

Where can I find Snow Closing Information?

You can register for the Honeywell Instant Alert System for the most updated information regarding school closings and special events at <http://www.roxbury.org/news/honeywell.html>

Please register for the Honeywell Alerts to receive the most updated information about emergency closings. The calendar provides for 184 student days and 189 staff days. Four emergency days are built in. Additional emergency days will be taken from the existing calendar as needed. Storm and emergency closings will be posted as a scrolling banner statement on www.roxbury.org.

Please do not phone the schools, radio stations, police department, officials, or members of the Board of Education. Closings will also be announced on the special school information service number - 973-584-5868. Emergency closings DURING SCHOOL HOURS will be announced using all of the above.

DELAYED OPENINGS

Occasionally, there are hazardous driving conditions in the early morning with a forecast for improved weather conditions. On such days, a 90 minute delayed opening schedule will be put into effect, which may include the use of emergency bus routes.

On delayed openings, AM Kindergarten will be cancelled. PM Kindergarten will come to school at their regular time. The same media outlets will be used.

EARLY CLOSINGS

Several times during the year, the students will be dismissed after 4 ½ hours of the school day.

On early closings, AM Kindergarten will go home at their regular time and PM Kindergarten will be cancelled. On these days, the closing times of school will be as follows:

Franklin 1:17 PM;

Jefferson, Kennedy, Nixon 1:42 PM;

Lincoln/Roosevelt 1:17 PM;

Eisenhower Middle School 12:39 PM;

High School 12:18 PM

Does the district provide transportation?

Although many students may walk if attending a neighborhood school, over 600,000 miles of transportation are provided for students to and from all public, private, and parochial schools in buses and small vehicles owned, operated, and maintained by the Board of Education. Pickups and discharges are restricted to the routed bus stops. Transportation is limited to assigned buses. Students are not permitted to change buses for non-related school activities. Routes and timetables are listed in the Roxbury Register a week prior to school opening. Inquiries should be directed to the Office of the Director of Transportation at 973-584-6756. The Board, the parents, and the children share mutual responsibility for safe transportation.

We urge family discussion of the following safety precautions:

- Be at your designated stop on time, no earlier than 10 minutes before the scheduled time.*
- Enter bus in an orderly line.*
- Remain out of the road.*
- To cross road, wait for the driver to signal that all is clear and then pass in front of the bus.*

- *Never approach the door until the bus is completely stopped.*
- *After boarding the bus, move to the rear and be seated immediately, unless instructed otherwise by the driver.*
- **RIDE ONLY ON THE BUS TO WHICH YOU ARE ASSIGNED.**
- *Large projects and animals are not permitted on the buses.*

While riding:

- *Although backpacks are a recognized convenience, they can represent a hazard on the bus, thereby necessitating due care and caution in their handling. Improper or unsafe conduct on the bus may result in suspension from transportation.*
- *Respect bus equipment.*
- *Keep hands and head inside the bus at all times.*
- *Remain seated, facing forward at all times.*
- *Help keep the bus safe and sanitary. Do not eat on the bus.*
- *Speak softly on bus. Loud talking and unnecessary confusion divert the attention of the driver.*
- *Bus driver is in charge and authorized to assign seats.*

While leaving:

- *Take it easy, avoid crowding and leave in an orderly line.*
- *To cross a road, pass in front of the bus and only after the driver signals that all is clear.*
- *To get off the bus at a stop other than the one you were designated, you must present your driver with a written parental request, approved in writing by your principal.*

How much are school lunches?

Our food services website has the prices and menus on-line for you...Take a look at <http://www.roxbury.org/foodservices/index.html>

What time does school start and finish? How about on a delayed opening or early closing?

High School 7:27 AM 2:04 PM

Eisenhower Middle School 8:09 AM 2:29 PM

Lincoln/Roosevelt School 8:47 AM 2:57 PM

Franklin School 8:47 AM 2:57 PM

Jefferson School 9:12 AM 3:22 PM

Kennedy School 9:12 AM 3:22 PM

Nixon School 9:12 AM 3:22 PM

Please scroll further down for information on delayed openings and early closings.

How often are report cards generated?

*Report cards are issued four times during the school year. They will be issued within 3 weeks after the closing of the marking period. **Genesis, our school reporting system, will provide timely information in regard to student progress.***

Can you tell me about student insurance?

Policy accident insurance is offered to parents for a nominal cost during a limited period early each school year. Details are sent home with the children. Additional information may be obtained by phoning the office of the school your child is attending.

Where can I find out about parent/teacher conferences?

At the elementary level, parent/teacher conferences are scheduled in the fall and spring. The middle school holds conferences in the fall. Parents may request a conference at any time during the school year by contacting the child's teacher, the principal of the elementary school, or the guidance departments of the middle and high school. The Roxbury School District encourages open communication between home and school.

Who do I contact if my child is absent?

Each school has an absentee verification telephone number.

Eisenhower 973-584-2973 option 2

Franklin 973-584-1643

Jefferson 973-584-8957

Kennedy 973-584-3994

Lincoln/Roosevelt 973-584-2805

Nixon 973-398-1416

High School 973-927-4886

Where can I find more information about pupil conduct?

The Roxbury Public Schools employ a Student Code of Conduct in Grades 5-12. These codes of conduct apply to all students engaged in athletics and student activities in the Roxbury Public Schools. A code of conduct contract is a commitment by the student to exercise good judgment in all affairs, to represent self, school, family, and community in the most positive manner at all times and to encourage others to share these ideals. Students engaged in interscholastic athletics or student activities are considered leaders and, as such, are expected to represent themselves in that fashion. Participation in co-curricular activities is an avenue for the teaching and practicing of good citizenship, for promoting the growth of good character, and for the development of other important life skills.

How can I support a student who might be at risk with substance abuse?

Our SACs (Substance Awareness Coordinator) are located at Roxbury High School and Eisenhower Middle School.) RHS-Jennifer Kenny 973-584-1200 or EMS- Geri Esposito 973-584-2973

The Board of Education recognizes that a pupil's abuse of harmful substances seriously impedes that pupil's education and threatens his/her health, as well as the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means, but will take necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances. The Board has a comprehensive substance abuse intervention, prevention, and treatment referral program in the schools of this district. (Copies of the entire Substance Abuse Policy and regulations are available in the individual school district buildings.)

Are there Guidance Counselors in all schools?

Group guidance as well as individual counseling is available to every pupil in the school system. Group guidance assists children in social adjustment, value judgments, and constructive school citizenship. In the elementary schools, principals, classroom teachers, and the elementary guidance counselor are responsible for these services. In grades 7 through 12, a counselor is assigned to assist each student in personal adjustment, curriculum, and course selections. Counselors also administer tests to determine individual aptitudes, abilities, interests, and achievement. The results are used cooperatively by the students and counselor toward the attainment of the students' career goals. A Pupil Assistance Committee (PAC) is available in every school building. Please contact the building principal for specific information about pupil assistance services.

Where can I locate the District Internet Usage Form?

Independent use of the Internet and e-mail will be given only to those students who complete and return a District Internet Usage Form which is distributed to students at the beginning of the school year.

The school will grant access only to those students with parent/guardian permission and who agree to follow rules established for the school network and Internet. Students may only access the Internet under direct teacher supervision. The teacher must be with the student and able to see the monitor at all times.

The Internet includes file servers worldwide. It is not possible to screen the materials at all of these sites. Information can change at any site daily. It is important for each family to discuss the Internet and set expectations for the kinds and types of materials that are acceptable for each family.

How do I find working papers?

Law requires working papers for students under 18. Forms may be obtained at the high school main office. For information only, phone 973-584-1200. Students may contact the school nurse regarding the physical exam requirements.

Tell me about Project Child Find?

If you have a child 3 to 21 years of age whom you suspect may have a handicapping condition, please contact the Child Study Team at 973-584-4232. If your child is under 3 years and you suspect a delay in development, you may contact the Child Study Team to obtain information regarding Early Intervention Programs.

Does the district offer a basic skills program?

The Roxbury School District provides basic skills instruction in reading, writing, and math skills at all grade levels. Student selection is based upon a combination of criteria including: standardized test results, reading levels, final grades, and teachers' and principals' recommendations. Parents who are in disagreement with a student's assignment to this program may contact their principal to initiate an appeal process.

Where can I find more information about the Child Study Team and the Department of Special Services?

A student who is experiencing learning or behavior problems may be referred to the Child Study Team for evaluation to determine if the student is educationally disabled and in need of special education services. Referral to the Child Study Team shall be made in compliance with district procedures. A student may be identified as a candidate for evaluation by parents or professional staff. In all instances, written parental consent is necessary before the evaluation can be conducted.

SPECIAL EDUCATION PROGRAMS

The Special Services Department is responsible for providing a free and appropriate special program to all pupils who are classified as educationally disabled. These services may be provided within the local schools or in an appropriate out-of-district placement. Roxbury Township Special Services Department currently provides the following in-district programs for students who are classified as educationally disabled:

Resource Center Program — The Resource Center provides both in-class support and pullout replacement instruction. Self-contained Classes — Self-contained special education classes provide a highly structured and individualized approach for those students whose educational disability prohibits them from making appropriate progress in a regular education setting. The district currently provides the following self-contained classes:

- *Pre-school Disabilities*
- *Multiple Disabilities*
- *Learning and Language Disabilities*
- *Cognitive Disabilities*

I have some questions about the Health Requirements for students?

Each school has a school nurse who is available to assist with any questions or concerns you may have. Please visit your school's website for more detailed information about information from your building nurse.

What immunizations and medical forms does a student need for school?

• *PHYSICAL SCREENING — A physical examination by the student's family health care provider is required for all students in Kindergarten and transfer students, as well as students engaging in interscholastic sports. This physical must be performed within 365 days from the first day of school or start of interscholastic sport. A physical examination is also recommended at third, sixth, and tenth grades. The Roxbury School District conducts a variety of other medical screenings as listed below. These screenings are not meant to take the place of examinations by family practitioners.*

• *VISION SCREENING — A vision screening is conducted annually for all students in Kindergarten through third, sixth, eighth, and tenth grades and any others referred for this purpose.*

- *HEARING SCREENING* — A hearing screening is conducted annually for all students in Kindergarten through third, sixth, eighth, and tenth grades and any others referred for this purpose.
- *SCOLIOSIS SCREENING* — As mandated by the State Department of Health, a Scoliosis Screening will be conducted every two years by the registered-certified nurses on all students between 10 and 18 years of age.
- *DENTAL PROGRAM* - The district also participates in a State School Dental Program for children of needy families and the school physician will also check against possible health hazards upon administrative request.

MEDICAL PERSONNEL

Roxbury Township Board of Education employs a school physician who serves as consultant and oversees the implementation of health services and policies. The school nurses may be contacted directly at the following numbers:

*Eisenhower 973-584-2973 option 1
 Franklin 973-584-1643
 Jefferson 973-584-8957
 Kennedy 973-584-3994
 Lincoln/Roosevelt 973-584-2805
 Nixon 973-398-1416
 High School 973-584-1200 ext. 1258*

IMMUNIZATION POLICY

Upon initial enrollment in the district, each new student shall present a birth certificate (photocopy not acceptable) or a similar proof of age and immunization documentation.

Where applicable, students may receive religious or medical exemptions.

Where applicable, religious or medical exemption forms must be completed. Forms can be obtained from the school nurse.

Students new to the country who are entering our school district must bring certification indicating clearance by the State Board of Health. Information and requirements on the following required state immunizations can be found on our district website at

www.roxbury.org or call the school your child will be attending.

- *DIPHTHERIA, PERTUSSIS, TETANUS • RUBELLA • HEPATITIS B*
- *POLIO • VARICELLA • MUMPS*
- *TUBERCULIN SCREENING OF TRANSFER STUDENTS • MEASLES*

PRESCHOOL

• *PNEUMOCOCCAL CONJUGATE VACCINE—Beginning September 1, 2008, every child 12 months through 59 months of age attending preschool shall have received one dose of Pneumococcal conjugate vaccine on or after their 1st birthday.*

• *INFLUENZA VACCINE—Beginning September 1, 2008, children 6 months through 59 months of age attending preschool shall annually receive at least one dose of influenza vaccine between September 1 and December 31 of each year.*

GRADE 6

1) TDAP VACCINE (TETANUS, DIPHTHERIA, ACCELLULAR PERTUSSIS)—Beginning September 1, 2008, every child born on or after January 1, 1997 and entering or attending Grade 6 shall have received one dose of Tdap given no earlier than the 10th birthday and 5 years have elapsed from the last DTP/Dtap or td dose.

• Beginning September 1, 2008, children born on or after January 1, 1997 and transferring into a New Jersey school from another state or country shall have received one dose of Tdap, provided at least 5 years have elapsed from the last documented Td dose.

2) MENINGOCOCCAL VACCINE—Beginning September 1, 2008, every child born on or after January 1, 1997 and entering or attending Grade 6 shall have received one dose of a meningococcal-containing vaccine, such as the medically preferred meningococcal vaccine.

• Beginning September 1, 2008, every child born on or after January 1, 1997 and transferring into a New Jersey school from another state or country shall have received one dose of meningococcal vaccine.

Can the nurse administer medication?

The Board of Education disclaims any and all responsibility for the diagnosis and treatment of the illness of any pupil. The Board recognizes that the attendance of a pupil may be contingent upon the timely administration of medication duly prescribed by a physician and will permit the dispensation of medication in school only when the pupil's health and continuing attendance in school so require and when the medication is administered in accordance with this policy.

For purposes of this policy, "medication" means any prescription drug or prescribed over-the-counter medicine or nutritional supplement and includes, but is not limited to, aspirin and cough drops.

No medication will be administered to the pupils in school except by the school nurse, another registered nurse, or the pupil's parent or legal guardian. Medication must be delivered to the school nurse by the parent in its original labeled container with the physician's written and signed statement of the medication's name, the purpose of its administration to the specific pupil for whom it is intended, its proper timing and dosage, its possible side effects, and the time when its use will be discontinued. The parent must promptly remove medication no longer required. An exception is made for pupils with asthma or other potentially life threatening illness who shall be allowed to self-administer medication when the nurse is not physically present at the scene provided permissions for such administration are on file in the office of the school nurse and comply with the conditions for granting permission contained in Regulation 5330.

How do I register for a Community School class?

The Community School, sponsored by the Board of Education, offers fall and spring semester classes at nominal fees for both adults and children. Brochures are mailed to residents. Course information is also available on www.roxbury.org/comschool. The curriculum is flexible and responsive to the desires of the community. Course suggestions may be made to the Community School at 973-584-7699 or via comschool@roxbury.org. The Community School Office is located at Roxbury High School in Room A104.

Are co-curricular programs offered after school for students?

The district provides physical education and health education at all grade levels. In addition, extensive interscholastic and intramural athletics for boys and girls are conducted from Grade 7 through 12. Interscholastic competition on the high school level is also conducted in academic and allied activities such as mathematics, forensics, and chess. Conducted after school hours, these supervised activities remain part of the official program. The system-wide extracurricular program extends far beyond athletics in providing broadened educational experiences. In the high school alone, about thirty such activities range from student government, publications, music, and the arts to languages, sciences, professions, and hobbies. All activities are faculty supervised.

Does the district have a dress code?

The Board of Education recognizes that each pupil's mode of dress and grooming is a manifestation of the pupil's personal style and individual preferences. The following are examples of inappropriate attire:

1) Footwear such as clogs and backless sandals; high heel shoes for elementary students are discouraged for safety reasons.

2) Clothing such as halter-tops, shorts, tube tops, thin-strapped undershirts and T-shirts with obscene or suggestive pictures or words are not acceptable in a school setting.

We ask for your continued cooperation in helping the schools maintain its objective of fostering pride in dress and appearance at all times. We will continue to inform parents of individual students with regard to the suitability or permissibility of certain attire.

Are visitors allowed in the school?

The Board of Education welcomes visits to school by parents/guardians, other adult residents of the community, and interested educators when they appropriately fit into the classroom or school routine. In order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive individuals into the schools, the following regulations have been devised:

- All visitors are required to report to the school's main office upon entering the building.*

- A "visitor" is anyone other than a pupil enrolled in or a staff member employed in the particular school.*

- Visitors may not consult with the teaching staff or pupils during class time without the principal's permission.*

- When a court of appropriate jurisdiction has terminated the parental rights of a parent, the legal guardian must inform the school so that the administration may apply appropriate regulations. The principal shall seek confirmation of legal custodianship where necessary.*

- All visitors to the school must obey regulations prohibiting smoking and any other regulations designed to ensure orderly operations of the school. All persons violating this policy shall be subject to appropriate action.*

Where can I find information about Home Bound Instruction?

If illness or accident requires a prolonged absence from classes and the confined student is able to proceed with studies, the school will provide homebound instruction. Please call the Director of Special Services at 973-584-5186. The Director will explain procedures to be followed to obtain tutoring services.

What types of expectations do you have for students?

The Board of Education believes that pupils should commit themselves to learning and to the development of their unique potential. Pupils should know that their attitudes and acts affect both their own and their classmates' learning and should accept responsibility for helping to create a positive school environment. With the support and assistance of school staff and parents or legal guardians, all pupils can contribute to the effectiveness of schools and the value of their education.

The Board expects all pupils in this school district, commensurate with their age and ability, to:

- 1) Prepare themselves mentally and physically for the process of learning.*
- 2) Respect people, as well as their intellectual and creative products.*
- 3) Take responsibility for their own behavior.*
- 4) Use time and other resources responsibly.*
- 5) Share responsibilities when working with others.*
- 6) Meet the requirements of each course study.*
- 7) Monitor their own progress toward school objectives.*
- 8) Communicate with parents/legal guardians and appropriate school staff.*

PUPIL DISCIPLINE

The Board of Education believes that the conduct of pupils in school should enable pupils to derive the greatest benefits from the educational program offered by the Board of Education and that pupils should learn to assume responsibility for their own behavior and the consequences of their actions. Pupils are required to conform to reasonable standards of acceptable behavior, to respect the rights and property of others, preserve the degree of order necessary for the conduct of the educational program and obey those in authority. (Copies of the Board of Education Pupil Discipline Policy and Regulations are available in the individual school district buildings.)

REMOVAL OF PUPILS FROM REGULAR EDUCATION PROGRAM FOR WEAPONS/FIREARMS VIOLATIONS

The Board of Education is committed to providing a safe school environment to all pupils attending the public schools. To provide a safe learning environment, the Board of Education will implement the Safe Schools Initiative—Chapters 127 and 128, The Zero Tolerance For Guns Act. The Act provides for immediate removal of a pupil found to be in the possession of a firearm, committing a crime with a firearm, or assaulting another member of the school community with a weapon other than a firearm.

For the purpose of this policy, “weapon” means anything readily capable of lethal use or inflicting serious bodily injury. “Weapon” includes, but is not limited to, all firearms, dangerous knives, dangerous chemicals, instruments intended to inflict harm, as well as

components that can be readily assembled into a weapon, explosive devices and imitation firearms. Any pupil convicted or found to be delinquent of possessing a firearm on school property, on a school bus, or at a school-sponsored function or committing a crime while possessing a firearm shall be immediately removed from the school's regular educational program for a period of no less than one calendar year and placed in an alternative education school or program pending a hearing before the Board of Education to remove the pupil.

Does the district have a school directory?

1) ACCESS TO STUDENT RECRUITING INFORMATION—

Notwithstanding section 444(a)(5)(B) of the General Education Provisions Act and except as provided in paragraph (2), each local educational agency receiving assistance under this Act shall provide, on a request made by military recruiters or an institution of higher education, access to secondary school student's names, addresses, and telephone listings.

2) CONSENT—*A secondary school student or the parent of the student may request that the student's name, address, and telephone listing not be released without prior written parental consent.*

Any parent or adult student (18 years old) who objects to being included in the directory may have their name removed by completing a waiver form.

These forms are available in the Guidance Office.

**PUBLIC LAW 107-110 THE ELEMENTARY AND SECONDARY EDUCATION ACT OF 2001
SEC.9528 ARMED FORCES RECRUITER ACCESS TO STUDENTS AND STUDENT
RECRUITING INFORMATION.**

Does the district have a nutrition and wellness policy?

The Roxbury Township School District Board of Education has adopted several policies in compliance with state and federal mandates. The Board is committed to these policy changes that will effect foods sold, served, or given out as free promotions during the school day (the beginning of the first period of the first instruction period until 20 minutes after the dismissal time). The Board believes that children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive and that good health supports student attendance and the ability to learn.*

The following items will not be sold, served, or given out as free promotions during the school day:

- All forms of candy.*
 - All foods & beverages listing sugar, in any form, as the first ingredient.*
 - Foods of minimal nutritional value as defined by the USDA, ex. soda, water ices, gum.*
- All meals served in the cafeterias shall meet the Federal nutrition standards as required by the USDA Child Nutrition Program.*
- Snacks and beverages sold shall contain no more than 8 grams of total fat, no more than 2 grams saturated fat, and no more than .5 grams of trans fat.*
 - Beverages limited to 100% juice, milk, water. Whole milk will be served in 8 oz. containers only.*

It is recommended that school-related activities adhere to the nutrition standards above to encourage a healthy lifestyle. The Board is committed to promoting these food standards in

compliance with federal and state requirements to reinforce healthy eating habits by our students both in school and in school-related activities as well as in their daily lives.*

Please visit our website www.roxbury.org/foodservices for details and changes that will impact the cafeterias and the classrooms, as well as suggestions and recommendations of food items that meet the above criteria.

**Legal references: Section 204 of the Child Nutrition and WIC reauthorization Act 204 (Section 1112:36- 1.7 108-265) NJAC 2:36-1.7 School Nutrition Policy N.J.A.C. 2: 36-1.1-1.13 Biosecurity Policy*

What is the district's age requirement for kindergarten?

The child must have reached, or will reach, the age of five (5) on or before October 1st of the anticipated school entrance year. Registration information will be available at the individual schools, as well as on www.roxbury.org come February 2010.

Is there a Board Policy on religion in the schools?

The Board of Education recognizes that religious beliefs and disbeliefs are matters of personal conviction rather than governmental authority and that students in this district are protected by the First Amendment of the Constitution from the establishment of religion in the schools.

How can I make a public inquiry?

Although no member of the community shall be denied the right to petition the Board of Education for redress of a grievance, the inquiry shall be handled through the proper administrative channels for solution before investigation or action of the Board. Exceptions are inquiries that concern Board actions or Board operations only.

The Board advises the public that the proper channeling of inquiries involving instruction, discipline, or learning materials is the staff member, principal, or designee, Assistant Superintendent, Superintendent, and School Board, in that order. Any inquiry about personnel will be investigated by the administration before consideration and action by the Board.

Where can I find out information about student records?

In accordance with state and local policies, parents or guardians may examine the school records of their children. Parents wishing to do so should contact the appropriate building principal to arrange for an appointment. The school district also has a web based program that allows parents and students to access their grades on a daily basis. Access to Genesis will be available to track student progress.

I heard you have a district television show, where can I watch it?

The Roxbury School District produces a television show by, for, and about the students and staff of the school district. Prime Time Roxbury will be streamed through the district website on a monthly basis.

What is the policy on photos and interviews of students?

From time to time our students may be interviewed, photographed, or videotaped for use by newspapers, out-of-district publications, or for the district television show, "Prime Time Roxbury". These interviews or photograph/videotaping sessions are always held in the presence of the child's teacher or other building administrator. In order for your child to be interviewed or photographed, an Affirmative Consent form must be on file with your child's school.

We are transferring to Roxbury from another school, what do I need to do?

Parents who send their children to private Kindergartens or to a Kindergarten in another school district should not expect to transfer their children into Roxbury Kindergartens during the year if they miss the October 1st cut-off date. The entrance requirement for children entering grade one is the successful completion of Kindergarten in the Roxbury School System. Children who completed Kindergarten outside the Roxbury School District must be six years of age on or before October 1st of the current school year.

Do the students go on field trips?

Each school notifies parents of upcoming field trips which will include their child. Parents will also be advised of costs and the day and time of the trip.

This notification will also include a permission slip which must be signed by the parents or guardians and returned to school. Additionally, a statement regarding medication and its administration is included. The parent of a child who needs medication must accompany the student on the trip.

Can you tell me about student fees, fines and other charges?

The Roxbury Township School Board believes each student should provide any equipment or materials needed for:

- 1) Extracurricular activities with the exception of uniforms or safety equipment required for a sport.*
- 2) Supplementary educational activities involving individual projects in such courses as Industrial Art.*

Certain items required by all students in general, such as locks for lockers, will be purchased by the Board and sold to the student. When these items are no longer required they may be sold back to the school, with reimbursement depending on their condition.

The school, in its continued effort to foster student pride and protect taxpayer's interest, realizes students are responsible for taking care of equipment and materials that they use

during the year. With this in mind, the school may assess the student or his/her parents for any damaged or lost books, equipment or materials that are assigned to the students.

Are there surveillance systems in the district?

The Board of Education authorizes the use of electronic surveillance monitoring devices in school buildings and on school grounds. Therefore, all school buildings and school grounds within this school district may be monitored using such devices in accordance with Board Policy.

Tell me about the Affirmative Action policy for the district?

The Roxbury Township School District, in accordance with law, strives to overcome the effects of any previous patterns of discrimination in school and classroom practices and shall systematically monitor district procedures to ensure continuing compliance with antidiscrimination laws and regulations. The Roxbury Township Board of Education possesses policies which address the need for acceptance of persons of diverse backgrounds regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender religion, disability or socio-economic status, as well as equal educational opportunity for all. Questions or concerns should be addressed to Dr. Greg McGann, Director of Human Resources/Personnel or Deborah Burleigh, Director of Community Relations/Community School – the Roxbury School District’s Affirmative Action Officers.

Is Fundraising allowed in the schools?

Student addresses are not available to any non-school organizations or agencies. Fundraising or campaigning in the schools is prohibited by any organization not directly under full responsibility of the Board of Education. The prohibition also applies to organizations within the schools without permission of the Superintendent. Participation in contests such as essay writing, public speaking, beauty, athletics, etc., is limited to those specifically approved by the Superintendent.

Are gifts to staff members allowed?

Students, parents and other patrons of the district shall be discouraged from the routine presentation of gifts to teachers and other district employees. The giving of gifts to teachers by students, or students by teachers shall not be permitted, for example, at classroom parties in observation of holidays.

Who are the district compliance officers?

SECTION 504 COMPLIANCE OFFICERS

John Scheiner 973-584-1136

Greg McGann 973-584-6799

Can you tell me about equal education opportunity?

Federal and State laws prohibit discrimination on the basis of race, color, creed, religion, sex, ancestry, national origin, handicap, marital status, sexual orientation, age, or social or economic status. The regulation is applicable to decisions or conditions affecting educational opportunity within the Roxbury School District, including curricular and extracurricular programs. Any student or parent aggrieved by a decision or practice is encouraged to utilize the following procedures:

- 1) Put a complaint in writing to the building principal within 30 days of the date when the grievant became aware of the incident or matter, which forms the subject of the complaint.*
- 2) If the situation is not resolved within 5 working days or if the grievant is not satisfied that the district is working toward a resolution, the grievant may appeal to the Affirmative Action Officer in writing.*
- 3) If grievant is not satisfied within 5 working days after appealing to the Superintendent, grievant may request, in writing, a hearing by the Board of Education within 28 calendar days. The hearing shall be conducted on a non-adversarial basis as set forth in N.J.A.C. 6:3- 1.20. The decision of the Board shall be by a majority vote of those present and voting.*

WHAT TO DO IF...

- Your child is having difficulty at school. Call his or her teacher or guidance counselor for help. If the problem is not resolved, call the building principal.*
- Your child becomes ill at school. The school nurse will notify you. If your child needs to leave school, you will be required to provide transportation. Please be sure to complete the emergency contact cards provided at the beginning of the school year.*
- Your child is going to be absent. You are to call your child's school within the first hour of the school day. Parents are also required to send a note listing the dates of absence and reason for the absence with their child when he/she returns to school.*
- There is an emergency and you need to get a message delivered to your child. Please call the school's main office and the message will be transmitted to your child.*
- Your child's lunch is left at home. Please deliver it to the school's main office.*
- You change your address or telephone number. You must notify the school's main office immediately of this change and fill out a Change of Address form.*
- You plan to move out of the school district. Pick up a transfer card from your child's school and request a copy of medical records from the school's nurse. Parents are responsible for forwarding transfer card and medical records to new school.*