

Roxboro Community School

Student Handbook 2011-2012

Roxboro Community School is committed to a safe and orderly environment. School policies are organized to provide a strong, well-rounded educational experience for Bulldog students. During the school year it may be necessary to revise the policies and procedures outlined in this student handbook. Students and parents will be notified of any changes in policy before implementation.

Roxboro Community School

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Roxboro, NC 27573

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www.roxborocommunityschool.org

GRADUATION REQUIREMENTS FOR ROXBORO COMMUNITY SCHOOL

Class of 2012 – Present 12th Graders

Class of 2013 – Present 11th Graders

Class of 2014 – Present 10th Graders

- 4 units - Mathematics
(At minimum, Algebra I, Geometry, Algebra II, and one higher course)
- 3 units - Science
(Biology, Chemistry, and Environmental or Earth Science)
- 3 units - History 3
(World History, Civics and Economics, and US History)
- 4 units - English 4 (English I, II, III, IV)
- 2 units - Foreign Language (including one course beyond the first year)
- 1 units - Healthful Living
- 4 units - Electives

21 Units - Total

A unit equals the successful completion of a yearlong course or two semester long courses, where each course carries a half credit.

In addition, students must:

1. Score at Achievement Level III (with one standard error measurement) or above on the end-of-course assessment for English I, Algebra I, and Biology.
2. Successfully complete a Graduation Project that is developed, monitored, and scored within the LEA.

Graduation Project Requirements

Graduation project components will be developed, monitored, and scored locally. Requirements of the graduation project will include:

- an eight to ten page research paper written on an approved topic of student choice;
- a product related to the paper that requires significant hours of work;
- a portfolio that reflects the graduation project process;
- a presentation to a panel of community and faculty members; and
- Literature, service-based learning, or work-based learning experiences as defined by state rubrics.

RCS Graduation/Promotion Standards Policy

During the past school year, the State Board of Education (SBE) and the North Carolina Department of Public Instruction (NCDPI) have instituted numerous changes to the state's testing program. Roxboro Community School's Board of Directors and Teachers, however, have agreed to hold our students to standards that require students to pass with an Achievement Level III or IV on the 8th grade EOG tests in reading and math and the five EOC tests English I, Algebra I, and Biology.

Commencement Policy

Graduating seniors for the class of 2012 must meet Roxboro Community School's minimum graduation requirements to receive a diploma. A student will not be allowed to march in this year's graduation ceremony with his/her class if he/she does not possess the necessary credits.

Class of 2014 – Present 9th Graders

The North Carolina State Board of Education has approved a Future-Ready Core Course of Study that will prepare all students for careers and college learning in the 21st century. Board members unanimously approved the new high school graduation requirements, effective with the ninth grade class of 2009-10.

The following units will be required for graduation under the Future-Ready Core:

UNITS	SUBJECTS
4 Mathematics Units	<ul style="list-style-type: none"> · Algebra I, Geometry, Algebra II <p>OR</p> <ul style="list-style-type: none"> · Integrated Math I, II, III · 4th Math Course to be aligned with the student's post high school plans (At the request of a parent and with counseling provided by the school, a student will be able to opt out of this math sequence. He/she would be required to pass Algebra I and Geometry or Integrated Math I and II and two other application-based math courses.)
4 English Units	
3 Social Studies Units	<ul style="list-style-type: none"> · World History · US History · Civics and Economics
3 Science Units	<ul style="list-style-type: none"> · Biology · An earth/environmental science · A physical science
1 Health and Physical Education Unit	
6 Elective Units	Two electives must be any combination of Career Technical Education, Arts Education or Second Language
4 Unit Concentration	As part of this core, the State Board of Education strongly recommends that local superintendents assist students in developing a four-course concentration focused on student interests and postsecondary goals. The concentration would provide an opportunity for the student to participate in a rigorous, in-depth and linked study. The concentration would not limit a student's access to opportunities provided through community college concurrent enrollment, Learn and Earn early college, Huskins or university dual enrollment. Local superintendents or their designees would approve student concentrations.

All totaled, students will be required to earn a minimum of 21 units of credit.

The changes represent an increase in the level of mathematics proficiency for many students as well as a one-unit increase in the total number of units required under state standards.

In addition to the Future-Ready Core, students will continue to be required to successfully complete a graduation project and to score proficient on the end-of-course assessments in Algebra I, Biology, and English I.

In approving the new standards, the State Board of Education stressed its desire that local school districts be given the flexibility to create curricula pathways that are innovative and rigorous. Students should be encouraged to take advantage of college level courses while in high school,

including Learn and Earn programs through the community college or university dual enrollment offerings.

PROMOTION POLICY

To be Promoted to Grade 10:	5 credits including English I and one Math course
To be Promoted to Grade 11:	10 credits including English I & II and two Math's
To be Promoted to Grade 12:	16 Credits including English I, II, & III and three Math's

Overview of the HIGH SCHOOL EXIT STANDARDS

Eligible Students

Students entering the ninth grade for the first time in 2006-07 and beyond will be required to meet new exit standards. The exit standards will only apply to students following the Career Preparation, College Technical Preparation, or College University Preparation courses of study. These students will be required to perform at Achievement Level III (with one standard error of measurement) or above on three end-of-course (EOC) assessments and successfully complete a graduation project.

EOC Assessment Requirements

Students will be required to perform at Achievement Level III (with one standard error of measurement) or above on the five EOC assessments of Algebra I, Biology, and English I.

Additional information regarding EOC assessments may be found at <http://www.ncpublicschools.org/accountability/parents/highschool>.

Retesting, Remediation, and Review Process

For students who do not score at Achievement Level III or above on the three end-of-course assessments (i.e. standard administration with or without accommodations or the designated alternate assessment) required to meet the high school exit standards (i.e., Algebra I, English I and Biology.), the school district shall follow these procedures to determine if students have mastered the content and have met the exit standard for each course:

- If a student passes the course and scores below Achievement Level III on an end-of-course test (i.e. standard administration with or without accommodations) the student shall be given a retest no later than three weeks from the receipt of test results. Parents may request that their child be excused from the retest. In this case, the parents and child shall be deemed to have accepted participation in focused intervention.
- Any student who does not score Achievement Level III or above on the first retest, and any student who is excused from the first retest (i.e. alternate assessment participant, parent refuses retest) must have documentation (e.g., portfolio) of the student's performance in the EOC course placed on file and the student must receive focused intervention/remediation.
- Following intervention/remediation, the second retest/evaluation occurs.
- If the student does not score Achievement Level III or above on the second retest/evaluation, documentation (e.g., a portfolio) of the student's performance in the EOC course is updated.
- The student's documentation (e.g., a portfolio) is reviewed by a review committee to determine if the exit standard for that course has been met. The review committee should consist of teachers, principals, and central office staff members from the county. An exceptional children's (EC) teacher must be present if the student has exceptional needs. A limited English proficient (LEP) teacher must be present if the student is identified as LEP. The review committee has the option of recommending that the student (1) retake the course, (2) be provided additional remediation, or (3) based on the documentation, has met the requirements for the exit standard associated with the course.
- The principal reviews the recommendation by the committee and makes the final decision regarding the student meeting the exit standard for the course.

ROXBORO COMMUNITY SCHOOL GRADING SCALE

93 – 100	A
85 – 92	B
77 – 84	C
70 – 76	D
0 – 69	F - Failure

WEIGHTED GRADING SYSTEM

In order to initiate the development of a consistent and comprehensive transcript for Roxboro Community School, the input of data must be consistent and explicit. Grades will be submitted each grading period on the traditional grading scale. A numerical average will be used to determine the following:

- Academic Recognition Awards
- President's Award for Educational Excellence
- North Carolina Academic Scholars

A weighted average will be used to determine the following:

- Class Rank
- Honor Speakers
- Honor Graduates
- Junior Marshals

The grading scale is as follows:

96 – 100% = 4.0000	91% = 3.3750	86% = 2.7500	81% = 2.1250	76% = 1.5000
95% = 3.8750	90% = 3.2500	85% = 2.6250	80% = 2.0000	75% = 1.3750
94% = 3.7500	89% = 3.1250	84% = 2.5000	79% = 1.8750	74% = 1.25
93% = 3.6250	88% = 3.0000	83% = 2.3750	78% = 1.7500	73% = 1.1250
92% = 3.5000	87% = 2.8750	82% = 2.2500	77% = 1.6250	70 – 72% = 1.0000
				<69% = 0.0000

The weighted calculations are based on 1) academic course level; 2) grading scales; and 3) the weighting of course grades.

One (1) quality point or weight is added to passing grades earned in Honor courses and two (2) quality points are added to passing grades earned in Advanced Placement (AP) courses. The following courses have a weighted value of one (1) quality point:

Honors English I, II, III, IV

Honors Geometry
Honors Algebra II
Pre-Calculus
Adv. Calculus

Visual Arts III, IV
Choral Arts III, IV
Band III, IV
Theatre Arts III, IV

Honors World History
Honors Civics & Economics
Honors U.S. History

Spanish III, IV, V
French III, IV, V
Latin III, IV, V

Honors Biology
Chemistry
Physics
Anatomy & Physiology

The following courses have a weighted value of two (2) points:

AP English Lang./Comp.

AP English Literature

AP Calculus

AP Biology

AP Chemistry

AP Physics

AP courses taken through “distance learning”

AP World History

AP U.S. History

AP U.S. Government and Politics

AP Environmental Science

AP Spanish V

AP Art

ROXBORO COMMUNITY SCHOOL EXAM POLICY

Roxboro Community School believes that the final examination is an important component in the educational process and helps to ensure the educational success of students. Further, the RCS believes that the final examination serves to tie a semester's work together so that students understand whole concepts in instruction and helps to prepare students for later examinations in college. Toward this philosophy, the RCS establishes the following policy:

1. Final examinations will be given in all subjects.
2. The exam schedule will not exceed four school days.
3. A maximum of two hours will be devoted to each class exam.
4. All exams will be taken at scheduled times, except in hardship situations which have prior approval from the school principal.
5. All EOC and exam grades will count one-fourth (1/4) of the final course average.
6. All students with a failing average are still required to take final exams.
7. Students taking exams will remain in class during the entire exam period.
8. Students are not to be present at other schools or on school grounds during times when they are not directly involved in taking exams.

COURSES REQUIRING A STATE END-OF-COURSE EXAM

Many of our courses have state mandated end-of-course tests. Students enrolled in a course with an end-of-course test **MUST**:

- take the test to receive credit for the course, and
- achieve a passing teacher grade (70 or above), and
- meet Roxboro Community School attendance policy standards, **AND**
- achieve proficiency (3 or 4) on the North Carolina end-of-course test.

Students who do not take the end-of-course test will **NOT** be allowed to register for the next course until they take the EOC test. Students who are removed from a test site due to inappropriate behavior will be suspended and can be charged with disorderly conduct.

Students not meeting these standards can receive course credit after successfully participating in remediation program(s) and/or successfully re-taking and passing an end-of-course exam.

MIDDLE SCHOOL PROMOTION and END OF GRADE LEVEL TEST POLICY

Each End of Grade (EOG) test is mandatory for each student to take to receive credit for the year.

Students enrolled with an end-of-grade test **MUST**:

- take the test to receive credit for the grade,
- achieve a passing teacher grade (70 or above) in all subjects,
- meet Roxboro Community School attendance policy standards, **AND**
- achieve proficiency on the North Carolina end-of-grade test.

Students who do not take the EOG will **NOT** be allowed to register for the next grade level until they take the EOG. Students who are removed from a test site due to inappropriate behavior will be suspended and can be charged with disorderly conduct.

Students not meeting these standards can receive grade placement credit after successfully participating in remediation program(s) and/or successfully re-taking and passing an end-of-grade exam.

OTHER STATE AND FEDERAL MANDATED TESTS

Other state and federal mandated tests are mandatory for each student to take to receive credit for the course, for grade placement or to graduate from high school.

Students enrolled in a course or at a grade level with any other state and federal mandated tests **MUST**:

- take the test to receive credit for the course, or grade placement or for graduation requirements,
- achieve a passing teacher grade (70 or above) in any or all courses,
- meet Roxboro Community School attendance policy standards, **AND**
- achieve proficiency on the other North Carolina or Federal mandated tests.

Students who do not take the other mandated tests will NOT be allowed to register for the next grade level, next course or graduate from high school. Students who are removed from a test site due to inappropriate behavior will be suspended and can be charged with disorderly conduct.

Students not meeting these standards can receive course, grade placement or graduation credit after successfully participating in remediation program(s) and/or successfully re-taking and passing any other state and federal mandated exams.

ADVANCED PLACEMENT (AP)

Advanced Placement courses are designed to give students the opportunity to pursue college-level studies while still in high school and to receive course credit and placement upon entering a university.

An Advanced Placement course is challenging, stimulating and, compared to other high school courses, takes more time and requires more homework. It also goes into greater depth and gives greater opportunity for individual progress and accomplishment. Students in AP courses are required to take the AP exam at the end of the school year.

To maintain AP status, a student must hold a “c” grade or better.

NORTH CAROLINA UNIVERSITY SYSTEM MINIMUM REQUIREMENTS (COLLEGE/UNIVERSITY PREP)

Effective in Fall 2006

To be considered for admission, students will need to submit the SAT I or ACT with the Writing Component. The ACT without the Writing Component will not be accepted.

Six course units in **language**, including

- four units in English emphasizing grammar, composition, and literature, and
- two units of a language other than English.

Four course units of **mathematics**, in any of the following combinations:

- algebra I and II, geometry, and one unit beyond algebra II,
- algebra I and II, and two units beyond algebra II, or
- integrated math I, II, and III, and one unit beyond integrated math III.

(The fourth unit of math affects applicants to all institutions except the North Carolina School of the Arts.) It is recommended that prospective students take a mathematics course unit in the 12th grade.

Three course units in **science**, including

- at least one unit in a life or **biological science** (for example, biology),
- at least one unit in **physical science** (for example, physical science, chemistry, physics), and
- at least one **laboratory course**.

Two course units in **social studies**, including one unit in **U.S. history**, but an applicant who does not have the unit in U.S. history may be admitted on the condition that at least three semester hours in that subject will be passed by the end of the sophomore year.

Math Courses with Algebra II as a Prerequisite that meet the new UNC Minimum Course Requirement:

- AP Calculus
- AP Statistics
- Pre Calculus (formerly Advanced Math)
- Discrete Mathematics
- IB Mathematics Level II
- Integrated Mathematics IV
- Advanced Functions and Modeling (new course)

NORTH CAROLINA ACADEMIC SCHOLARS PROGRAM

Students who complete the State Board of Education requirements for a well-balanced, challenging high school program will be named “North Carolina Scholars.” North Carolina Scholars receive special recognition at the end of the senior year and at graduation. They also receive an appropriate seal of recognition to be affixed to the diploma.

Students who entered the ninth must:

- begin planning for the program before entering grade 9 to ensure they obtain the most flexibility in their courses;
- complete all requirements of this North Carolina Academic Scholars Program;
- have an overall four-year un-weighted grade point average of 3.5;
- have no individual grade lower than a C during the four high school years; and
- complete all requirements for a North Carolina high school diploma.

The following designated number of credits per subject area listed below must be taken in grades 9-12:

4	English I, II, III, IV
4	Mathematics (Algebra I, Algebra II, Geometry, and a higher level math course with Algebra II as a prerequisite OR Integrated Mathematics I, II, III, and a higher level mathematics course with Integrated Mathematics III as prerequisite)
3	Science (Physics or Chemistry course, Biology, and an Earth/Environmental Science course)
3	Social Studies (World History, Civics/Economics, and U.S. History)
3	Languages other than English, (three credits of the same language)
1	Healthful Living
1	Career and Technical Education
1	Arts Education (Dance, Music, Theatre Arts or Visual Arts)
4	Elective credits to include at least one second level or advanced course (Examples of electives include JROTC and other courses that are of interest to the student.)
24	TOTAL*

*Adopted by the State Board of Education on June, 2002. The above is the single plan applicable to students who enter the ninth grade for the first time in or after 2003-2004.

ROXBORO COMMUNITY SCHOOL ATTENDANCE POLICY

Regular attendance at school is a basic and critical element of the educational process and is often a factor in determining the success of students. It is the intent of Roxboro Community School to encourage students to attend all classes daily unless prevented from doing so by illness or other state approved reasons for absences. Further, Roxboro Community School intends to maintain state required records of attendance for each student and work to encourage students' regular attendance at school.

"Every parent, guardian, or other person in North Carolina having charge or control of a child between the ages of seven and sixteen years shall cause such child to attend school continuously for a period equal to the time which the public school in which the child is enrolled shall be in session..." (G.S. 115-166)

All absences must be checked systematically. If truancy is suspected, the case must be investigated by the teacher and principal, and if need is apparent, must be referred to the attendance committee. If neither the principal nor the teacher can verify the cause of absence within ten consecutive days, the child's name must be dropped from the class roll as of the day after the last day of attendance. (N.C. Board of Education; Allotment Policies and Regulations)

PROCEDURES CONCERNING ATTENDANCE

NC-WISE AND ABSENCES

A student must attend school fifty percent of the school day (11:45 am) in order to be counted present for the entire day. A student may be counted present for the day in NC-WISE, yet still be counted absent from individual classes missed that same day. Absences in NC-WISE are coded as "excused" or "unexcused."

1. The attendance period teacher will code absences in accordance with state guidelines. Parental written explanation of absences must be presented to the student's attendance period teacher for each of his/her absences upon returning to school. If no note is presented in two days the absence is coded as "unexcused."
2. The attendance period teacher, principal, and NC-WISE operator will maintain accurate daily attendance records. Daily absences will be reported to the NC-WISE operator.
3. Pre-Arranged Absences:
 - Parents may request in writing pre-arranged absences such as prior approval for family trips or other educational activities away from school.
 - These absences will be lawful in NC-WISE; however, the Roxboro Community School Attendance Policy regarding a maximum of **FIVE** absences per semester still applies.
 - Students need to make-up time-for-time for these missed classes starting with the sixth absence per class per semester.

INDIVIDUAL CLASSROOM ATTENDANCE

1. Each classroom teacher must maintain accurate attendance records for each class.

2. A student must attend a specific class for a minimum of 30 minutes in order to be counted present for the class.
3. After accumulating **FIVE** absences in a semester for a specific class students will be responsible for making up time-for-time.
4. Time-for-time will be required regardless of a student's reason for absence. Any exceptions to this policy must be approved by the attendance committee. The attendance committee, not the school's administration, will decide the final resolution of attendance matters. (*See attendance committee procedures on following pages for more information.*)
5. Time-for-time:
 - Must be completed by the end of the semester.
 - Will be one hour for each class period missed.
 - Should start immediately after the sixth day is missed.
 - Will reset to zero at the beginning of each semester.

If time-for-time is not completed for a semester, the student will receive a semester grade of 69 or his/her original score, whichever is lower. Waiting until the end of a semester to make-up time-for-time may jeopardize a student's chance of passing the class for the semester.

6. Students absent from school and/or classes because of an official school-sponsored activity will not be counted absent from either school or classes. School-related activities must be approved in advance by the principal. Such activities include, but are not limited to field trips, foreign exchange programs, and participation in school athletics. Students should give prior notification to their teachers before such activities. Juniors and seniors may make three official college visits a school year that will not be counted as absences. These include official college tours, orientation, and testing visits. A student must notify his/her teachers beforehand and upon returning to school must show a signed note from his/her parents and an artifact from the college to each classroom teacher.

MAKING UP MISSED ASSIGNMENTS

Students are to make up all missed work after each absence. It is the responsibility of the student to contact his/her teacher(s) on the first day of his/her return to school following an absence to arrange for making up work. Make-up work is to be arranged within **THREE** school days. All assigned make-up work will be done outside of regular class time. If a student is attending a school related function he/she is responsible for making prior arrangements with his/her teachers before participating in the function. All class assignments will then be due on the assigned day.

TARDY POLICY

Roxboro Community School is committed to protecting the school day and required instructional time by discouraging any unexcused tardy(s) to school or to any class.

Late Arrival to School:

- Upon arrival at school after 8:30, a student must report to the office with a parent or a written excuse from the parent. The student will be counted absent for any missed classes. The student will be given a note from the office to give his/her classroom teacher.
- A student who arrives after 3rd period (the attendance period) and before 11:45 am must report to the NC-Wise Coordinator after reporting to the main office to have his/her name removed from the daily absentee record.
- A student who arrives before 8:30 will report straight to class and will be counted tardy.

Tardy to Class:

- A tardy to class is defined as not being in the assigned seat and prepared to receive instruction BEFORE the tardy bell rings.
- The only way to excuse a tardy is for a student to have a note (with the student's name, date, and time) signed by a staff member. Otherwise, the tardy is recorded as unexcused.
- Each classroom teacher must maintain accurate records of any class tardy(s). The number of tardy(s) to individual classes will reset to zero at the beginning each semester.

Consequences:

1 st & 2 nd Tardy of the Semester	Warning to the student about the tardy policy.
3 rd Tardy of the Semester	Parent contact
4 th Tardy of the Semester and each thereafter	Student is referred by teacher to administrator for mandatory community service. The administrator will notify parents and students of when the student will serve community service. Community service will be the 3 rd Saturday of the month. Students will serve one hour of community service for each tardy after three.

Note: Administrative action, including but not limited to suspension, will occur if a student chooses not to complete his/her community service.

ATTENDANCE COMMITTEE PROCEDURES

The Roxboro Community School attendance committee will facilitate the waiver process for students who have missed days over the maximum number allowed by the Attendance Policy. The attendance committee will decide the final resolution of attendance matters. A time-for-time waiver does not change the number of absences a student has recorded in NC-Wise or by his/her classroom teachers. It only exempts the student from having to make up time in individual classes.

Waivers for time-for-time will be considered for the following reasons:

- Long term illness lasting over three consecutive days
- Chronic illness
- Surgery or hospitalization
- Death in the immediate family
- Court appearance
- Religious observance
- Other reasons will be dealt with on an individual basis

The Attendance Committee:

- Will consist of five teachers. A minimum of three teachers will be needed to conduct committee business. Counselors and administrators will be called in as needed for information regarding students.
- Will meet the second Thursday of the month.
- Will inform the student and his/her parents in writing if the time-for-time waiver is granted or not. The student's teacher(s) will also be informed of the committee's decision.
- Will **not** consider waiving a student's time-for-time until after eight days have been missed in a semester. Students are required to make up time-for-time for all absences after five.

Time-for-Time Waiver Forms:

- Can only be submitted by a parent or guardian.
- Will be located in the main office and on the school's website.
- Will need to be returned to the main office by the first Thursday of the month for consideration that month by the attendance committee.
- Should be submitted to the committee immediately after the contested absence occurs.
- Must be submitted within the semester in which the absences are missed.
- Official documentation for absences needs to already be on file or turned in with the waiver form.
- If multiple waiver forms are submitted for an individual student, the parent may be asked to appear before the attendance committee.
- No student may appear before the attendance committee.

Special Notes:

Waiting until the end of the semester to apply for a time-for-time waiver may jeopardize a student's chance of passing the class for the semester.

Applying for a time-for-time waiver does not automatically insure that the student's time will be waived. The student will need to make up time-for-time for any absences that are not waived.

A time-for-time waiver does not exempt students from making up any work missed while absent. Students are still required to make up all missed assignments per their teacher's instructions.

TIME-FOR-TIME WAIVER FORM

Student Name: _____

Today's Date: _____

Parent Name (print): _____

Parent Signature: _____

Parent Contact Information:

Address: _____

E-Mail: _____

Home Phone #: _____

Work Phone #: _____

Cell Phone #: _____

Schedule

Grade Level: _____

Period	Teacher	Course	Total Absences	Teacher Use Only: Initial if time-for-time (days 6-8) has been made up
1st				
2nd				
3rd				
4th				
5th				
6th				

Date(s) Considered for Waiver	Absence Number	Period(s) Missed	Reason Missed (be specific)	Committee Use Only: Documentation on File?
<i>Ex. July 8, 2011</i>	<i>#9</i>	<i>1st, 2nd, 3rd</i>	<i>Attended grandfather's funeral</i>	

Parents: Please return form to the main office when it has been completed.

Committee Notes:

Date Received: _____ Date of Meeting: _____

Waiver Granted: yes no

Committee Signatures: _____

Waiver Granted Pending Completion of Time-for-Time: _____

Comments: _____

LEAVING SCHOOL AND CHECK-OUT

Students must sign out with the attendance secretary in the main office. Students leaving school during the school day must get a dismissal slip from the attendance secretary before first period begins. Students will not be dismissed after school begins unless the parent or guardian comes to pick up the student or the parent is contacted by phone and gives permission and approves the source of transportation.

Students will not be released to persons not authorized by parent or guardian; this includes siblings, other relatives, friends or neighbors.

Parents or guardians (with proper identification) coming to school to get students must ask for them at the office. Students who become sick during the school day should report to the office. The attendance secretary will contact the parents. Any class work missed due to early dismissals is to be made up as soon as possible.

Upon arriving at school, students are not allowed to leave school property or return to their vehicles without permission and being signed out in the office

Roxboro Community School Partnership Agreement Contract

The educational philosophy of Roxboro Community School is based on the understanding that an academic education is only one component of a student's overall developmental needs, and that families must be active partners in students' education and development.

At Roxboro Community School, families and school staff commit to be mutually supportive, working together to enhance each child's development and to ensure the success of Roxboro Community School.

This partnership is implemented by a formal agreement made by parents, students, and the school. Commitment to this agreement is a requirement of initial and continued enrollment. The Partnership Agreement includes two general areas of participation: a requirement to be involved in the development of one's own children, and a requirement that families support the overall operation of the school.

The Board of Directors will make every effort to work with families and students to help all parties fulfill this agreement. A variety of opportunities for family and student involvement are available to accommodate family situations. The principal will help you find a place to participate. Should you have any concerns regarding the school's compliance with this agreement, please address them to the principal.

Participation Requirements

Parents or guardians are required to attend any parent-teacher and/or parent-counselor scheduled meetings. **An additional contribution of at least four hours per semester of participation in school-centered activities also is required. These eight to ten hours per year may be contributed in a number of ways, including clerical support, tutoring individual students, participating in schoolwork days, etc.**

Standards and Expectations for Families

1. To communicate honestly and respectfully with the staff of Roxboro Community School.
2. To enhance learning by reading and discussing evaluations with your student and attending parent-teacher and parent-counselor conferences. This will keep the family informed and model to the student that the families are interested in their progress.
3. To assist with remedial needs.
4. To follow through with interventions.
5. To provide positive reinforcement for appropriate and behaviors.

Standards and Expectations for Students

1. To complete and turn in quality work, in a timely fashion.
2. To maximize learning and respect others by using time wisely.
3. To arrive to school and classes on time.
4. To utilize the full class time.
5. To role-model behaviors and attitudes that enhance the learning of others.

6. To participate fully in the academic process, coming to school prepared to learn with proper materials and completed assignments.

Standards and Expectations for Faculty, Administrators, and Director

1. To ensure the accomplishment of the mission of Roxboro Community School.
2. To create a safe, orderly, challenging, and nurturing learning environment.
3. To communicate honestly and frequently regarding student progress.
4. To support one another and ensure an environment conducive to learning.
5. To not enable student, family, staff or school behaviors that are contradictory to the school mission and culture.
6. To ensure curriculum development and cohesiveness.
7. To support the families in order to enhance their ability to help their child.
8. To act as a liaison to resolve conflicts.
9. To communicate honestly and respectfully the concerns about the Partnership Agreement or student intervention actions.
10. To create a safe and positive school environment by upholding the standards and expectations set forth by the student body and staff.
11. To treat others with respect and kindness.
12. To model an interest in learning.
13. To positively reinforce appropriate and respectful behavior and academic endeavors.
14. To make a good faith effort to resolve parent and student concerns.

Standards and Expectations for Students, Families and Staff

1. Communicating honestly and frequently regarding student progress and fulfillment of responsibilities.
2. Positively reinforcing appropriate and respectful behavior and academic endeavors.
3. Understanding that learning takes commitment and perseverance.
4. Seeking family, staff or peer support to enhance learning.
5. Role-modeling behaviors and attitudes that enhance the learning of others and the mission of the charter.
6. Attending Roxboro Community School functions regularly.
7. Taking ownership of the school's needs and participate any way possible.
8. Enabling student, family, staff and school behaviors that fulfill the school's mission and promotes a culture conducive to learning.
9. Creating a safe and positive school environment by upholding the standards and expectations set forth by the student body and staff.
10. Treating others with respect and kindness.
11. Modeling an interest in learning.

Partnership Agreement Compliance Issues

Parent Concerns

Families who believe the school is not complying with the Partnership Agreement will take the following actions in sequence, as needed:

- 1) Consult directly with the party not fulfilling the agreement. Express your concerns clearly and honestly and ask for specific actions that will correct the situation. Allow time for improvement.
- 2) Notify the party that you continue to be concerned. Make a new plan for improvement and a timeframe for evaluation of its success.
- 3) Consult with the Principal to ask for assistance in correcting the situation. Agree upon a timeframe for evaluation of improvement.
- 4) Notify the Principal if you continue to be concerned.
- 5) In extreme cases, notify the Board of Directors of your concerns.

School Concerns

If the school finds that the students or parents are not in compliance with the Partnership Agreement, the school will take the following actions:

- 1) Notify the family by telephone that the school has a concern regarding compliance with the Partnership Agreement. The school counselor and the family will agree upon a plan to come into compliance and establish a timeframe for evaluation.
- 2) Notify the family by letter that the school continues to have concerns about the compliance with the Partnership Agreement. Families will be asked to attend a conference with the Principal and/or Guidance Counselor to discuss a plan for compliance.
- 3) In the event of noncompliance with the potential to result in termination, families will be asked to attend a conference with the Principal and Counselor. At this conference, continued enrollment will be discussed and determined.

Appeal Process

Families may submit to the Board of Directors a written request for a review of the school's decision to terminate the Partnership Agreement, said appeal to be heard in closed session at the next monthly meeting of the Board of Directors. The decision made by the Board at said meeting will be final.

Readmission

Should the school terminate the Partnership Agreement, the student may apply to be considered for re-enrollment only at the beginning of the next year.

WIRELESS COMMUNICATION and ELECTRONIC DEVICE POLICY

The use of cell phones, 2-way radios, pagers, or other unapproved electronic devices by students is prohibited during regular school hours and will result in confiscation and/or disciplinary action.

- 1st Violation - Confiscation by staff member, parental pick up of device
- 2nd Violation - Confiscation by staff member, parental conference with principal.
- 3rd Violation and Beyond – Administrative Referral

Students are to turn off and place all cell phones and other unapproved electronic devices in a designated area in each classroom as they enter. These devices will remain in this area until returned by the teacher at the end of the class period.

Refusal to yield any electronic device to school personnel will automatically result in a (3) three-day suspension for insubordination. **Roxboro Community School will not be responsible for lost, damaged or stolen electronic property on this campus at any time.**

SMOKING/GUM

Roxboro Community School is a “Smoke Free” and “Gum Free” campus.

CONSEQUENCES for smoking or in the possession of smoking materials or devices:

- | | |
|--------------|---------------------------------|
| 1st Offense: | Warning and Parent Conference |
| 2nd Offense: | 1 day Out of School Suspension |
| 3rd Offense: | 2 days Out of School Suspension |
| 4th Offense: | 3 days Out of School Suspension |

USE OF TELEPHONE

Students will not be permitted to use the telephone in the office area except in case of emergency. Students are not to be out of class at any time to use the phone except for emergencies. Students are to use the telephone in their classes with teachers permission only in emergency situations.

USE OF ELEVATOR

Students requiring the use of the elevator must present a request from a doctor or parent before they can be issued permission. Only those students who have been issued permission for valid reasons may use the elevator. Any other students caught on the elevator will be issued a

discipline notice. Students caught using the elevator improperly could lose their privilege to use it.

SELLING OF GOODS AND ARTICLES

Students are prohibited from selling anything at school that is not school sponsored. All club and PTSO sales must be approved by the principal.

HALL PASSES / TRAFFIC

Students must have a hall pass, early dismissal, or discipline notice in order to leave a class. Going to the bathroom, getting a drink of water, using the telephone, etc., should be done before and/or after class. Students who are excused from a class are expected to carry out their business as quickly as possible without delay

CAMPUS VISITOR

All school visitors are to check in at the school office. Notification of unidentified persons should be made to the office immediately upon detecting such persons(s). Students from other schools are not permitted to visit school during the school day except by prior approval of the principal. No one, student or adult, is allowed to have lunch with a student without prior approval by the principal. All visitors must sign in at the front desk immediately upon entering school. No visitors are allowed to loiter in the parking lots for any reason.

POSTERS

All posters displayed in the school must have the approval of the advisor and/or principal. Only school related posters are permitted. The advisor must sign the poster before it is printed. Students are requested not to tape posters to the walls because they damage the paint. Any club placing posters will be responsible for removing them after the completion of the event.

LOST AND FOUND

Any personal belonging found on school grounds should be turned in to the office. Any student missing belongings should check in the office. However, the school cannot be responsible for money, books, clothing, etc. left unattended. Items left in the office for an extended time will be discarded.

MEDICAL SUPPLIES, SICKNESS AND EMERGENCIES

It is against the law for any staff member to supply medicine for a student who is ill. If a student is too ill to attend classes, he/she is too ill to remain in school and parents will be notified to come for the student. Students who have medical problems or physical defects that would require special attention regularly or in an emergency should report these to the office and to

their teachers. All medicine including over the counter medicine needed during the school day are to be left in the main office each morning. Due to Roxboro Community School policy, the only form of first aid issued from the office is soap and water and band-aids. The school does not supply alcohol, peroxide, etc.

ITEMS DELIVERED TO ROXBORO COMMUNITY SCHOOL

The school will not be responsible for items left or delivered at the school for students to pickup (i.e., keys, money, lunches, etc.)

ACCIDENTS

Any accident involving personal injury that occurs at school must be reported to the main office. An accident report must be completed. Any accident relating to participation in after-school activities should likewise be reported in the main office.

FIRE, TORNADO AND LOCKDOWN DRILLS

All teachers should explain to their students at the opening of school which exit to use in case of fire or other hazards. When the alarm sounds, the teacher and students will quickly go outside to the designated area. Students should refrain from talking and proceed in an orderly manner. The teachers, unless otherwise instructed, must stay with their students at all times and take their class roll book to the designated area. Students must not re-enter the building until an all-clear signal is given. Students should remain on the sidewalk or parking lot and should not be sitting or leaning on vehicles.

FIELD TRIPS

Students are required to have written permission from their parents or guardian before going on any school-sponsored trips. Students going on field trips are not counted absent. ALL Roxboro Community School policies apply to students while on field trips or representing the school in other ways.

LUNCHROOM PROCEDURES

Each student is responsible for returning his/her waste paper to the designated area. If a spillage occurs, the student must absorb the loss and clean up the mess. No food or food items can be taken out of the cafeteria. Thus, **NO FOOD OR DRINKS IN THE BUILDING.**

Students must eat in the dining hall only. Students are not allowed to eat in classrooms or any other part of the building.

UNDER NO CIRCUMSTANCE SHOULD LUNCH PERIOD STUDENTS FREQUENT THE HALLS OR BATHROOMS IN THE UPPER SCHOOL BUILDING.

DRINK AND SNACK MACHINES

Drinks and snacks are not to be purchased until after 2:45 p.m. each day.

CLUBS

Club meetings are to be held before or after school. All clubs should have their meetings, dates and times approved by the principal. Club advisors will be assigned and are required to be at all club meetings unless previous notice has been given to the principal. Arrangements for special meetings and/or night meetings should be cleared through the principal.

SPECIAL EVENTS

If clubs or organizations are planning special days, projects, or drives, the dates and plans for this should be approved by the principal. These activities should be placed on the school calendar as soon as plans are approved. Pre-planning should be exercised to ensure dates desired.

Students who have disciplinary reports will not be allowed to attend school sponsored functions.

STUDENT COUNCIL

The purposes of the student council are:

- to promote better relations between students, faculty, administration and community
- assist in management of social affairs and extracurricular activities
- to provide a forum for student opinion
- to promote scholarship
- to promote responsible leaders and followers
- to provide needed services for the school
- to teach democracy through experience.

ROXBORO COMMUNITY SCHOOL CLUBS

BETA CLUB

The BETA Club is a national honor society of high school students of good mentality and character, creditable achievement, and commendable attitudes. It is primarily intended to promote good citizenship, leadership, and scholastic records. Juniors and seniors with a 3.0 grade point average are eligible for invitation.

Interact Club	FBLA	YLA	Envirothon
Junior Civitan	United Way Youth	Math Counts	

Junior Civitan is a service club for young people. It enables youth to help make the world a better place in which to live through service, knowledge and fellowship. Membership is open to all students in grades 6-12. Junior Civitan is a part of Civitan International.

IMPORTANT: CLUB INITIATIONS AND HAZINGS WILL NOT BE TOLERATED BY ROXBORO COMMUNITY SCHOOL ORGANIZATIONS INCLUDING CLUBS, CLASSES, OR ANY FUTURE ATHLETICS

GUIDANCE

The Guidance Department, on the main floor, offers counseling and information to all students.

Appropriate requests from students include counseling regarding personal or academic problems, post high school plans, or career choices. Students may ask for appointments with counselors by contacting the guidance counselor. Counselors are available to parents or teachers for conferences.

CHEATING/PLAGIARISM ON CLASSROOM OR OUTSIDE WORK

Cheating: Cheating, either in the classroom or on outside work, will not be condoned. Honesty is a virtue to be taught and upheld at all levels of education as well as at all levels of society. Cheating includes but is not limited to: copying others work, receiving answers from others, and using unapproved notes or assistance on work.

PLAGIARISM is work that is submitted which includes works or thinking of others that is not properly cited shall be considered as plagiarized. Disposition shall be determined by the teacher and principal.

Roxboro Community School students who cheat or plagiarize:

1. Shall not receive credit on work accomplished by cheating.
2. Shall have their parents notified and will have a conference, as appropriate, with the principal, teacher, and student.
3. Shall jeopardize their standing in honor societies and other organizations according to the by-laws of each.
4. Shall have additional conferences if loss of credit places the student in jeopardy of failing a subject.
5. Shall jeopardize their standing in extracurricular functions.

6. Can be referred to Administration for additional discipline as prescribed by the RCS Code of Conduct

ROXBORO COMMUNITY SCHOOL STANDARD of DRESS POLICY for Students and Staff

Roxboro Community School Middle School Dress Policy

Appropriate school dress, personal appearance and cleanliness have a desirable impact on student behavior and performance. Appropriate dress is that which is suitable and comfortable for a work atmosphere. All students are to be dressed neatly.

Our students will be ambassadors from our school as they are involved in community projects. Their dress should reflect high standards of professional and community respect. We ask for the help and cooperation of the parents in abiding by the following dress standards:

Dress Standards

1. Shirts are to be black, red, or white polo/golf style. They should be free of all designs/logos and writing except for approved RCS apparel or small insignias (Polo horse, Nike swoosh; no larger than 3 inches).
2. Boys: pants, shorts are to be khaki, navy, olive, or black. Belts are to be worn with pants and shirts are to be tucked in. Girls: pants, shorts, Capri pants, and skirts are to be khaki, navy, olive, or black. Shorts and skirts not more than 3 inches above the knee. The girls do not have to tuck their shirts in. Shirts should not be lower than the top of the hip pocket on pants.
3. Most shoes are acceptable as long as they are regular street wear with no more than 1 ½ inch heels. All laces must be tied. Rainbow style sandals are acceptable. Appropriate athletic shoes are required for Physical Education class.
4. No hats, headgear, or sunglasses of any type are to be worn inside the building.
5. No exposed body piercings except appropriate ear piercings. No nose piercings.
6. Inappropriate jewelry or accessories are unacceptable and must be removed. For example: any jewelry that promotes alcohol, drugs, sexual, etc. are not permitted.
7. No sagging pants, leather pants or skirts, overalls, sweatpants, or pajama pants are acceptable.
8. Denim pants, skirts and jackets are not to be worn except on designated jean days.

Roxboro Community School High School Dress Policy

General Dress Guidelines for all Students

1. Jeans will be acceptable only on designated days as announced by the principal. Jeans should be free of any tears, holes, or frays. Future Jean Days will depend on adherence to guidelines. **Jean Days are not assumed to be every Friday.**
2. The following clothing is prohibited:
 - Promotion of gang affiliation
 - Use of alcoholic beverages, tobacco or controlled substances
 - Depiction of violence or prejudice
 - Sexual and/or disruptive or offensive words or images.

All shirts and pants are to be free of any writing. **All clothing should be free of all screen print except for RCS logos.**

3. Girl Scout, Boy Scout, 4-H uniforms may be worn on meeting days.
4. Cheerleading tops may be worn on game days.
5. Since RCS is a college-preparatory school, college sweatshirts with a collared shirt under the sweatshirt or polo shirts may be worn. **No hooded sweatshirts/jackets/sweaters or jerseys will be allowed.**
6. RCS logo shirts are acceptable attire. RCS T-shirts are appropriate on Jean Days. T-shirts must be tucked in and a shirt with a collar must be worn under sweatshirts.
7. Shorts can be no shorter than three (3) inches above the knee when the knee is on the floor.
8. Pants, shorts or Capri pants cannot be denim material.
9. Shoes must be street wear with heels no more than ½-inch; however, ladies may wear higher heels for dress occasions. If shoes have laces, they must be laced and tied.
10. No student may wear bedroom/bathroom slippers to school.
11. No student may wear pajamas at school.
12. Appropriate athletic shoes are mandatory for Physical Education to meet safety standards as outlined by staff.
13. Inside the building, all hats or headgear, bandannas, scarves, sweat bands and sunglasses are prohibited. None of the above items may be visible or worn on any article of clothing or the skin.
14. In class, heavy coats are unacceptable, but lightweight outerwear (Jackets, windbreakers and fleece jackets without logo other than the brand name and no hood) may be worn.
15. Sweatpants, sagging pants, leather pants, athletic pants or overalls are prohibited. Pants cannot drag on the floor. No camouflage clothing will be allowed at any time.

Male Guidelines

1. Men's shirts should be collared: dress, sport, polo/golf style, turtlenecks or sweaters without screen print. Long Underwear style sweaters are not permitted. Collared shirts must be under each sweater.
2. ALL shirts must be buttoned and tucked in pants.
3. No sleeveless shirts are permitted.
4. When pants have loops, men must wear belts.

Female Guidelines

1. Female shirts should be collared, dress or polo golf-style, turtlenecks or sweaters.
2. Tight knit pants are unacceptable, even under dresses. Leggings may be worn under dresses that meet length requirements. Leggings may not be worn under long shirts.
3. Crop tops, short tops, spaghetti strap tops, and tight or revealing shirts/blouses are prohibited. When students' arms are raised above the head, the shirttail must cover both the front and back of the pant waistband.
4. Dresses, skirts and shorts can be no shorter than three (3) inches above the knee when the knee is on the floor.
5. No see-through/transparent material can be worn.
6. Clothing must cover the midriff when the hand is raised in class.
7. No plunging necklines or displays of cleavage are permitted.
8. Tops cannot be see-through, backless, side-less or off the shoulder.
9. All tops must have long or short sleeves – no sleeveless.

Dress Code Violation Consequences

First Offense: Students will receive a verbal warning, phone call home by the teacher, change of clothes to be brought in by parent and conference with principal.

Second Offense: Administrative Referral.

If a student's dress is such that it constitutes a threat to health and safety, or violates the guidelines, the principal or guidance counselor may require the student and the student's parents or guardians to take appropriate action to remedy the situation.

INAPPROPRIATE PUBLIC DISPLAY OF AFFECTION (PDA)

Acceptable displays of affection include holding hands, and quick hugs. Unacceptable displays include: kissing on the lips or other inappropriate actions with the mouth; no full-body embraces, straddling, sitting on lap, or leaning/pressing against one another; and no indecent touching such as hands in another person's pockets or on another person's chest, rear-end or crotch.

1 st Offense	-	Warning, phone call to parents, names recorded and sent to counselor.
2 nd Offense	-	Phone call to parents, parental conference with counselor.
3 rd Offense and Beyond	-	Administrative Referral

LOCKERS

Lockers are a privilege and may be searched by school officials at any time without notice. Any misuse of lockers will result in loss of privilege. Locks for the lockers must be purchased from the RCS. Students cannot use their personal locks.

DRIVER EDUCATION

Driver education is not taught during the school day. It is taught in scheduled classes after the regular school day and during the summer months. Any rising freshman may register at the announced time at school. Students having questions should contact the PRINCIPAL. Only students enrolled in school are eligible to take driver education.

Roxboro Community School Parking Regulations & Application 2011-2012

1. The parking fee for the 2011-2012 school year is \$75.00.
2. Parking permit applications will be available to students who have a valid NC Driver's License and proof of required automobile insurance coverage, in order by class, beginning with seniors and working down thru the classes until all spots are taken.
3. All students who park a motor vehicle on the school campus or school approved lots must display the current parking permit. The permit must be hung from the rear view mirror with the permit number facing out at all times. Students will be assigned a parking lot. Parking in each lot will be on a daily first come basis. A parking permit must be purchased and displayed to park in any lot at RCS. Students may not park on the road, drive-way, or in any place other than the specified lots.
4. Vehicles should be parked front-in first. Backing into spaces is not permitted.
5. The safe operation of motor vehicles is required. Vehicles must not travel in excess of 10 miles per hour.
6. Roxboro Community School is not responsible for damages to or theft from vehicles. Students are cautioned NOT to leave valuables in their vehicles. Parked vehicles should be left with windows closed and doors locked.
7. Student vehicles are subject to search and seizure per Roxboro Community School policy.
8. Students shall inform the office immediately of any changes in vehicle or license plate.
9. Lost parking permits will be replaced for a \$25.00 fee. Report losses to the office.
10. Roxboro Community School policy prohibits the possession and/or use of tobacco products on campus. Students may not possess tobacco products or smoke in cars at any time while on the school campus.
11. Students must have permission from the Principal or Assistant Principal and a parent to leave the parking lot for any reason during school hours.
12. Students may not return to their cars during school hours without permission.
13. Handicapped parking is available as needed on an assigned basis only.
14. Parking a vehicle on school property is a privilege and may be revoked by the Principal or Assistant Principal at any time. Students who operate a motor vehicle on campus should fully understand their duties and responsibilities. Any violation of the Roxboro Community Schools discipline policies can result in the loss of parking privileges.
15. Please review all parking regulations with your parents and call the school for clarification of any matter there are questions about.

Any vehicle parking on the Roxboro Community School campus or assigned lot is subject to search by a school administrator where there is reason to believe the vehicle contains contraband, including but not limited to illegal drugs, weapons, or evidence of the commission of a crime. The school is not responsible for any loss resulting from a vehicle being parked on campus. Any vehicle improperly parked will be fined and/or towed at the owner's expense. Any vehicle parking on campus or any RCS lot with no parking tag will result in fines or vehicle towed at owner's expense. Unpaid fines will result in the revocation of parking privileges and may result in vehicle being towed at owners expense. The school reserves the right to withdraw parking privileges at any time upon verbal notification to the student and/or parent.

Signature below indicates the acceptance of and agreement to abide by all of the above stated policies.

Student Name (Print) _____ Signature _____

Parent/Guardian (Print) _____ Signature _____

Roxboro Community School Code of Conduct

Acts of violence

Fighting

Mutual combat-fight between two students	3 - 5 days home suspension, recommendation to expel
Attack upon a student	5 days home suspension, police report, recommendation to expel
Attack on an adult	5 days home suspension , police report, recommendation to expel
Causing serious physical injury to another person except in self defense	5 days home suspension, police report, recommendation to expel
Inciting a fight or altercation of your own or between others	3-5 days home suspension, recommendation to expel

Threatening to cause physical harm

Threatening a student	Notify parent(s) and/or home suspension (at principal's discretion), could result in recommendation to expel
Threatening school personnel	5 days home suspension, recommendation to expel
Hazing	3 - 5 days home suspension could result in recommendation to expel.

Weapons and Dangerous Objects

Possession of weapon (knife, gun, sharp object, pin, club, look-alike weapon, or any object which could inflict injury). A look-alike weapon, if used in a threatening manner, is considered a weapon	5 day home suspension, police report, recommendation to expel
Use of a weapon in a fight	5 day home suspension, police report, recommendation to expel
Possession and/or sale of explosives or fireworks	5 day home suspension, police report, recommendation to expel
Use of explosives or fireworks	5 day home suspension, police report, recommendation to expel

Possession, selling or other wise furnishing a firearm	5 day home suspension, police report, recommendation to expel
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Drugs & Alcohol

Possession, use of, sale of, furnished, or under the influence of an alcoholic beverage	1 st offense: 5 day home suspension, police report, health dept. referral, could result in recommendation to expel. 2 nd offense: 5 day home suspension, police report, health dept. referral, will result in recommendation to expel.
Possession, use of, furnished, or under the influence of a drug	1 st offense: 5 day home suspension, police report, health dept. referral, could result in recommendation to expel. 2 nd offense: 5 day home suspension, police report, health dept. referral, recommendation to expel
Unlawfully selling a drug	5 day home suspension, police report, recommendation to expel

Sale of "Look Alike" drugs & alcohol

Offered, arranged, negotiated to sell, deliver, or furnish alcohol and/or drugs, and then substituted a look-alike substance intended to represent illegal alcohol or drug	5 day home suspension, police report, recommendation to expel
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Robbery or Extortion

5 day home suspension, police report, recommendation to expel, could result in recommendation to expel.

Damage to Property

Caused or attempted to cause damage to school property or private property (property of another student)	Notify parent(s), restitution, 3-5 days home suspension, police report, recommendation to expel (at principal's discretion)
Arson	5 day home suspension, police report, recommendation to expel

Theft or Stealing

Stolen or attempted to steal school property or private property	3 - 5 day home suspension, police report, restitution, recommendation to expel
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Cheating

Receiving help from another student or resources during individual class assignments or a testing situation	Notify parent(s) and/or 3 - 5 days home suspension (at principal's discretion), could result in recommendation to expel.
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Tobacco

Possession of tobacco in any form	Confiscation
Smoking or chewing tobacco on school grounds or across any adjacent street	1 st offense: Notify parent(s) 2 nd offense: 3 day home suspension, could result in recommendation to expel.

Profanity, Obscene Acts, Vulgarity, Demeaning Racial Statements

Swearing, writing, use of obscene language, gestures, or demeaning statements, lewd acts among peers	Notify parent(s) and/or 3 - 5 days home suspension (at principal's discretion), could result in recommendation to expel.
Profanity directed at school personnel	3 - 5 days home suspension (at principal's discretion), could result in recommendation to expel.

Drug Paraphernalia

Possession of drug paraphernalia	1 st offense: 5 days home suspension, police report, health dept. referral, or with parental agreement, 3 day home suspension, police report, chemical dependency assessment, Health dept. referral, could result in recommendation to expel. 2 nd offense: 5 days home suspension, police report, recommendation to expel
Offered, arranged or negotiated to sell any drug paraphernalia	1 st offense: 5 days home suspension, police report, health dept. referral, or with parental agreement, 3 day home suspension, police report, chemical dependency assessment, Health dept. referral, could result in recommendation to expel. 2 nd offense: 5 days home suspension, police report,

	recommendation to expel
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Willful Disobedience

Failure to follow staff directive	Notify parent(s) and/or 3 day home suspension (at principal's discretion), could result in recommendation to expel.
Failure to comply with dress code	Notify parent(s) and send home to change, could result in recommendation to expel.
Failure to follow conduct code for school bus passengers	Notify parent(s) and/or home suspension, recommendation expel (at principal's discretion)
On campus while on home suspension	Notify parent(s), 5 day home suspension, could result in recommendation to expel.
Gambling	Notify parent(s) and/or 3 day home suspension (at principal's discretion), could result in recommendation to expel.
Forgery or falsification	Notify parent(s) and/or 3 - 5 day home suspension (at principal's discretion), could result in recommendation to expel.
Littering	Notify parent(s), restitution, 3 - 5 day home suspension (at principal's discretion), could result in recommendation to expel.
Possession of the following articles are not allowed at school, unless permission is obtained from the school personnel: radio, tape player, CD player, earphones, skateboards, cell phones & electronic beepers, iPods	Notify parent(s), confiscate property and return only to the parent(s), could result in recommendation to expel.
Offensive public display of affection	Notify parent(s) Could result in recommendation to expel.
Failure to demonstrate good citizenship and/or use of culturally insensitive language	Notify parent(s), 3 - 5 days home suspension (at principal's discretion), could result in recommendation to expel.
Failure to follow classroom rules	Notify parent(s), 3 - 5 days home suspension (at principal's discretion), could result in recommendation to expel.

Knowingly Receiving Stolen School or Private Property

3 - 5 days home suspension (at principal's discretion)

14. Sexual Harassment

Prohibits sexual harassment includes, but is not limited to unwelcome sexual advances, request for sexual favors, and other verbal, visual or physical conduct of a sexual nature (See detailed explanation on last page of Code of Conduct)	Notify Parent(s), home suspension, police report, recommendation to expel (at principal's discretion)
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15. Act of Hate Violence

Causing, threatening or attempting to cause, or participating in an act of hate violence, defined as willfully interfering with or threatening another person's personal or property rights because of race, national origin, religion, disability, or sexual orientation. Speech that threatens violence, when the perpetrator has the apparent ability to carry out the threat, may be considered an act of hate violence.	Notify parent(s), 5 days home suspension, police report, arrest, recommendation to expel (at principal's discretion)
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16. Other Harassment / Bullying

Intentionally engaging in harassment, threats, or intimidation against a student or group of students when the harassment is severe and pervasive and disrupts classes or creates disorder	Notify parent(s), 5 days home suspension, police report, arrest, recommendation to expel (at principal's discretion)
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17. Truancy

Repeated unexcused absences, not completing assignments during absences	Notify parent(s) and appropriate authorities, could result in recommendation to expel.
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18. Skipping Class or School

Skipping a class or classes, coming into a class late without a pass, leaving a class without permission, arriving to school late or leaving early without signing in/out	Notify parents, 3- 5 days home suspension, could result in recommendation to expel
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Roxboro Community School POLICY PROHIBITING HARASSMENT, INTIMIDATION, DISCRIMINATION AND BULLYING

*Bullying is commonly defined as “intentional, repeated hurtful acts, words, or other behaviors...committed by one or more children against another child.”

*Bullying may take several forms in the effort to harass, intimidate, or discriminate against others. This may include, but is not limited to:

- | | |
|----------------------------------|---|
| <i>Physical Bullying</i> | punching, hitting, poking, kicking, strangling, hair pulling, beating, biting, excessive tickling, pushing |
| <i>Verbal Bullying</i> | name-calling, teasing, gossip, starting/spreading rumors, taunting, threatening directly or indirectly, in person or thru others |
| <i>Cyber Bullying</i> | any type of harassment or bullying conducted directly or indirectly thru electronic devices such as but not limited to, email, texting, and internet social network sites |
| <i>Emotional Bullying</i> | rejecting, terrorizing, extorting, intentionally excluding, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, or perceived sexual orientation, manipulating friendships/relationships, isolating, ostracizing, peer pressure |
| <i>Sexual Bullying</i> | includes many actions listed previously, as well as voyeurism, exhibitionism, sexual propositioning, sexual harassment, abuse involving actual physical contact, sexual assault |

**Preventing Bullying: A Manual for Schools and Communities.* US Department of Education: March 2003

No student, staff member, or other person shall in any way bully, harass, or intimidate another student, staff member, or other person on RCS school grounds or at an RCS school function, on or off school property. This also applies to any person representing RCS in an official capacity. This policy includes actions, behaviors, and the use of language that could be considered as bullying, and may include, but is not limited to, those listed above.

Consequences:

In the effort to provide a safe, orderly, and productive educational environment, the Roxboro Community School Board of Directors has adopted the Student Code of Conduct. The approved RCS Student Code of Conduct covers consequences for infractions of this policy.

Sexual Harassment

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, request for sexual favors, and other verbal, visual or physical conduct of a sexual nature:

1. Submission to the conduct is explicit or implicitly made a term or condition of an individual's employment, academic status or progress.
2. Submission to or rejection of the conduct by an individual is used as the basis for academic or employment decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact on the individual's academic or work performance, or of creating an intimidating, hostile or offensive educational or work environment.
4. Submission to or rejection of the code of conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities at or through the school.

Other types of conduct, which are prohibited and may constitute sexual harassment, include:

1. Unwelcome leering, sexual flirtations or propositions.
2. Unwelcome sexual slurs, epithets, verbal abuse, derogatory comments or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body or overly personal conversation.
4. Sexual jokes, stories, drawings, pictures, or gestures.
5. Spreading sexual rumors.
6. Teasing or sexual remarks about students enrolled in a predominately single-sex class.
7. Touching an individual's body or clothing in a sexual way.
8. Purposefully limiting a student's access to educational tools.
9. Cornering or blocking of normal moments.
10. Displaying sexually suggestive objects in the educational environment.
11. Any act of retaliation against an individual who reports a violation of the sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

Enforcement

The Principal shall take appropriate actions to reinforce the school's sexual harassment policy. These actions may include:

1. Removing vulgar or offending graffiti.
2. Providing staff in-service and student instruction or counseling.
3. Taking appropriate disciplinary action to include notification of parent(s), home suspension, police report, or expulsion.

The action of Roxboro Community School Code of Conduct shall apply to school activities which occur at anytime, including (but not limited to) any of the following:

1. While on school grounds.
2. While going to, or coming from school.
3. During the lunch period, whether on or off campus.
4. During, or while going to, or coming from, a school-sponsored activity.

ROXBORO COMMUNITY SCHOOLS NOTIFICATION OF TITLE IX GRIEVANCE PROCEDURE

1. It is the policy of the Roxboro Community School not to discriminate on the basis of sex in its educational programs, activities, or employment as required by Title IX of the 1972 Education Amendments. As a student of Roxboro Community School you are protected from sex discrimination

If you wish to discuss your rights under Title IX, to obtain a copy of the full Title IX grievance, or for help in filing a grievance, contact the principal.

Parental Grievance Policy

The following procedure is to be followed whenever a parent has a particular grievance:

If an issue remains unresolved after a formal conference with the Principal, the parent may appeal to the Roxboro Community School Board of Directors.

Within ten days of the incident, the parent is to write a Letter of Grievance addressed to the Chairman of the Roxboro Community School Board of Directors.

The Letter of Grievance must contain an outline of the grievance giving details and dates. A copy of the letter must be given to the Principal.

All grievances must be dated and submitted in writing to the Chairman of the Board.

The Chairman shall call a meeting within two weeks of receipt of the grievance, if possible. At the initial meeting, the board will make a decision, via majority vote, with a recommendation of any action to be taken.

The parent(s) that submitted the grievance will be notified by letter as to the decision of the Board of Directors within a reasonable amount of time that would be required for resolution of the grievance. The decision of the Roxboro Community School Board of Directors is final.

Daily Schedule

1st Bell	7:50	2 nd Bell	8:00
1 st Period			8:07 – 9 :05
2 nd Period			9:09 - 10:07
3 rd Period			10:11 – 11:12
1 st 4 th Period	11:16 – 12:13	2 nd Lunch	12:13 – 12:46
2 nd 4 th Period	11:47 – 12:46	1 st Lunch	11:16 – 11:43
5 th Period			12:50 – 1:48
6 th Period			1:52 – 2:50

All Students go to lunch with their 4th Period class

Flex Day Schedule

12:30 Release

No Lunch

First Period	8:07 – 8:47
Second Period	8:51 – 9:31
Third Period	9:35 – 10:15
Fourth Period	10:19 – 10:59
Fifth Period	11:03 – 11:43
Sixth Period	11:47 – 12:27

The following pages require parental signatures:

PERMISSION TO DISPLAY STUDENT PHOTOS, VIDEO IMAGES, AND/OR STUDENT WORK

Dear Parent/Guardian,

As part of the Roxboro Community School efforts to keep the community fully informed and to publicly celebrate our student's achievements, there may be occasions causing RCS to use images and/or pictures of your student individually or in a group photo and to release pertinent student directory information. **See FERPA disclosure.**

All of the uses of photos, video images, student work, and student directory information would be for non-commercial purposes and may include use in but not limited to:

- School publications
- Newspapers and other outside publications
- School websites and announcements
- Televised meetings or events
- Awards ceremonies
- Presentations
- Athletic events

Please complete the following disclosure granting or denying permission for the use of photos, video images, student work, and student directory information as listed above and return to your home room teacher.

I _____
Parent/Guardian printed name

_____ **Grant Permission** for RCS to use photos, video images, student work, and student
Initials directory information as listed above.

_____ **Deny Permission** for RCS to use photos, video images, student work, and student
Initials directory information as listed above.

Parent/Guardian Signature

Date

Student Name _____ Grade _____

FERPA: According to state and federal regulations, district parents/guardians and students must be notified in writing of their rights under FERPA (Family Educational Rights and Privacy Act of 1974, commonly known as the 'Buckley Amendment').

Under this act, parents or eligible students have a right to refuse the release of student directory information. Directory information includes: a student's name, address, telephone number, date and place of birth, dates of attendance, awards received in school, weight and height of members of athletic teams, and participation in officially recognized activities and sports. This information is typically released to news media relative to sports or academic achievement.

Directory information may be released by the school to anyone who requests it unless I object to the release (check "DENY PERMISSION") of any or all of this information within ten (10) school days of the time this form was sent home.

Roxboro Community School Partnership Agreement and Policy Compliance Agreement

I/we have read the Partnership Agreement, Policy Prohibiting Harassment, Intimidation, Discrimination and Bullying, Sexual Harassment, and Student Handbook. We agree to fulfill our responsibilities as described and to abide by all terms and conditions as stated.

Student Name: _____

Student last four of Social Security
Number: _____

Student Signature: _____

Family Representative Signature: _____

Relationship: _____

Date: _____

Roxboro Community School
Representative Signature: _____
Title

Date: _____

Please complete and sign the following student and volunteer information forms

Student Information:

Students Full Name _____ Gender _____

Ethnicity: Hispanic _____ Non Hispanic/Latino _____ White _____

Race: American-Indian/Alaskan Native _____ Asian _____
Black or African American _____ Native Hawaiian/Pacific _____

Home Address _____ City _____ State _____
Zip _____ Telephone Number _____ Birth Date _____
County of Residence _____ Age _____

Last 4 numbers of Social Security Number _____

Current School _____ Phone Number _____

Does your child receive Free /Reduced lunch (Circle one).

What language does your child speak most often? _____

What language is spoken most often at home? _____

Has your child ever had a long term suspension (10 days or more) or expulsion from present school or any other North Carolina Public School System or Private School? Yes _____ No _____
If Yes, Please explain in detail including dates. Please use additional paper if needed.

Has your child ever had a short term suspension (Less than 10 days)? Yes _____ No _____
If Yes, Please explain in detail including dates. Please use additional paper if needed.

Has your child ever attended any form of alternative school? Yes _____ No _____
If Yes, Please explain in detail including dates. Please use additional paper if needed.

Does he/she have a diagnosed disability? Yes _____ No _____ If yes, what is the disability?

Does he/she have a current Individualized Education Plan or 504 Plan? Yes _____ No _____
If yes, please indicate the area of service receiving and when the current IEP or 504 and re-evaluation are due?

Does he/she receive any related services? Yes _____ No _____
If yes, what related services (speech, OT, Pt, etc)

Does your child receive AIG services? Yes _____ No _____ Language Arts _____
Math _____ Other _____

Does your child have any health concerns for which your child has seen a doctor in the last two years?
Yes _____ No _____ If yes, please list

Does your child regularly take any medications? Yes _____ No _____
Will any medications need to be dispensed at school? Yes _____ No _____
If yes, please list

Does your child have any allergies? Yes _____ No _____
If yes, please list

Volunteer Information:

Roxboro Community School has a core belief of providing a small, nurturing, family centered, environment where each student can succeed. We depend on parent and student volunteers to provide many services and experiences we would not be able to afford otherwise. Volunteer service is not only necessary for the school, it is a great way for parents to stay involved with their student and provide a positive influence on their educational experience.

Parent/Guardians Name _____

Students Name _____ Grade _____

Do you have any special talents or interests?

Are you willing to serve on any of the following committees? If yes, please put a check beside it.

- | | |
|---|---|
| <input type="checkbox"/> PTSO | <input type="checkbox"/> Bulldog Day |
| <input type="checkbox"/> Grants/Contributions | <input type="checkbox"/> Spring Carnival |
| <input type="checkbox"/> Technology | <input type="checkbox"/> Building Maintenance |
| <input type="checkbox"/> Grounds Beautification | <input type="checkbox"/> Family Nights at Local restaurants (Burger King Night) |
| <input type="checkbox"/> Athletic Booster Club | <input type="checkbox"/> Dining Hall |
| <input type="checkbox"/> Carpool Committee | <input type="checkbox"/> Book Fair |
| <input type="checkbox"/> Hospitality | <input type="checkbox"/> Teacher Appreciation |
| <input type="checkbox"/> Testing Proctor | <input type="checkbox"/> Donations for Special Events |
| <input type="checkbox"/> Special Community Events | <input type="checkbox"/> Golf Tournament |

Other Ideas?

My family commits to serve at least 4 volunteer hours per semester. Roxboro Community School recognizes that volunteering can take many different forms for each family (i.e. copying papers, making phone calls, hosting teacher lunches, laminating, dining hall assistance, assist with special events etc.) I have filled out this application fully and certify that it is correct and accurate. I understand that if any information given in this application is found to be false, I will lose my child's opportunity to attend RCS.

Parent/Guardian Signature _____

Date _____