

Table of Contents

<u>Introduction</u>	
Alma Mater	3
Administration	4
School Hours	4
Expectations for students	5
Academic Integrity	5
<u>Counseling and Guidance</u>	
Counseling and Guidance plan	6
Counselor Meetings	6
Guidance Staff	7
Graduation Requirements	7
Promotion	8
Graduation Speakers	8
Course Load	8
Independent Study	8
Grading System/Class Rank	9
Marking Period Grades	9
Summer School Eligibility	9
Schedule Changes	10
Withdrawal from Courses	10
Adding/Auditing Courses	10
Student Records	11
Marking Period Schedule	11
Mid-Term and Final Assessments	11
Senior Exemption Policy	12
Homework/Makeup Work	12
Student Responsibilities Prior to Non-Cumulative Absence	13
Home Instruction	13
Student Emergency Cards	13
Change of Address	13
Student Directories	13
Withdrawal from School	13
Working Papers	14
<u>Student Academic Honors</u>	
Honor Roll	14
National Honor Society	14
Renaissance Awards	15
<u>Co-Curricular Program</u>	
Purpose	16
Eligibility	16
Eligibility Appeal Process	18
Athletics/Activity Physical Procedures	18
Activities and Organizations	20
Athletics	21
Code of Conduct	21
Academic Eligibility	
Freshman	22
Sophomore	23
Junior	23
Senior	23
Code Violations and Disciplinary Action	26
<u>Attendance Policy</u>	31
Non-Cumulative Absences	31
Parent/Guardian Notification	32
Transfer Students	33
Passing Time	33
Early Dismissal	33
Appeal Process	33
Appeal Committee	34
Tardiness Policy	34

<u>Student Discipline</u>	
<u>Standards of Behavior</u>	35
<u>Progressive Discipline Policy</u>	36
<u>Student Attendance Infractions</u>	36
<u>Student Management Infractions</u>	37
<u>Detention</u>	40
<u>Saturday Detention</u>	41
<u>Administrative AM Detention</u>	41
<u>In-School Suspension</u>	41
<u>Out-of-School Suspension</u>	42
<u>Expulsion</u>	42
<u>Conflict Resolution</u>	42
<u>Weapons Policy</u>	42
<u>Substance Abuse Policy and Procedures</u>	43
<u>Smoking, Possession, Use of Tobacco Products</u>	52
<u>Parking Rules and Regulations</u>	
Rules and Regulations	52
<u>General Information</u>	
<u>Assembly Programs</u>	54
<u>Bus Regulations</u>	54
<u>Cafeteria</u>	54
<u>Care of School Property</u>	55
<u>Co-Op Students</u>	55
<u>Daily Announcements</u>	55
<u>Dances</u>	55
<u>Dress Code</u>	55
<u>Electronic Devices</u>	56
<u>Educational Media Center</u>	56
<u>Emergency School Closings</u>	57
<u>Equal Educational Opportunity</u>	57
<u>Fire Drills</u>	58
<u>Food and Beverage</u>	58
<u>Hall Passes</u>	58
<u>Health Services</u>	59
<u>Lockers</u>	59
<u>Lost and Found</u>	59
<u>Money and Valuable Articles</u>	59
<u>Posters</u>	59
<u>Senior Courtyard</u>	60
<u>Skateboards/In-Line Skates</u>	60
<u>Staff Member Voice Mail</u>	60
<u>Student ID Cards</u>	60
<u>Substitute Teachers</u>	60
<u>Technology Usage by Students</u>	60
<u>Telephones</u>	61
<u>Visitors</u>	61
<u>Physical Education and Safety Rules</u>	
Dress Code	61
Nurses' Excuses	61
<u>Guidance Appointments</u>	62
<u>Tardy to Class</u>	62
<u>Locker Room Security</u>	62
<u>Resources for Writing a Research Paper</u>	62
<u>Bell Schedule</u>	63

Alma Mater
The Dark Blue and Gold

Through the four long years of Roxbury
 'Midst the scenes to us so dear,
 Full of hustle, full of hurry,
Are the days that we spend here.
 As we won athletic victories
 On the football field of old.
Still we work for dear old Roxbury
 And the Dark Blue and the Gold.

Although other schools are larger,
And their names are better known,
Still the school that we will favor
 Is the school that is our own.
We will work for dear old Roxbury
 And float her colors bold.
For the colors of our High School
 And the Dark Blue and the Gold.

When the cares of life o'ertake us,
Mingling fast our locks with gray,
Should our dearest hopes betray us,
 False fortune fall away.
 Still we banish care and sadness
 At the memories of old,
And recall those days of gladness
'Neath the Dark Blue and the Gold

ADMINISTRATION

Principal – Jeffrey W. Swanson

Assistant Principal for Attendance – Linda Bowles, PhD

Assistant Principal for Student Management – Dominick Miller

Director of Athletics and Student Activities— Stuart Mason

School Telephone - 973-584-1200

<http://www.roxbury.org>

SCHOOL HOURS

Doors Open7:00 a.m.

Breakfast in the Cafeteria7:20 a.m.

Warning Bell7:25 a.m.

Period 17:27 a.m.

Last Period Ends2:04 p.m.

Attendance Office Hours7:00 a.m. - 2:30 p.m.

Guidance Office Hours7:00 a.m. - 3:30 p.m.

Library Hours7:00 a.m. - 3:00 p.m.

Main Office Hours7:00 a.m. - 3:30 p.m.

Switchboard Hours7:00 a.m. - 3:30 p.m.

There are activity busses that run at 3:45 and 5:00 that serve the Roxbury area. There is limited service for Mount Arlington students on the 5:00 late busses. See the HS website for activity bus information.

EXPECTATIONS FOR STUDENTS

One of the objectives of formal education is to teach citizenship and responsibility for one's actions. This is of primary importance in today's society. It has been the custom of Roxbury High School students to recognize the appropriate behavior for a given situation and to conduct themselves accordingly. It is expected that this custom will continue and that students will exhibit the courtesy that has brought many compliments to the student body and the school.

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

- prepare themselves mentally and physically for the process of learning;
- respect the person, property, and intellectual and creative product of others;
- take responsibility for their own behavior and learning;
- use time wisely and share responsibilities when working with others;
- meet the requirements of each course of study;
- monitor their own progress towards school objectives;
- communicate with parents/guardians and appropriate school staff members about school matters.

ACADEMIC INTEGRITY

The highest standards of honesty must apply to a student's actions at Roxbury High School. Any act of dishonesty reflects upon a student and affects the entire school community.

Among the most serious academic offenses are copying and plagiarism. Both are forms of cheating. In copying, a student is taking the work of another, either from homework or from a test, and claiming it as his/her own. The term plagiarism usually refers to a higher level of copying in which a person, often in preparing a research paper, copies from sources without indicating what sources were used. In effect, by not naming the source, the student is claiming the work as his/hers. The term also applies if a student copies a research paper of another and claims that he/she is the author. Whether the student is the person who gives or receives the information, he/she is guilty of a dishonest act.

All instances of cheating are dealt with severely at Roxbury High School. Any work (homework, test examination, or paper), which was completed by dishonest means will receive a grade of zero. Teachers will notify counselor and parent/guardian. Students will be subject to disciplinary action and a record of this offense will be placed in the student's file and retained throughout the school career.

COUNSELING AND GUIDANCE

The High School Counseling and Guidance program is designed to help students build a strong educational foundation, develop their talents and abilities, and plan for their future. Students meet regularly with their counselor to build a positive relationship based on trust, caring, confidentiality and mutual respect.

The State Department of Education has designated the Roxbury High School Guidance and Counseling Plan as a “Best Practice” in the state of New Jersey.

The Counseling and Guidance Plan

The 4-2C plan is designed to help students develop and achieve their career and college/post-secondary goals. Guidance activities help students choose courses each year, assess strengths and weaknesses, make key educational and career decisions, and solve problems that they encounter in high school.

The Four-Year Plan for Career and College/Postsecondary Education (4-2C) is based on four developmental principles:

- All students develop a four-year plan.
- All students set a tentative educational goal.
- All students set a tentative career goal.
- All students have the opportunity to use their unique talents, abilities, interests, and multiple intelligences.

Each marking period, developmental guidance activities are offered to select courses, explore careers, prepare for jobs, and register for the PSAT and SAT I/SAT II. The 4-2C program is delivered through four components: counseling, consultation, curriculum, and system enhancement. Each component helps students to achieve the best education they can and ultimately, to follow a successful and rewarding career path.

Counselor Meetings

Counselors schedule student conferences each marking period. Students and parents/guardians are encouraged to call or make appointments whenever needed.

The Counseling and Guidance Center is located on the first floor in the front of the building. Students can sign up for an appointment, use the Career Resource Center, or college guidance software. Appointments may be made before or after school or during study or lunch. Appointments should not be scheduled during class time. A pass must be obtained and presented to the study hall teacher before reporting to a conference.

Counselors

Mrs. Bacchetta	Ext. 1244
Mrs. Harrington	Ext. 1243
Ms. DeMarco	Ext. 1245
Ms. Scholz	Ext. 1248
Ms. San Emeterio	Ext. 1246
Ms. Schroeder	Ext. 1236

Student Assistance Counselor

Mrs. Kenny	Ext. 1242
------------	-----------

Guidance Secretaries

Mrs. Rogers	Ext. 1238
Mrs. Summers	Ext. 1239

Graduation Requirements

Graduation from Roxbury High School requires 140 earned credits. It may be possible to fail a course and catch up the following year or years by taking a full schedule of courses and/or summer school; however, prerequisites must be completed before the next course can be taken. Students should choose electives after consultation with their counselor, parent/guardian, and teachers to achieve educational, career and personal goals. To graduate, students must pass the New Jersey High School Proficiency Assessment (HSPA) in language arts literacy and mathematics. If students fail one or more of these tests, they will be enrolled in HSPA Preparation classes in English and/or Mathematics.

State and local policies dictate that a portion of the total credits must be earned in prescribed courses:

a. English	4 years	20 credits
b. World History	1 years	5 credits
c. United States History	2 years	10 credits
d. Mathematics	3 years	15 credits
e. Science	3 years	15-18 credits
f. Fine/Performing Arts*	1 year	5 credits
g. Practical Arts**	1 year	5 credits
h. Physical Ed./Health	4 years	16-20 credits
i. World Language	1 year	5 credits
j. Financial Literacy	½ year	2.5 credits

* Courses in the following departments: Visual Arts and Performing Arts

** Courses in the following departments: Business and Marketing Education, Industrial Arts and Technology, and Family and Consumer Sciences.

Promotion

A student will be considered a sophomore (Grade 10) pupil when he/she has earned at least 30 credits. A student will be considered a Junior (Grade 11) pupil when he/she has earned at least 60 credits. A student will be considered a Senior (Grade 12) pupil when he/she has earned 95 credits. These designations will establish (officially) a student's grade level, (For example HSPA Testing, student parking, etc.)

Graduation Speakers

The speakers at graduation will be the valedictorian, salutatorian, President of the Senior Class and President of the Student Council. In the case of co-valedictorians and/or salutatorians, each student will be eligible to speak at the graduation ceremony.

Course Load

Students must take a minimum of seven courses (35 credits) a year and have a lunch. However, they are encouraged to take eight courses per year. Subjects that meet one period each day for the school year carry five credits. Science Honors and level "A" courses meet six periods per week (6 credits). Advanced Placement (AP) science courses meet seven periods per week (7 credits). Semester courses carry 2.5 credits. Exceptions to the credit requirement may be made for seniors pursuing a Senior Option or a College Option.

Independent Study

Students can pursue an in-depth project through the Independent Study Program. They develop a written proposal with their counselor and teacher/advisor that must be approved by the building Principal.

Grading System/Class Rank

All course grades will be determined by the following scale*:

97 - 100	A+ = 4.3	77 - 79	C+ = 2.3
93 - 96	A = 4.0	73 - 76	C = 2.0
90 - 92	A- = 3.7	70 - 72	C- = 1.7
87 - 89	B+ = 3.3	67 - 69	D+ = 1.3
83 - 86	B = 3.0	63 - 66	D = 1.0
80 - 82	B- = 2.7	60 - 62	D- = 0.7
		50 - 59	F = 0

* All Advanced Placement courses receive one (1) additional quality point. All honors courses receive one-half (.50) quality points.

The sum of quality points earned is divided by number of credits attempted to yield the Grade Point Average (GPA). All graded subjects (excluding P/F) are included in class rank. Numeric grades are recorded.

Marking Period Grades

At the conclusion of the first two marking periods, a student who receives an average below **50** is given a **50** regardless of the level achieved. The goal is to enhance one's ability to receive a passing grade for the year. However, a teacher may issue a grade below **50** when all of the following occurs:

1. The student has done little or no work and has performed below **50** on evaluation instruments.
2. The student, parent/guardian, and counselor have been notified of the limited performance throughout the marking period.
3. The teacher has discussed the problem with the department supervisor/lead teacher and counselor and there is a written mutual agreement on the grade to be issued.

Summer School Eligibility

Students must receive a final average of no less than fifty (50) during the academic year to be eligible for summer school. If their final average is less than fifty (50), they will be required to retake the course during a subsequent academic year in order to receive credit. If they have a passing average and have not met the requirements of the Board of Education Attendance Policy, they must remain in that class to become eligible for summer school.

If they fail a course or courses, their counselor will notify them at the end of the school year if summer school is an option, as well as the programs that are available. Courses passed in summer school become part of their record, and

credits earned in summer school are added to their cumulative record but are not calculated in their grade point average.

Schedule Changes

Course selection is the result of serious planning with parents/guardians, teachers, student, and counselor, and reflects **firm** decisions. Schedules may not be changed once selections are made except in the case of teacher/supervisor recommended level changes, or summer school course results. Any elective changes need to occur **prior** to the start of the school year. If a course conflict occurs, or if a schedule is incomplete, students will be contacted in the summer or within the first few days of school.

Parent/Guardian **written** consent is required within the first two weeks of each new semester if an elective is to be dropped and replaced with a study hall. A class may be added to replace a study hall up to two weeks after the course has begun. It is the student's responsibility to make up the work missed in a timely manner to ensure success in the course.

Requests for teacher changes will **not** be considered unless there has been a previous course failure with a teacher.

Withdrawal from Courses

Because students must carry a minimum course load of 35 credits, withdrawal from a course that would result in a students' course load dropping below 35 credits will not be considered. Parents/Guardians must submit written permission before a request to withdraw within the two week period is considered. If students withdraw from a course before the course is completed, they will not be allowed to take the course as a make-up course in summer school. By dropping a course, they may become ineligible to participate in athletics and/or activities. The course is not recorded if student withdraws within the first two weeks.

Withdraw Failure (WF) is recorded for the marking period and the final average if a student is dropped from a course for disciplinary reasons. No credit will be earned in this case. WF is calculated in class rank and GPA as a failure. Course credit is added to the total credits attempted.

Adding a Course

A class may be added up to two weeks after the course has started. It is the student's responsibility to make up the work missed in a timely manner to ensure success in the course. A transfer student may enter a course at the time of his/her enrollment, provided the course was carried in the previous school.

Auditing a Course

Students may petition to audit courses to review or preview specific subjects. Permission from their parent/guardian, teacher, counselor and Principal must be obtained. Students must contract to audit a course before the course begins.

Grades or credit are not awarded; however, all course requirements including attendance must be met.

Student Records

Student records are maintained for the benefit of the student according to state code. Parent/Guardian and/or adult students have the right to request an appointment with the counselor to review the record. Student records are viewed only by professionals at Roxbury High School who have a direct concern for the students. Release of transcripts or other permanent record data to anyone other than those designated by the State Department of Education shall require a written statement by the parent/guardian or an eighteen-year-old student. No information will be released to colleges or employers without written authorization.

2011-2012 Marking Period Schedule

First Marking Period begins	September 6, 2011
Mid Marking Period	October 7, 2011
Marking period ends	November 9, 2011
Second Marking Period begins	November 10, 2011
Mid Marking Period	December 14, 2011
Marking period ends	January 27, 2012
Third Marking Period begins	January 28, 2012
Mid Marking Period	February 29, 2012
Marking period ends	April 2, 2012
Fourth Marking Period begins	April 3, 2012
Mid-quarter reports issued	May 15, 2012
Marking period ends	June 12, 2012
	<i>Final Exams: June 13, 14, 15, 18, 2012</i>
	<i>Graduation: June 19</i>

Mid-Term and Final Assessments

Students may take a mid-term assessment and final exam in all full year courses. Final exams will also be given in all semester courses. The assessment will measure the degree to which students achieve course objectives and will be counted as the equivalent of one-half marking period in the determination of the semester and final grade average.

To be excused from school at the end of the year before exams begin, students must receive the written approval of the Principal. The number of school days missed must not exceed the total number of cumulative absences provided in the attendance policy. Students must be ready to take make-up assessments as soon as possible during the summer. No exams will be administered after July 15 without written permission from the Principal. **In accordance with Board of Education Policy and Regulations (R2624), failure to take midterm or final**

assessments will result in an administrative failure and a grade of zero (0), which results in no credit being granted for the course. Students may repeat the course in summer school or the following school year. Students will be permitted to make up assessments on the designated make-up day or during the summer only under the following conditions and with administrative approval:

- personal illness or recovery from an accident, which is verified by a doctor's note.
- death in the immediate family.
- suspension from school.
- subpoena - court ordered appearance.
- other absences authorized by the Principal with prior written approval.

Senior Assessment Exemption Policy

Seniors who achieve an overall average of 91.5 in the first and second marking periods may be exempt from the midterm assessment in that subject. Seniors who achieve an average of 91.5 for the third and fourth marking periods are exempt from the final assessment in that subject. However, those seniors with exemption status do have the option to take final assessments.

AP Students

AP seniors who achieve an average of 91.5 in the first, second, and third marking periods are exempt from the final assessment in the subject where the average was attained.

Homework

Homework is an essential part of the learning process developed in the classroom, which is continued independently with cooperation and encouragement at home. It is the student's responsibility to develop good work and study habits. To prepare for homework, students should:

1. make sure they understand the assignment, the date due, and directions;
2. ask for further explanation if directions are not understood;
3. use their student planner to remember and record assignments;
4. ask for help in advance; take advantage of resource room teachers available before, during, and after school; budget time to complete assignments.
5. Long-term assignments should be planned accordingly;
6. know the expectations of individual teachers and departments;
7. make a personal copy (hard copy and/or electronic copy) of research papers and long term assignments.

Make-up Work

In the event that students have a non-cumulative absence from school, all work missed is still required. Students shall be granted a period equal to the number of consecutive days missed to complete class work, homework assignments, or take

tests/quizzes. **Students are expected to develop a reasonable timeline with their teachers especially for tests and quizzes that must be scheduled, and submit work each day until completion.**

Long-range assignments due during an absence must be submitted the day you return in order to receive full credit, unless extenuating circumstances warrant an extension with the approval of the teacher.

Student Responsibilities Prior To Non-Cumulative Absence

Students must see the teacher to make arrangements for work missed because of a non-cumulative absence, such as a field trip. This should occur at least one day prior to the excused absence. Work to be completed may include class assignments, homework, test schedules, etc. **The day following the non-cumulative absence students are expected to report to class with assignments done and to be prepared for that day's assessments and assignments.**

Home Instruction

When students are out of school for extended periods of time (two weeks or longer) due to illness or injury, a parent/guardian should contact the student's guidance counselor immediately to initiate home instruction. The parent must provide a note from a doctor stating the reason for the absence and the approximate duration of the absence on official letterhead in order for home instruction to be considered. In the case of extended absences that will not require home instruction, parents/guardians should contact the guidance counselor and the attendance office.

Student Emergency Cards

Each year, every pupil must submit an up-to-date and accurate emergency card that provides parental phone numbers and other emergency contact information. If this information changes during the school year, a new emergency card must be submitted. The school nurse will maintain the emergency card information.

Change of Address

Students must report change of address or phone number immediately to their counselor. Counselors will notify the attendance office and the school nurse.

Student Directories

Section 9528 of The Elementary and Secondary Education Act of 2001 requires schools to provide, on a request made by military recruiters or an institution of higher education, access to secondary school students' names, addresses, and telephone listings. A student or parent/guardian may request that the student's name, address, and telephone listing not be released without prior written parent/guardian consent.

Any parent/guardian or adult student (18 years of age or older) who objects to being included in the directory may have his/her name removed by completing a waiver form by September 30. These forms are available in the Guidance Office.

Withdrawal from School

Students must notify their counselor in advance if they plan to withdraw from school. Their counselor will schedule a conference with their parent/guardian. The parent/guardian must submit written permission to withdraw before the day of withdrawal. Students must be sixteen years old to withdraw. All books, equipment, and other school property must be returned before students can be officially withdrawn. Financial obligations must be met for school property abused or lost.

Working Papers

Students under eighteen years of age who are seeking employment are required by law to obtain working papers. Their age determines the type of job they may hold under the Child Labor Laws. New working papers are required for every job held until the age of eighteen. After they receive a promise of employment, students obtain working papers in the Main Office.

STUDENT ACADEMIC HONORS

Honor Roll

Students will be listed on Roxbury High School's honor roll provided they meet the following requirements:

- Carry a minimum of seven courses (35 credits) each semester (exceptions will be made for approved seniors' schedules).
- To qualify for the high honor roll, all grades are 90 or above and no incompletes.
- To qualify for the honor roll, all grades are 80 or above and no incompletes.
- Subjects dropped with a passing grade (WP) before the end of the marking period will not be counted when determining eligibility for the honor roll, provided 35 credits are still maintained. Subjects dropped with a failing grade (WF) will exclude them from the honor roll.
- Students on home instruction carrying fewer than 35 credits are not eligible for the honor roll.

National Honor Society

To apply for membership into the National Honor Society, a student must have completed four semesters. To be considered for membership in the National Honor Society, a student during high school must demonstrate:

1. Scholarship:
 - a. Carried a full course load of at least 35 credits each year.
 - b. Achieved a cumulative grade point average of 3.75 at the time of application.
2. Character: The student must meet **all** of the following requirements:
 - a. No outstanding obligations (i.e. library fines, book fines)
 - b. Demonstrate highest standards of honesty and reliability.
 - c. Cooperate with school and teacher regulations at all times.
 - d. Have no suspensions during the current or past academic year.
3. Leadership: The student must meet at least one of the following requirements:
 - a. Demonstrate leadership in positions of authority in volunteer services; e.g., coaching a recreation team, officiating at a sports event, being in a position of management, or teaching a religious class (babysitting does not meet this criteria).
 - b. Successfully hold school office(s) or positions of leadership and be dependable and responsible in that role; e.g., club officer, committee chairperson, or team captain.
4. Service/Activities: The student must be involved in at least **two** activities, one of which has to be school related:
 - a. Represent the school in various types of activities; e.g., an academic team, an athletic team, or a performing arts organization.
 - b. Committee or staff work
 - c. Volunteer work outside of school
 - d. Tutoring

Membership in good standing will be based on continued service, leadership, character, and scholarship. A form to verify continued participation in activities must be submitted annually. All decisions of the faculty committee respective to membership in the NHS are final.

Renaissance Awards

Students in grades 9, 10, and 11 achieving a 3.75 or better grade point average during a school year will be recognized at a ceremony in the early fall of the successive school year. Students in grade 12 achieving 3.75 or better after three quarters of their senior year will be recognized at the senior awards program. Four-year recipients will be acknowledged during the graduation ceremony.

CO-CURRICULAR PROGRAM

Purpose

The school co-curricular program is an important part in the total development of each individual student. Students are encouraged to participate in athletics, clubs, intramurals, musical groups, class activities, and other special events sponsored and approved by the school. Students should join activities that tap their interests and allow them to become full-time participants

Students must also accept the responsibility for the commitments once they join any club or activity and schedule their time wisely. Classroom work must come first, since that is the primary purpose of attending Roxbury High School.

The periods/days missed when students participate in co-curricular based field trips shall be counted as non-cumulative absences. However, participation is at the discretion of their teachers based upon academic achievement and progress.

Excessive absences may result in forfeiture of the right to participate in co-curricular events held during the school day. The faculty will bring to the attention of the appropriate Assistant Principal the name of the student whose frequent absences are impacting negatively on class performance.

Eligibility

All co-curricular participation eligibility, including athletics, will be directly linked to a student's demonstrated progress toward graduation as follows:

GRADE 9

- a. To be eligible for activities beginning in the first (1st) marking period and/or fall sports, a final passing grade in six (6) subjects must have been attained on the student's eighth (8th) grade report card or as a result of satisfactory completion of deficient courses during summer school.

NOTE: All incoming ninth (9th) grade students have the right to appeal their first (1st) marking period and/or fall sports eligibility.

- b. To be eligible for activities beginning in the second (2nd) marking period and/or winter sports, a student must demonstrate a passing grade in each course on his/her report card at the end of the first (1st) marking period.
- c. To be eligible for activities beginning in the third (3rd) marking period and/or spring sports, a student must demonstrate a passing grade in each course on his/her report card at the end of the second (2nd) marking period.

GRADE 10

- a. To be eligible for activities beginning in the first (1st) marking period and/or fall sports, a student must have passed thirty-five (35) credits at the end of their ninth (9th) grade year or as a result of satisfactory completion of deficient courses during summer school.

- b. To be eligible for activities beginning in the second (2nd) marking period and/or winter sports, a student must have passed thirty-five (35) credits during the preceding year and demonstrate a passing grade in each course on his/her report card at the end of the first (1st) marking period.
- c. To be eligible for activities beginning in the third (3rd) marking period and/or spring sports, a student must have passed thirty-five (35) credits during the preceding year and demonstrate a passing grade in each course on his/her report card at the end of the second (2nd) marking period.

GRADE 11

- a. To be eligible for activities beginning in the first (1st) marking period and/or fall sports, a student must have attained seventy (70) credits by the end of the tenth (10th) grade or as a result of satisfactory completion of deficient courses during summer school.
- b. To be eligible for activities beginning in the second (2nd) marking period and/or winter sports, a student must have passed seventy (70) credits and demonstrate a passing grade in each of course on his/her report card at the end of the first (1st) marking period.
- c. To be eligible for activities beginning in the third (3rd) marking period and/or spring sports, a student must have passed seventy (70) credits and demonstrate a passing grade in each course on his/her report card at the end of the second (2nd) marking period.

GRADE 12

- a. A senior must demonstrate a passing average in all of the courses required for graduation and that all graduation requirements will be met by the schedule of courses in which he/she has enrolled.
- b. To be eligible for activities beginning in the first (1st) marking period and/or fall sports, a student must have attained one hundred five (105) credits by the end of eleventh (11th) grade or as a result of satisfactory completion of deficient courses during summer school.
- c. To be eligible for activities beginning in the second (2nd) marking period and/or winter sports, a student must have passed one hundred five (105) credits and demonstrate a passing grade in each course on his/her report card at the end of the first (1st) marking period.
- d. To be eligible for activities beginning in the third (3rd) marking period and/or spring sports, a student must have passed one hundred five (105) credits and demonstrate a passing grade in each course on his/her report card at the end of the second (2nd) marking period.

NOTE: Once a student is eligible for an activity/sport, he/she remains eligible for the duration of that activity/sport **except year long activities**. Eligibility for year long activities will be determined on a semester basis.

Students placed on probation through the appeals process must meet the terms of probation in order to maintain their eligibility.

Eligibility Appeal Process

With extenuating circumstances, eligibility decisions may be appealed to the Principal.

1. The Principal may then convene an eligibility committee consisting of one or more Assistant Principals, the students' Guidance Counselor and the Coach/Advisor of the sport/activity.
2. Options will include, but are not limited to, a student being placed on probation until the mid-term progress report, at which time the student must have a passing average in all subjects to remain eligible. The student must remain in good standing and will be monitored throughout the season or time of participation.

NOTE: A student failing more than one subject is not eligible to appeal his/her eligibility. A student placed on eligibility probation through the appeal process must meet the terms of the probation in order to maintain his/her eligibility

Athletics/Activity Physicals Procedures

Sports physicals are to be performed at the student's medical home. A sport physical is only valid for 365 days and must be current at the first day of practice. It is the responsibility of the parents/guardians to make sure that their child's physical is valid and current before the start of a sport. Please note that depending on the date a physical was performed, a student may be eligible for one or two sports seasons and then become ineligible during the course of the school year. Eligibility is directly associated with the date of the physical, not prior sports participation. This means that just because a child was cleared for a Fall Sport, does not automatically clear him or her for another season. Physical clearance is strictly governed by the official deadlines for submission of Sports Participation Forms.

ALL FORMS ARE TO BE RETURNED TO THE ROXBURY HEALTH OFFICE BY THESE DATES:

Fall Sports/Band	July 25th
Winter Sports	October 25th
Spring Sports	February 8th
Fall Cheerleading Tryouts	May 1st

There are **NO EXCEPTIONS** to these deadlines. Failure to submit completed and valid physicals forms by these dates will result in non-participation by a student.

- ❑ A three-week cushion period has been built into these dates in order to provide sufficient time to resolve problems with incomplete forms submitted by the deadline. Parents/Students/Physicians **MUST** follow the instructions on the Checklist provided in the packet to expedite the sports form clearance process. Failure to do so may result in a delay of a student's clearance.
- ❑ As part of the clearance process for each season, a Health History Questionnaire (Part A of the Athletic Pre-Participation Physical Form) and an Emergency Form must be submitted by every student participant and dated within sixty days of the start of practice whether it is a recheck or new physical.
- ❑ Cheerleading: Cheerleading will be expected to submit paper work three times a year. May tryouts, Fall Cheerleading and Winter Cheerleading will be considered separate and distinct "seasons". Sport forms submission rules will apply.

Every year a student must complete both a NJSIAA Steroid Testing Policy Consent to Random Testing Form and a Athletic Training and Procedures Form. If an injury or illness has occurred since the last season that required a student to be out of a Physical Education class or a sport, a note of clearance from a **New Jersey Licensed Physician** must be presented in order for a pupil to begin practice.

- ❑ The School Physician will review forms at Roxbury High School for three consecutive weeks at the start of each season beginning with the week of the submission deadline. (Previously noted)
- ❑ Parents will be notified by mail that their child has been medically cleared for participation in sports or band. Note: A parent will not be notified if the forms submitted are "recheck" physical forms.
- ❑ Sports Participation forms will be reviewed each season by the Assistant Principal in Charge of Athletics to make sure that the student is in good academic standing. (Please refer to the student handbook for academic eligibility requirements). If deemed ineligible by the Assistant Principal in Charge of Athletics, the student and parent may appeal the eligibility to the high school principal.
- ❑ ***Due to the volume of forms submitted each season, individual medical insurance issues will not be considered.***
- ❑ If you cannot get a physical at the student's medical home, you may make an appointment at the School Physician (Medical Care Associates) at their office. Insurance information will need to be presented to the School Physician. If you are unable to do so, The Roxbury Board of Education will pay for sport physicals for uninsured students, **as a one time only** courtesy, with permission from the Roxbury High School Health Office. Parents/Guardians will be monetarily responsible for all other physicals regardless of personal insurance issues.
- ❑ If the Sports/Band physical is performed at the School Physicians Office, the School Physician may sign the form and clear the student at the time of the physical. All Physical Exams performed at other medical homes must be cleared by the School Physician when that official comes to Roxbury High School for that purpose.

- ❑ Students who are on a medical waiver when a sport /activity starts will be allowed to participate after the start of the season only when cleared by a **New Jersey Licensed Physician**. Please note forms must be handed in by the appropriate due date. The student will be **officially** cleared once the proper medical forms are received in the Health Office.
- ❑ New students registering for school after the start of a sport season will be allowed to submit forms after the deadline if he/she desires to participate in that season.

This information will be available in Student Handbooks as well as on the roxbury.org website.

Activities and Organizations

Academic Decathlon
 Best Buddies
 Class of 2012
 Class of 2013
 Class of 2014
 Class of 2015
 Debate Club
 D.E.C.A.
 Echo (Yearbook)
 Environmental Club
 Film Club
 French Club
 French Honor Society
 Friends of Rachel
 F.B.L.A.
 Interact Club
 Junior Statesmen
 Key Club
 Lighthouse Bible Club
 Marching Band
 Math Team/League
 Multicultural Club
 National Art Honor Society
 National Honor Society
 Peer Leadership
 Prime Time Roxbury
 Literary Magazine
Roxbury Review (Newspaper)
 Science League
 Spanish Club
 Spanish Honor Society
 Student Empowerment and Advocacy (SEA's)
 Sports Medicine Club
 Student Council
 Varsity "R" Club

Athletics

Roxbury High School is a member of the New Jersey State Interscholastic Athletic Association (NJSIAA) and the Northwest Jersey Athletic Conference (NJAC) and is represented by the following teams:

Fall:	Cross Country Field Hockey Football	Soccer Tennis (Women's) Volleyball
Winter:	Basketball Ice Hockey Indoor Track	Swimming Wrestling
Spring:	Baseball Golf Softball	Tennis (Men's) Track Lacrosse

In addition to regularly scheduled contests, Roxbury participates in county, state, and invitational competition. Cheerleading squads participate in the fall and winter seasons, including a competition team. In order to participate in any student activity or athletic endeavor, a pupil must be in attendance for a minimum of five (5) periods on the day of the activity. Exceptions for extenuating circumstances may be made by an administrator. Student athletes represent Roxbury High School in a very visible public forum and are often seen as models for other students. Student athletes who project a negative image on or off the playing field undermine the intent and purpose for which interscholastic athletics are provided by schools. Students displaying poor sportsmanship, disregard for school rules, or whose conduct undermines the development of positive attitudes and values may be removed from participation in the interscholastic sports program.

Varsity Letters will be awarded in accordance with Board of Education Regulations R5450.

Code of Conduct

(REVISED and ADOPTED 06-15-2009)

The RHS 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. Student involvement in Roxbury's co-curricular program is an honor and a privilege, not a right. The privilege comes

with inherent responsibilities, and is dependent upon compliance with applicable rules and regulations.

As a member of a school team, club, or organization, a student's behavior on campus, in the community, and at other schools reflects on not only him/herself, but on one's family, on one's program, and on one's school as well. Students engaged in co-curricular activities must carefully consider their actions at all times. This Code of Conduct applies to all students in Roxbury High School beginning on July 1 preceding the student's freshman year and concluding with the student's graduation. Students and parents understand that, in order to participate in any co-curricular activity (athletic or student activity), students must act in accordance with the following standards:

Student Leadership Positions - The standards for students holding student body and activity leadership positions (including but not limited to: SCA/class officers, elected or appointed leaders of any club or activity including those in the performing arts, editors of school publications, etc., as well as peer leaders, or captains of athletic teams) are of the highest level. Code of Conduct violations for students serving in these roles will result in **dismissal** from the respective leadership role in addition to the sanctions listed below for Code of Conduct violations.

ACADEMIC ELIGIBILITY

All students must meet the eligibility standards listed below. Student athletes must additionally meet all NJSIAA eligibility criteria.

Eligibility: All eligibility for co-curricular participation, including athletics, will be directly linked to a student's demonstrated progress toward graduation as noted below:

Grade 9 - To be eligible for activities beginning in the first marking period and/or any fall sport, a final passing average in six (6) subjects must have been attained on the student's Eighth Grade Report Card, or as a result of satisfactory completion of deficient courses during summer school.

Note: All incoming ninth (9th) grade students have the right to appeal their first (1st) marking period and/or fall sports eligibility.

To be eligible for activities beginning in the second (2nd) marking period and/or winter sports, a student must have achieved a passing grade in each of his/her courses at the end of the first (1st) marking period.

To be eligible for activities beginning in the third (3rd) marking period and/or spring sports, a student must have achieved a passing grade in each of his/her courses for the second (2nd) marking period.

Grade 10 - To be eligible for activities beginning in the first (1st) marking period and/or fall sports, a student must have passed thirty-five (35) credits at the end of their ninth (9th) grade year or as a result of satisfactory completion of deficient courses during summer school.

To be eligible for activities beginning in the second (2nd) marking period and/or winter sports, a student must have passed thirty-five (35) credits during the preceding year, and a student must have achieved a passing grade in each of his/her courses for the first (1st) marking period.

To be eligible for activities beginning in the third (3rd) marking period and/or spring sports, a student must have passed thirty-five (35) credits during the preceding year, and a student must have achieved a passing grade in each of his/her courses for the second (2nd) marking period.

Grade 11 - To be eligible for activities beginning in the first (1st) marking period and/or fall sports, a student must have attained seventy (70) credits by the end of the tenth (10th) grade or as a result of satisfactory completion of deficient courses during summer school.

To be eligible for activities beginning in the second (2nd) marking period and/or winter sports, a student must have passed seventy (70) credits and must have achieved a passing grade in each of his/her courses for the first (1st) marking period.

To be eligible for activities beginning in the third (3rd) marking period and/or spring sports, a student must have passed seventy (70) credits and must have achieved a passing grade in each of his/her courses for the second (2nd) marking period.

Grade 12 - A senior must demonstrate a passing average in all of the courses required for graduation and that all graduation requirements will be met by the schedule of courses in which he/she has enrolled.

To be eligible for activities beginning in the first (1st) marking period and/or fall sports, a student must have attained one hundred five (105) credits by the end of eleventh (11th) grade or as a result of satisfactory completion of deficient courses during summer school.

To be eligible for activities beginning in the second (2nd) marking period and/or winter sports, a student must have passed one hundred five (105) credits and must have achieved a passing grade in each of his/her courses for the first (1st) marking period.

To be eligible for activities beginning in the third (3rd) marking period and/or spring sports, a student must have passed one hundred five (105) credits and must have achieved a passing grade in each of his/her courses for the second (2nd) marking period.

*NOTE: Once a student has achieved academic eligibility for an activity/sport, he/she remains eligible for the duration of that activity/sport **except year-long***

activities. Eligibility for year-long activities will be determined on a semester basis.

Students placed on probation through the appeals process must meet the terms of probation in order to maintain their eligibility.

Appeal Process

With extenuating circumstances, eligibility decisions may be appealed to the principal.

1. The principal may then convene an eligibility committee consisting of: assistant principal, counselor, guidance director, coach/advisor, and a subject teacher.
2. Options will include, but are not limited to, a student being placed on probation until the mid-term progress report, at which time the student must have a passing average in all subjects to remain eligible. The student must remain in good standing and will be monitored throughout the season or time of participation.

NOTE: A student failing more than one subject is not eligible to appeal his/her eligibility. A student placed on eligibility probation through the Appeal Process must meet the terms of the probation in order to maintain their eligibility.

ATHLETICS/ACTIVITY PHYSICALS PROCEDURES:

All candidates for interscholastic sports must have a medical examination within 365 days prior to the first practice session. Medical examinations for candidates for a school athletic squad or team are to be conducted at the student's medical home. The "medical home" is defined as a health care provider and that provider's practice site chosen by the student's parent/guardian for the provision of health care.

As required by N.J.A.C. 6A:16-2.2 (h), the medical report from the examining physician, nurse practitioner, clinical nurse specialist, or physician's assistant must include a determination concerning the student's participation. If it is not possible to arrange a physical at the student's medical home, one may make an appointment to have a physical performed by the school physician (Medical Care Associates) at that office.

Please note that eligibility is directly associated with the date of a physical, not prior sports participation. This means that depending on the date a physical was performed, a student may be eligible for one or two seasons and then become ineligible during the course of the school year. Physical clearance is governed by the official deadlines for submission of Sports Participation forms.

A completed and signed Permission Slip, Health History Questionnaire, Health History Update, Athletic/Activity Emergency Card, and the school physical examination form completed by his/her physician must be returned to the school nurse. Prior to the first practice in a second sport or activity, students must report to the nurse with a completed Permission Slip, Health History Update, and Athletic/Activity Emergency Card for that sport in order to receive clearance.

Students will not be allowed to participate in any sport/activity until the coach receives a completed Athletic/Activity Emergency Card signed by the nurse and athletic director.

The school nurse will make announcements as to when and where physical examination forms can be obtained and when they should be returned for each athletic season.

Permission Slips: All students must submit a Parental Permission Form (as provided by the school) to the appropriate school official. This form is included in the packets for all students who must receive a physical examination as a criterion for participation.

CONDUCT:

All students must submit a Code of Conduct form that has been signed by the student and his/her parent/guardian. No student will be allowed to participate in any activity or sport without having submitted this form. The Code of Conduct is in effect beginning on July 1 preceding a student's freshman year and concluding with the pupil's graduation from Roxbury High School. It is in effect twenty-four (24) hours a day, seven days a week, 365 days a year, including periods when school is in recess or is not in session.

Students who are involved in activities or athletics are representatives of Roxbury High School and must conduct themselves in a manner that reflects positively on their clubs, their teams, their school, and their community at all times. Therefore, they accept the responsibility to comply with all Board of Education Policies and Regulations, all school rules, and the rules established by various governing organizations (for example: NJSIAA, NJHC, MCSIHL, NJILL, etc.). Students found to be in violation of the department standards delineated in this document and/or Roxbury High School's student discipline regulations will be subject to appropriate discipline, suspension, and/or expulsion.

Sportsmanship

All activity students and student athletes will adhere to the guidelines of proper sportsmanship/behavior and must show proper respect for their teammates, fellow activity participants, opposing players, coaches, advisors, parents, judges, and officials at all times. Disqualification from an activity/event as a result of poor sportsmanship or as a result of an official's ruling is unacceptable. In cases such as these, team/club discipline will be instituted, including suspension from a club/activity for a semester, disqualification from ensuing competitions (sports), and school discipline. Roxbury High School sanctions including school discipline (in accordance with BOE Regulation 5600) will be added to those of the NJSIAA in the case of athletic disqualification. Pupils whose privileges are revoked for Code of Conduct violations are not entitled to reimbursement of any monies, entry fees, dues, etc., that may have been paid.

Transportation

Appropriate behavior is expected at all times when students are being transported on school buses. Reasonable noise levels must be maintained. Distasteful displays, obscene gestures or language, and any other action deemed as conduct unbecoming of a Roxbury student will result in team/club and school discipline. All athletes and activity participants are expected to travel to and from events or practices as part of their club or team. The coach or advisor may allow a student to return home from an away event if the pupil provides a parental request (alternative transportation form) that is approved by an administrator and the parent/guardian is present to take charge of the student. At no time will students be allowed to transport themselves to events. All students are encouraged to use the assigned school transportation. This promotes team/club unity, ensures proper supervision, and allows for greater safety of the students. All safety guidelines must be maintained while traveling on school buses. Violation of these standards will result in school and club/team discipline.

Equipment

Students who are loaned equipment, uniforms, and other property belonging to the Roxbury Board of Education must take responsibility for its proper use and care. Upon completion of a sports season, or at the conclusion of an activity, all issued materials must be returned in a timely fashion. Equipment that is lost or stolen is a student's responsibility, and he/she will be assessed accordingly. No uniform for the next season will be issued until all obligations are met. Violation of these standards will result in school and club/team discipline.

Hazing, Bullying, Intimidation, Sexual Harassment

Hazing, bullying, intimidation, and sexual harassment are strictly prohibited. Any action taken or situation intentionally created to produce mental or physical discomfort, embarrassment, harassment, or ridicule as a condition of joining a team, student organization, or other group will be considered as unacceptable. The conduct is wrongful even if the participants consent to the conduct. Hazing, bullying, intimidation, and sexual harassment are an abuse of power and a violation of human dignity. They will be dealt with in the most serious of fashions. In addition to club/team discipline and school discipline (see Board of Education Policy and Regulation 5512), the local authorities will be notified and legal action may be taken.

Theft/Vandalism

Theft/vandalism of any school property belonging to the Roxbury Board of Education or any other school is strictly prohibited. Students must respect all property as if it is their own. Violators will be subject to team/club and school discipline and will be reported to the local authorities.

DISCIPLINARY ACTIONS FOR SPECIAL CODE VIOLATIONS (SCHOOL MISCONDUCT, TOBACCO, ALCOHOL, CONTROLLED DANGEROUS SUBSTANCES)

A student will be governed by this Code beginning July 1 preceding freshman year and concluding with that student's graduation. All activity participants and athletes (including statisticians and team support persons) are governed by this Code. Individual advisors and coaches may have additional team regulations that must be followed by team/activity members. These conditions are in effect 24 hours a day, seven days a week, 365 days a year, including periods when school is in recess or when it is not in session.

School Misconduct

First Violation (In-School or Out-of-School Suspension) A student who has been assigned In-School Suspension (ISS) will be excluded from participation in Activities and/or Athletics on the dates of the ISS. If the ISS is assigned on non-consecutive days (i.e. Friday and Monday), the student will also be excluded from participation on the days when school is not in session (not to exceed five calendar days). A student assigned Out-of School Suspension (OSS) will be excluded from participation in Activities and/or Athletics for a period of seven (7) calendar days (including at least one event/competition) beginning at the time of suspension.

For a student who has committed multiple violations of school rules resulting in student suspension (ISS or OSS), the following guidelines are in effect:

Second violation (ISS or OSS suspension) in a student's career will result in removal from an activity for a period of one semester (5 school months) or from a sport for one season.

Third violation (ISS or OSS suspension) in a student's career will result in removal from all sports and activities for one year.

Fourth violation (ISS or OSS suspension) during a student's career will result in removal from all sports and activities for the student's high school career.

Substance Abuse

Tobacco Products (in any form)

For a student who is involved with tobacco/nicotine products in any form and/or electronic cigarettes or who is in the presence of others who are illegally using tobacco/nicotine products and/or electronic cigarettes, the following guidelines are in effect:

First Offense: (At any time during a student's high school career that involvement is determined by an administrator, using a preponderance of the evidence standard.) Exclusion from participation in activities and/or athletics for a period of seven calendar days, including at least one competition, effective from

the date he/she is informed. He/she is subject to Board of Education Policy and Regulations (5533).

Second Offense: (At any time in a student's high school career that involvement is determined by an administrator, using a preponderance of the evidence standard.) Exclusion from participation in activities or athletics, including at least two competitions, for a period of fourteen calendar days, effective from the date he/she is informed. He/she must show proof that he/she is involved in a "Smoke Enders" program before returning to participation. He/she is subject to Board of Education Policy and Regulations.

Third Offense: (At any time in a student's high school career that involvement is determined by an administrator, using a preponderance of the evidence standard.) Exclusion from participation in activities and athletics for the remainder of the season, effective from the date he/she is informed. He/she must show proof that he/she is involved in a "Smoke Enders" program before being allowed to begin another activity or sport. He/she is subject to Board of Education Policy and Regulations.

Fourth Offense: (At any time in a student's high school career that involvement is determined by an administrator, using a preponderance of the evidence standard.) The individual is prohibited from participation in any further athletic or student activities for the remainder of his/her high school career, effective from the date he/she is informed. He/she remains subject to Board of Education Policies and Regulations as well. The student will be referred to the Student Assistance Counselor.

Alcohol

For a student who is involved with alcohol, (possession and/or consumption), or is in the presence of others illegally in possession of or consuming alcohol, the following guidelines are in effect:

First Offense: (At any time during a student's high school career that involvement is determined by an administrator, using a preponderance of the evidence standard.) Exclusion from participation in activities and athletics for a period of fourteen calendar days, effective from the date he/she is known to have been involved and informed of the suspension. The period of suspension must include at least two competitions. The student will be referred to the Student Assistance Counselor and will be subject to Board of Education Policy and Regulations (5530).

Second Offense: (At any time in a student's high school career that involvement is determined by an administrator, using a preponderance of the evidence standard.) Exclusion from participation in activities and athletics for the remainder of the season, effective from the date he/she is informed. He/she will be referred to the Student Assistance Counselor and is subject to Board of Education Policy and Regulations.

Third Offense: (At any time in a student's high school career that involvement is determined by an administrator, using a preponderance of the evidence standard.) The individual is prohibited from participation in any further athletic or student

activities for the remainder of his/her high school career, effective from the date he/she is informed. The student will be referred to the Student Assistance Counselor. He/she remains subject to Board of Education Policies and Regulations as well.

Controlled Dangerous Substances

For a student who is involved with illicit or illegal drugs or controlled dangerous substances in any form including steroids, performance enhancing drugs, or any performance enhancing products, or who is in the presence of others using these substances, the following guidelines are in effect:

First Offense: (At any time during a student's high school career that involvement is determined by an administrator, using a preponderance of the evidence standard.) Suspension from any games/events activities for a calendar year, effective from the date he/she is informed. He/she will be referred to the Student Assistance Counselor and is subject to Board of Education Policy and Regulations.

Second Offense: (At any time in a student's high school career that involvement is determined by an administrator, using a preponderance of the evidence standard.) The individual is prohibited from participation in any further athletic or student activities for the remainder of his/her high school career, effective from the date he/she is informed. The student will be referred to the Student Assistance Counselor. He/she remains subject to Board of Education Policies and Regulations as well.

All violations of Board Policy/Regulations respective to the above Code will be reported to the school administration. A determination of appropriate school discipline will be made after a review of the details of the incident. Students have the right to appeal disciplinary determinations of District officials or the Board of Education to the New Jersey Commissioner of Education and, where applicable, to pursue the due process rights established in N.J.A.C. 6A:14 for pupils classified as eligible for special education.

Student attendance at parties or gatherings where tobacco, alcohol, or controlled dangerous substances are present is strictly prohibited. Once awareness of the presence of any of these substances is known, students involved in activities or athletics must depart from those affairs or situations immediately. This rule does not restrict a student from attendance at family functions or religious rituals. The purpose of this regulation is to deter under-age drinking and/or substance abuse by students. The consequences for violation of this rule will follow the standards for tobacco, alcohol, or controlled dangerous substances noted previously (for example, a pupil who remains at an event where alcohol is being used) will be disciplined in accordance with the guidelines for a student who is consuming alcohol.

A pupil who violates the Code of Conduct (tobacco, alcohol, controlled dangerous substances) outside of his/her season will be excluded (in accordance with the guidelines above) from participation in the next season in which they participate.

Crimes occurring off school property: A pupil who is convicted of a crime off of school property or while school is in recess will be disciplined in accordance with the guidelines enumerated below.

First Offense: 14 days suspension from activities and athletics (including at least two contests).

Second Offense: season suspension for activities and athletics.

Third Offense: career exclusion from all activities and athletics.

Remember:

Everything you say and do should be consistent with the core ethical values comprising good character: tolerance/acceptance, respect, responsibility, integrity and kindness.

ATTENDANCE POLICY

In accordance with the requirements of New Jersey State Law and Administrative Code, students are expected to attend school every day that school is in session, and the responsibility for compliance belongs to the student and parent/guardian. Regular attendance and participation in classes are a vital and integral part of the learning process. Frequent absences from classroom learning experiences disrupt the continuity of the instructional process and limit the ability of the student to complete the prescribed curriculum requirements successfully. In addition, chronic absences reinforce a habit that will handicap the individual in future education or employment.

A student should be in attendance over 90 percent of the school year in order to have successfully completed the instructional program requirements of the grade/course to which he/she is assigned. **Students who accrue more than 12 absences in a full year course, 9 absences in a three marking period course (PE), 6 absences in a semester course, or 3 absences in a marking period course (Health) will receive no credit for the course because of excessive absenteeism.**

This is not a permissive regulation establishing or licensing a limit of days that may be missed. Rather, it assumes absences will only occur due to personal illness or circumstances listed below. Parent/guardians are asked to contact the school by 9:00 a.m. on any day their child is absent, and to submit a written statement on the first day a student returns to school after an absence. Family vacations, job interviews, etc. will be recorded as absences. **Students who report late to class (less than twenty (20) minutes) without an appropriate pass will accrue (one-half) ½ of a student absence in that class period. Students absent from class for twenty minutes or more will be recorded as absent.**

Non-Cumulative Absences

Any absence will count toward the total days with the exception of absences due to:

1. Death in the immediate family.
2. Observation of an approved religious holiday.
3. Suspension from school.
4. Subpoena - court ordered appearance.
5. Driver's test.
6. Medical notes approved by the administration.
7. Other absences authorized by the administration, with prior approval, including days for college visitations.

An appropriate absence note/documentation, as verified by the RHS administration, must be brought in by the student upon his/her return to school. Failure to bring in a note within five (5) school days will result in the absence being recorded as cumulative.

Authorized school activities, such as field trips, state or school testing, regularly scheduled student council, athletic contests, and class meetings will not be counted as cumulative absences.

Teachers should contact the activity advisor if a student's absences from class are hindering the student's academic progress. If a student is performing below average in a course, the teacher and the advisor will determine the advisability of the student missing class to participate in an activity. If a student is failing a course that is required for graduation, it is recommended that the student not be excused from class to attend an activity until he/she maintains a passing average. The Child Study Team should be involved in recommending the appropriate course of action for classified students.

In order for a student to participate in an athletic event, student activity, or social activity such as a prom, **he/she must be in attendance a minimum of five periods on the day of that event.**

Parent/Guardian Notification

It is important that parent/guardian be notified periodically of their child's attendance so that appropriate measures may be taken. Notification will be as follows:

Full-Year Course

1. After the sixth absence, parent/guardian will be notified of their child's attendance status.
2. After the tenth absence, parent/guardian will be notified a second time. The student's counselor and an administrator will meet with the student and contact the parent/guardian.
3. Upon the thirteenth absence, parent/guardian will be notified of loss of credit. The student will be advised of this loss of credit by an administrator.

Three Marking Period Course (Physical Education)

1. After the fifth absence, parent/guardian will be notified of their child's attendance status.
2. After the seventh absence, parent/guardian will be notified a second time. The student's counselor and an administrator will meet with the student and contact the parent/guardian.
3. Upon the tenth absence, parent/guardian will be notified of loss of credit. The student will be advised of this loss of credit by an administrator.

Semester Course

1. After the third absence, parent/guardian will be notified of their child's attendance status.
2. After the fourth absence, parent/guardian will be notified a second time. The student's counselor and an administrator will meet with the student and contact the parent/guardian.
3. Upon the seventh absence, parent/guardian will be notified of loss of credit. The student will be advised of this loss of credit by an administrator.

One Marking Period Course (Health)

1. After the second absence, parent/guardian will be notified of their child's attendance status and an administrator will meet with the student and contact the parent/guardian.
2. After the fourth absence, parent/guardian will be notified of loss of credit. The student will be advised of this loss of credit by an administrator.

Perfect Attendance

For perfect attendance, a student must be physically present each school day. Religious holidays and Take your Child to Work day(s) will not count against perfect attendance.

Program the Honey well system to call.

Create a Group in **Honeywell** of the students from you list. First marking period will take a very long time, as about half of the school will have perfect attendance.

Create an Alert. Make sure to attach a copy of the Perfect Attendance letter. The message is the same wording as on the letter.

Schedule and Send Alert - pick an evening time.

Do not delete the list of students you created in Honeywell, because you can use that list next marking period to delete from , following the creation of a new list using the above method.

June Perfect attendance

In June, before the senior awards, Guidance will ask for seniors with 4 years perfect attendance.

Run the report as noted above, except, Enter Grade level: 12. When you get the list of seniors, you must look up the transcript on Genesis and check the attendance total for each year to determine if they have perfect for all four years. Give a list on the 4 years students to Guidance (Pat Rogers).

Transfer Students

Students who transfer into Roxbury High School during the school year will have their non-cumulative absences pro-rated for each class.

Passing Time

A four-minute time period is allotted for passing from class to class. Students are asked to walk rapidly during the changing of classes so they will not be tardy for their next class.

Early Dismissal

Illnesses that occur after the student reported to school, upon recommendation of the school nurse, a verified appointment with a physician/dentist, and court issued orders are all recognized by the school district as a legitimate need for early excusal from school. However, parents/guardians are requested to try to schedule dental/doctor appointments after school hours.

In these cases, the school will review and verify the conditions, after which the pupil may be excused from school pursuant to prescribed procedures. Any other emergency will be reviewed by the administration and judged on its individual merits.

Appeal Process

Upon losing credit for excessive absences, the student may request an appeal of his/her loss of credit as follows:

1. Within five (5) school days of notification of loss of credit, the student may request an appeal.
2. The letter of appeal must be submitted to the Assistant Principal for Attendance.
3. A hearing will be arranged with the Attendance Appeal Committee at which time the student may bring his/her parent/guardian and/or a representative.
4. All information will be reviewed and a decision will be made within five (5) school days after the date of the hearing as to whether or not credit will be reinstated. The student and parent/guardian will be notified in writing of the results.

Attendance Appeal Committee

The Attendance Appeals Committee will consist of teachers, a school nurse, and an administrator. The purpose of this committee is to make recommendations to the Principal on all appeals resulting from the implementation of the attendance policy. All attendance appeals are to be requested through the Assistant Principal for Attendance.

Tardiness Policy

Homeroom will be held during period 1. This allows for all tardies to all classes to be treated the same. Additionally, tardy to period 1 will be considered as tardy to school, and the attendance policy will be administered accordingly. A student will be considered tardy to period 1 up to 7:50 am. For any student, entering period 1 after 7:50 am it will be considered as an unexcused absence. All tardiness to school will result in an assignment of discipline in accordance with the school's progressive discipline policy (see below).

1 st tardy: Verbal Warning	7 th tardy: Verbal Warning
2 nd tardy: Written Warning	8 th tardy: Written Warning
3 rd tardy: Saturday Detention	9 th tardy: In-School Suspension
4 th tardy: Verbal Warning	10 th tardy: Verbal Warning
5 th tardy: Written Warning	11 th tardy: Written Warning
6 th tardy: Saturday Detention	12 th tardy: In-School Suspension
13 th tardy: Verbal Warning	
14 th Tardy: Written Warning	
15 th Tardy: Out-of-School Suspension	

STUDENT DISCIPLINE

Rules and regulations are necessary for the orderly operation of the school community. It is important that students recognize their responsibility to abide by the rules of the school. Accordingly, students who do not conform to school rules and regulations will be subject to the policy of progressive disciplinary rules, which include parent/guardian-teacher conference, Saturday detention, in-school suspension, out-of-school suspension, or expulsion. Administrative morning or afternoon detention may be arranged by the administration and a student's parent/guardian.

Standards of Behavior

Students shall be required to conduct themselves in a manner in keeping with appropriate levels of maturity, which includes proper respect of constituted authority, conformity to school rules and regulations, and such provisions of the law as they apply to the conduct of juveniles and minors. Poor behavior is not only undesirable in its effects upon the individual - it is also disruptive of the main purpose for which schools are established - to provide meaningful learning experiences to all students. The Roxbury Township Board of Education, administration, and faculty, have made every effort to provide quality education for all students. To take advantage of this opportunity, the student must be willing to learn and behave acceptably.

In order to create an atmosphere conducive to the effective functioning of all students, the students are to demonstrate courtesy and respect toward school personnel and their peers, respect school property, and avoid behavior that disrupts a group activity or is detrimental to the functioning of a class or the school. Students are accountable for their actions even when these actions are

taken while they are part of a group. Disruptive behavior that disturbs others or keeps others from learning **will not be tolerated.**

Progressive Discipline Policy

Disciplinary problems range from minor infractions of the rules to major violations of policy and/or law. The following list of disciplinary actions include:

- Administrative warning – verbal or written
- Saturday Detention – 3 hours on assigned Saturday morning
- In School Suspension – 2 days of social exclusion
- Out of School Suspension – mandatory parent/guardian conference
- Other actions as deemed appropriate by the administration.

Penalty noted is minimum discipline to be implemented. Infractions not noted will be left to the discretion of the administration.

Student Attendance Infractions

1. Excessive Tardiness to school
See the tardiness policy on page 33 for consequences for excessive tardiness.
2. Excessive Tardiness to class
1st referral by teacher – Warning
2nd referral by teacher – Saturday Detention
3rd referral by teacher – In School Suspension

Note: Two (2) tardies = One (1) cumulative absence

3. Cutting class
1st Cut - Saturday detention
2nd Cut – In School Suspension
3rd Cut – Out of School Suspension - Loss of credit in class that was cut.

***Note: Students will be given a grade of zero for any work/test/quiz that was assigned during period(s) that they cut. There will be no opportunity for them to make up said work/test/quiz.**

4. Unauthorized Departure from School
1st offense – 2 Saturday Detentions
2nd offense – In School Suspension
3rd offense – Out of School Suspension-Loss of credit in classes missed.

***Note: Students will be given a grade of zero for any work/test/quiz that was assigned during the period(s) that they miss as a result of an unauthorized departure from school. There will be no opportunity for them to make up said work/test/quiz.**

Note: Seniors lose parking privilege on 1st offense.

Juniors put at end of parking waiting list.

5. Truancy
1st Offense - 2 Saturday detentions
2nd Offense - In School Suspension
3rd Offense - Out of School Suspension-Loss of credit in ALL classes
***Note: Students will be given a grade of zero for any work/test/quiz that was assigned during period(s) from which they were truant. There will be no opportunity for them to make up said work/test/quiz.**

Student Management Infractions:

1. Being in an Unauthorized Area/Misuse of Hall Pass
1st Offense – Warning
2nd Offense – Saturday Detention
3rd Offense – In School Suspension
4th Offense – Out of School Suspension

2. Smoking, using or possessing tobacco products and/or nicotine products (i.e. an electronic cigarette) in school or on school grounds
1st Offense - Saturday detention
2nd Offense - In School Suspension
3rd Offense - Out-of-School Suspension
Note: On all offenses, smokers will be reported to the Roxbury Township Board of Health who will issue a summons for appearance in municipal court where a penalty will be assessed in accordance with applicable statutes and ordinances.

3. Disruptive behavior in class/creating a disturbance
1st Offense - Administrative warning
2nd Offense - Saturday detention
3rd Offense - In School Suspension
4th Offense - Out of School Suspension
Note: Continued disruptions in the same class will result in removal from the class and loss of credit.

4. Disruptive behavior on school bus/creating a disturbance
1st Offense - Administrative warning
2nd Offense - Saturday detention
3rd Offense - In School Suspension
4th Offense - Out of School Suspension, removal from bus.

5. Insubordination (refusal to follow directions of any school personnel)
1st Offense - Administrative warning
2nd Offense - Saturday detention
3rd Offense - In School Suspension
4th Offense - Out of School Suspension

14. Verbal Abuse of a Staff Member
1st Offense – Out of School Suspension
15. Intimidation/Threat
1st Offense – Saturday detention
2nd Offense - In School Suspension
3rd Offense – Out of School Suspension
16. Physical Scuffle
1st Offense - In School Suspension
2nd Offense - Out of School Suspension
17. Fighting in school or on school property
1st Offense - Out-of-school suspension, 1 to 3 days, and
parent/guardian conference for readmission to school.
2nd Offense - Out-of-school suspension, 3 to 5 days and
parent/guardian conference for readmission to school.
3rd Offense - Out-of-school suspension 10 days and
parent/guardian conference for readmission to school.

Note: In all instances of fighting a report will be filed with the Roxbury Police Department.

18. Physical Assault
1st Offense - Out-of-school suspension, 5 days minimum and
parent/guardian conference for readmission to school.
Police contacted and charges filed.
19. Bias Incident/Harassment/Bullying/Hazing/Cyber-Bullying
1st Offense – Saturday Detention, parent/guardian/police notification
2nd Offense – In School Suspension, parent/guardian/police
notification
3rd offense – Out of School Suspension, parent/guardian/ police
notification.
Administrative action will be determined by the severity of the incident.
20. Sexual Harassment/Sexual Contact pupil/staff
1st Offense – Out of School Suspension, 10 days,
Principal referral, Board of Ed. hearing, Police contact, charges filed.
21. Staff Assault
1st Offense – Out of School Suspension, 10 days,
Principal referral, Board of Ed. hearing, Police contact, charges filed.
22. False Alarm/Bomb Threat
1st Offense - Out-of-school suspension, 10 days,
Principal hearing. Police contact, charges filed.

23. Failure to attend assigned (reassigned) detention or improper conduct at the assigned discipline will result in original discipline being served *plus*:
 1st Offense – In School Suspension
 2nd Offense – Out-of-School Suspension and a mandatory parent/guardian conference.
 3rd Offense – Out-of-School suspension and a mandatory parent/guardian conference.
24. Any actions not listed above as determined by the administration are justifiable causes for assigning detention, Saturday detention, in-school suspension or out-of-school suspension.
25. Drug and/or alcohol possession, use, sale, or under the influence on school premises or at any school function – Out-of-School Suspension: 10 days. (It is the administration’s policy to file charges with the police in all cases involving drugs or alcohol.)
26. Willful, malicious vandalism – Out-of-School Suspension: 10 days/report files with the police
27. A violation of the weapons policy – up to ten days Out-of-School Suspension. Notification of the police.
28. Continued willful violations of school rules and regulations – Out-of-School Suspension: 10 days

When an out-of-school suspension is assigned, a mandatory parent/guardian conference must occur before a student is re-admitted to school.

When a student reaches a total of ten (10) days of out-of-school suspensions, an administrative review will be conducted by the student’s appropriate grade level Assistant Principal with the guidance counselor, case manager (when applicable), affected teachers, and the student’s parent/guardian. Options may include, but are not limited to, a child study evaluation, bedside instruction, or expulsion from school.

Detention

Classroom teachers may assign detention to students who disrupt the learning environment in the classroom. Detention will be served in the teacher's classroom from 2:10-3:10 p.m. If a student fails to report for detention, his/her name will be submitted to the appropriate Assistant Principal on a discipline referral form. A student who is assigned to a teacher detention must be notified at least one day prior to serving detention so the student can make arrangements for transportation.

Saturday Detention

Saturday detention is held from 8:00 a.m. to 11:00 AM. Students must report to the detention site with textbooks and school assignments so they are actively

engaged in productive work for the entire session. Students may not eat, drink, talk, or listen to radios/tapes during the detention. A brief break will be scheduled at the middle of the detention and students will be able to go to the lavatory and drinking fountain at this time. No visitors or early excusals will be allowed. Students not complying with the rules may face an In-School Suspension. Students who are tardy will not be admitted and will be referred to the administration for possible reassignment or suspension. Students who are disruptive and/or uncooperative during Saturday detention will be referred to the administration for possible reassignment or suspension. Saturday detention will not be held during vacation periods or on legal holidays, which occur on a Saturday. Transportation to and from home on Saturday will be the responsibility of the student and/or parent/guardian. Failure to attend Saturday detention will result in a re-assignment of the original Saturday detention, plus an additional In-School Suspension.

Administrative AM Detention

At the discretion of the Administration, and in cooperation with a student's parent/guardian, an AM Detention may be assigned in lieu of, or in conjunction with, other disciplinary consequences. AM Detention will begin at 6:30 AM and conclude at 7:25 AM.

In-School Suspension

In-school suspension (ISS) will be assigned for serious or repeated violations of school policy, rules, or regulations. The purpose of ISS will be to allow the student to continue academic work while on suspension. Students receiving ISS will be assigned work by their teachers. All assigned work needs to be completed in accordance with the teacher's instructions and turned in at the end of the day. Students are expected to bring any items they anticipate needing during the day in order to accomplish that goal. This includes, but is not limited to: pens, pencils, paper, notebooks, notes, packets, and any other relevant classroom materials. Procedures and rules for ISS are as follows:

1. The number of days assigned shall be two or more. This decision is left to the discretion of the administrator.
2. All pupils assigned to ISS must report by the beginning of Period 1 and will remain for the entire length of the school day.
3. Pupils who are absent must make up the day(s) missed.
4. If ISS is assigned for cutting a Saturday detention, those previously assigned detentions must still be served.
5. Students must be escorted whenever they leave the room. Two restroom breaks will be allowed: one in the morning and one in the afternoon. Going to lockers, classrooms, or socializing in the halls will NOT be permitted.
6. Pupils must stay in their assigned seats and may not talk or sleep.
7. Any unacceptable behavior, including insubordination and breach of these rules, may dictate immediate and further disciplinary action.

Out-Of-School Suspension

A student receiving out-of-school suspension will be retained in school that day unless a parent/guardian is called to take the student home. An out-of-school suspension can be from one to ten days depending upon the infraction and previous discipline record. During the term of suspension, a student may not participate in any extracurricular activity. Also, students in the co-op programs are not permitted to attend work assignments and students attending Morris County Vo-Tech will not be permitted to attend classes there during the term of the suspension. When a suspension occurs at Morris County Vo-Tech, the student is not permitted to attend classes at Roxbury High School during the term of suspension. As a general rule, suspension will be graduated in length as a consequence of the number of offenses a student has accumulated. However, the Principal reserves the right to use his/her discretion and judgment in determining what constitutes appropriate disciplinary actions for a specific offense.

Expulsion

Administration may recommend the expulsion of students who:

1. Are serious or repeat offenders of the Substance Abuse Policy.
2. Make "bomb threats."
3. Have exhausted all other reasonable and/or appropriate means of discipline.
4. Physical attack on an employee or student.

Conflict Resolution

If the students are having a conflict with someone or they know of someone who is having a conflict, they should see their counselor or an Assistant Principal to initiate a conflict mediation session.

Weapons Policy

The Board of Education prohibits the possession, use or exchange of any weapon at any time in school buildings, on school grounds, at any school sponsored event, and on school sanctioned transportation except as the possession and use of a weapon is authorized by law and required in the performance of the possessor's duty. For the purpose of this policy, "weapon" means anything readily capable of lethal use or of inflicting serious bodily injury. "Weapon" includes, but is not limited to, all firearms, knives, dangerous chemicals, instruments intended to inflict harm, components that can be readily assembled into a weapon, explosive devices, and imitation firearms.

Any pupil or school employee who has reasonable grounds to suspect the presence of a weapon prohibited by this policy shall immediately report his/her suspicion to the Principal.

Any pupil who possesses, uses or exchanges a weapon in violation of this policy shall be subject to stringent discipline, which may include expulsion. Any pupil or school employee who suspects or knows of the presence of a weapon in violation of this policy and fails to report the same shall be subject to discipline.

Any person who possesses a weapon at a school-sponsored event shall be reported to the appropriate law enforcement agency.

Substance Abuse Policy & Procedures

Any violation of Board rules prohibiting the use, possession, and /or distribution of a substance (including performance enhancing substances) is a serious offense, and the pupil who violates a substance abuse rule will be disciplined accordingly. Repeated violations are more severe offenses and warrant stricter disciplinary measures. Pupils who violate the substance abuse rules will be disciplined as follows:

1. Suspected of Being Under the Influence of a Substance.
Any staff member to whom it appears that a pupil may be under the influence of a substance on school property or at a school sponsored or school related activity shall immediately report this to the school nurse or medical inspector and the Principal or designee. In instances where the nurse or Principals are not in attendance, the staff member responsible for the school function shall be immediately notified. The administrator in charge will follow this procedure:
 - a. The pupil shall be removed to a protective environment for observation and care by the nurse or responsible staff member. The Principal or designee shall request the assistance of the school nurse in assessing and monitoring the physical condition of the pupil. This will include the collection of a urine sample by the health care professionals to be used to determine the use of substances by the suspected pupil. If a medical emergency exists, the police and/or rescue squad will be called and may transport the student to the hospital.
 - b. The administrator shall immediately notify the parent/guardian and the Superintendent. The administrator shall request that the parent/guardian come to the school immediately and shall advise them that the student must be taken for an immediate evaluation/medical screening. If the parent/guardian cannot be contacted, the administrator shall make arrangements for the medical evaluation and will continue efforts to contact the parent/guardian. "Immediate" shall be defined as no more than one hour following the initial report that a student may be under the influence of a substance.
 - c. In consultation with the parent/guardians, if available, the Principal or designee shall arrange for an immediate medical evaluation of the pupil. This evaluation/medical screening may be performed by:
 - (1) The family's private physician,
 - (2) The school medical inspector,
 - (3) A facility approved by the Board of Education,
 - (4) The nearest hospital emergency room or clinic.

This evaluation shall include:

- (1) Examination by a physician,
 - (2) Monitored urine screen, blood screen, and/or breath analysis.
 - (3) Any additional medical test deemed necessary by the physician.
- d. All costs of the medical examination and testing by a physician other than the school medical inspector shall become the sole responsibility of the student and his/her parent/guardian.
- e. A written report of the medical examination of the pupil shall be furnished by the examining physician to the pupil's parent/guardian, the Principal, SAC, and to the Superintendent within twenty-four hours stating when the student is or will be physically and mentally able to return to school.
- f. If the student or parent/guardian does not comply with the required medical evaluation, drug screen and/or breath analysis, or if the student provides a sample determined to be adulterated, or if either the parent/guardian or the student refuses to release the results, this will be treated as a positive admission of use, and the pupil shall be immediately returned to the care of a parent/guardian and suspended, as per the discipline policy. The student and parent/guardian must meet with the Principal and the SAC. They must comply with the recommendations of the SAC prior to returning to school.
- g. If the result of the medical evaluation is negative, the original concerns of the school will be voiced to the parent/guardian and student. A referral may be made to the Child Study Team, Guidance Counselor, outside agency, etc. for follow-up.
- h. If the result of the evaluation/medical screening (or a medical screening conducted at school by a pupil's probation officer) determines that the pupil is under the influence, the pupil will be disciplined in accordance with the Board of Education policy and the pupil will be required to undergo an assessment by a certified substance abuse counselor in order to determine an appropriate treatment and recovery plan for the student. Refusal by a parent/guardian or student to comply with the scheduling of the assessment will result in the student not being able to access his/her current program at school. Refusal or failure by parent/guardian to comply with provisions of N.J.S.A. 18A:40A-12 shall be deemed a violation of compulsory education requirements (N.J.S.A. 18A:35-25 and 18A:38-31) and/or child neglect laws (N.J.S.A. 9:6-1 et seq.) Local authorities and the Division of Youth and Family Services (DYFS) will be notified.

An assessment consists of:

- (1) Signed release forms permitting the school and evaluating agency

- to exchange information.
- (2) Substance use history.
- (3) Monitored drug screen urinalysis, blood screen and/or breath analysis.
- (4) Developmental, family, social, academic, and behavioral histories.
- (5) Mental status evaluation.
- (6) Psychiatric evaluation when recommended by the Chemical Dependency Evaluator and/or the I&RS Team.
- (7) A treatment and recovery plan for the student.

Failure of the student or parent/guardian to comply with the terms of the treatment and recovery plan will result in the student not being able to access his/her current program at school. Refusal or failure by parent/guardian to comply with provisions of N.J.S.A. 18A:40A-12 shall be deemed a violation of compulsory education requirements (N.J.S.A. 18A:35-25 and 18A:38-31) and/or child neglect laws (N.J.S.A. 9:6-1 et seq.) Local authorities and the Division of Youth and Family Services will be notified.

- i. Additional evaluations may be required of a pupil once found to have been under the influence of a substance in order to determine the extent of the pupil's substance use and its effect on his/her school performance.
2. Possession of substances or paraphernalia on school property, or during school sponsored or school related activities.
- a. When any administrator or staff member has reasonable cause to believe that a student is in possession of substances or paraphernalia on school property, the Principal or designee shall inform the student on the basis of the belief. Also, the student shall be advised of the school's intention to inform the student's parent/guardian as soon as possible of this suspected activity.
 - b. The Principal or designee, in the presence of a staff member, may conduct a search of the student's locker, of the student's possessions, and/or of a student's person if the administrator suspects that substances are contained there.
 - c. The parent/guardian will be apprised that the Principal will inform the Roxbury Township Police Department of the student's activity. In addition, the Board of Education may take further action, provided however, that before any such action is taken the student and/or the parent/guardian are afforded an opportunity to be heard before the Board.
 - d. Any student found in possession of substances or paraphernalia on school property or during a school sponsored or school related activity will be dealt with as follows:
 - (1) The student must undergo an immediate evaluation/medical

screening. (In accordance with the provisions of B.1.a-f, listed above)

- (2) The student will be suspended out of school for ten (10) days.
 - (3) The student and parent/guardian must schedule a drug and alcohol assessment to be conducted by a certified substance abuse counselor and the student must comply with the recommended treatment program. In order to return to school, the student must be in compliance with the recommendations of the SAC and the school administration. (In accordance with the provisions of B.1.h, listed above)
 - (4) A Superintendent's review and/or Board of Education hearing may be held to consider expulsion.
3. Sale or distribution of substances or paraphernalia on school property, or during school sponsored or school related activities.
- a. When any administrator or staff member has reasonable cause to believe that a student is selling or distributing substances or paraphernalia on school property, the Principal or designee shall inform the student on the basis of the belief. Also, the student shall be advised of the school's intention to inform the student's parent/guardian as soon as possible of this suspected activity.
 - b. The Principal or designee, in the presence of a staff member, may conduct a search of the student's locker, of the student's possessions, and/or of a student's person if the administrator suspects that substances are contained there.
 - c. The parent/guardian will be apprised that the Principal will inform the Roxbury Township Police Department of the student's activity. In addition, the Board of Education may take further action, provided however, that before any such action is taken the student and/or the parent/guardian are afforded an opportunity to be heard before the Board.
 - d. Any student found to be distributing substances or paraphernalia on school property or during a school sponsored or school related activity will be dealt with as follows:
 - (1) The student must undergo an immediate evaluation/medical screening. (In accordance with the provisions of B.1.a-f, listed above).
 - (2) The student will be suspended out of school for ten (10) days.
 - (3) The student and parent/guardian must schedule a drug and alcohol assessment to be conducted by a certified substance abuse counselor and the student must comply with the

recommended treatment program. In order to return to school, the student must be in compliance with the recommendations of the SAC and the school administration. (In accordance with the provisions of B.1.h, listed above).

(4) A Superintendent's review and/or Board of Education hearing will be held to consider expulsion.

4. In a continuing effort to provide students with assistance and support and in accordance with the New Jersey Code of Juvenile Justice 2A:4A-60 (Disclosure of Juvenile Information), law enforcement agencies can disclose various records to the Principal or his/her designee in planning programs relevant to a juvenile's education and social development. These records shall be safeguarded from public inspection and held in strict confidence.

a. If a student is charged with or convicted of use, possession or distribution of substances off of the school property, law enforcement officials will disclose pertinent information to school officials in accordance with the Memorandum of Agreement.

b. When a student is charged with or convicted of substance use, possession or distribution off of the school property, the student and parent/guardian must comply with the provisions of this regulation respective to scheduling an assessment with a certified substance abuse counselor within ten (10) days and comply with the treatment and recovery plan provided through that process. In addition, the student and parent/guardian must meet with the Principal and the SAC to review the requirements of this provision. Failure of the student or parent/guardian to comply with the terms of the treatment and recovery plan will result in the student not being able to access his/her current program at school. Refusal or failure by parent/guardian to comply with provisions of N.J.S.A. 18A:40A-12 shall be deemed a violation of compulsory education requirements (N.J.S.A. 18A:35-25 and 18A:38-31) and/or child neglect laws (N.J.S.A. 9:6-1 et seq.) Local authorities and the Division of Youth and Family Services (DYFS) will be notified.

A. Discipline in cases involving substance abuse

1. First Offense

a. Ten days out of school suspension, exclusion from extra- curricular and co-curricular activities until the pupil is in compliance with and is actively engaged in recommended treatment programs. Reinstatement to school activities is contingent upon I&RS Team/Administrative review and subject to continued monitoring.

b. Prior to returning to school, student and parent/guardian must meet with SAC and administration and comply with recommended programs.

- c. Be denied participation in the junior and/or senior proms, senior trip, and other activities, including graduation, until all requirements stated in 1.a are satisfied.

2. Subsequent Offenses

- a. Out-of-school suspension, pending completion of Child Study Team review, consultation with SAC, and Board of Education review.
- b. A pupil who has been removed from school for his/her use, possession and/or distribution of substances, other than a pupil who has been expelled from school, shall be placed on home instruction.

B. Student Suspected of Having a Substance Abuse Problem

Any student exhibiting any repetitive or unusual behaviors, or manifesting changes in behavior, which might be an indication of substance abuse should be referred to the Substance Awareness Counselor.

In situations like these, where the substance use of a student is of concern, and there is not evidence of a violation of the law or school regulations, the purpose of this section is to help resolve the student's difficulty.

A referral to the Student Assistance Program can be made by a peer, by a staff member, by a parent/guardian, or by the student. The Substance Awareness Counselor will process the referral by distributing "observable behavior forms" to the appropriate staff members. The SAC will collect the forms and compile relevant data respective to the student's academic, health, guidance, attendance, and discipline records in preparation for a presentation to the I&RS Team.

The I&RS Team reviews the data to make appropriate recommendations that will serve the best interests of the student.

The I&RS Team may:

- (1) Determine that the problem behavior and suspected substance abuse should be referred to an outside source for assistance.
- (2) Determine that no further action is needed and the case will be de-activated.
- (3) Recommend to the Principal or designee that further steps are required and may request a meeting with the parent/guardian and student. At this meeting, the concerns of the school will be voiced. An assessment may be recommended. The school will assist the parent/guardian in arranging for the assessment at the expense of the parent/guardian.

- C. When a student confides to a staff member that he/she has a Substance Abuse Problem, the staff member should indicate concern for the student and suggest that a self-referral be made to the SAC. The staff member must make a referral to the SAC.

A student who voluntarily discloses his/her substance abuse to the SAC shall be encouraged to obtain an assessment and to pursue treatment. If the student resists the SAC's recommendations for referral and/or intervention, the SAC shall refer the student to the I&RS Team to determine an appropriate course of action.

Prior to any administrative and/or legal action, the SAC shall guarantee the student's right to confidentiality and protection under the law. (N.J.S.A. 9:17A; 42 CFR 2 and N.J.A.C. 6:3-6.6). The term "voluntary" shall no longer apply when the student has been brought to the attention of administration or police for suspicion of use, possession, and/or distribution.

- D. When a pupil is returning to school from rehabilitation/treatment, the following procedures will be in effect:
1. The SAC shall be involved with the exit contract and educational planning for the student prior to discharge from a treatment program. The SAC is to maintain contact with the facility throughout the process of treatment and rehabilitation and keep the I&RS Team informed of progress.
 2. The student and parent/guardian shall meet with the SAC, Principal and Guidance Counselor to determine if modifications in the educational program will be needed when the student returns and to arrange for a contract specifying the conditions for re-entry.
 3. The SAC shall monitor the student on a weekly basis for the first six months following return to assess progress and compliance with the re-entry. The SAC shall bring the student to the attention of the Principal and I&RS Team immediately in cases of noncompliance or adjustment problems.
 4. The I&RS Team shall review students after re-entry on a regular basis and shall make recommendations to correct situations in which a student or parent/guardian fails to comply with the contract for re-entry. The Principal shall take appropriate disciplinary action in accordance with due process when there is noncompliance with the contract.
 5. When a student has been hospitalized or was in treatment without the school's involvement, the SAC shall require the parent/guardian and student to share information and participate in planning a follow-up program. Any long-term absence of a student shall require a re-entry conference.

- E. Outreach to Parents/Guardians

1. An outreach program will be provided for the parent/guardian of pupils enrolled in the district. The program will be conducted at times, including evenings and weekends, convenient to parent/guardian on school premises or at suitable facilities closer to pupil's residences or parent/guardian workplaces.
2. The Parents/Guardians outreach program will include:
 - a. A thorough and comprehensive review of the substance abuse instruction curriculum to be taught to the children of the parent/guardian during the school year;
 - b. Recommendations as to the ways in which parent/guardian may enhance, reinforce, and supplement substance abuse instruction;
 - c. Information on the pharmacology, physiology, psychosocial, and legal aspects of substance abuse;
 - d. Instruction on the identification of the symptoms and behavioral patterns that might indicate a substance abuser;
 - e. Information on the state and local organizations available to assist in the prevention of substance abuse and the early intervention, treatment, and rehabilitation of substance abusers; and
 - f. Review of Board policy and administrative regulations on substance abuse with attention to the role of parent/guardian.

F. Records

1. Notations concerning a pupil's involvement with substances may be entered on his/her records, subject to Policy No. 8330 regarding confidentiality and limited access. All such notations shall be expunged when they are no longer required for the counseling or discipline of the pupil or when the pupil leaves school.
2. Information regarding a pupil's involvement in a school intervention or treatment program shall be kept strictly confidential in accordance with §408 of the Drug Abuse Prevention, Treatment, and Rehabilitation Act, 42 U.S.C. 290 ee-3, and implementing regulations, 42 CFR Part 2.
3. If a pupil involved in a school intervention or treatment program provides information during the course of a counseling session that indicates that the pupil's parent/guardian or other person residing in the pupil's household is dependent upon or illegally using a substance as that term is defined in N.J.S.A. 18A:40A-9, that information shall be kept confidential and may be disclosed only under the circumstances expressly authorized as follows:
 - a. Subject to the pupil's written consent, to another person or entity whom the pupil specifies in writing;

- b. Pursuant to a court order;
- c. To a person engaged in a bona fide research purpose; except that no names or other information identifying the pupil or the person with respect to whose substance abuse the information was provided, shall be made available to the researcher; or
- d. To the Division of Youth and Family Services or to a law enforcement agency, if the information would cause a person to reasonably suspect that the secondary pupil or another child may be an abused or neglected child.

Any disclosure made pursuant to a. and b. above shall be limited to that information which is necessary to carry out the purpose of the disclosure, and the person or entity to which the information is disclosed shall be prohibited from making any further disclosure of that information without the pupil's written consent. The disclosure must be accompanied by a written statement from the Substance Awareness Counselor trained member of the I&RS team advising the recipient that the information is being disclosed from the records the confidentiality of which is protected by P.L. 1997,362 (N.J.S.A. 18A:40A-7.1 et seq.) and that this law prohibits any further disclosure of this information without the written consent of the person from whom the information originated.

Nothing in this policy prevents the Division of Youth and Family Services or a law enforcement agency from using or disclosing the information in the course of conducting an investigation or prosecution. Nothing in this policy shall be construed as authorizing a violation of any federal law.

The prohibition on the disclosure of information provided by a pupil shall apply whether the person to whom the information was provided believes that the person seeking the information already has it, has other means of obtaining it, is a law enforcement or other public official, has obtained a subpoena, or asserts any other justification for the disclosure of this information.

A person who discloses or willfully permits the disclosure of information provided by a pupil in violation of this policy is subject to fines in accordance with N.J.S.A. 18A:40A-7.2.

- 4. Each incident of substance abuse shall be reported to the Commissioner on the VVSA Incident Report form.

Smoking, Possession, or Use of Tobacco, Nicotine Products, and/or Electronic Cigarettes

Smoking means the burning of a lighted cigar, cigarette, pipe or any other matter or substance that contains tobacco and the use of smokeless tobacco and snuff.

Possession means visible open display of tobacco products. Smoking or possession by students is not permissible:

1. In school buildings or vehicles at any time.
2. On school grounds at any time.
3. At school sponsored events held on school premises.
4. By participants in curricular and extra-curricular events away from school.

Students smoking while participating in curricular and extracurricular activities away from school will be subject to the same disciplinary actions as if they were smoking in school.

ROXBURY HIGH SCHOOL 2011-2012

SENIOR PARKING RULES AND REGULATIONS

All drivers **MUST** adhere to the following rules in order to maintain the right to park on school grounds. They are as follows:

- Students must submit a completed application with photocopies of their valid driver's license and car registration(s) in order to be considered for a parking permit. No more than two cars may be registered per student. No student will be permitted to park on school grounds without an approved parking permit. Vehicles will be checked and any unregistered vehicles will be ticketed and/or towed at owner's expense. **The parking tag must be hanging on the rear view mirror of the vehicle and match the assigned spot number.**
- All students receiving a parking permit will be assigned a designated parking spot and **MUST** park in that spot within the yellow lines. **NEVER** park in the faculty spaces, along the curbs, on grass surfaces, or on walking paths designed for pedestrian use. Do not block entrances, exits or driving lanes. If a student arrives at school and finds his or her spot occupied we would ask that student to park in visitor's parking and immediately come into the office to make us aware.
 - Only cars that are listed on the initial parking application are to park in the assigned spot unless administrative approval has been given
 - Parking permits are **NOT** to be transferred from individual to individual or from car to car.
 - If for some reason you drive a vehicle to school which is not a vehicle originally registered, it is the student's responsibility to notify the office prior to the beginning of the school day.
- Priority will be given to the following students: those who participate in co-op or senior option **AND** have a schedule which requires late arrival or early departure; students who choose to share a spot with a classmate and carpool to school; and class officers who sometimes are required to stay late at night. Remaining spots will be randomly assigned. A waiting list will be established for students who are not assigned a spot in September. **We will assign additional spots during the second and third marking periods. Students who are awarded spots at that time must pay \$25 before a parking tag can be provided.**

- Students who illegally parked on campus during the 2009-10 school year and students who have outstanding obligations will be put on the waiting list. Students who repeatedly violated school policy in 2009-10 and were assigned in-school or out-of-school suspension will automatically be placed at the bottom of the waiting list.
- Drivers and passengers are to exit vehicles promptly after parking and proceed into the school building. No loitering is permitted in the parking lot.
- Do not pick up or discharge passengers anywhere other than your assigned spot. Drivers should not use the front entrance as a loading or unloading zone. There is no parking in front of the building at any time. Do not pull out between buses. All buses must depart before you exit your parking spot. No driver is allowed to pass a moving school bus. All passengers must be inside moving vehicles. No one is to be transported on hoods, trunks, bumpers, etc. Speed limit is 15 mph. **Operating a vehicle in an unsafe manner is grounds for suspension and loss of parking privileges.**
- Parking on campus is a privilege and entails responsibility on the part of the student. Parking permits can be revoked for the following reasons:
 - ❖ Failure to park in designated spot
 - ❖ Transferring parking permit to another vehicle/student without permission
 - ❖ Leaving school without permission
 - ❖ Excessive tardiness and absences
 - ❖ Any infraction which results in In-School or Out of School Suspension
 - ❖ Any other violation of regulations regarding parking privileges at Roxbury High School (i.e., not obeying school speed limit, caught smoking in a car or on school grounds, etc.)

Please note: The registration fee will not be refunded to students who have their parking privileges revoked.

ROXBURY HIGH SCHOOL IS NOT RESPONSIBLE FOR DAMAGE THAT MAY OCCUR IN THE PARKING LOT. YOU PARK AT YOUR OWN RISK!

Juniors, and Seniors without permits, may NOT park in the lot during school hours...including mid terms, final exams and graduation day. Doing so will result in issuance of a parking ticket and will jeopardize future parking privileges.

GENERAL INFORMATION

Assembly Programs

It is the objective of the administration to plan programs, which reflect the activities of the school, promote school spirit, and recognize significant events.

The purpose of our assemblies are to provide a planned program in order to broaden a student's knowledge, interests, and experience in order to promote sympathetic and friendly consideration of the abilities and interests of others.

During assembly programs, students are to exhibit appropriate individual behavior and proper audience behavior.

1. Students are expected to sit in their assigned areas with their first or ninth period teacher. Failure to do so will result in disciplinary action.
2. Students must come to prompt attention when the program chairman indicates that the program is ready to begin.
3. When students appreciate a program, they are expected to respond by applause. Whistling, shouting, booing, stamping of feet, and rhythmic applause is considered inappropriate behavior.
4. Students are required to maintain a courteous and respectful demeanor at all times.
5. Students who insist upon conducting themselves unacceptably in assemblies will be sent to the Assistant Principal's office.

Bus Regulations

The driver shall be in full charge of the school bus at all times and shall be responsible for order. The driver shall never exclude a student from the bus, but, if unable to manage any student, shall report the unmanageable student to the Assistant Principal. Students are to ride only the bus to which they are assigned. Only in an extreme emergency and with the approval of the Assistant Principal may a student ride a bus to which he/she is not assigned. Students who try to board a bus which is not their regularly assigned bus will be asked to leave the bus. Furthermore, the Assistant Principal may exclude a student from the bus for disciplinary reasons, and the parent/guardian shall provide for transportation to and from school during the period of such exclusion.

Dining Hall

The school dining hall is maintained as a vital part of the overall school program. Hot entrees are served daily along with a selection of sandwiches, salads, and nutritious snacks. The food nutrition department has established guidelines that comply with state and federal law. To help keep the lunch program a success, the student should remember to follow these procedures:

1. Consume all food and beverages in the cafeteria.
2. Deposit all recyclable materials in designated containers located in the cafeteria. **ALL MATERIALS PLACED IN THESE BINS WILL BE RECYCLED!**
3. Students are encouraged to be respectful to the custodial staff and the students who eat lunch after them in the dining hall by leaving the table and floor around their lunch table in a clean condition.
4. Maintain appropriate behavior.

Failure to adhere to these procedures may result in disciplinary action and/or a restricted lunch program in the in-school suspension room.

Care of School Property

A student is responsible for the proper care of all books, supplies and furniture supplied by the school. Disciplinary action may be taken for minor vandalism and if property or equipment is disfigured, the student will be required to pay for the damage.

Co-Op Students

Students who are enrolled in a co-op or senior option/independent study program must obtain an Early Excusal card from an Assistant Principal. This card will indicate the time that the student may leave the building and will be used instead of signing out through the attendance office.

Daily Announcements

During the homeroom period and at the end of period 9, pertinent information for students will be relayed to the entire school through the public address system. All announcements must be placed on an announcement request sheet found in the main office at least one day prior to the announcement date. Emergency announcements will be made at the end of the ninth period. All announcements must be approved by administration.

Dances

Dances are primarily for Roxbury High School students and each student will be required to show an I.D. card to gain entrance. Anyone who *is not* a Roxbury High School student; must be accompanied by a currently enrolled RHS student who must register and be approved by an administrator at least one day prior to the dance. The currently enrolled student may bring one guest. Dances will begin no later than 8 p.m. and end no later than 10 p.m. on school nights. Students may be denied admission or asked to leave the dance for not adhering to school regulations. If a student leaves the building prior to the end of the dance, he/she will not be allowed to return.

Dress Code

Students will be expected to dress modestly and appropriately so as not to cause a disturbance within the school. Any student who deviates from generally acceptable dress standards and general appearance that, in the judgment of school administrators, is a disturbing influence in the school or at school sponsored activities, will be asked to change into appropriate attire or be sent home to change prior to re-admission to class. All students' **shirts must have sleeves** and **footwear must be worn at all times**. Students may NOT wear:

- ❖ Clothing that is too tight or too revealing.
- ❖ Any clothing and/or jewelry with writing or designs that depict vulgarity, prejudice, racial or ethnic intolerance, or unlawful acts. Gang related symbols, emblems, or other gang identifiers are prohibited.
- ❖ Clothing that reveals underwear or bare midriffs. Pants should be worn above the buttocks at all times. All shirts must meet pants/skirts.

- ❖ Clothing and/or jewelry containing profanity, inappropriate slogans or sexual innuendos.
- ❖ Clothing and/or jewelry advertising tobacco, alcohol or drugs.
- ❖ See-through clothing, shirts without sleeves (i.e. Halters, tube tops, spaghetti straps, muscle shirts, tank tops, off shoulder or one shoulder tops) fishnet clothing.
- ❖ Short-shorts and mini-skirts that do not meet required length. The articles of clothing must be longer than your fingertips with arms extended along the side of your body.
- ❖ Chains, “spike jewelry” and other items deemed as inappropriate by the administration will not be permitted.
- ❖ Pajamas of any type are not permitted.
- ❖ **Hats, hooded sweatshirts, bandanas, head bands, or any other head attire** (unless it pertains to a school or class activity i.e. Hat day) *Students violating this rule will have their head gear confiscated!*

Students who do not adhere to the dress code policy will be subject to disciplinary action.

Electronic Devices

Radios/CD-DVD-Ipods-MP3 Players/Walkmen/Video Games/Paging Devices (Beepers) /Cellular Phones

In conjunction with N.J. State Law 2C:33-19 the following is in effect.

The use of paging devices (beepers, cellular phones, etc.) of any type is not allowed on school property during school hours or at any school activity. Students who bring paging devices (beepers, cellular phones, etc.) on school property will have them confiscated and may be turned over to the Roxbury Police Department where they may be obtained by the student's parent/guardian and police charges may be filed.

Portable listening or viewing devices of any type, such as but not limited to radios, DVD players, walkmans, Mp3 Players, game boys, CD roms, Ipod, etcetera, may not be used during school hours. *Students may have them confiscated, and be subject to disciplinary action.*

Educational Media Center

The Educational Media Center is open from 7:00 a.m. to 3:00 p.m. for recreational reading and research, and students are encouraged to utilize the facilities prior to homeroom, during study halls, the last half of their lunch periods and after school. The librarians and the aides are always available to assist those who need help.

Videos, CD's, records, microfilm, and computer software as well as books and magazines are available for student use. Please note the following procedures:

1. All books and magazines that leave the media center must be signed out at the desk. Most books are loaned for two weeks and must be returned by

the date stamped. Magazines are loaned overnight. These materials may be renewed. There is a fine of \$.05 per school day per book for overdue books.

2. All reference books (encyclopedias, dictionaries, etc.) may be borrowed as overnight materials and students may request a reserve slip for these materials. A fine of \$.50 per day is charged for overnight books that are returned late.

Emergency School Closings

In the event that school must be closed due to inclement weather, a Honeywell instant alert will be sent out to all persons who are registered to receive such notices. Additionally, announcements will be made on the following radio/television stations.

WOR - 710 AM

WBUD – 1260 AM

WNNY – 1360 AM

WKXW – 1450 AM

WRNJ – 1510 AM

WTSX – 96.7 FM

WKXW – 101.5 FM

WSUS - 102.3 FM

WNNJ – 103.7 FM

WHCY – 106.3 FM

The following television stations will also make announcements: WABC-TV channel 7, News 12 NJ-TV channel 12, and WRRN-TV channel 26. In addition, one blast will be sounded at 7:00 a.m. on the local fire alarm system to signal the closing of schools.

If the Roxbury Township Schools have a delayed opening, the high school will begin at 8:57 a.m. Dismissal will be at the regular time.

When the school is closed or dismissed early for safety reasons because of adverse weather conditions, all school-sponsored activities will be automatically cancelled and/or postponed. This includes social events, club meetings, sports events (at home or away), and practices.

Equal Educational Opportunity

Federal and State laws prohibit discrimination on the basis of race, color, creed, religion, sex, ancestry, national origin, handicap, marital status, age, or social or economic stature. The regulation is applicable to decisions or conditions affecting educational opportunity within the Roxbury School District, including curricular and co-curricular programs.

Any student or parent/guardian aggrieved by a decision or practice is encouraged to utilize the following procedures:

1. Put the complaint in writing to the building Principal within thirty-(30) days of the date when the grievant became aware of the incident or matter, which forms the subject of complaint.
2. If the situation is not resolved within five (5) working days or if the grievant is not satisfied that the district is working toward resolution, the grievant may appeal to the Affirmative Action Officer in writing.
3. If the grievant is not satisfied within five (5) working days after appealing to the Affirmative Action Officer, further appeal may be taken, in writing, to the Superintendent of Schools.
4. If not satisfied within five (5) working days after appealing to the Superintendent, the grievant may request, in writing, a hearing by the Board of Education within twenty-eight (28) 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.

Fire Drills

Fire drills are held periodically for the safety of the student body. With the students' cooperation the building can be emptied quickly and efficiently. Signs are placed in each classroom specifying the building exit to be used. A staff member will be assigned to escort and assist physically impaired students from the building during emergency evacuation procedures. The signal for a fire drill is a continuous ringing of the fire alarm bell.

When the fire bell rings, the students should walk quietly and quickly from the building. Students exiting from the athletic lobby doors are to move away from building toward Hillside Avenue via the Bryant Drive sidewalk. Students exiting from the front lobby should proceed along the sidewalk and move to the far right corner of the parking lot. Students exiting from the rear doors will move towards Bryant Drive along sidewalks behind the school or to the football stadium entrance using the sidewalks along the rear of the school.

Food and Beverage

In order to keep the building clean and safe, food and beverages of any type are not allowed outside of the cafeteria without permission of an administrator. Students who violate this rule are subject to disciplinary action.

Hall Passes

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have their student planner signed by an authorized staff member.

The student planner permits a student to go from the room to a specific destination and then return. It does not permit the student to make any unauthorized stops along the way. Failure to observe this regulation will result in the student being sent to the original location and possible disciplinary action.

The above mentioned student planner is to be used for a specific purpose only, and not as an excuse to loiter in the building.

Health Services

Students becoming ill during the school day should secure a pass from their classroom teacher to report to the nurse. If there is a necessity to go home, the nurse will inform the student's parent/guardian and the student will be released from school. If the procedure is not followed and a student leaves without properly checking out he/she will be subject to disciplinary action.

If a student is required to take prescription medication during the school day the parent/guardian will provide a written request to the school nurse for the administration of the prescribed medication. Medications require written authorization from the attending physician. Parents/Guardians will deliver prescribed medication to the school nurse, who is the only person authorized to dispense medication.

Lockers

Student lockers are the property of Roxbury Township Board of Education and are made available to students for their use. The school administration reserves the right to gain access to lockers when evidence suggests that the health, safety, or welfare of students and other personnel in the building may be endangered. If a student has any difficulty opening a locker, the student should ask a teacher or administrator for assistance. If the problem persists, it should be reported to the main office to be corrected. **Students should keep their lockers locked. THE SCHOOL IS NOT RESPONSIBLE FOR LOSSES FROM LOCKERS.**

Lost and Found

The lost and found is located in the main office. If a student misplaces any article, he/she should check with a secretary.

Money and Valuable Articles

Please do not bring large amounts of money to school. All valuable articles should be in the possession of the owner at all times. ***THE SCHOOL CANNOT ACCEPT RESPONSIBILITY FOR STOLEN MONEY OR OTHER ARTICLES.***

Posters

An advisor and the Assistant Principal must approve Posters/signs before being hung on a bulletin board. Only masking tape may be used to tape posters/signs to wall.

Senior Courtyard

The senior courtyard has been designed for use by seniors during their lunch period. Underclassmen are not permitted in this area. While in the courtyard, seniors are expected to follow all school rules and remain within the existing boundaries. During inclement weather the courtyard will be closed and seniors will remain in the cafeteria.

Skateboards/In-line skates

No skateboards are allowed on the premises before, during, or after school hours. Students who bring skateboards on school property will have them confiscated, and they will be returned to the parent/guardian only.

Staff Member Voice Mail

Parents/guardians can leave a message for a staff member using the voice mail system. You must dial 584-1200 and then enter the voice mail extension. The staff member will return the call as soon as possible.

Student ID Cards

All students **MUST** obtain a picture ID card each year. The photos for this card are taken at the beginning of the school year. Cards are provided free of charge. **Students will need to replace a lost ID card and will be assessed a \$5.00 processing fee. Students who need a replacement should see the librarian for assistance.**

Substitute Teachers

The school is fortunate in having capable people to help whenever regular teachers are ill or are attending conferences. A substitute teacher is an important visitor whose impressions of the school will be carried into the community. Be certain that these are good impressions by being polite, helpful, and considerate. It is expected that the substitute teacher be given the same respect as the regular teacher.

Technology Usage by Students

In order for students to use computers/technology at any high school site, the students and their parent/guardian must complete a technology usage form. Misuse of computers i.e. visiting inappropriate websites, use of another student's password, will result in loss of computer use privileges.

1. 1st offense-loss of computer usage for five days.
2. 2nd offense-loss of computer usage for the year.

Note: a one year loss of computer privileges will also result in loss of credit in any classes where using a computer is a requirement (i.e. Digital photography, Web Page Design, Keyboarding, Drafting, etc.)

Telephones

Students who have extreme emergencies can request a pass to Guidance or the Main Office. While students may have legitimate reasons to use their phone during the course of the school day, no excuse will be acceptable. Students who need to use a phone **MUST** report to the main office to ask permission to use either a land line or their own personal cell phone.

Visitors

The only visitors permitted during the school day are those who have business with the counseling department or the main office, or who are invited to participate as speakers or observers in classes or programs. All visitors must report to the main office and will be given a visitor's pass.

PHYSICAL EDUCATION SAFETY RULES

Dress Code

- A. **T-Shirt/Sweatshirts** – These shirts should not have any writing or designs on them. (shirts with writing that promote Roxbury athletic teams, clubs, band, community activities, recreation activities, etc. are acceptable).
Safety – For safety reasons, pockets, zippers, snaps and/or buttons will not be acceptable on T-shirts or sweatshirts.

- B. **Shorts/Sweatpants** – They must be athletic type shorts or sweatpants. Shorts must be above the knee in length. **Safety** – For safety reasons, shorts and sweatpants with pockets, zippers, snaps, belt loops, Velcro, or buttons are not acceptable.

- C. **Sneakers** – **Athletic type sneakers**, which have a flat bottom (no heels).
Safety – 1. Sneakers must be laced snugly and tied securely. 2. The following footwear is *not acceptable*: hiking boots, platform sneakers, sneakers with heels, steel-toe sneakers, clog sneakers (open back).

- D. **Headwear** – Headwear of any kind may *not* be worn in physical education or health classes (as per school policy).

- E. **Jewelry** – All jewelry must be removed prior to entering the gymnasium for class. This includes earrings, stud earrings, watches, necklaces, rings, bracelets, and anything else that the Physical Educator considers a potential safety hazard.

Nurses' Excuses

- 1. One day excuse (without a doctor's note):
 - Change into physical education clothes.
 - Ask your teacher for permission to go to the nurse.
 - If the nurse excuses you, bring the note to the teacher immediately.
 - Remain with the class, in your PE clothes until the end of the period.

- You are excused from physical activity. You are responsible for all information presented in class.
2. Excuse with a doctor's note:
- Bring the doctor's note to the nurse.
 - Short-term excuses – You will remain in class and will be excused from physical activity.
 - Long-term excuses – The nurse may assign you to a study hall.

Guidance Appointments

- Change into your physical education clothes.
- Students should be in the gym, in their attendance squads, 5 minutes after the bell.
- The locker room will be locked when the late bell rings. If you arrive after that, be sure you have a pass.
- Tardies will be counted if you are late arriving to the locker room or if you are late reporting to your attendance squad.

Tardy to Class

- Students should be in the locker room before the late bell rings.
- Students should be in the gym, in their attendance squads, 5 minutes after the late bell.
- The locker room will be locked when the late bell rings. If you arrive after that, be sure you have a pass.
- Tardies will count if you are late arriving to the locker room or if you are late reporting to your attendance squad.

Locker Room Security

- A gym locker is assigned to each student. Students should not share their locker or combination with other students.
- Students must use a school issued lock. The students pay the fee for this lock. This fee is refundable upon graduation or when transferring out of the district.
- Lock all personal items in a locker before you report to the gym. All jewelry, books, bags, purses, school clothes, electronic devices, shoes and any other personal items need to be locked securely. If there are any valuable items that will not fit inside your gym locker either leave them in your hall locker or ask the phys. ed. staff to allow you to lock your belongings in the office. **The school is not responsible for items that are stolen from the locker room. Items that are stolen from the locker room, especially cash, are almost impossible to recover. Students should take whatever steps necessary to ensure that their belongings are secure.**



A great resource for writing:

<http://owl.english.purdue.edu/owl/resource/747/01/>

Bell Schedule

<p>Daily Bell Schedule 7:25 warning bell</p> <table><tbody><tr><td>per 1</td><td>7:27</td><td>-</td><td>8:12</td></tr><tr><td>2</td><td>8:16</td><td>-</td><td>8:56</td></tr><tr><td>3</td><td>9:00</td><td>-</td><td>9:40</td></tr><tr><td>4</td><td>9:44</td><td>-</td><td>10:24</td></tr><tr><td>5</td><td>10:28</td><td>-</td><td>11:08</td></tr><tr><td>6</td><td>11:12</td><td>-</td><td>11:52</td></tr><tr><td>7</td><td>11:56</td><td>-</td><td>12:36</td></tr><tr><td>8</td><td>12:40</td><td>-</td><td>1:20</td></tr><tr><td>9</td><td>1:24</td><td>-</td><td>2:04</td></tr></tbody></table>	per 1	7:27	-	8:12	2	8:16	-	8:56	3	9:00	-	9:40	4	9:44	-	10:24	5	10:28	-	11:08	6	11:12	-	11:52	7	11:56	-	12:36	8	12:40	-	1:20	9	1:24	-	2:04	<p>Extended 1st Period 7:25 warning bell</p> <table><tbody><tr><td>per 1</td><td>7:27</td><td>-</td><td>8:21</td></tr><tr><td>2</td><td>8:25</td><td>-</td><td>9:04</td></tr><tr><td>3</td><td>9:08</td><td>-</td><td>9:47</td></tr><tr><td>4</td><td>9:51</td><td>-</td><td>10:30</td></tr><tr><td>5</td><td>10:34</td><td>-</td><td>11:13</td></tr><tr><td>6</td><td>11:17</td><td>-</td><td>11:56</td></tr><tr><td>7</td><td>12:00</td><td>-</td><td>12:39</td></tr><tr><td>8</td><td>12:43</td><td>-</td><td>1:22</td></tr><tr><td>9</td><td>1:26</td><td>-</td><td>2:04</td></tr></tbody></table>	per 1	7:27	-	8:21	2	8:25	-	9:04	3	9:08	-	9:47	4	9:51	-	10:30	5	10:34	-	11:13	6	11:17	-	11:56	7	12:00	-	12:39	8	12:43	-	1:22	9	1:26	-	2:04
per 1	7:27	-	8:12																																																																						
2	8:16	-	8:56																																																																						
3	9:00	-	9:40																																																																						
4	9:44	-	10:24																																																																						
5	10:28	-	11:08																																																																						
6	11:12	-	11:52																																																																						
7	11:56	-	12:36																																																																						
8	12:40	-	1:20																																																																						
9	1:24	-	2:04																																																																						
per 1	7:27	-	8:21																																																																						
2	8:25	-	9:04																																																																						
3	9:08	-	9:47																																																																						
4	9:51	-	10:30																																																																						
5	10:34	-	11:13																																																																						
6	11:17	-	11:56																																																																						
7	12:00	-	12:39																																																																						
8	12:43	-	1:22																																																																						
9	1:26	-	2:04																																																																						
<p>Two Hour Delayed Opening 9:25 warning bell</p> <table><tbody><tr><td>per 1</td><td>9:27</td><td>-</td><td>9:55</td></tr><tr><td>2</td><td>9:59</td><td>-</td><td>10:26</td></tr><tr><td>3</td><td>10:30</td><td>-</td><td>10:57</td></tr></tbody></table>	per 1	9:27	-	9:55	2	9:59	-	10:26	3	10:30	-	10:57	<p>Afternoon Assembly 7:25 warning bell</p> <table><tbody><tr><td>per 1</td><td>7:27</td><td>-</td><td>8:05</td></tr><tr><td>2</td><td>8:09</td><td>-</td><td>8:42</td></tr><tr><td>3</td><td>8:46</td><td>-</td><td>9:19</td></tr></tbody></table>	per 1	7:27	-	8:05	2	8:09	-	8:42	3	8:46	-	9:19																																																
per 1	9:27	-	9:55																																																																						
2	9:59	-	10:26																																																																						
3	10:30	-	10:57																																																																						
per 1	7:27	-	8:05																																																																						
2	8:09	-	8:42																																																																						
3	8:46	-	9:19																																																																						

4	11:01	-	11:28	4	9:23	-	9:56
5	11:32	-	11:59	5	10:00	-	10:33
6	12:03	-	12:30	6	10:37	-	11:10
7	12:34	-	1:01	7	11:14	-	11:47
8	1:05	-	1:32	8	11:51	-	12:24
9	1:36	-	2:04	9	12:28	-	1:00
				assembly	1:04	-	2:04
Morning Assembly				Early Dismissal Schedule			
	7:25 warning bell				7:25 warning bell		
per 1	7:27	-	8:05	per 1	7:27	-	8:02
assembly	8:09	-	9:09	2	8:04	-	8:34
2	9:13	-	9:46	3	8:36	-	9:06
3	9:50	-	10:23	4	9:08	-	9:38
4	10:27	-	11:00	5	9:40	-	10:10
5	11:04	-	11:37	6	10:12	-	10:42
6	11:41	-	12:14	7	10:44	-	11:14
7	12:18	-	12:51	8	11:16	-	11:46
8	12:55	-	1:28	9	11:48	-	12:18
9	1:32	-	2:04				