purchase of alcoholic beverages or unreasonable costs. The Executive Director or designee must authorize reimbursement in advance.

XXI - PAYROLL DEDUCTIONS

The Research Triangle High School will comply with all required salary deductions as set forth by state and federal law. Research Triangle High School's Finance Officer will perform all payroll support functions which include: process the monthly payroll, submit payroll direct deposits, submit timely payroll tax deposits, file required monthly and quarterly payroll forms, and submit health benefit and retirement withholdings to applicable agencies. All contracted employees will receive a direct deposit voucher each month showing the amount deposited into their account on the last working day of the month. All staff expense reimbursements will be on separate checks and not directly deposited into their account.

The Office Manager will maintain adequate supporting documentation (substitute hours, leave accruals, etc.) for payroll to ensure that payments are made only for services actually rendered. The Office Manager will submit substitute teacher hours to the Finance Officer monthly. The Finance Officer will prepare payroll checks and perform all payroll support functions. The Executive Director will review the monthly substitute payroll reports to ensure the pay amounts are consistent with substitute hourly wages. For any employee not set up for direct deposit, the Executive Director will sign the payroll check and mail it to the employee.

Upon hiring of staff, a personnel file will be established with all appropriate payroll-related documentation including tax withholding forms and health benefit forms. This file is maintained off-site by the Finance Officer. School personnel must notify the payroll department in writing of any additions, deletions, or other changes to payroll deductions at least 30 days before the effective date of the change.

XXII - FUNDING REQUESTS FROM ORGANIZED CHARITIES

A. Fundraising activities shall take place outside of the normal working day for staff and outside of the normal instructional day for students. Such activity will be strictly voluntary for school employees and students.

B. In the event of a major catastrophe or during special food or clothing drives, with the principal's approval, receptacles for donations may be placed at appropriate places in school buildings. Any donation made under these conditions will also be voluntary on the part of the donor. The principal will ensure that efforts to promote these efforts shall not significantly interrupt the instructional program.

C. Students shall not be used to raise money for any school or non-school organization during school hours. Nor shall a non-school organization use the school's name in raising funds for non-school programs at any time.

XXIII - GENERAL LIABILITY INSURANCE

The Board shall provide general liability insurance coverage for the Board, its members, collectively and individually, and for school employees.

XXIV. ACCOUNTING FOR CAPITAL ASSETS

- A. Capital Asset.** A capital asset for Research Triangle High School is an asset that is:
- a. Tangible in nature;
 - b. Has a life that exceeds one year;
 - c. Has value of at least \$5,000 per unit; and
 - d. Is reasonably identified and controlled through a physical inventory system.
- B. Documentation.** The Executive Director shall ensure that Research Triangle High School maintains accurate records of capital assets in accordance with applicable rules.
- C. Inventory.** The Executive Director will ensure that a physical inventory of capital assets takes place once every two years in accordance with applicable rules.
- D. Financial and compliance reporting.** For purposes of the Financial and Compliance Report, the Executive Director shall ensure that the report includes:
- a. An exhibit in the financial and compliance report identifying all capital assets and the ownership interest of local, state, and federal parties; or
 - b. A statement that all property acquired during the term of Research Triangle High School , and all property presently held by Research Triangle High School , may be considered public property.

Board of Directors Roles and Responsibilities

Purpose: The purpose of this policy is to clearly define the roles and responsibilities of the Board of Directors as it relates to those of the Research Triangle High School Leadership team. Additionally, this policy clearly defines the Board Committees as well as any School Committees that the board has representation on.

Responsibilities of the Board of Directors include but are not limited to the following:

- Create and update the mission and vision statements
- Set the direction of Research Triangle High School by setting annual goals and benchmarks and by creating the 5 & 10 year strategic plans
- Hire, evaluate and terminate the Executive Director
- Establish compensation for the Executive Director
- Approve all hiring for the staff of Research Triangle High School
- Review, develop and adopt written Research Triangle High School policies
- Plan and approve committee structure and responsibilities
- Review roles of the Board and roles of the committees
- Recruit and train new Board members
- Maintain legal status by ensuring proper paperwork is submitted to governmental agencies
- Sign legal documents
- Approve contracts as per Research Triangle High School 's financial control policies
- Plan agenda for meetings
- Complete annual review of the Board, including reviewing the alignment of all major decisions to the mission statement of Research Triangle High School
- Approve major programs for Research Triangle High School
- Finalize and approve the budget
- Approve and authorize expenditures outside of the approved budget
- Approve and monitor financial policies
- Review monthly financial reports
- Ensure that internal controls are in place and are being followed
- Review and approve all major grant proposals (greater than \$50,000)
- Review annual audit
- Develop mechanisms for validating information provided by the Executive Director
- Assesses compliance of Research Triangle High School in achieving goals set in the charter as well as any School improvement plan goals
- Sets and reviews personnel policies
- Promotes the charter School to the general public
- Hear grievances in according with the grievance policies
- Conduct student discipline hearings in accordance with North Carolina law
- Meet regularly in accordance with its publicly noticed meeting schedule

Committee Structure Policy

Purpose: This policy is in place to describe the structures of the committees of the Board of Directors.

Research Triangle High School bylaws permit the establishment of Committees. The Research Triangle High School Board of Directors has the following five (5) standing committees as set forth in this policy. In addition to the standing committee, the Board may create additional standing and ad hoc committees at its discretion in accordance with the bylaws. The standing committees are:

1. Finance Committee
2. Governance Committee
3. Development Committee
4. Academic Excellence Committee
5. CSO Evaluation Committee

The Finance committee shall be comprised of only current board members and the Executive Director. The Treasurer shall serve as the Chair of the Finance Committee,

The Governance committee shall be comprised of only current board members and the Director of Operations The Board Vice Chair or his/her designee shall serve as the Chair of the Governance Committee.

The Development Committee can be comprised of non-board members as well as board members as well as the Director of Development.

The Academic Excellence Committee can be comprised of non-Board members as well as Board Members as well as the Director of Curriculum.

The CSO Evaluation committee shall be comprised of only current board members, The Chair of the CSO Evaluation Committee will be the former Board Chair.

The Chair of each committee must be board members. Minutes must be taken at all committee meetings. The Chair or designee shall report back to the full board at each regularly scheduled board meeting.

Board Committees

Purpose: To identify the Board Committees' roles and responsibilities.

The Board has an Executive Committee that consists of the Board's officers. In addition, the Board has three standing committees, Finance, Governance and Human Resources, which have the following roles. The board shall establish the roles of any other committees created by the board.

Finance Committee

- Select an audit and tax firm
- Assist the Director of Finance facilitate the audit process
- Assist the Director of Finance with the completion of the 990 Tax form
- Support and assist in preparing the annual budget
- Ensure that the Leadership Team is staying on track with expenditures and the annual budget
- Review all request for additional expenditures outside of the annual budget
- Communicate with the fundraising committee about the financial needs of the organization
- Review employee benefit plans, and School insurance coverage
- Review School internal control procedures
- Review Government Programs
- Consider programs to help the full utilization of the campus (after School, etc.)
- Take minutes at all meetings and reports back to Board
- Meets a minimum of once per quarter

Governance Committee

- Reviews Board policy manual annually for necessary revisions and to ensure all policies are being followed
- With the Managing Director, develops any new Board policies required for the School
- With the Managing Director, revises policies for Research Triangle High School as needed
- Ensures the Board policy manual is up to date and that every Board member has a current copy of the policies
- Take minutes at all meetings and reports back to Board
- Meets a minimum of once per quarter unless the Committee Chair determines that a meeting is not necessary.
-

Human Resources Committee

- Reviews the job description of the managing director and recommends modifications to the Board
- Prepares the performance review of the managing director to present to the Board for approval and makes a recommendation to the Board concerning contract renewal
- Reviews the contract of the managing director and recommends any modifications
- Tracks possible Board additions
- Interviews potential Board members to fill vacant spots
- Recommends new Board members to Board for a vote
- Take minutes at all meetings and reports back to Board
- Meets a minimum of once per quarter unless the Committee Chair determines that a meeting is not necessary.

Board Meeting Procedures

Purpose: The purpose of this policy is to identify the procedures that will be followed at all meetings of the Board of Directors.

The following are the procedures for every Board of Directors Meeting:

1. Prior to each regular board meeting the Board Chair or Managing Director will circulate the agenda for the upcoming meeting. In the event that a Board member wishes to add an agenda item, that Board member must submit such addition to the Board Chair or Managing Director prior to the board meeting pursuant to a timeline established by the Board.
2. All Board of Director meetings must be open to the public, as required by the North Carolina Open Meetings Law § 143-318.10, with the exception of closed session as set forth in NC law.
3. The Board may go into closed session pursuant to North Carolina Law, N.C.G.S. § 143-318.11.
4. Minutes shall be recorded at each meeting, including committee meetings.
5. The Board shall approve the minutes from the previous meeting. The approved minutes shall be posted in Board On Track, the Board's management tool. In accordance with the bylaws, there must be quorum. A majority of all voting board members in order for a board meeting to take place.
6. All members will have access to the agenda and meeting documents in advance of the Board meeting through a posting on Board on Track. In regards to the formal matters of the board meetings, the board shall follow Robert's Rules of Order, including making motions, seconding the motions, and voting on formal business.
7. The conflict of interest policies shall be following which includes that no board member shall vote on a motion in which he/she has personal interest. All dissenting and abstaining votes shall be recorded in the meeting minutes.
8. At the end of each school year, the Board shall evaluate its activity and meetings during that year and determine what went well and what, if anything, could be improved.

Board of Directors Training and Professional Development Policy

Purpose: To provide guidelines for the way the board will be trained on an ongoing basis.

The Research Triangle High School Board of Directors members are encouraged to participate training offered by Board on Track.

Board members are also encouraged to keep up with relevant changes to charter school policies and charter school current events. When new board members are elected to the Board, they shall attend the annual Board of Directors New Board Member Orientation and they will receive access to Research Triangle High School's policies.

Board of Directors Board Member Recruitment Policy

Purpose: To provide direction for the nominating committee as they face the task of recruiting and nominating board members.

The Governance Committee (or any committee designated or created by the Board to do so) shall be responsible for taking the initial steps of the recruiting process for new board members. All board members are encouraged to assist in recruiting possible board members. As current board members come across potential board members, they should pass along the person's name, contact information and qualifications to the Chair of the Committee. The Chair will keep a list of all potential board members.

When a spot on the Board of Directors comes open the Governance Committee will review the list of potential board members. They will select a person who has the qualifications that will fit the vacant position. The Chair of the Governance Committee or a delegate will contact the potential board member and talk to them about the role of a board member. The Chair or delegate will be transparent and will explain the time commitment and expectations for board members. If the person is interested, then the potential board member will provide a resume and an interview with at least 2 Board Members and the nominating board member will be scheduled. The interviewers will make a recommendation to the Governance Committee as to adding the person to the Board and the nomination will be taken to the full board and will then vote on adding the person to the board.

Board of Directors Attendance Policy

Purpose: To define the board's attendance policy and the procedures to address situations where a board member does not comply with the attendance policy.

As a member of the Research Triangle High School Board of Directors, all Directors are agreeing to a four-year commitment of service. Board members commit to attending monthly meetings and all required training for the Board members. By agreeing to this commitment, the Board of Directors of School ensures consistency and commitment to its students, staff and mission.

All Board members are required to attend a minimum of 75% regularly scheduled monthly board meetings. If a Board member has an unusual circumstance surrounding their absence, the Board member should contact the chair at least 48 hours in advance. If a Board member attends less than 75% of meetings in one year, the Board Secretary shall bring the attendance issue to the Board of Directors. A discussion and vote will occur regarding whether that Board member should retain their position on the board or whether they will be asked to step down from their position.

If the Board member is asked to step down, the board shall follow the Board of Director's recruitment policy and the bylaws to replace that Board member with a new Board member from the community.

Board of Directors Agreement

Purpose: To ensure all members of the Board of Directors have agreed to their role upon joining the board.

As a member of the Research Triangle High School Board of Directors I will:

- Act with integrity and honesty
- Attempt to attend all Board meetings by phone, Zoom or in person
- Review the agenda for the meetings and come prepared to all meetings
- Serve on at least one committee
- Agree to my role on the Board of Directors
- Contribute to all meetings that I attend
- Take on any special tasks assigned to me by the Board of Directors
- Suggest nominees for the Board of Directors
- Participate in the creation of the annual goals and the strategic plan
- Abide by the State Board of Education approved charter School application for School and any charter agreement

As a Board member I understand that I have the duty to do the following:

- Think about the mission of School and my fiduciary duty before making any decision or voting on any policy
- Follow the North Carolina Charter School Law
- Agree to the Research Triangle High School Conflict of Interest Policy
- Agree to the Research Triangle High School Non-discrimination Policy and all other policies
- Carry out the purpose of the organization while complying with the law
- Support the decisions of the Board of Directors in a positive manner, even if I was in a minority position on certain actions
- Participate in either the training session of the Board of Directors or/and the Board retreat
- Participate in any annual self-evaluation process of the Board of Directors
- Always represent Research Triangle High School in a positive manner

Printed Name: _____

Signature: _____

Date: _____