

ROXBURY CENTRAL SCHOOL

Pre-K through 12

STUDENT and PARENT HANDBOOK

2011-12

Parents:

Please read through this handbook and discuss rules and expectations with your child. We would like to call special attention to the attendance policy and computer use policy, as well as expectations for student behavior, academic performance, and procedures for the academic intervention program. Also note that in addition to the Parent Access System being the primary means of communication for academics, behavior referrals will also be stored through the system as well. Please return the sign-off page located at the back of this book by September 9th 2011.

This handbook conforms to the *Roxbury Central School District Code of Conduct*, adopted by the Board of Education and contains selected policies pertinent to conduct, academics and regulatory procedures. A complete copy of the policy manual is available in the Superintendent's Office, upon request, should you wish to look at it.



TABLE OF CONTENTS.

[Introduction, Mission and Alma Mater](#)
[Parent Involvement](#)
[School Closing Information](#)
[Scheduling](#)
[Attendance/ Minimum attendance for credit](#)
[Tardiness](#)
[Homework Statement](#)
[Report Cards](#)
[Academic Recognitions](#)
[Celebrating Excellence](#)
[AIS and RIST](#)
[The NCOC Experience](#)
[Student Employment/ Fundraising](#)
[Rules and Regulations](#)
[Respect and Attitude](#)
[Progressive Steps](#)
[Detention Rules](#)
[After School Procedures](#)
[Tobacco Use](#)
[Public Safety](#)
[Fire Drills and Evacuations](#)
[Hazardous Items Prohibited](#)
[Bomb Threats](#)
[School Bus Regulations](#)
[Harassment/ Bullying](#)
[Threats and Rumors](#)
[Dress Code/ Gym clothes](#)
[Passes from Class](#)
[Lockers/ Cubbies](#)
[School Dances](#)
[Cafeteria Rules](#)
[Open Lunch](#)
[Study Halls](#)
[Assemblies](#)
[Health Office/ Medications](#)
[Textbooks](#)
[Lost and Found](#)
[Student Parking](#)
[Personal Possessions](#)
[Backpacks](#)
[School Visitors](#)
[Multimedia Presentation Guidelines](#)
[Plagiarism](#)

[Bike and RV Use](#)

[Trip Permissions](#)

[Elevator Use](#)

[Medical Issues/ Examinations/ Insurance/ Immunization](#)

[Student Activities](#)

Sports/ Rules

Drama

Music Department

Student Council

Class Committees

[Title IX](#)

[Wellness Policy](#)

[Children with Disabilities](#)

INTRODUCTION

Welcome to Roxbury Central School

We hope this handbook will help you to become better acquainted with the many educational opportunities available to students as well as provide you with an understanding of school policies and regulations.

At Roxbury, we continually strive for excellence and seek to develop our student's problem solving and decision making skills. Our hope is to produce viable members of the community who are able to contribute to its growth by offering a rich set of experiences and activities that are aligned with NYS Standards. If we wish to succeed fully as an educational establishment, responsibilities must be shared between students, staff and the entire community in order to create an educational climate conducive to learning.

Treat each other with kindness, help keep our school beautiful, and have an incredible year.

My sincere best wishes,
Eric Windover
School Principal

MISSION STATEMENT

The vision of the Roxbury Central School is to provide a safe and caring environment in which our students can develop academically, creatively and socially. Each member of our school community will demonstrate personal integrity, a commitment to learning and an appreciation for cultural diversity.

ALMA MATER

RCS let us always be loyal,
Let us all to your dear name be true.
Give our all to your fame and your glory,
Our strength and our love to you.
As the sun sets all gold to the westward,
There is never a doubt nor a fear-
That dear Roxbury High is the best school,
Alma Mater we give thee our cheer.

PARENTAL INVOLVEMENT

Roxbury Central School - A Parent Participation School

The Roxbury Central School District understands that student achievement is directly linked to parental involvement and we encourage such involvement in school planning and daily operations. Parental involvement may take place as a result of participation in the Parent Teacher Student Association (PTSA), the Comprehensive District Educational Planning Committee (CDEP), and in the classroom (as volunteers) or during extracurricular activities. Please contact the building principal about any of these options.

Our school also encourages direct parental involvement at home (for example, planned home reading time, informal learning activities and/or homework "contracts" between parents and children). *Policy # 3170*

Students at Roxbury are assigned homework regularly. Homework, (any assignment for study or preparation outside the classroom) is necessary because understanding subject material often comes through practice . Parents can help to ensure student success through regular, guided, structured study time at home. While we attempt in-school solutions to assist with homework completion, these must be supplemented through rigorous attention to home study if students are to learn responsibility and gain the cognitive skills necessary for today's highly competitive work environment.

SCHOOL CLOSINGS AND EMERGENCY RELEASE

In the event it is necessary to close school due to inclement weather, announcements of school closing will be made on the school web site and the following stations: Albany area TV & radio stations, WDOS (AM 730), WSRK (103.9 FM), WRIP (97.9 FM), WZOZ (103.1 FM), WKXZ (93.9 FM), WDLA (92.1 FM), WDHI (100.3 FM), WBNG-TV, WIVT-TV and WJFF (90.5 FM), WSKG (89.3 & 91.7 FM).

When school is closed or dismissed early due to emergency, all related activities including athletic events, CROP, and rehearsals will be canceled for that day and evening. In some cases it may be necessary for administration to delay departure from school in effort to ensure the safety of the students due to a potentially hazardous situation in the community.

Questions and Concerns

If you have a question or are concerned about a situation - informal reporting begins with the Teacher, Guidance Counselor, Psychologist, Nurse, *and then* Principal if no resolution is made. Formal complaints occur at the Superintendent's Office and must be

submitted in writing. School policy manuals are available for parents and students for reference in the Superintendent's office. Policy #3230 outlines details for issuing complaints.

SCHEDULING

Students in grades 7-12 will follow a fluctuating period schedule that will consist of 6 standard periods of 41 minutes and 2 extended periods that will last 60 minutes. Core subjects and various electives will be offered during the 60 minute sessions and as a rule study halls will not be scheduled during this time frame without administrative approval. Students will have thirteen (13) days from the start of school to add or drop courses with parent permission.

A student schedule may look as follows:

Period 1	8:00	8:45	PE/ Chem Lab
Period 2	8:45	9:29	Chemistry
Period 3	9:32	10:13	US History
Period 4	10:16	11:15	Algebra2 / Trigonometry
Lunch	11:15	11:46	
Period 5	11:49	12:48	English 11
Period 6	12:51	1:32	Elective/ Music
Period 7	1:35	2:16	Spanish
Period 8	2:19	3:00	Driver Ed. / Art

What Is the Philosophy of a Fluctuating Period Schedule?

Offering a fluctuating period schedule is intended to give students increased opportunities for:

- Class work review
- Enrichment
- Project Work
- Preparation for Tests
- Homework help

What Reward Does Having a Fluctuating Period Schedule Offer?

Throughout the year, students are pulled from their academic classes for field trips, athletic events and assemblies. While these co-curricular events are important, it does put an extra burden on students and teachers to make up missed work. Having a fluctuating period schedule is designed to help those students who need increased time-on-task during

some of the more challenging classes here at Roxbury. By offering a longer class period, there is more opportunity for enrichment and guided practice. The design will help students work smarter, not harder, through challenging courses while enabling the teacher to work more personally with each child.

ATTENDANCE

The Board of Education and Roxbury faculty believes that regular student attendance is a necessary and vital ingredient in the learning process. Therefore, the Board, in accordance with State Education Law, has developed a comprehensive policy for student attendance that has been summarized for this handbook (*Policy # 7110*). A copy of the complete attendance policy adopted by the Board of Education is available upon request within the main office.

Absences

State Education Law requires the parent/ guardian to submit a written and signed note to the school indicating the reason(s), date(s) and time(s) for the absence.

Excused - Any absence, tardiness, or early departure for which the pupil has a valid school approved excuse. Such excused non-appearance shall include: personal illness, illness or death in the family, religious observance, quarantine, required court appearances, attendance at health clinics or other medical visits, approved college visits, military obligations, absences approved by the Principal in advance, or other reasons as may be approved by the Commissioner of Education. All students who are legally absent must assume responsibility for getting assignments and making up work in coordination with their instructor.

Unexcused – Any absence, tardiness or early departure for which the pupil has no valid school approved excuse. Such unexcused non-appearance shall include shopping trips, family vacation, oversleeping, skipping class, avoidable absences such as automobile failure, and any other absence that is not excused. Students who miss a work due to an illegal or unexcused absence may receive a “0”.

Students will be given a one-half absence for arrival after 10:00 a.m. **On the day of a co-curricular activity a student must arrive by 10:00 a.m. and remain the duration of the day or they will not be able to participate unless they have a legal excuse.** (*Policy #7410*)

If your child is going to be absent, please call 326-4151, ext. 11 before 9 am. If we do not get a call from a parent or guardian, the attendance officer will attempt to contact the parent or guardian at home and/or work.

Parents of students who “skip” school, leave campus without permission, or are illegally absent will be contacted and are expected to confer with the principal regarding the circumstances and actions to be taken in accordance with the code of conduct.

When a student is chronically absent, is frequently late, or continues to leave early, one or more of the following measures may result:

- a. Notification Letter / Parent Conference
- b. After-school detention, and/or In-School Suspension.
- c. Course removal
- d. Referral to Delaware Co. Social Services.

Minimum Attendance for Course Credit

In grades 7-12, any student with more than (10) unexcused absences, tardies, or early departures (ATEDs) in a semester course or (20) unexcused ATEDs in a yearlong course that has not completed the work as assigned may be removed from the course and denied credit. For every five ATEDs accumulated, the parent/guardian will receive notification containing the dates, times and nature of the pupil's absence.

At the Elementary level (pre-k through 6) student attendance will be regularly monitored by the teacher, attendance officer and administration. If it recognized that a particular child has missed class frequently, a referral may be made to the Roxbury Instructional Support Team (RIST). The RIST committee members will then attempt to find root causes for the absences and try to provide the necessary support ensure the child's academic success. In some cases, the Delaware County Social Services Department may be notified if the frequency of the absences of tardies falls into the realm of educational neglect.

Tardiness

Attendance is taken at 8:00 a.m. in the first period class. Prior to the initial warning bell at 7:55, students should remain quietly in the cafetorium or approved hallways and may not leave campus without administrative approval. **Students arriving late to school must immediately report to the main office to sign in.** Students will not be admitted tardy to a 1st period class without a pass from the office so that unexcused /excused tardiness can be accounted for. Students who accumulate 3 unexcused tardies will be assigned a detention **for each** subsequent unexcused tardy that is reported during the semester.

Notification is made to the main office if any pupil is not present in their class at the beginning of each period. All students are to report to their assigned class or study hall before going to the office, nurse, library, locker, etc. and receive permission to leave first, so he/she will not be marked late. Students who stop at the bathroom between classes must be on time to class. Teachers will work with administration to establish their own procedures for tardiness and will go over these and other class rules at the start of the course.

*A student will not be counted as present for a class if the student misses more than half the total minutes, whether through tardiness or early departure.

Appointments and Early Dismissals

No student may be released from school to anyone other than the parent, guardian, child protective services personnel and law enforcement officers pursuant to law, unless the individual's name seeking release of the student appears on a list provided by the parent or guardian.

Further, no child will be excused for outside appointments (i.e. doctor, dentist, etc.) unless written permission is given or verbal permission is provided to a main office employee or administrator. Parents are urged to make appointments with physicians, dentists, special tutors, etc., after school hours. If an early release is necessary, parents

should make note of the date, time and reason for the release.

Medical releases are handled through the Nurse's Office. Students should report to the nurse's office when they do not feel well or have a situation of a personal nature arise. All other reasons for student release must go through the Main Office and be approved by administration. Students will not be allowed to sign out for the purpose of getting lunch money, running errands, retrieving homework, uniforms, equipment, etc.

HOMWORK STATEMENT

Homework provides excellent opportunities for developing good study habits, taking into account individual differences and abilities, and encouraging self-initiative on the part of the student.

As a school, we:

Encourage regular and meaningful homework in courses.

Believe that homework should be done in a timely manner, be of high quality and should encourage student responsibility as it advances student learning.

Provide support for teachers in assuring student completion of homework assignments while meeting instructional standards.

Support students in mastering the concepts reinforced through homework.

Communicate with parents regarding homework policies, assignments and grading. Student independence is fostered through assumption of the daily responsibility for homework completion. Homework helps students to grow in mastery of subject matter as well as in character.

Students have a responsibility to:

- complete assignments with care and remit on the assigned date for submission
- carry the assignment planner (agenda) to each class and carefully record homework assignments when given, including due dates and the criteria for submission
- make-up homework following an absence
- plan to devote time during the day in study halls and during after-school hours in homework completion and quiet study
- plan to spend some time in nightly review for courses even when no specific written assignment is given
- accept constructive criticism regarding the accuracy of homework completion and seek out opportunities to remediate homework whenever possible
- ask for help when homework problems arise
- stay after school for extended study opportunities on a voluntary basis or when requested by a teacher
- communicate regularly with parents and teachers regarding homework

Parents and the school also share the responsibility for student learning. Parental involvement in student's homework is essential to making homework an integral part of the educational program and provides a real opportunity for parent-child communication centering around school-related issues.

Parents can assist their child(ren) with homework by:

- providing a study area free of distractions and with good lighting
- asking questions about the content of student homework
- giving requested assistance, but letting the student do his or her own work
- helping create a "homework habit," at the same time each night
- checking the student planner and ensuring that students are making provisions to complete nightly and long-range assignments in a timely manner
- encouraging the child to establish and maintain good study habits
- providing positive reinforcement for positive actions on the part of the child
- maintaining contact with the school when problems arise

At the discretion of the teacher, students may be assigned homework each night. The school has a responsibility to make homework a meaningful and educationally rewarding experience.

The school assists students and parents in regards to homework by:

- providing an assignment planner (agenda) which should be used by 7-12 students as they record homework assignments and which may be used by parents and teachers to monitor homework completion
- setting clear standards for homework completion including due dates and exact guidelines for acceptable submission of homework
- ensuring that all homework assignments are meaningful and support classroom learning activities
- checking homework for completeness and accuracy in a timely manner, providing feedback to students
- counting homework as a part of the quarterly grade computation
- providing homework remediation opportunities through teacher intervention (e.g. assignment to Homework Help)
- communicating with students and parents regarding the status of homework completion via phone calls, progress reports, e-mail and comments on the report card

GRADE REPORTING and SERVICES

Report Card Marking Periods

<i>END OF MARKING PERIOD</i>		<i>REPORT CARDS ISSUED</i>
1st	November 10, 2011	November 18, 2011
2nd	January 27, 2011	February 3rd, 2012
3rd	April 5, 2012	April 20, 2012
4th	June 12, 2012	June 22, 2012

Report Card Sign-Offs

The student's report card envelope is to be signed by his/her parent/guardian and returned to their homeroom teacher within one week to signify its receipt at the home. Parents who would like to schedule a teacher conference should call the Guidance Office for an appointment and contact the principal if there are any concerns.

Progress Reporting

Updated reports will be available approximately every two weeks during each marking period via the school's online access system. Many teachers however will make phone calls and send home notes in addition to the online notification system. Further, the Guidance Department sends home Interim Reports at regular 5 week intervals as well as many letters throughout the year indicating the students' performance. Please note, the new eSchool Parent Access System, which allows parents to track their child's grades and attendance online, requires a formal registration, made available through the guidance office.

Student Transfers

A student knowing that he/she will be transferring from Roxbury Central to another school during the school year is to have a parent pick up a Transfer/Check-Out Sheet in the Guidance Office in advance. A student should allow one full school day for completing this form as many signatures are required. This is to be completed and returned to the Guidance Office before departure. All books must be returned to the teachers and all debts paid before leaving the district.

Educational Records

All parents and guardians are permitted to view their child's individual student records located in the Guidance Office from 8:30 a.m. to 3:00 p.m. during regular school days. Interested parties should call for an appointment to view student records. A comprehensive listing of the disclosure of records can be found in Appendix C.

Student Grade Placements

The Board of Education believes that the district administration has final determination of placement within the system, with respect to teacher, grade or special class and shall be subject to review and change at any time. In making such decisions, the administration will be guided by performance in class, past records, parent/guardian and teacher recommendations, standardized test scores, and any other appropriate sources of information. Parents may request a particular teacher for a grade level; however the District may not be able to honor such a request in certain circumstances.

Academic Recognitions

The Roxbury Central School District recognizes and commends student achievement in a multitude of ways. Listed below are the minimum requirements to achieve such recognition.

1. A student whose quarter average is 95% or more, and does not have a failing grade, is awarded the honor of being on the Superintendent's List.
2. A student whose quarter average is 90-94.9%, and does not have a failing grade, is awarded the status of High Honors.
3. A student whose quarter average is 85-89.9%, and does not have a failing grade, is awarded Honor Roll.
4. A 7-12 student whose quarter average increases by 5 or more points, but fails to meet Honor Roll will receive a Leap Award.

Celebrating Excellence Committee

Criteria: Any student, who is passing all of their classes, maintains a minimum quarterly average of 85%, and has no more than one behavioral referral per marking period will be eligible for attendance at special reward activities.

Rewards:

1. **Participation in quarterly Excellence Committee activities for students in grades 7-12.**
Students who meet the above criteria for a single marking period will be invited to attend quarterly celebrations.
2. **Participation in an all day activity (field trip) at the end of 4th marking period for students in grades 7-12.**
Students must maintain the criteria mentioned above for marking periods 1-3 of the present school year.
3. **Participation in the Academic Awards Banquet for students in grades 9-12:**
Students in grades 9-12 who meet the criteria for marking periods 1-3 will be eligible to attend the academic awards banquet at the end of 4th marking period.

Honor Society

Students who meet the qualifications of the National Honor Society for scholarship, service, leadership and character may be inducted into the John C. Sweatman chapter of the National Honor Society after being approved by faculty. These qualifications include a minimum cumulative average of 85, teacher recommendations and application. Once inducted, a student may be dismissed if he/she fails to maintain the high standards of membership.

Academic Intervention Services (AIS)

What is AIS?

Academic Intervention Services is a state mandated program offered at Roxbury to help students prepare for the state standards. In place of a study hall, students may receive intervention from certified staff or peers.

About AIS:

Students are provided with one on one or small group assistance with any of our certified and/or licensed staff. The students are given the extra support and encouragement they need to help them succeed academically.

Students are automatically scheduled into AIS if they fall into any of the following situations:

- Scored in the level 1 or level 2 range on grade level state assessments for Math, ELA.
- Student's final average is below 65% from the previous year.
- Students are missing one or more of the needed requirements for graduation.
- Students, parents or counselors may request a student's placement into AIS.

Roxbury Instructional Support Team (RIST)

The RIST committee is a team of dedicated faculty that meets regularly to assist teachers, parents and students in ensuring academic success here at Roxbury. If it is determined that a student is struggling academically or behaviorally, a RIST referral may be generated and brought to committee. The team then works to find root causes in effort to set up interventions and services so that the child may find success.

The RIST committee is also available for assisting teachers, parents and students in the design of enhanced curricula when children are succeeding at high levels of achievement. The team will work to find a rigorous and stimulating course of study to further the child's academic abilities.

Eligibility for Extra Curricular Activities

The Roxbury Central School District believes that students need to meet certain academic standards in order to be allowed to participate in extra-curricular activities. The

following segment list the guidelines and procedures for eligibility. (Policy#7410)

Level 1 Academic Warning

Students who are failing one subject will be placed on academic warning. Students and parents will be notified via the guidance office and will be encouraged to seek help through teachers, advisors or coaches.

Students who are no longer failing after the two week period will be returned to full participation status and notification will be sent to parents. Students who continue to fail after four weeks will be referred to the RIST committee for further evaluation.

Level 2 Academic Intervention

Students who are failing two or more courses will not be allowed to associate or participate in extra-curricular activities for a two week period. Students will be notified via the guidance office and will be encouraged to seek extra help.

Students who are no longer failing after the two week period will be returned to full participation status or if failing one course, will be moved to academic warning, and notification will be sent to parents. Students who continue to fail two or more courses after two weeks will be referred to the RIST committee for further evaluation.

Lunch Detention Program

Students on Level 2 are assigned regular help that meets during their lunch period. Students are to get their lunch and report to the assigned class at the *beginning* of the lunch period. Students arriving late may be assigned consequences for infractions of these expectations.

Summer School

The Board of Education encourages students in grades 7-12 to repeat any failed course in a New York State approved summer school program. Promotion and/ or credit will be awarded in accordance with District Policy7210. Achieving a passing mark in summer school does not guarantee credit will be awarded by the district.

The Northern Catskills Occupational Center Experience

Some students enjoy learning while having hands-on experience in various work fields. This kind of education is offered to both juniors and seniors at the Northern Catskill Occupational Center. If you choose to attend NCOC in either your junior, senior, or both junior and senior years, then you spend part of the day there and the rest of the day at Roxbury CS. There are two different sessions at various times in which students are able to attend NCOC.

Scheduled Time at NCOC:

AM SESSION- 9:00AM 11:35 AM
PM SESSION- 12:00 PM 2:35 PM

Courses at NCOC include:

Automotive Service Center Technician
Building Trades
Graphic Arts
Cosmetology
Information Technology
Equipment Operation & Repair
Culinary Arts
Health Occupations
Integration Services
Early Childhood Education

Not all courses are available all years or all sessions. Consult your counselor for details.

Note: **Students are requested to take district provided transportation to NCOC. Students are NOT permitted to walk to the NCOC Facility. Only with prior written administrative approval may students use their own vehicles to go back and forth.** However, no driver is allowed to carry student passengers under any circumstances. Also, students are to drive directly between Roxbury and NCOC. No stops or “side trips” are permitted.

Employment of Students

Students under 18 who are interested in working papers may pick up applications in the Main Office. Despite the attraction of having a part-time job after school hours, students should give careful thought to the amount of time and energy such a job can demand. Students should remember that school responsibilities always take precedence over such jobs.

Fundraising by Students

Fund raising projects in which students sell merchandise, provide services, or in other ways solicit money for school activities may be sponsored by school organizations with the express approval of the building principal. Any such plan shall have a clearly defined purpose and, in general, shall contribute to the educational experience of students and shall not conflict with instructional programs. Fund raising activities away from school property shall be held to a minimum.

SCHOOL RULES and REGULATIONS

School rules help us to live together peaceably and ensure the smooth running of the school by establishing standard procedures we all can live with. This section of the handbook outlines some of our most important school rules, but in all cases, courtesy, respect for one another and good sense prevail as our guiding principles.

Our school rules have been collaboratively developed by teachers, students, parents and administrators, and support the Roxbury Central School District Code of Conduct. School rules apply to students in school as well as to students who attend school-sponsored events on and off-campus.

Respect for Authority and General Attitude

Students are here for the explicit purpose of learning. The staff at Roxbury helps to facilitate that learning process. The staff will be treated with respect at all times.

Respectfulness and politeness go hand-in-hand in adding to a student's image in the eyes of the school and community. Harassment, bullying, intimidation, rumor spreading and other hurtful behaviors will not be tolerated.

The rules are not constructed in any way to prevent or limit communication, self-expression, or any positive growth within our student body. We maintain and enforce school rules to make perfectly clear that we want a school we can all feel comfortable in and proud to be associated with.

Roxbury's Discipline Progression (advisory only)

Discipline is the shared responsibility of the home and the school. In most circumstances, the classroom teacher can control a student's behavior and maintain or restore order by using good classroom techniques. Teachers are instructed to develop a classroom set of rules, rewards and consequences that has been administratively approved and gone over with students. In most circumstances, teachers will give in-class consequences, and call home prior to a referral being written. Once a referral is written, administration will follow a progressive discipline model as depicted below, although administration reserves the right to combine or skip steps if deemed necessary.

- Step 1** Administrative conference with student, warning issued.
- Step 2** Any one or more of the following: hall pass restriction, lunch detention participation in afternoon activities.
- Step 3** Detention (1-5 days) or removal from the classroom by the teacher in accordance with SAVE legislation (two day maximum).
- Step 4** In School Suspension (1-5 days)
- Step 5** Out of School Suspension (1-5 days)
- Step 6** Superintendent's Conference Hearing / Suspension = 6+ days

Students on out of school suspension are banned from participating in, or attending co-curricular activities for the duration of the out of school suspension. Parents will be notified of a suspended child within 24 hours of occurrence. Students are not permitted on school property at any time while serving out of school suspension unless express permission is given by the administration.

DETENTION RULES

1. Students must report to detention by 3:10 PM with work to do. The detention room is a SILENT working room.
2. No radios, headphones or walkman will be permitted in the detention room.
3. No food or drinks will be permitted in the detention room.
4. Students must make phone calls and arrangements for rides home before their assigned detention.
5. Detention will only be rescheduled via parental contact note or phone call.
6. Detention must be rescheduled by NOON of the assigned detention day.
7. Detention will ONLY be rescheduled ONCE.
8. If a student is absent from school or leaves on an early release on a detention day, the detention will be rescheduled to the next available detention day.

Detention will be assigned on the next available date(s). If the student fails to report to detention, or to follow detention rules (defined above), an In-School Suspension will be imposed and the original detention must be made up. After the second failure to report or failure to comply with detention rules, an Out-Of-School Suspension will be imposed. A student who fails to attend his scheduled detention will only be excused if the student is legitimately absent from school or if the student obtains an early release or becomes ill during the school day, in which instance, the student shall report to the main office to reschedule his/her detention.

After School Priorities

No students will be allowed in the building after school hours except those involved with school approved activities and that under the supervision of an adult. All students who have a late activity must report to where the activity is taking place. Students found in the building after school, unsupervised and without a pass will be subject to discipline per the RCS Code of Conduct. After an activity, students are to wait in the main office for their ride to arrive or for the late bus if one is offered. **Students should not leave school grounds and expect to be allowed to board school buses for transportation home.**

Tobacco Use

Tobacco use by students during school hours or at anytime anywhere on school property, including buses is prohibited. The health and safety reasons for this prohibition have been clearly demonstrated. In public buildings in Delaware County there are stiff fines and penalties for violations because smoking is injurious to the non-smoker as well. It goes without saying that school policies intend to deny any opportunity for the smoking of tobacco or marijuana on school property.

With respect to smoking, all staff members will report to the Principal the name of any student found:

- a. with a lighted cigarette in his hand or mouth
- b. tossing away or passing a lighted cigarette
- c. exhaling smoke

District regulations forbid tobacco use by anyone on school grounds.

Public and Individual Safety

- The possession, sale or use of fireworks is illegal in New York State and will not be permitted in school. Any pupil seen with fireworks will be reported to the principal.
- Roxbury has a fire alarm procedure which gives immediate attention to the location of the fire box pulled and the apprehension of anyone turning in a false alarm. An alarm brings in firefighters at personal risk to volunteers. A false alarm is a serious violation of local ordinances.
- Any tampering with fire extinguishers or their condition or with the automatic fire doors would be considered injurious and hazardous to public safety.
- Any perceived attempts or acts of arson are illegal and will be reported to NYS Police for investigation.
- Littering is not only an eyesore and unhealthful, but in a number of instances, particularly on stairs, creates unsafe conditions. Students found to be littering will be asked to clean up their own mess.
- Spitting on floors, walls and in stairwells is prohibited due to health concerns.
- At times, especially in the cafeteria, students may be asked to clean an area, even if they did not contribute to the litter in that area. Students should cheerfully aid in honoring this request realizing that this is a requirement of good citizenship.

Fire Drills and Emergency Evacuations

Fire drills and school evacuations for other reasons are for the purpose of practicing evacuation from the building quickly and safely. Students are expected to:

1. Follow directions from the teacher.
2. Listen to specific instructions on the public address system.
3. Remain with the teacher and students in the class unless instructed otherwise. This will help the teacher take an accountability roll call.
4. Exit the building quietly. If using a staircase, file in double rows. Once outside, move away from the building, staying clear of roads or traffic areas that may hinder arrival of emergency vehicles. Return to the building only when directed by a staff member and go immediately to your class. In the event that a student is not under immediate supervision of a teacher, follow instructions from the nearest staff member.

If at lunch during an emergency alarm, follow instructions directed by cafeteria staff.

***LOCK-DOWN SITUATION:** All students must respond immediately to staff directions. Students in the hallways will be expected to join a class or area with staff supervision.

ABSOLUTELY NO CELL PHONE USAGE OR TEXTING IS PERMITTED DURING ANY EMERGENCY EVACUATION UNLESS INSTRUCTED TO DO SO.

Hazardous Items Prohibited

No student shall have in his or her possession upon school premises any rifle, shotgun, pistol, revolver, other firearm, knives, dangerous chemicals, explosives, or any object that is not necessary for school activities and which could be used as a weapon. A weapon is defined as any instrument capable of firing a projectile, the frame or receiver of any such weapon, a firearm muffler or silencer, any explosive device, or any instrument capable of inflicting bodily harm.

In accordance with the Gun-Free Schools Act of 1994, a student found guilty of bringing a firearm, as defined in federal law, onto school property will be subject to at least a one year suspension from school after a hearing before the superintendent has been provided pursuant to section 3214 of the Education Law.

New York State Peace Officers and Police Officers are the only people permitted on school property to have a weapon in their possession.

Dangerous weapons are categorized as:

- firearm, including pistol, handgun, silencers and electronic dart and stun gun
- shotgun, rifle, machine gun
- air gun, spring gun, BB gun
- switchblade knife, dagger, razor, box cutter, utility knife
- kung fu stars, Ninja stars, nunchucks
- explosives
- acid or deadly or dangerous chemicals
- imitation gun, loaded or blank cartridges and other ammunition
- any deadly, dangerous or sharp pointed instrument intended for use as a weapon including scissors, nail file, broken glass, chains
- laser-beam pointers

School Bomb Threats are a Felony

Governor Pataki signed legislation on October 19, 1999 making it a Class E felony for anyone to issue a false bomb threat directed toward a school in New York State. This law also includes the crime of falsely reporting an incident of an explosion, fire or the release of a hazardous substance. Individuals convicted of issuing a bomb threat face felony criminal prosecution, as well as a one-year suspension of their driver's license. Persons may face youthful offender or juvenile delinquency adjudication. This law directs that any bomb threat or false reporting of an incident unrelated to school grounds is now a Class A misdemeanor.

School Bus Regulations

Following are the rules developed for the carrying of items on board school buses in the Roxbury Central School District. These rules are a compilation of D.O.T. Regulations and State Education Department safety guidelines. These rules have been put into place for the safety of our student passengers and to allow the school bus drivers to do their jobs in a secure environment.

1. New York State D.O.T. prohibits the carrying of any object that will interfere with a passenger's seat, seating space, safety or comfort. No object will be allowed on board a school bus that will:
 - a. Take up a seating space in which another student may sit.
 - b. Sit on a student's lap, yet prohibit the student from lunging forward into the padded seat back directly ahead of the child.
 - c. Be placed in the aisle way.
2. Students may bring objects on board a bus that will:
 - a. Be placed between the student's legs on the floor or on the student's lap that will not interfere with the space or safety of any student on board.
 - b. Fit easily into a knapsack or separate bag that can be carried by the student.

Bus Rules

A student's school day begins when he/she steps onto the bus and ends when he/she steps off of the bus. Student behavior will fall under the same expectations for bus travel as it would pertain to the classroom. Riding the bus is a privilege and students must adhere to the directives given by the bus drivers. It is expected that students talk quietly, remain seated and do not cause distractions to the driver. Failure to obey set expectations may result in a written referral for inappropriate behavior or insubordination and busing privileges may be revoked.

Bus Students

A student riding the bus to school is to return home on his/her assigned bus. To do otherwise, the parent/guardian must sign and submit a written note to the Main Office in the morning before such a change is to occur. This request must state the alternate destination (if requested) and the duration of the change. A phone request will be considered when extenuating circumstances occur if the request is made **before noon** by the parent, guardian, or emergency contact person on file in the nurse's office. Phone requests will be verified before a change is granted. The district will not grant changes which incur any additional transportation costs or when there is not sufficient seating space on the bus.

Harassment: Sexual, Racial, and Bullying (including hazing)

Project SAVE (Safe Schools Against Violence in Education Act) requires school districts to develop a code of conduct in collaboration with students, teachers, administrators and parents. The code includes a policy on sexual, racial and bullying/harassment and hazing. It is school policy that harassment of this nature will not be tolerated.

Sexual Misconduct

Conduct is deemed to be sexual misconduct when the student perceives such behavior as unwelcome, such as inappropriate touching, verbal comments, sexual name calling, spreading sexual rumors, gestures, jokes, pictures, blocking a student's movement,

rape or attempted rape. Roxbury is committed to safeguarding the right of all students within the school to learn in an environment that is free from all forms of sexual harassment.

Sexual harassment is a form of sex discrimination. Any student who believes that he or she has been subjected to sexual harassment by any individual on school grounds or at school activities should report the alleged misconduct immediately to the principal.

In the absence of a victim's complaint, the school, upon learning of or having reason to suspect the occurrence of any sexual harassment, will promptly begin an investigation. Roxbury affirms its commitment in recognizing its responsibility to provide for all students an environment that is free of sexual harassment and intimidation. Sexual harassment is a violation of law and stands in direct opposition to District policy.

Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- a. submission to such conduct is made either explicitly or implicitly a term or condition of a student's participation in school programs or activities; or
- b. submission to or rejection of such conduct by a student is used as the basis for decisions affecting the employee or student; or
- c. such conduct that has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, hostile or offensive learning environment.

Individuals who engage in this type of behavior will be subject to the RCS Code of Conduct and Applicable laws.

Racial and Religious Harassment:

Examples of racial, or ethnic, and religious harassment would include:

- Unwanted verbal comments
- Name-calling; racial or ethnic and religious slurs; slogans or graffiti
- Intimidating actions such as cross burning or painting swastikas
- Treating others differently on the basis of race or religion

Bullying/ Hazing:

Conduct is deemed to constitute a bullying situation when a student is exposed, repeatedly and over time, to negative actions on the part of one or more other students that creates fears or restrains others from their rights as members of the school community. Bullying is unprovoked aggression. These means of harassment can either be direct or indirect and includes hazing.

Direct means of bullying are physical/verbal by nature and may include such acts as:

- name-calling
- stalking
- hazing
- offensive gestures or language
- pushing others around
- physically blocking the path of another
- displaying a bad temper
- humiliating others in public view or any other blatant act of physical aggression

- spitting

Indirect means may include means of harassment such as:

- intentionally excluding someone from the group
- defamation of character
- spreading rumors verbally or by writing hurtful graffiti
- manipulating friendship relationships

Generally, bullying is one, or several, student(s) exercising power over another. It also can be considered terrorizing another by using fear to torment and manipulate either to obtain dominance or to obtain specific payoffs, including money or other material items.

Threats and Rumors

School is a place of learning and study. No person has the right to prevent others from achieving their academic, social and career goals. We thoroughly investigate and act upon any threats to the school, its personnel, or the students who attend here. Threats are not taken lightly and those who decide to threaten others will meet with the severest disciplinary consequences. We have school security plans in place to address threats. Harmful words can inflict pain, induce fear and panic, and cause psychological damage.

Unfortunately, rumors often start and grow in proportion as they are passed from person to person. We will carefully investigate any rumor that is brought to our attention. If rumors are being spread maliciously, we will pursue originators and embellishers of rumors with vigor and resolve.

Roxbury Dress Code

Clothing worn by students shall be neat, clean, and in good condition ensuring the personal health and safety of the student. Immodest clothing of such type that interferes with the learning environment shall not be worn. This includes short shorts, miniskirts and sheer or midriff blouses. Also, suggestive clothing bearing indecent or violent writing, pictures, or slogans shall not be worn. Disciplinary action for violation of the dress code includes individual counseling with the principal, counselor, or school nurse. The student will be asked to change and a conference with parents may result.

*It is the responsibility of parents to help ensure that their child is properly dressed and that personal hygiene is maintained.

Guidelines:

The clothing regulations are in effect from 7:00 a.m. until 4:30 p.m. daily and includes field trips.

- Name identification should be placed clearly on all wearing apparel to designate ownership. Indelible ink may be used on sneakers, boots, and gym clothing so that it is visible.
- Heavy outside clothing is not to be worn to classes. Coats will be kept in lockers or cubbies.
- Barefootedness is never allowed. Students should dress appropriately according to the seasons.

A student is not to be dressed in the following manner as to cause disruption:

1. Wearing clothing with inappropriate statements or pictures or advertisements (especially concerning cigarettes, alcoholic beverages, drugs, or sex).
2. “Sagging” of pants/shorts is not permitted.
3. Wearing short shorts*, miniskirts, halters, and other attire which cause disruption including any clothing that allows for bare midriffs, bare backs, or the excessive display of cleavage.
4. Clothing which is profane or sexually suggestive or explicit will not be worn in school. Violators will receive disciplinary action.
5. No hats will be worn in classrooms, unless it is approved by that teacher.
6. The wearing of heavy chains hanging from clothing or around the neck is prohibited.

* Clothing that is “too short” is at the discretion of administration, but in general apparel should not rise higher than a few inches above the knee or finger length when arms are placed at one’s side.

Gym Clothes

K-3-All students must wear appropriate and dirt free sneakers for Physical Education. Platform and backless/slip-on sneakers are not considered safe.

4-12-All students must change into acceptable clothing for Physical Education.

Acceptable clothing includes proper footwear, i.e.: clean, dirt free sneakers, shorts, sweat pants, and/or wind pants, and t-shirt as described acceptable per the school dress code. Students must change both before and after classes. Students who are not changed for Physical Education will not be able to participate and will not receive a grade for that day.

The Agenda Passbook

The pass section of the agenda must be used by all students each time they leave their assigned class. A student will not be allowed to leave without this pass. Students found in the halls without their agenda passbook will be assigned detention. It is the student's responsibility to have a completed pass in his/her possession and signed by the appropriate teacher.

Lockers and Cubbies

Individual students in grades 5-12 are assigned a locker in school. Since the student will retain the same locker for the duration of the year, it is essential that the combination be safeguarded. For this reason, sharing of lockers is not allowed. Students who give out their combinations should not later complain if items are missing from the locker.

All students are expected to keep their lockers and cubbies neat and orderly. Students

are not allowed to write on lockers or on the interior of lockers. Graffiti and marker defacement should be reported to the office immediately. Students will be assessed a cleaning fee if lockers are defaced.

Lockers are the property and responsibility of the Roxbury Central School District. **LOCKERS CAN BE SEARCHED.** Lockers may be randomly searched by police canine patrols when this action is deemed advisable by the school administration. The Roxbury Board of Education reserves the right to search any or all lockers at any time, without the student's knowledge and/or presence.

School Dance Rules

Dances at Roxbury are for the benefit of students and pre-approved guests only.

1. No student below the 7th grade is permitted to attend.
2. No-one can leave the building and expect to return to the dance.
3. Students under the influence of alcohol and drugs are not allowed to attend. Police and parents will be notified if any problems exist.
4. No guest over the age of 20 years will be admitted without prior administrative approval.
5. Prom is a formal occasion. Tasteful, appropriate dress must be worn to Prom. This includes no shorts, no jeans, no sneakers (shoes must be worn); ties are required for gentlemen.
6. Students attending prom, and in good academic standing, may sign out of school after 5th period with parent and administrative permission.
7. Dance tickets are to be used by the purchaser only. Tickets may not be resold.
8. The names of purchasers are recorded. All others will be refused admittance at the door.
9. Photo identification may be required to be admitted at the door.
10. A filled out emergency form may be required of all non-Roxbury students attending the dance.
11. All other school rules will apply.

Cafeteria

There is no place students reveal their manners or reflect the training they have received at home more conspicuously than in the lunch room. We urge all students to use the cafeteria as a place for pleasant relaxation, casual conversation and leisurely eating. The following rules apply to the cafeteria:

1. Arrive at the cafeteria in a timely manner.
2. Do not cut into the food line.
3. Food or beverages are not to be taken out of the cafeteria.
4. Clean up any mishaps you may cause.
5. Obey the requests of cafeteria monitors.
6. Glass bottles are not allowed
7. Dispose of all garbage and return dirty trays, plates and utensils to the appropriate location.

8. Violations of rules will result in disciplinary action and/or loss of privilege to use the cafeteria. There will be a severe penalty for the throwing of any object whether food or other in the cafeteria.

*Students seeking a free or reduced lunch must apply annually through the Main Office. Only in emergency situations may lunch be charged in the cafeteria.

Breakfast.....	1.25
Lunch.....	1.80

Open Lunch

Students in grades Pre-K-6 are not allowed to leave building for lunch.

Students in grades 7-9 may be allowed to exit the front doors to quietly enjoy the grass area in the front of the building during acceptable weather. Students may also be allowed to walk to the “pizza window” during their lunch.

Students in grades 10, 11 and 12 may have the privilege of open lunch if they are in good standing behaviorally and academically. A parent permission form is required for such privilege and the privilege may be revoked at any time if administration deems necessary. Students are not permitted to enter their, or anyone else’s vehicle during this time without administrative permission. Students caught driving or riding in cars without permission will have their open lunch privilege revoked.

Study Halls

Study hall time provides a quiet, productive time to complete assignments.

1. Truancy from a study hall will be treated the same as truancy from a class.
2. Students should bring sufficient work or reading material for the entire period.
3. Passes to the library, lavatories, or other destination will be issued with teacher discretion.
4. Any student having a pass to report to another person or location during their regularly scheduled study hall must present the pass to the study hall teacher *at the beginning* of study hall.
5. Card playing, games, radios and such are not permitted in study hall, however may be allowed as a reward and at the discretion of the monitor.

Assemblies

Assemblies have been scheduled throughout the year. The purpose of our assemblies is to enrich the regular educational program in our building. Students are expected to adhere to all building policies while at assemblies. Your behavior during these events should be nothing less than exemplary. Students will be escorted to the assembly by their class

teachers and will follow their teachers' expectations regarding seating and deportment.

Health Office and Medications

The Health Office is available to students who are physically ill or have been involved in a school related accident. A student wishing to see the nurse must follow the Health Office procedures:

1. Obtain a pass from the classroom teacher before going to the Health Office.
2. Go directly to the school nurse, who will make a decision regarding treatment.

If the school nurse decides that a student should leave school, he/she should be transported by his/her parent or designated responsible adult. No other student may supply transportation, nor will a student who is ill be permitted to walk home. All phone calls and arrangements for release or return to class must be made by the nurse or the attendance office. After release from the Health Office, students must sign out in the attendance office. Any accident in the school building or on school grounds is to be reported to the teacher, coach or monitor in charge and to the school nurse as soon as possible.

NYS Guidelines Regarding the Administration of Medication in School

Internal medication will only be dispensed by the nurse under the following policy:

1. A written request from the parent/guardian.
2. A written request from the physician which indicates the frequency and the dosage of the prescribed medication.
3. The medication is to be brought in the prescribed labeled bottle by an adult to the office.

Please do not send any aspirin, cold pills, cough drops, inhalers etc. to school with your child. The dangers of this practice are possible choking and another child may take the medicine resulting in serious consequences.

Textbooks

Textbooks are the property of the Roxbury Central School District. The care of school-issued books is the responsibility of the students. Books are costly and should be considered valuable property. Students will be issued a bill to pay for lost or damaged books.

Lost and Found

The lost and found is located in the Main Office. Please see the personnel in the main office to inquire as to lost items. Items that remain in the main office more than 30 days will be donated to a designated charity.

Student Parking

Student parking is a privilege. Failure to comply with the rules listed below will result in the loss of parking privileges.

1. Speed limit in parking lot area is 5 m.p.h.
 2. Students park in the student parking lot only.
 3. Lock your car! The school is not responsible for damage to or loss from your car.
 4. Accidents on school property carry the same liability to you as a driver as if they happened on the highway.
 5. Excessive noise resulting from the operation of a motor vehicle or its radio is not tolerated.
 6. Student vehicles on campus may be subject to search by school personnel. Vehicles which are suspected of harboring illegal or prohibited substances may be searched by police canine patrols when deemed advisable by the school administration.
 7. It is the expectation that students will operate motor vehicles in conformity with common sense and prudence under the laws and requirements of the New York State Department of Motor Vehicles.
- *Failure to comply with these rules will result in the loss of parking privileges.**

Personal Possessions

Some personal possessions are essential to have in school while others are not only unnecessary, but also either create a distraction or are difficult to keep in a safe and secure place. Included in the first category are such items as notebooks, calculators, personal grooming items, etc. In the latter category are radios, tape or disc players, cell phones, electronic games, personal sports equipment, etc.

Students are assigned a locker in which they may keep personal possessions, but the responsibility to safeguard the locker and combination is that of the student. The security of personal possessions, however, becomes difficult when students share lockers, locker combinations, or when expensive personal possessions are observed being stored in lockers.

It is necessary, for reasons of security, safety, and/or distractibility to limit the use of such items. Accordingly, the following regulations apply:

1. Cameras, video recorders, radios, and other personal listening devices such as iPods, CD disc players, and MP3 players, are not to be in the personal possession of students during the school day, unless explicit permission is given by the classroom or studyhall teacher.
2. Cell Phones should be off and out of sight unless otherwise directed by a faculty member. Failure to keep phones off and out of sight will result in confiscation and the phone will be returned to the student after the end of the day for the first offense and after 5 days for subsequent offenses or until a parent personally reclaims them.
3. Expensive equipment, jewelry, or highly valued personal possessions of any kind, not directly needed for instructional purposes, should be left at home.
4. Laser pointing devices are not to be brought to school, since the current medical literature indicates retinal damage when the human eye is subject to the beam of such devices.
5. Money should never be left in lockers; (neither the hallway lockers nor physical education lockers), nor should money or valuables be left unattended.
6. While the school assigns personnel to supervise the building, the primary responsibility for items stored in lockers is that of the student. School policy strongly

mandates that students neither share lockers nor combinations as means of maintaining the security of personal belongings.

7. Yearbooks should be clearly marked as the individual student's property immediately upon receipt. The safeguarding of yearbooks is a personal responsibility of the student.

Backpacks

Students are allowed to transport items to and from school and classes in backpacks. However, backpacks not in use during the school day must be secured in lockers or cubbies. Due to fire and safety regulations, backpacks may not be kept on the floor outside of lockers, and it is up to school faculty as whether or not backpacks will be allowed in class.

School Visitors

We welcome adult members of the community to schedule visitations and to see all that is being offered here at school. We rarely permit students to have friends as visitors and may deny visitations which have no educational value. However, students who would like to have a visitor attend our school for a day must bring a note from their parents and a note from the visitor's parents **one week** in advance. Each request will be made on an individual basis. A decision will be made by the principal. The student must also have a Visitor's Form (available in the office) signed by each teacher for approval of the visitor to attend that class prior to the visitation, as well as an Emergency Medical Card for the visitor on file in the Health Office.

Multimedia, Digital Media, Presentation Guidelines

1. Students must follow the guidelines of the Roxbury Computer Use Policies. See Appendix B
2. Language, images, and sound (including music) must be appropriate for our general high school community audience. Vulgar slang, nudity, explicit violence, explicit sex, use of drugs and alcohol, and prejudicial language are examples of inappropriate content.
3. Videos or digital presentations must be related to a class assignment in purpose and content.
4. A specific rubric outlining classroom criteria must be followed when composing the video or digital presentation.
5. A video or digital presentation existing on a school server or computer is the property of the school. However, a student, as creator of a digital file existing on a school computer or server, bears legal responsibility for its context.
6. Videos or digital presentations violating the District's Acceptable Use Policy will result in a failing grade for the assignment and may result in disciplinary action outlined in this handbook.

Plagiarism

Plagiarism is the improper use of, or failure to give credit to another person's writing, visual or musical representation or ideas. It can be an act as subtle as inadvertently neglecting to use quotation marks or references when using another source or as knowingly copying an entire paper, or parts of a paper, and claiming it as your own.

Academic fraud is more than an error; it is a breach of the academic commitment to truth. All forms of academic fraud must be condemned in the strongest possible terms. When you derive facts and ideas from other writers' works, you must cite the sources of your information. Not to give credit for borrowed material is plagiarism.

Bicycle and Recreational Vehicle Use

A student riding a bicycle to school is to leave it in the bicycle rack, locked. The unauthorized use of someone's bicycle is considered theft. Bicycles are personal property and the school is not responsible for their security.

To ensure the safety of all people, the school cannot allow snowmobiles or motorized two, three, or four wheelers to be operated on school grounds at any time.

Trip Permissions

Students participating in field or co-curricular trips must be academically eligible and have attended school for the regular period of instruction as defined through the attendance policy. Students must present a permission note signed by the parent/guardian the day prior to the trip or by the deadline date determined by the trip leader. The advisor, coach or teacher managing this activity is responsible for this coordination. On trips, students are to obey all school rules at all times.

Elevator Use

Use of the elevator is by authorized personnel only. Custodians moving heavy or cumbersome items will need to have the elevator in proper working order. Therefore, the elevator will be used by those people who are unable to readily travel on the stairs. Please consult the Superintendent if you have a special need for this machinery, particularly if you are temporarily disabled. All other people should stay away from the elevator to ensure proper safety.

MEDICAL ISSUES

Injury

Any injury occurring at school or in a school activity must be reported to the nurse and person in charge ***IMMEDIATELY***. Parents will be notified as soon as possible.

A student who is temporarily disabled, as with crutches or cast, is given ample time to go from one class to another. It is advisable not to negotiate the stairs while classes are passing, with a doctor's note they can use the elevator. If a doctor restricts a student's activity, a release from the doctor is required before the student is allowed to resume full

activity, including sports and physical education classes.

Insurance

The school provides insurance for all students. This plan covers all students while they are participating in school-sponsored activities. This insurance is of the excess-coverage type. **Claims must first be submitted to the parent's primary insurance carrier.** The Insurance Plan will aid in the payment of residual costs. The following procedure must be followed to expedite payment of claims:

1. The teacher of the activity must be advised, by the student or parent, that an injury occurred. The school must make a report to the insurance company within 20 days of the injury.
2. Students and/or parents should inform the physician, hospital and/or dentist involved to submit a claim to the parent's insurance carrier.
3. After a claim has been filed, and students have been informed that their parent's insurance will cover only part of the claim, the students then should request a claim form from Mrs. Serrie for the balance of the bill.
4. The completed form should be sent to the insurance company.
5. All claims must be filed within one year of the date of injury.

Health Examinations

In accordance with New York State Education law, unless a religious exemption applies, school districts must require that students enrolled in public school have a satisfactory health examination upon first entering their school at any grade level, and upon entering prekindergarten, kindergarten, and the second, fourth, seventh, and 10th grades. (8 NYCRR 136.3) To be acceptable, the physical must have been conducted no more than 12 months before the first day of the school year in question.

Immunizations

New York State law requires that all students must be immunized with 3 DPT, 3 IPV, 2 MMR (1 for Pre-K), 3 Hepatitis B and 1 Varicella before entering school. Prior to entering 6th grade a student must have 1 Varicella if born on or after 1/1/94 and 1 Tdap if they are 11 years old or older. A transfer student is required to show proof of immunizations prior to admission.

Emergency Information

The school nurse must have updated information on file with a backup number to be called in case of sickness, accident, or injury. The emergency forms are sent home the first week of school. It is very important that these forms be filled out and returned within 24-48 hours. **Your child's safety depends on the accuracy of these forms.** Should the information change during the school year, the school nurse should be notified immediately of these changes (i.e., change of telephone number, address, etc.).

Administration of Medication

Please see Appendix B (policy 7513)

STUDENT ACTIVITIES

Sports

Participating in sports can be one of the most rewarding and memorable activities in high school. Practice can take up much of a student's spare time and each athlete must make a season-long commitment to the sport and the team, but everyone's hard work and effort pay off at the end of a competitive season.

Athletic Seasons

JV=Junior Varsity V=Varsity M=Modified

Girls' Boys'

Fall

Soccer (V,M)

Golf (V)

Winter

Basketball (JV, V,M)

Cheerleading

Skiing

Spring

Softball (JV, V, M) Baseball (JV, V,M)

Tennis (V)

Intramurals at the high school level are offered throughout the year based on the need and interests of students. Our staff sponsors these activities and will keep students informed as to when each activity begins.

Sport Physicals

In accordance with New York State Education law, any student participating on an organized athletic team must have an annual physical to participate. Physicals are good for a period of one year from the date of the physical. If the physical is more than 30 days prior to the start of the season, a health update must be completed by the parent/guardian. The form is then submitted to the School Nurse to be completed. Students must have a physical and/or update in order to participate.

Athletic Code of Conduct

Student athletes are required to sign an athletic code of conduct that details rules and expectations for student behavior that are specific to the demands of athletic ethics, morale and sportsmanship. In some cases, penalties for misconduct may be different if a student participates in a sport. Participation in athletics is a privilege and the Athletic Director has developed further policies for participation that must be adhered to.

Drama

Fall Play: An annual dramatic production usually occurs in November. Rehearsals begin in September until show time. An audition is required and the students must be academically eligible.

Music Department

Roxbury has a very active music department which encourages individual and group efforts in vocal and instrumental music. The offerings are:

Elementary /MS/HS Chorus: Chorus is open to students in grades K-12 wishing to sing. Chorus prepares for various concerts throughout the school year. High School Members also have the opportunity to participate in NYSSMA and ECMEA competitions.

Concert Band: The Concert Band is comprised of all Brass, Woodwind and Percussion instruments and is open to any student who has been playing an instrument or is interested in playing an instrument. Concert Band performs many concerts throughout the school year including an annual NYSSMA Ensemble Evaluation. Members also have the opportunity to participate in ECMEA and NYSSMA competitions.

Student Council

Student Council is a student government service that helps improve the views of school from a student's point of view. Student Council is a volunteer organization that serves the school and a variety of charities.

Class Committees

Organized for Freshmen, Sophomore, Junior and Senior Classes, the class committees offer opportunities for leadership, service and socialization. Check with class advisors for roles of members and qualifications for membership.

TITLE IX

In compliance with Title IX of federal regulations, the Roxbury Central School District will not discriminate in the employment of personnel, in the education of students or in the process of rendering services to the aforementioned on the basis of race, religion, national origin, disability, age and sex. It shall be stated further that no testing device or evaluation criteria shall be used in a way as to have a disproportionately adverse effect on persons on the basis of race, religion, national origin, disability, age and sex.

Anyone wishing further information or having inquiries on grievance procedures regarding the application of Title IX, Title VI, Section 504 or religion regulations may contact the Principal. Those with further questions may contact the Regional Office of Civil

Rights.

Eric Windover
Principal
Roxbury Central School
53729 St Hwy 30
Roxbury, NY 12474
Phone: 607-326-4151

Director of Civil Rights
75 Park Place, Fourteenth Floor
New York, NY 10007
Phone: 212-637-6334

WELLNESS POLICY

The Roxbury Central School District is committed to providing a school environment that promotes and protects children's health, well being, and the ability to learn by fostering healthy eating and physical activity. The district will provide nutrition education and physical education and will strive to incorporate these lessons into school based activities. In addition, the district will follow current USDA Guidelines for Americans by providing foods that are high in nutrients and low in fats and added sugars.

CHILDREN WITH DISABILITIES

The Board of Education recognizes the existence of individual differences in the intellectual, social, emotional, and physical development of children attending school in the district. In recognizing these differences the Board supports a comprehensive system of services offered in a least restrictive environment for children with disabilities as detailed in Policy# 7611.

