

# ROXBURY CENTRAL SCHOOL

Pre-K through 12

## STUDENT and PARENT HANDBOOK

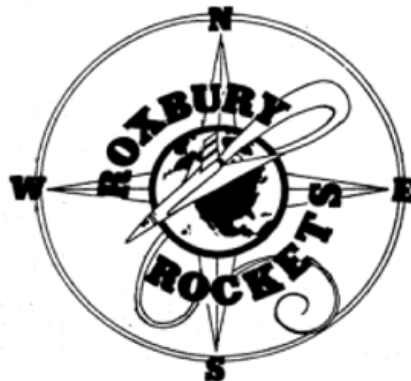
2019-20

*REVISED 06/18/2019*

### **Parents:**

Please read through this handbook and discuss the outlined rules and expectations with your child. Please return the sign-off page located at the back of this book by September 20, 2019.

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.



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# 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. We believe that our mission is far reaching in its scope to serve our community. Be proud that Roxbury is a district that places great focus on the child as a whole and for providing opportunities to individuals as needed. Because of the commitment of Mr. O'Brien and the Board of Education, we continue to try new student schedules, offer a wide array of electives and implement new innovative measures to provide opportunities for each child.

Do you have an idea, wish or question about an educational pathway or offering? Are you aware that we provide opportunities for acceleration, credit by test and early graduation? If you have questions about potential offerings, course selection or alternatives pathways to obtaining a diploma please do not hesitate to call my office or speak with our Guidance Counselor, Mrs. Burton.

I wish you all the very best this year as we strive for continuous improvement and work to meet the new rigor of the core curriculum and assessments.

Sincerely,  
Jill Ten Eyck  
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 Roxbury Collaborative Model Team (RCMT), and in the classroom (as volunteers) or during extracurricular activities. Please contact the building principal about any of these options.

When visiting a classroom during the day, parents are required to register in the Main Office where the secretary will notify the classroom teacher.

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* ***In addition, parents play a key role in the school's efforts to create an environment free from harassment as outlined by the Dignity for all Students Act.***

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. ***Continuing this year, parents will find a variety of resources on our school district website, designed to help facilitate the implementation of the core.***

## **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 via the One Call Now system, on the school web site and local media.

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.

## Daily Schedules 2019 – 2020

### Daily Bells

7:55	Warning Bell
1	8:00 - 8:50
2	8:53 - 9:38
3	9:41 - 10:26
4	10:29 - 11:14
5a	11:17 - 11:48 *Sr. High Lunch
5b	11:17 - 12:02
6a	11:51 - 12:36
6b	12:05 - 12:36 *Middle School Lunch*
7	12:39 - 1:24
8	1:27 - 2:12
9	2:15 - 3:00
3:05	Bus Bell

### RCM 1/2 Day Schedule

1	8:00 - 8:25
2	8:28 - 8:53
3	8:56 - 9:21
4	9:24 - 9:49
5a/b	9:52 - 10:17 (Class Period)
6a/b	9:52 - 10:17 (Class Period)
7	10:20 - 10:45
8	10:48 - 11:13
9	11:16 - 11:41
10	11:44 - 12:00 - Monthly Meeting Period & 6 <sup>th</sup> Grade Lunch

### 1 Hour Delay

*No change in schedule. Day will start with 2nd period & go forward normally.*

### 2 Hour Delay

1	10:00 - 10:31
2	10:34 - 11:05
3	11:08 - 11:39
4	11:42 - 12:13
5a/b	12:16 - 12:47
6a/b	12:50 - 1:21
7	1:24 - 1:54
8	1:57 - 2:27
9	2:30 - 3:00

## 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.** Parents may use the school absence form to report all excuses for tardiness, absences, or early dismissals. A phone call to the Nurses' Office at ext. 20, a written excuse, Doctor's note or this form must be used for an excused absence. All reported absences must be documented within 48 hours after returning to school to be considered an excused 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 the school nurse at 326-4151, ext. 20 before 9 am. If we do not get a call from a parent or guardian, the School Messenger System will be used 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 dean of students 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, dean of students 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.

Students will have thirteen (13) days from the start of school to add or drop courses with parent permission.

### **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 1<sup>st</sup> 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.

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 from a parent is given or verbal permission is provided to a main



office employee, dean 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 the Dean or administration. Students will not be allowed to sign out for the purpose of getting lunch money, running errands, retrieving homework, uniforms, equipment, etc.

# GRADE REPORTING and SERVICES

## Report Card Marking Periods

<i>END OF MARKING PERIOD</i>		<i>REPORT CARDS ISSUED</i>
1st	November 15, 2019	November 21, 2019
2nd	January 31, 2020	February 6, 2020
3rd	April 17, 2020	April 23, 2020
4th	June 26, 2020	June 26, 2020

## School Counselor Services

**All students** at Roxbury Central School are entitled to receive School Counselor Services as mandated by New York State Department of Education School Counseling Requirements:

*Each school district shall have a comprehensive developmental school counseling/guidance program, for all students in kindergarten through grade 12. Each school district shall also ensure that all students in grades kindergarten through twelve have access to a certified school counselor(s).*

Services Description outlined below:

For all grades kindergarten through twelve, district and building level comprehensive developmental school counseling/guidance programs shall prepare students to participate effectively in their current and future educational programs as age appropriate, and be designed to address multiple student competencies including **career/college readiness standards, academic, and social/emotional development standards**. The comprehensive developmental school counseling/guidance program shall include the following activities or services:

- A. In grades kindergarten through five, the program shall be designed by a certified school counselor in coordination with the teaching staff, and any appropriate pupil personnel service providers, for the purpose of preparing students to participate effectively in their current and future educational programs, to provide information related to college and careers, and to assist students who may exhibit challenges to academic success, including but not limited to attendance or behavioral concerns, and where appropriate make a referral to a properly licensed professional and/or certified pupil personnel service provider, as appropriate, for more targeted supports.
- B. For students in grades six through twelve, certified school counselors shall provide an annual individual progress review plan, which shall reflect each student's educational progress and career plans. For a student with disability, the plan shall be consistent with the student's individualized education program;
- C. School counseling/guidance core curriculum instruction for the purpose of addressing student competencies related to career/college readiness, academic skills and social/emotional development by a certified school counselor(s);
- D. Other direct student services which may include, but need not be limited to, responsive services, crisis response, group counseling, individual counseling, appraisal, assessment and advisement, for the purpose of enabling students to benefit from the

curriculum, assisting students to develop and implement postsecondary education and career plans, assisting students who exhibit attendance, academic, behavioral or adjustment concerns and encouraging parental involvement.

E. Indirect student services which may include but need not be limited to, referrals to appropriately licensed or certified individuals, consultation, collaboration, leadership, advocacy, and teaming.

**F. Informed Consent for Counseling:**

Because counseling is based on a trusting relationship between counselor and client, the counselor will keep information shared by the client (student) confidential except in certain situations in which an ethical responsibility limits confidentiality. Parents/Guardians will be notified under the following circumstances:

1. The student reveals information about hurting himself/herself or another person.
2. The student or another person may be in danger (physical or sexual abuse).
3. The student gives permission to share.

*\*\*\*Parent/Guardian and Student signature acknowledging the RCS student Handbook confirms understanding of school counseling services provided at RCS as well as confidentiality informed consent.\*\*\**

## **Homework 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

## **Homework Help Club**

After school homework help is offered Monday – Thursday for grades 4 – 12.

### **Hours:**

Grades 4 -6	3:00 – 4:00
Grades 7 – 12	3:00 – 5:00

## **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 eSchool Parent Access System, which allows parents to track their child's grades, behavior referrals 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%, as well as those receiving the Leap Award, 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 the Academic Awards Banquet for students in grades 9-12:**

Students in grades 9-12 and accelerated 8<sup>th</sup> graders who meet the criteria for marking periods 1-3 will be eligible to attend the academic awards banquet at the end of 4<sup>th</sup> marking period.

### **Honor Society – John C. Sweatman Chapter**

#### **Selection:**

The following criteria will be used to evaluate and select candidates for election and induction into the John C. Sweatman Chapter of the National Honor Society, Roxbury Central School District.

#### **Candidates:**

Any qualified sophomore, junior or senior may apply. Academic eligibility is determined at the end of the first semester of each year. Sophomores may only apply in the spring if they have been in attendance the entire school year. Roxbury Central School will have selection twice each year for junior and senior candidates, once in the fall and once in the spring. To be academically eligible, a student must have a cumulative grade point average (GPA) of 85% from the beginning of their ninth grade year. In order to be in good standing, the student will be required to maintain the cumulative GPA for the academic year in which they were inducted into membership.

Students who transfer into Roxbury Central School and are members of another chapter of the National Honor Society automatically become members of the John C. Sweatman Chapter but must satisfy the requirements of membership.

Students who are eligible academically will be notified and given the opportunity to apply by providing information about extracurricular activities, community service and work experience. In addition, faculty members, advisors and coaches are invited to contribute comments about the candidates.

The staff at Roxbury Central School is given a rubric containing the following areas & ranks each student using a 1-4 scale depicted below.

**4....exceptional, creative, unusual, outstanding**

**3....receptive, construct, productive**

**2....cooperative, but passive**

**1....negative, nonproductive**

Applicants will be accepted into the National Honor Society if the Faculty Council determines that they exemplify the four pillars of the National Honor Society described below:

**Service:**

A willingness to provide service when asked to do so.  
Willing to serve on a committee.  
Participation in outside activities.  
Works & contributes to a team.

**Leadership:**

Promotes school activities.  
Suggests new ideas in a thoughtful, resourceful, dependable & helpful way.  
A positive role model for others.  
Holds positions of responsibility successfully.

**Character:**

Meets responsibilities & obligations in a timely manner.  
Consistently exemplifies desirable qualities of behavior.  
Demonstrates high standards of honesty & reliability.  
Shows respect, courtesy and concern for others.

**Scholarship:**

Contributes in class.  
Succeeds academically.  
Uses the knowledge gained in class outside the classroom setting.

Final selection decisions are made by a Faculty Council composed of five faculty members appointed by the Principal. Each candidate is considered on an individual bases by the Faculty Council. Each item listed above is ranked and the four pillars of service, leadership, character and scholarship are considered equally. The candidate's overall average score must be a 2.9 or above to be selected. No single score in any category can be lower than a 2.7. All scores from the staff and the members of the Faculty Council are combined to assess a student's eligibility.

**Recognition:**

Graduating National Honor Society members shall be recognized visually at the graduation ceremony by wearing a gold cord, gold tassel or NHS collar.

### **Non-Selection:**

All students who are academically eligible have a fair and equitable opportunity to be considered for selection into the National Honor Society. The School, Faculty Council and the National Honor Society have no obligation to share with parents and students any information concerning selection or non-selection. However, the selection policy, stated above, has been provided for students' information and will be explained to interested parties. Specific comments and scoring will be kept confidential during the selection process and will not be retained after selection has been complete.

The Faculty Council will make its decisions impartially and fairly. The Faculty Council has been entrusted with selection decisions and all decisions are final – if a student is not selected, there is no appeals process. However, if a student is not selected, that student may re-apply at the next opportunity if the student remains academically eligible.

## **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 – Grades 7 – 12

The Roxbury Central School District believes that the primary responsibility of each student is to maintain passing grades in all subjects. It therefore expects students participating in extra-curricular activities to meet this minimum standard. The following segment lists 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 Homework Help Club (HHC), teachers, advisors or coaches.

Students who are no longer failing after the two week period\* will be returned to full participation status. Students who continue to fail the same subject during a four week period may be referred to the RIST committee for further review.

### Level 2 Academic Intervention

Students who are failing two or more courses will not be allowed to participate in extra-curricular and school sponsored activities such as athletic events, science Olympiad, drama productions, prom, senior trip, etc. for the eligibility period\*. Students will be notified via the guidance office and will be encouraged to stay for Homework Help Club (HHC) and to seek extra help. Student athletes, Science Olympiad members and others may be allowed to attend team practice sessions if they attend HHC and are given a “ticket” allowing them to participate for that day. Ineligible students will at no time be allowed to compete in games and/or other related activities; the “ticket” is for practice purposes only, to be sure that team members are fit, knowledgeable of the plays and/or current in team practices.

The issuing of the daily “ticket” is at the sole discretion of the HHC teacher and attendance alone at HHC does not guarantee that a ticket will be given. In order to be considered for a ticket the student must:

- 1) come to HHC on time with agenda filled out for the day
- 2) bring any completed work so that the HHC teacher can check the assignment(s) against the agenda
- 3) come with uncompleted work and/ or additional study material to stay productive and working for the entire HHC session
- 4) not have misrepresented HW assigned or due, or otherwise abused the ticket process

Homework help is offered Monday – Thursday, students will be allowed to practice on Fridays without the issue of a “ticket”.

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 cycles may be referred to the RIST committee for further review.

*\*Grade reports are due to Main Office by noon on the Thursday concluding the two week period. Students no longer failing two or more courses will be returned to participation status on Friday\*\* and may begin to practice or compete that day. Students identified as Level 2 (ineligible) on Friday will begin their ineligibility period on the following Monday.*

\*\*Students who are failing 2 subjects may appeal after one week to the Eligibility Appeal Committee. Students must use the following criteria to be considered eligible to participate.

1. The appeal form must be turned in by Thursday at noon to the Guidance Office.
2. Students must be currently passing at least one class for which they have been identified as failing.
3. Students must personally present their appeal to the committee to be considered for removal.
4. After a second appeal parent/s must attend the appeal hearing.

### **Summer School/Credit Recovery**

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 Policy 7210. Students will have the opportunity to utilize online credit recovery for class failures at the student's expense. Achieving a passing mark in summer school does not guarantee credit will be awarded by the district.

Credit recovery may be offered for students in Grades 7 & 8 in both ELA and Math during our six-week summer program. As per the New York State Department of Education, in order for students to receive credit, they must be provided at least 20 hours of instruction & must be in attendance for that amount of time during the months of July and August in order to move on to the next grade. Instruction is provided in a 45-minute block for each subject. If a student is unable to meet these minimal requirements, they have an option to enroll in on-line credit recovery through our guidance department.

### **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  
Cosmetology  
Equipment Operation & Repair  
Culinary Arts  
Visual Arts Communication & Technology  
Welding & Metal Fabrication  
New Visions Health Care Professions  
New Visions Engineering

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

Note: **Students must 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.

# 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, politeness and appropriate language go hand-in-hand in adding to a student's image in the eyes of the school and community. Students are expected to arrive at school alert, awake, and ready to learn. Harassment, bullying, intimidation, rumor spreading, profanity and other hurtful behaviors will not be tolerated. It is a further expectation that the RCS Community at large adheres to the purpose, procedures, and responsibilities as defined in the Roxbury Social Responsibility Model.

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.

**Inappropriate Behavior** - Examples of Inappropriate behavior include, but are not limited to:

1. Any behavior that interferes/disrupts the educational process or the rights of any student, staff or faculty member including horseplay and signs of public affection.
2. Any action that is in violation of the stipulated procedures for cafeteria, bathroom, locker room and hall ways as outlined in the student handbook.

**Insubordination** - Examples of Insubordination include, but are not limited to:

1. Any action either written, verbal or physical which is disrespectful towards or defies authority, including cafeteria, custodial and transportation personnel.
2. Skipping detention or other consequences as assigned.
3. Failing to comply with the reasonable directions of faculty & staff, school administration, chaperones or other school employees in charge of students.

**Disruptive Behavior** - Examples of Disruptive behavior include, but are not limited to:

1. Failing to comply with the reasonable direction of faculty & staff, school administrators, or other school personnel in charge of students.
2. Behavior that interrupts or impedes the learning process of others.

**Disorderly Conduct** - Examples of Disorderly conduct include, but are not limited to:

1. Engaging in any willful act which disrupts the normal operation of the school community.

### **Remediation and 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, the dean and administration will follow a progressive discipline model as depicted below, although the dean and administration reserves the right to combine or skip steps if deemed necessary.

The steps below will include measured, balanced and age appropriate remediation responses which may be used for any violations of this code if, in the opinion of the dean or administrator, they will result in improved behavior. Such age appropriate remedial measures may include, but are not limited to:

- peer support groups corrective instruction or other relevant learning or service experience
- supportive intervention
- behavioral assessment or evaluation
- behavioral management plans, with benchmarks that are closely monitored
- student counseling and parent conferences.

Environmental remediation strategies may include:

- supervisory systems which empower school staff with prevention and intervention tools to address incidents of bullying and harassment
- school and community surveys or other strategies for determining the conditions contributing to the relevant behavior
- adoption of research-based, systemic harassment prevention programs
- modification of schedules
- adjustment in hallway traffic and other student routes of travel
- targeted use of monitors
- staff professional development
- parent conferences
- involvement of parent/teacher organizations, and
- peer support groups.

Progressions (advisory only):

- Step 1** Administrative conference with student, phone call home, and a warning issued.
- Step 2** Any one or more of the following, but not limited to: hall pass restriction, lunch detention, restorative practices, open lunch restriction, other limitations to school sponsored activities and/or events, or required participation in afterschool 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 Hearing / Suspension = 6+ days

### **Lunch Detention Program**

Teachers may assign students a lunch detention for minor infractions including perpetual tardiness, unpreparedness, incomplete or missing assignments etc. Lunch detention will be monitored by the assigning teacher and students who fail to report to lunch detention may be referred to the dean of students for further disciplinary action.

### **After School Detention**

1. Students must report to detention by 3:10 PM with work to do. The detention room is a SILENT working room.
2. No personal devices 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. Students may utilize the CROP bus for transportation home.
9. 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 may 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 may 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.

Students on in school suspension and out of school suspension are banned from participating in, or attending co-curricular activities for the duration of the 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.

### **Harassment, Bullying, Cyber-bullying, Hazing, Taunting or Intimidation**

A student's ability to learn and to meet high academic standards, and a school's ability to educate its students is compromised by incidents of discrimination or harassment including bullying, cyber-bullying, taunting, or intimidation. The intent of district policy and the Dignity for All Students Act (Dignity Act) is to provide all public school students with an environment free from discrimination and harassment, as well as to foster civility in public schools.

**Please refer directly to the Code of Conduct attached in this handbook for information on District policies and procedures pertaining to bullying and harassment.**

## **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.

## **Dress Code**

Clothing worn by students shall be neat and in good condition ensuring the personal health and safety of the student. Students are expected to dress in a “casual/smart casual” manner that is appropriate for the school setting and demonstrates pride both within themselves and the school. Immodest or offensive clothing of such type that interferes with the learning environment shall not be worn. This includes clothing that does not cover body parts in a way that is appropriate for school.

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.

Examples of inappropriate clothing include, but are not limited to:

1. Clothing bearing indecent or violent writing, pictures, or slogans, is profane or sexually suggestive or explicit.
2. Clothing with inappropriate statements or pictures or advertisements (especially concerning cigarettes, alcoholic beverages, drugs, or sex).
3. “Sagging” pants/shorts.
4. Clothing that displays undergarments.
5. Short shorts, miniskirts, halters, strapless tops, sheer tops, and any clothing that allows for bare midriffs, bare backs, or the excessive display of cleavage.
6. No hats will be worn in classrooms, unless it is approved by that teacher.
7. The wearing of heavy chains hanging from clothing or around the neck is prohibited.

**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 or blankets are 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.

**Gym Clothes**

K-4-All students must wear appropriate and dirt free sneakers for Physical Education. Platform and backless/slip-on sneakers are not considered safe.

5-12-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.

**School Dance Rules**

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

1. No student below the 7<sup>th</sup> 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. Shoes must also be worn.
6. Students attending prom, and in good academic standing, may sign out of school after 5<sup>th</sup> 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.

## **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.

## **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.

## **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.

## **Personal Possessions & Belongings**

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. All personal belongings including, but not limited to: backpacks, purses, hand bags, athletic bags, are to be stored and secured in lockers. Roxbury Central School is not responsible for personal items that are not properly secured. 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. Personal devices ie: phones, iPods, iPads, tablets, & laptops should be placed in a

secure area ie: locker, backpack, purse, or pocket during class and study hall time. Devices should be on mute or off during this time as well. Failure to keep devices out of sight will result in confiscation and the devices will be returned to the student after the end of the day. Subsequent offenses will result in a parent personally reclaiming them from the Main Office.

2. Expensive equipment, jewelry, or highly valued personal possessions of any kind, not directly needed for instructional purposes, should be left at home.

3. 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.

4. Money and valuables should never be left unattended.

5. 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.

6. 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.

## **Lockers and Cubbies**

Individual students in grades 4-12 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 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 dean or administration. 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.

Pets and animals are not permitted on school property during school hours without prior approval from administration.

## **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.

## **Chromebook Use Guidelines**

### **Receiving Your Chromebook:**

Parents & Students must sign and return the Chromebook Acceptable Use Agreement Sign-off document before the Chromebook can be issued.

### **Equipment:**

#### **RCS will provide:**

- Students will be issued one Chromebook, protective case and a location to Charge the Chromebook in school.
- GoGuardian web filtering, monitoring, and classroom management system.
- Training on use of Chromebooks, including how to connect to home WiFi and how to use a Chromebook offline.
- In school technical support, troubleshooting and repair.

#### **Parent(s) will provide:**

- Secure location to store the Chromebook.
- Home WiFi connection is helpful. Google documents can be worked on offline without internet connection.
- Electric to charge the Chromebook battery. Purchasing an additional power cord is optional.

### **Return:**

Student Chromebooks and protective case will be collected at the end of each school year for maintenance over summer vacation. Students will be reassigned a Chromebook each year while enrolled at RCS.

A student who transfers out of RCS will be required to return their Chromebook and protective case. If a Chromebook and protective case are not returned, the parent/guardian will be held responsible for payment in full. Repair: Loaner Chromebooks may be issued to

students when they leave their Chromebook for repair. If repair is needed due to negligence, the school may refuse to provide a loaner Chromebook. RCS will provide insurance coverage for issued Chromebooks. However, if a Chromebook is repeatedly damaged that is a result of misuse or abusive handling/lost, students and parents will be charged for, or the student will be assigned community service hours equal to the cost of the Chromebook's damage and/or replacement.

### **Taking Care of Your Chromebook:**

- Students are responsible for the general care of their issued Chromebooks.
- Chromebooks that are broken or fail to work properly must be taken to the IT Office immediately. A loaner Chromebook will be issued during repairs if necessary. (See Repair section)
- Under no circumstances are students to modify, remove, or destroy identification labels. (or Chromebook OS and GoGuardian)

### **General Precautions:**

- No food or drink is allowed next to the Chromebook while it is in use at any time.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry Chromebooks while the screen is open unless directed to do so by a teacher.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker, wedged into a book bag or carrying books/heavy objects on top of the Chromebook; doing so may break the screen.
- Do not expose the Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the device. Always bring the Chromebook to room temperature before turning it on.

### **Carrying, Protecting, and Storage of the Chromebook:**

- Keep the Chromebook in the case provided. It is not designed to prevent damage from drops or abusive handling but will provide basic protection. Carrying the Chromebook in a padded backpack or padded book bag is acceptable provided the backpack or bookbag is handled with care. For example, do not toss the bag or drop the bag if the Chromebook is inside. If not carried in a backpack or bookbag the Chromebook should be placed on top. The Chromebook will be left closed whenever it is not in use.
- Students are responsible for securely storing their Chromebooks when are not in use. They should be stored in their Lockers with the locks securely fastened and the device should be turned off. Nothing should be placed on top of the Chromebook when stored in the locker. Chromebook should be returned to the students assigned Chromebook cabinet for charging.
- Under no circumstance should Chromebooks be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, hallways, bathrooms, extracurricular bus, cars, or any other entity that is not securely locked or in which there is not supervision.

### **Screen Care:**

- The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure.
- Do not lean on top of the Chromebook.

- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static, or microfiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook.

### **Using Your Chromebook:**

- Use of the Chromebook must comply with all of the Acceptable Use Policies contained in the RCS Student Handbook. Attempting to bypass RCS security/firewall settings, altering Chromebook device configurations and software (including GoGuardian) is considered a violation of the policy.
- The Chromebook assigned to the student should only be used by the student assigned to. There will be monthly mandatory Chromebook checks to ensure students are using the Chromebook assigned to them.
- The Chromebook is intended for use at school each and every day. Students are responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher. -Please be advised that students may receive a zero for in-class assignments requiring their Chromebook if they fail to charge it or bring to school.
- The Chromebook is to be used for educational purposes at home and should only be used by the student whom it was assigned too.
- Students should not carry personal AC adapter power cord to school. The district is not responsible for lost or stolen personal purchased AC adapter power cords.

### **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.

### **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.

### **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.**

### **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.

## 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 dean of students and/or 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 and law enforcement may be called.
- 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. Individuals not following rules will be considered insubordinate. 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.

### EMERGENCY RESPONSE TERMS:

**\*LOCK-DOWN EMERGENCY:** Used to secure school buildings and grounds during incidents that pose an immediate threat of violence in or around the school. Drills will occur throughout the year to practice lockdown procedures.

**\*LOCK OUT:** Used to secure school buildings and grounds during incidents that pose and

imminent concern outside of the school.

**\*SHELTER IN PLACE:** Used to shelter students and staff inside the building.

**\*HOLD IN PLACE:** Used to limit movement of students and staff while dealing with short term emergencies.

**\*EVACUATE:** Used to evacuate student and staff from the building.

**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. Law enforcement will be called to investigate all alleged threats and persons accused of making a false claim 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.

## **Tobacco Use, Possession/ Supplying**

Tobacco use by students under the direction of school personnel during school hours or at anytime, anywhere on school property, including school vehicles 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 and school policies intend to deny any opportunity for the use of tobacco or marijuana on school property.

With respect to tobacco use, 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
- d. chewing or spitting smokeless tobacco
- e. in possession of tobacco, lighters, matches, etc.
- f. in possession of e-cigs or vaping products
- g. with a vaping product and/or e-liquids

***District regulations forbid tobacco use by anyone on school grounds.***

There will be no use or possession of tobacco, lighters, matches, etc., by students on school property or in the building at any time. Students caught using tobacco on or off school property, during school hours will be subject to disciplinary action. Further, the use of non- tobacco and smokeless alternative products such as e-cigs, vaping products, e-liquids, herbal chew, tobaccoless chew, etc. are prohibited.

# TRANSPORTATION

## 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. **Students riding on busses must exit the bus and enter the building in the morning. – Students are not to exit and leave school property without explicit permission.**

Parent's are not permitted to enter the bus without express permission from the bus driver, transportation director, or administration.

## 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. The district will not grant changes which incur any additional transportation costs or when there is not sufficient seating space on the bus.

## 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.

## **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 located adjacent to the town library 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.
8. Once a student's vehicle is parked, it is not to be moved unless the student is dismissed for the day or express permission from administration has been granted.

**\*Failure to comply with these rules will result in the loss of parking privileges.**

## CAFETERIA and FOOD SERVICE

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.

### Free Lunch

Students in PreK-12 will receive free breakfast and lunch (PreK only receives breakfast).

Students are not allowed to bring high energy and highly caffeinated drinks to be consumed during the day.\* Students are permitted to bring water in a clear container for consumption during the day.

*\*Coffee / Tea consumption shall be permitted as long as it is not being abused for grades 9-12.*

### Open Lunch

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

Students in grades 7-8 may be allowed to exit the back doors to quietly enjoy the grass areas on the athletic field and tennis courts during acceptable weather.

Students in grades 9 - 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 from administration will have their open lunch privilege revoked. Further, students are not to congregate in school parking lots during lunch.

# MEDICAL ISSUES

## 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. 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 include, but are not limited to, possible choking and another child may take the medicine resulting in serious consequences.

## 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. If it is advised by a doctor not to negotiate the stairs while classes are passing, students may use the elevator if a note is provided. 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. Schor 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 10<sup>th</sup> 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 as per NYS school entry requirements based on age and grade. Contact school nurse for current immunization requirements. 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.).

## **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. Physicals are valid for one year, including to the end of the month of physical date.

## **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.

## 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

An annual dramatic production usually occurs every year. 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.

### **Battle of the Books**

### **Science Olympiad**

### **FCCLA**

### **Girls on the Run**

### **Roxbury Collaborative Model Team**

Student representation and participation on the Roxbury Collaborative Model Team serves as a vehicle for student voice in the shared decision process.



## **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.

Jill Ten Eyck  
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.

## **QUESTIONS AND CONCERNS**

Questions or concerns are best addressed with the people closest to the situation. If you have a question or are concerned about a situation, informal reporting begins with the Teacher or Dean of Students. Specific questions should be addressed as appropriate to the Guidance Counselor, School Psychologist, Nurse or CSE Chair. If no resolution is made it is then appropriate to call the Principal. Formal complaints occur at the Superintendent's office and must be submitted in writing. School policy manuals are available for parents and students to reference in the Superintendent's office. Policy #3230 outlines details for issuing complaints.

# APPENDICES