

ROXBORO ROAD MIDDLE SCHOOL



Student/Family HANDBOOK 2023-2024

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North Syracuse Central School District Mission Statement:

The students, residents and staff of the North Syracuse Central School District will work collaboratively to ensure a respectful and diversified learning environment. Our collective focus is to provide educational experiences and opportunities that inspire students to reach their individual potential as productive citizens.

Adopted by the Board of Education August 11, 2014

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION

Robert Crabtree
Paul Farfaglia
Matthew Hermann
Beth Kramer
Joshua Ludden
Michael Mirizio
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Christopher Leahey, Ed.D., Associate Superintendent for Teaching & Learning
Jason Nephew, Assistant Superintendent for Human Resources
Donald Keegan, Associate Superintendent for Business Services

ROXBORO ROAD MIDDLE SCHOOL

300 Bernard Street
Syracuse, New York 13211
Phone # 218-3300
Fax # 218-3385

Heather Pellegrino
Principal

Joelle Fiorini
Associate Principal

Anthony Puma
Associate Principal

NON-DISCRIMINATION POLICY

The North Syracuse Central School District does not discriminate on the basis of race, color, creed, age, sex, national origin, ethnic background, disability, military status, marital status, sexual orientation, or any other basis protected by applicable law in the employment and educational opportunities it offers, including vocational educational opportunities. The District is committed to adhering to the non-discrimination provisions of Title VI and Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act and the New York Human Rights Law.

The North Syracuse Central School District also does not discriminate on the basis of sex with respect to employment or in the educational programs and activities it provides (including vocational programs), including the appointment of employees, employment pay, benefits and opportunities, counseling services for students, access by students to educational programs, course offerings, textbooks and student activities, as required by Title IX of the Education Amendments of 1972.

The North Syracuse Central School District does not discriminate on the basis of disability in accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and the New York Human Rights Law. Furthermore, the District does not discriminate on the basis of disability in admission or access to its programs. No person shall be denied employment or employment advancement solely because of any physical, mental or medical impairment provided the individual is capable of performing, with or without reasonable accommodation, the essential functions of the job applied for or held.

Inquiries regarding the District's Non-Discrimination Policy should be directed to:

Section 504 Compliance Officer:

NSCSD Special Education Office
Executive Director for Diverse Learning and Student Supports
North Syracuse Central Schools
5355 West Taft Road
North Syracuse, New York 13212
(315) 218-2120

**Title IX, Title VI, Title VII, ADA, ADEA
and New York Human Rights Law
Compliance Officer:**

Jason Nephew
Assistant Superintendent for Human Resources
North Syracuse Central Schools
5355 West Taft Road
North Syracuse, New York 13212
(315) 218-2125

The complete grievance procedures applicable to the District's Non-Discrimination Policy are available for review in the offices of each of the above-named persons, and the office of each District Director and Supervisor, and in the front office of each school building within the District. Copies will be provided upon request.

AHERA NOTIFICATION

The District has been inspected for building materials containing asbestos as required under the Asbestos Hazard Emergency Response Act ("AHERA"). Copies of the Management Plan and the three year re-inspection are available in the main office of each building. AHERA requires the District to appoint a "Designated Person" for asbestos-related concerns. Jon Ward, Director of Facilities, has been appointed as the "Designated Person" for asbestos-related concerns in the North Syracuse Central School District.

MEDIA COVERAGE

During the school year, your son or daughter may have the opportunity to have his/her photo taken, video image and voice recorded, and/or art and written work published in connection with a school district activity or program. Your child's photo (image) and school work may be published in local newspapers, posted (displayed) on the district's Internet site, or used by the requesting organization (local TV or print media) for their programming, i.e., backup and their news stories.

If you DO NOT want your child's picture or schoolwork to be used in newspaper articles, videos, and/or district publications, including our district's website, please inform your school principal in writing.

WELCOME

Dear Students and Families,

Welcome to Roxboro Road Middle School! We are looking forward to coming back together to learn and grow this school year. We are here to help; this handbook provides you with pertinent information that you will need as a valued member of our learning community. We encourage you to read through it together. Should you have questions regarding any information contained in this resource, please do not hesitate to call the main office (315-218-3300) for clarification.



In order to fulfill the Mission of the North Syracuse Central School District, Roxboro Road Middle School will ensure the academic and social-emotional growth of each child in a safe environment that empowers every learner to reach his or her full potential in partnership with our families and community. To ensure that this occurs, there are certain rules and regulations that must be followed; as outlined below.

Thank you for your continued support in the education of your children. As you know, each one of us plays a crucial role in contributing essential elements that will make Roxboro Middle a wonderful environment for students to learn, grow, and succeed.

Heather Pellegrino, Principal
 Joelle Fiorini, Associate Principal
 Anthony Puma, Associate Principal

A QUICK GUIDE

If you...	Then go to...
Are late to school	Attendance Office
Are sick	Health Office
Must be dismissed early	Attendance Office
Find or lose something	Main Office
Find or lose books	Main Office
Need a schedule	Guidance Office
Will attend another school	Guidance Office
Change address or telephone	Guidance Office
Need to report an accident	Health Office/Main Office
Have a locker problem	Main Office/Homeroom Teacher
Have a gym locker problem	Phys. Ed Offices
Are late to class	Report to class

ROXBORO STAFF

Main Office

Principal: Heather Pellegrino

Associate Principal: Joelle Fiorini

Associate Principal: Anthony Puma

School Secretary: Timarie Schipani

Secretary: Alicia Fairbanks

Secretary: Robin Floyd

Counseling Secretary: Donna Troy

School Resource Officer: Deputy Mike Doupe

Health Office

School Nurse: Alaina Broccoli

School Nurse: Nan Pucino

Counseling Office

5th Grade Counselor: Catherine Sullivan-White

6th Grade Counselor: Carly Hewitt

7th Grade Counselor: Janna Keefe

5th & 6th Psychologist: Crystal Adkins-Pakish

5th & 7th Psychologist: Sophie Meyers

Social Worker: Beth Robbins

Family Engagement Specialist: Amanda
Pollard

PHONE NUMBERS

Main Number	315-218-3300 (Listen for options)
Attendance Office	315-218-3314
Food Service	315-218-3305

SCHOOL CALENDAR 2023-2024

September	4	Labor Day
	7	First Day of School
October	6	½ Day of School for Students
	9	No School/Columbus Day/Indigenous People's Day
	13	5-Week Reports on SchoolTool
	31	½ Day of School for Students
November	7	No School/Superintendent's Conference Day
	9	End of MP1
	10	No School/Veterans' Day
	17	MP1 Report Cards Available on SchoolTool
	22-24	Thanksgiving Recess
December	21	15-Week Progress Reports on SchoolTool
	22-29	Winter/Holiday Recess
January	1-2	Winter/Holiday Recess
	15	No School/Martin Luther King Day
	30	End of MP2
	31	½ Day of School for Students
February	6	MP2 Reports Cards Available
	19-23	Presidents' Day/Mid-Winter Recess
March	13	25-Week Progress Reports
	15	No School/Superintendent's Conference Day
	29	No School/Good Friday
April	3	½ Day of School for Students
	12	End of MP3
	19	MP3 Report Cards Available
	22-26	Spring Recess
May	17	½ Day of School for Students
	24	35-Week Progress Reports
	27	No School/Memorial Day
June	7	½ Day of School for Students
	14	End of MP4
	19	No School/Juneteenth Observance
	25	MP4 Report Cards Available

ROXBORO SCHEDULE

ROXBORO ROAD MIDDLE SCHOOL TIME SCHEDULE – GRADES 5 & 6

	Homeroom	8:10 - 8:15
Block 1	1st	8:15 - 8:54
	2nd	8:56 - 9:35
Block 2	3rd	9:37 - 10:16
	4th	10:18 - 10:57
	5 L	10:59 - 11:29
	6 L	11:31 - 12:01
Block 3	7th	12:03 - 12:42
	8th	12:44 - 1:23
Block 4	9th	1:25 - 2:04
	10th	2:06 – 2:45
	Dismissal	2:45 - 2:50

ROXBORO ROAD MIDDLE SCHOOL TIME SCHEDULE – GRADE 7

	Homeroom	8:10 - 8:15
Block 1	1st	8:15 - 8:54
	2nd	8:56 - 9:35
Block 2	3rd	9:37 - 10:16
	4th	10:18 - 10:57
Block 3	5th	10:59 - 11:38
	6th	11:40 - 12:19
	7 L	12:21 - 12:51
	8 WIN	12:53 - 1:23
Block 4	9th	1:25 - 2:04
	10th	2:06 – 2:45
	Dismissal	2:45 - 2:50

COMPREHENSIVE SCHOOL ATTENDANCE POLICY AND PROCEDURE

The New York State Education Department requires that all school districts adopt a Comprehensive Student Attendance Policy with the purpose of raising student achievement and reducing student performance gaps. Policy 5100.1, effective 11/17/14.

The North Syracuse Board of Education shares these common beliefs:

- Regular class attendance is one of the most important aspects of a student’s educational program.
- The educational process requires a continuity of instruction and active classroom participation.
- The interaction between students and teachers in the classroom is an integral component of learning.
- There is a strong correlation between consistent class attendance, parental involvement and academic success.

Attendance will be taken daily in all classes.

A series of letters will be sent to parents to communicate concerns regarding student attendance.

EXCUSED ABSENCES

Medical

Sick
Injury
Doctor Appointment*
Dental/Orthodontist Appointment*
Hospital*
Quarantine*
Surgery*
Counseling*
Attendance at Health Center*

Family Related

Emergency in Family
Death in Family
Attending Family Member Funeral
Military Obligation
Religious Observation

Other

College Visit*
Incarcerated*
Attending Funeral
Social Service Visit*

*Within 5 days of return to school, official verification must be provided from the service provider and/or agency.

ATTENDANCE REGULATIONS

Students will not be allowed in the building before 8:00 a.m. Upon entering school in the morning, all students should go to their lockers then report directly to their classrooms. Students who wish to get breakfast should go directly to the cafeteria. Students are not to loiter in the halls or lobby. Once they have reported to their classroom, students may not leave without a pass. Students out on a pass should report back to their classrooms by 8:10 a.m. Those who bring musical instruments should bring them to the band room before going to their locker. Any student not in the classroom on time is considered tardy and if he/she does not have a legitimate excuse, a note must be brought from home the next day.

All student absences, tardiness, and early departures from class or school must be accounted for. It is the parent's responsibility to notify the school of the student's absence, tardiness, or early departure from class or school or to provide a written excuse upon the student's return to school, within 2 school days of the student's return to school.

Unexcused student absences, tardiness, and early departures from class or school may result in disciplinary action consistent with the district's code of conduct. Those penalties may include detention or in-school suspension. Students may also be denied the privilege of participating in or attending extracurricular events.

The Board of Education recognizes an important relationship between class attendance and student performance. Consequently, each marking period a student's final grade may be based on classroom participation as well as the student's performance on homework, tests, papers, projects, etc.

Students are expected to attend **all scheduled classes**. Consistent with the importance of classroom participation, **unexcused** student absences, tardiness, or early departure from class or school **will** affect a student's class participation grade for the marking period.

HOMework REQUESTS

Please contact the attendance office (315-218-3314) to request homework for your child when they are absent 2 days or more. To assure timely communication to the teachers contact must be made **before 9:00 A.M.** Work will be available for pick up after 3:00 P.M. at the shelves by the security desk and the person picking up the homework is responsible for obtaining any textbooks from the student's locker. Please note that teachers are not required to provide work prior to a student going on vacation. Students may request missed work when they return.

TARDINESS

Tardiness is a late arrival to your assigned classroom. A student who arrives late to school by school bus is not tardy, nor is a student who is detained by an administrator or teacher. If you are tardy to school, you must report to the Attendance Office for a pass. If you have an excused tardy, please bring your excuse to school with you.

AT NO TIME SHOULD STUDENTS PROCEED TO CLASSES WITHOUT CHECKING IN AT THE ATTENDANCE OFFICE IF LATE FOR SCHOOL.

EARLY DISMISSAL

If you are leaving school for a doctor or dental appointment, or any other reason, **bring written parental permission** to the Attendance Office immediately after checking in to your homeroom in the morning. A release pass will be issued upon receipt of a note from a parent stating the time and reason for the student to be excused. Turn in this pass to the security/attendance windows upon leaving the building and pick it up if you return the same day. Your note should include the name of the adult who will be picking you up.

PARENTS: If you are picking up your child, you are required to come to the security window to sign the student out of the building. **Identification will be required by anyone picking up a student from school.** If you are sending another adult, please make certain that the adult's information has been submitted to the school and registered in our student information system prior.

TRUANCY

A student is truant when the parent indicates that the student left home for school but did not appear at school. Truancies are reported to Child Protective Services and the Onondaga County Family Court. Multiple truancies may result in an Educational Neglect petition filed against the parent.

Suggestions to Parents:

- Please notify the school in advance of any planned excusable absences.
- If you change any home, work and/or family emergency information, please call school with this information.
- Send written verification of all student absences **as soon as possible**.
- Try to schedule medical/dental appointments for after school hours or on school holidays whenever possible.
- Establish a set bedtime and waking time for your child.
- Emphasize the importance of coming to school

EMERGENCY SCHOOL CLOSINGS

It is recommended that residents listen to WSYR (570AM), WOLF (105.1 FM), and WSEN (92.1 FM), or watch one of the following television stations: WSTM-Channel 3, WTVH-Channel 5, WSYR-Channel 9 or YNN-Channel 10. These stations are the first to be notified of any closing or delays. Closing information will be posted on the district website and Facebook page and sent out through Twitter (@NSyracuse.com) and through School Messenger.

Please do not call the school for this information.

SCHOOL/PARENT COMMUNICATION

School personnel maintain frequent contact with parents by phone calls, written notices and letters, and by encouraging **parent conferences**. Specifically, in December, parents are asked to schedule an appointment to meet with their child's teacher (see school calendar).

A **school newsletter** is sent via ParentSquare at the beginning of every month to keep parents up to date on school activities, awards and announcements. Limited paper copies are available at the security desk. In addition, our [Roxboro Road Middle School website](#) is updated frequently.

PARENT/TEACHER ORGANIZATION

To become more involved with the school, which is always strongly encouraged, parents are invited to join the *Parent-Teacher Organization* (PTO) of Roxboro Road Middle School. Meetings are held at 6:00 p.m. in the LRC.

PTO Officers for 2023-2024 are:

President: TBD
Vice President: TBD
Treasurer: TBD
Secretary: TBD

MIDDLE SCHOOL ACADEMIC PROGRAM

Students take the following:

English/Language Arts Math Science
Social Studies Health Art
Physical Education Music

Additional Middle School Courses:

Foreign Language
Family and Consumer Science
Technology Education

MIDDLE SCHOOL HOMEWORK POLICY

Homework is a valuable and appropriate extension of instructional activities initiated in the classroom. A policy recognizing and encouraging the value of homework and its consistent use in each educational level within the instructional process needs to be put in place. In addition to the reinforcement of instructional concepts, completion of such work develops independent thinking and good work habits, promotes self-discipline on the part of the student, and assists the home and the school in better understanding each student's academic strengths and weaknesses. Assigned homework should have a definite purpose. It should reinforce and maintain mastery of skills, expand worthwhile knowledge, encourage creative use of abilities, and broaden desirable interests and habits.

NSCSD BOE Suggested Homework Guidelines:

Grades	Minutes Per Day
5th and 6th	No more than 15 minutes per period or 20 minutes per block or 1 hour total
7th	No more than 20 minutes per class period or 25 minutes per block or 1 ½ hour total

Homework may not count for more than 10% of a student's quarterly grade.

REPORT CARDS

Students are encouraged to reach a high scholastic average and to do their very best. Report cards and progress reports are issued periodically to indicate to the student and their parents how well the student is performing. While report card grades are an indication of a student's achievement, they do not always indicate abilities or motivation. Achievement can be improved by proper attention in class, doing all homework and class-work, and proper study habits.

5TH - 7TH GRADE REPORTING SCHEDULE

5-7 Progress Reports Available Online (SchoolTool)		Grades 5-7 Reports Cards Available Online (SchoolTool)	
5-Week	10/13/23	MP 1	11/17/23
15-Week	12/21/23	MP 2	02/06/24
25-Week	3/13/24	MP 3	04/19/24
35-Week	5/24/24	MP 4	06/25/24

HONOR AND MERIT ROLL

All students receive numerical grades on their report cards. Those students who have an average of 84.5-89.4 will be placed on the Merit Roll and those with an average of 89.5-100 will be placed on the Honor Roll.

SCHOLASTIC ELIGIBILITY

To be eligible for co-curricular activities or clubs, students must have a marking period average of at least 70%, with no more than one failing grade. Throughout the school year, eligibility will be determined quarter by quarter. Students may enter or re-enter (at quarterly marking periods as eligibility is maintained or reacquired) year-long activities throughout the school year, in keeping with individual program criteria and schedule.

For fall activities in the 7th grade, eligibility will be based on the prior year's 4th quarter marking period grades (not final averages). This is also true for students entering 8th grade at the Junior High. Please be sure to review the complete policy located online under BOE Policies.

STUDENT ACTIVITIES

This year, there will be many new activities, both during and after school, for our RRMS students to participate in. Below is a list of possible activities for students. Please watch for email, text, and social media announcements regarding the many activities that will be offered to students this year.

Student Council	Yearbook Club
Chorus	Talent Show
Computer Club	Intramural Sports
Drama Club	Orchestra
Band	
Rising RoxStars After School Program	

LIBRARY RESOURCE CENTER (LRC)

The mission of the Library Resource Center is to ensure that students are effective users of information, and to inspire students to love books. The LRC has a wide variety of books, magazines, tapes, filmstrips, and videos to provide this opportunity. The middle school faculty schedules lessons, research, and time for browsing for pleasure books. The computer lab is also located in the LRC. It is intended that during their time at Roxboro, students will have the opportunity to use a variety of educational computer programs for word processing, skills practice, curriculum support, casual learning, and as sources of information for research.

STUDENT MEDICATIONS

It is the policy of the North Syracuse Central School District to ensure the health and safety of any student receiving medication during the school day. Medication will be administered by the Registered Nurse (RN) or Licensed Practical Nurse (LPN), under the direction of the school nurse. Cooperative communication is necessary between parents, the school nurse, and the family physician/dentist in addressing the student's medication needs.

Medication will be administered only when the following circumstances have been satisfied:

1. A written request from the parent/guardian to administer the medication, as specified by the licensed health care provider, has been submitted.
2. A written licensed health care provider's statement has been submitted, indicating the name of the prescribed medication, the dosage, the frequency or administration, and the duration.
3. The medication in its original container has been delivered by a parent, guardian or adult designee, to **ONLY** the school nurse.
4. Prescription/medication must have a pharmacy label and over-the-counter medication must have the student's full name written on the container.
5. All medication is stored within the locked storage area.
6. Student's identification has been verified prior to administration of medication.

EMERGENCY MEDICAL PLANS will be written and in place for any student requiring potentially lifesaving intervention such as epinephrine, glucagon or drugs for asthma. The RN, parent and student (if age appropriate) will participate in creating and monitoring this plan.

LOCKERS

- Lockers remain the property of the school, not the student, and as such, the lockers remain under the authority of the school.
- Students are encouraged to plan ahead so that stopping at their lockers between class periods is kept to a minimum.
- **All coats, heavy jackets, hats and book bags are to be kept in the lockers and are not to be worn or carried to class.**
- STUDENTS ARE RESPONSIBLE FOR KEEPING THEIR LOCKER COMBINATION PRIVATE! Only you and your teacher should know your combination. Lockers are not to be traded for any reason.

ROXBORO LYNX BEHAVIOR MATRIX

	Classroom	Hallway	Cafeteria
Be Safe	<ul style="list-style-type: none"> • Keep hands and feet to self • Walk in calmly and find seat • Ask permission to leave the room 	<ul style="list-style-type: none"> • Keep hands and feet to self • Walk calmly on the right side of the hallway and the stairs • Hold on to the railings when traveling the stairs 	<ul style="list-style-type: none"> • Keep hands and feet to self • Walk in calmly and find seat • Stay seated and move only when directed to do so. • Ask permission to leave the room
Be Respectful	<ul style="list-style-type: none"> • Follow directions as given • Use kind words and actions • Listen while others speak • Raise hand when you have something to share 	<ul style="list-style-type: none"> • Follow directions as given • Use kind words and actions • Use Voice Level 1 in the hallway 	<ul style="list-style-type: none"> • Follow directions as given • Use kind words and actions • Use good manners
Be Responsible	<ul style="list-style-type: none"> • Be on time • Be prepared with materials and supplies • Follow school and classroom rules 	<ul style="list-style-type: none"> • Go directly to class from the hallway • Keep hallways clean • Always have a pass/tracker/agenda with you 	<ul style="list-style-type: none"> • Listen for speaker's directions • Follow the voice level chart • Clean up your space
Be Ready to Learn	<ul style="list-style-type: none"> • Work cooperatively with others • Be an active listener • Be an active participant and complete assignments 	<ul style="list-style-type: none"> • Keep materials orderly in lockers • Take care of personal needs in a timely manner 	<ul style="list-style-type: none"> • Bring your lunch money, tracker/agenda with you in the cafeteria • Bring a pre-signed pass with you if you need to leave the dining area

STUDENT DRESS CODE

As students grow and develop their identities, they often use clothing as a way to express themselves. NSCSD respects our students' rights to express their individuality in their appearance while in school and at school events. Student dress should contribute towards a safe, comfortable, and inclusive learning environment. This policy is intended to communicate student dress code expectations.

Religious and cultural headwear is allowed and accepted in all settings.

Must Wear: clothing including both a shirt with pants, shorts, or skirt, or the equivalent and shoes appropriate for coursework. Clothing must cover undergarments (waistbands and bra straps excluded).

May Wear:

- athletic attire, yoga pants, jeggings, distressed jeans, cropped shirts, tank tops
- Hats, bandanas, and/or hoods may be worn in the classroom provided they do not interfere with the line of sight for any student or staff and the classroom teacher provides consent

May Not Wear: Hats and hoods may not be worn in hallways, lunchrooms, or the auditorium. Student may not wear clothing, items, or accessories that:

- conceal/disguise a student's identity (except for a religious purpose)
- depict, advertise, or imply profanity
- advocate violence, vulgarity, hate speech
- feature pornographic images
- promote drugs, alcohol, and tobacco
- consist of undergarments or bathing suits as outerwear
- denigrate another person's race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, disability or any other legally protected status
- are see-through and expose undergarments and/or private parts

Addressing Violations:

- A staff member will have a supportive, private conversation outside of the classroom setting with a student in violation of the dress code.
- If the student modifies their attire to comply with the dress code the child is released to class with no disciplinary consequences.
- If a student fails to adjust their attire to comply with the dress code policy, parents will be contacted to have a solution-oriented conversation with the goal of having the student return to their learning environment.
- If all measures outlined above are not productive, the student will be considered insubordinate and subject to the student code of conduct.

This dress code applies not only to all school instructional programs, but also to **all** co-curricular, athletic, and extracurricular activities, clubs, teams and events, including any fund-raising events associated with the School district.

ARTICLES NOT ALLOWED IN SCHOOL/ ELECTRONIC EQUIPMENT AND CELL PHONES

Articles that interfere in any way with school procedures, disrupt instruction, or become hazards to the safety of others are not allowed. Such items include, but are not limited to, iPods, radios, and trading cards, smart watches/devices, laser pointers, electronic games, tape recorders, shock pens, lighters, matches, sharp objects, any type of spraying device, beepers, etc. Students should be aware that such items will be confiscated and **may be** returned at the end of the day, or parents will be notified and articles will be released to them. We encourage students to keep cell phones at home, however, if cell phones are brought to school they are to be **turned off and placed in the student's locker during school hours. Otherwise, they may be confiscated and may be returned at the end of the day, or parents may be notified to come to school to pick them up.**

Backpacks, Bags, and Purses: All backpacks and sports bags are to be placed in lockers upon arrival into the building. No backpacks or bags are to be carried during the school day. If a book, folder or notebook can fit into a backpack or bag or purse then the bag needs to be put into your locker.

DISCIPLINE CODE FOR STUDENT BEHAVIOR

The Board of Education recognizes the need to clearly define expectations for acceptable conduct on school property, to identify possible consequences of unacceptable conduct and to ensure the discipline when necessary is administered promptly and fairly. The complete Student Discipline Policy is located online under the BOE Policies.

PROHIBITED BEHAVIORS

1. Possession/sale/abuse of Drugs & or Alcohol
2. Weapons/Explosives
 - a) Possession of a Firearms (Guns-Free Schools Act) (See Board of Education Policy 5312)
 - b) Possession/Use/Sale of other weapons, fireworks, BBs, bullets, ordinance, or other dangerous instruments or contraband.
 - c) Detonation
3. Possession/Use/Sale of Pepper Spray or Other Chemical Propellants
4. Making a False Alarm Fire/Bomb/Arson, Staff Assault or any physical contact resulting in injury to staff
5. Fighting
6. Student Assault
7. Reckless Endangerment (acts which endanger the safety of self/others)
8. Threatening/Menacing/Harassment/Verbal Abuse
9. Insubordination
10. Academic Misconduct
11. Obscenity to Staff/Disrespect to Staff
12. Sexual Harassment
13. Indecent Exposure
14. Theft/Vandalism/Destruction of School Property
15. Truancy
16. Forgery
17. Use of Obscenity
18. Misuse of Computers/Technology
19. Possession of tobacco or tobacco products
20. Smoking (inside/outside of building)
21. Disruptive Behavior/Generally Inappropriate Behavior (not covered above)
22. Leaving School Building or Grounds without Permission
23. Cutting Assigned Classes
24. Being Unprepared for Physical Education Class
25. Possession of Drug Paraphernalia
26. Possession of inappropriate materials (including but not limited to pornography, bomb bags, grip tape, laser pens/pointers, etc.)
27. Use of Prohibited Electronic Devices (including but not limited to cell phones, pagers, beepers, etc.) in School or on a school bus (Unless directed by a staff member).
28. Misuse of Student Planner/Misuse of Student ID Card.

PENALTIES

Students who are found to have violated the district's code of conduct may be subject to the following penalties, either alone or in combination. The school personnel identified after each penalty are authorized to impose that penalty, consistent with the student's right to due process.

1. Oral warning – any member of the district staff
2. Written warning – bus drivers, hall and lunch monitors, coaches, guidance counselors, teachers, principal, superintendent
3. Written notification to parent – bus driver, hall and lunch monitors, coaches, guidance counselors, teachers, principal, superintendent
4. Detention - teachers, principal, superintendent
5. Suspension from transportation – director of transportation, principal, superintendent
6. Suspension from athletic participation – coaches, principal, superintendent
7. Suspension from social or extracurricular activities- activity director, principal, superintendent
8. Suspension of other privileges – principal, superintendent
9. In-school suspension – principal, superintendent
10. Removal from classroom by teacher – teachers, principal
11. Short-term (five days or less) suspension from school – principal, superintendent, board of education
12. Long-term (more than five days) suspension from school - superintendent, board of education
13. Permanent suspension from school - superintendent, board of education

Please be aware the building principal has the right to request a formal Superintendent Hearing for any disciplinary infraction.

ANTI-BULLYING

We take bullying very seriously at Roxboro Road Middle School. Students who are struggling with peer relations are encouraged to get help from an adult at home or in school. We do everything we can to end bullying, but we can't help if we don't know about a situation. Parents or guardians are encouraged to call teachers or building administration anytime to report a situation, no matter how minor it may seem.

FIGHTING/STUDENT CONFLICTS

We encourage a safe school environment. If a safety issue arises, please do not encourage your child to strike another person. Aggressive behaviors may make the situation even worse, and may subject your child to disciplinary action. Physical confrontations (fighting) will not be tolerated at RRMS. Students involved in a fight may be assigned disciplinary consequences including but not limited to out of school suspensions and formal hearings.

DRUG & ALCOHOL GUIDELINES

The Board of Education is committed to the prevention of alcohol and other substance use/abuse. No student may use, possess, sell or distribute alcohol or other substances, nor may use or possess drug paraphernalia, on school-sponsored events, except drugs as prescribed by a physician.

Any staff member observing narcotics possession or usage by students shall report the incident. Any narcotics found shall be confiscated immediately, followed by notification of the parent(s) or guardian(s) of the student(s) involved and the appropriate disciplinary action taken, up to and including permanent suspension and referral for prosecution. In its effort to maintain a drug-free environment, the district shall cooperate to the fullest extent possible with local, state and/or federal law enforcement agencies.

PLAGIARISM

You have plagiarized when you:

- Copy sentences or paragraphs out of books, magazines, encyclopedias, etc. and present them as your own.

- Present someone else's argument or ideas as your own.
- Copy someone else's lab report, outline, essay, report, or term paper.
- Allow somebody else to write your papers, reports, etc.
- Borrow or buy someone else's reports or papers and submit them as your own.

Penalties for submitting a plagiarized class assignment:

- No credit for the assignment that was plagiarized.
- Plagiarized assignment cannot be redone or made up.
- Parents will be notified.

ATHLETIC CO-CURRICULAR CONDUCT GUIDELINES

The district has established a policy for students involved in sports and co-curricular activities. These guidelines pertain to, but are not limited to attendance, scholastic eligibility and participation expectations.

STUDENT SEARCHES, SEIZURES, AND INTERROGATIONS

The Board of Education recognizes its obligation to maintain a safe and secure learning environment in all facilities. It further recognizes the occasional need to interview students, search students, their possessions and school facilities, and to seize contraband or dangerous items when investigating suspicious activities that potentially threaten school safety and security.

BOMB SCARES

The North Syracuse Central School District is entrusted with the health and welfare of all students in our schools. With this in mind, all bomb scares are treated seriously and dealt with in accordance with the standards set forth by the New York State Education Department. The North Syracuse Central School District will therefore prosecute any and all perpetrators to the fullest extent of the law.

EARLY IDENTIFICATION OF DISCIPLINE PROBLEMS

Child service personnel, teachers, and other staff will report students to their principal when they believe such students present a discipline problem. The classroom teacher will handle routine discipline matters. The principal will investigate the report by conducting conferences with the student, staff members, parents, or others that may be necessary in order to determine early identification and resolution of discipline problems. Assistance in helping to identify early discipline problems include, but are not limited to, one or more of the following: Guidance Counselor, School psychologist, social worker, ADA-PEP counselor, referral to Committee on Special Education, Mental Health Clinic, family court, Drug and Alcohol referral, and family counseling.

STUDENT TECHNOLOGY GUIDELINES

Computer technology issues, which are **not** violations of the district Acceptable Internet Use Policy (AIUP) and are not actions that could cause damage to the computer itself or the network, will be dealt with by the individual classroom teachers with a warning and/or parent notification and/or teacher assigned detention. Repeat offenses of this type would follow the process for infractions through the disciplinary actions mentioned in the Student Agenda. Computer issues that are violations of the AIUP and/or appropriate use of computers will be dealt with according to the step process.

Infractions include, but are not limited to:

- Downloading of any files or installing any programs to the U or C drives
- Downloading of any inappropriate, non-educational, or pornographic material or games to any drive
- Changing or altering any settings, files, profiles on desktops or within the computer or NT system itself
- Inappropriate use of the Internet such as: playing games not approved by the teacher, using chat rooms, or ordering items
- Use of anyone else's or sharing of one's "computer use stamp" or password

- Use of any email (Outlook Program) until trained by district staff
- Any violations of Federal, State, Local laws, rules or regulations or District Policy

Consequences range from: suspension of computer privileges, along with a warning, DT, ISS, OSS, informal or formal hearing.

SEXUAL HARASSMENT

It is the policy of the North Syracuse Central School District that all employees and students be free from sexual discrimination, including sexual harassment, in the classroom, extra-curricular and work environment. Any student who believes he or she has been subjected to sexual harassment shall report the alleged harassment to the building principal, or if the building principal is the harasser, to the school nurse. Allegations of sexual harassment will be investigated thoroughly and in a timely manner. The results of the investigation will determine the response to each allegation. Acts of sexual harassment will be met with appropriate remedial action.

CONFLICT MEDIATION

Conflict mediation is a process that promotes learning and accepting the differences that exist between people. It also requires students to deal respectfully with one another even when they are in a dispute. Students who choose to settle their disagreements peacefully have the opportunity to sit down with a mediator (neutral party) in a controlled and respectful setting to work together to develop an agreement that is acceptable to both parties.

SCHOOL BREAKFAST AND LUNCH PROGRAM

Every student is scheduled to eat during one of the lunch periods and is required to report to their assigned dining room at that time. In addition, breakfast is available every morning. Students **must use their 4-6 digit personal ID number** when getting breakfast or lunch.

DINING ROOM DOs AND DON'Ts

5th and 6th grade students will be assigned to eat at tables by homeroom. 7th grade students will be assigned to a dining room alphabetically. Attendance will be taken by zone. The cafeteria, besides being a lunch room, is also a place where good human relations should be developed, in order to make the lunch period as safe, pleasant and relaxed as possible, each student is expected to practice the following rules:

- Observe good dining room standards at the table.
- Leave tables and the surrounding area clean.
- Put trash in proper containers.
- Respect cafeteria staff, supervisors, and other students.
- No extorting of food or money; no trading food.
- No “budging” into line.
- Food must remain in the cafeteria unless a teacher directs the student to return to the classroom with food.
- Conversation in a **normal tone of voice** is encouraged in the dining room.
- Students are expected to eat in the dining room that has been assigned, to arrive on time, and to remain in the dining room throughout the lunch period.
- Students are limited to going through the cafeteria line one time.

****Students who cannot follow these procedures will be assigned to a restricted lunch area.***

RULES FOR SCHOOL CONCERTS

To make our performances more enjoyable for the participants and their audience, we find it necessary to establish and reinforce the following rules:

1. **All students and/or other children must be accompanied by a parent.**
2. No food or beverages are to be brought into the building.
3. Appreciation for individual or group performance should be shown by applause at the end of each number. Whistling, screaming and/or foot stamping is not appropriate.

4. After a group has finished performing, they are to report back to their assigned rooms where they will remain with the supervisor(s). Parents may pick up their children in their rooms during intermission and/or at the end of the concert.
5. Use of cell phones and/or pagers is prohibited during the concert.

SCHOOL SOCIAL EVENTS

School events are held for the enjoyment of middle school students and are not open to the public. The following guidelines are intended to support this purpose:

1. Only students presently attending the middle school may participate. Students must be present in school the day of the event to be able to attend.
2. In general, evening events begin at 7:00 P.M. and end at 9:00 P.M.
3. Attire for social events must be appropriate.
4. Regular school behavior applies for the social event.
5. Parents should arrive on time to pick up students.
6. Parent permission slips are required for some events.
7. Attendance at school functions will follow the Student Conduct and Discipline Policy. If a student is assigned or serving a suspension from school **the day** of the function (**OSS**), they will **not be allowed** on school grounds or at extracurricular events.

RULES FOR BUS TRANSPORTATION

Every day approximately 9,000 students are transported to and from schools by a fleet of buses owned and operated by our school district. These buses travel more than one million miles per year. There are certain rules that every student must know and follow:

1. Be on time for the bus, with everything you need for school. The bus cannot return home for you.
2. Be careful not to damage surrounding property in any way while waiting for the bus.
3. Students need to use their assigned bus stop unless it is officially changed by transportation.
4. Be careful in approaching bus stops. Walk on the left side of the road to avoid being struck from behind.
5. Avoid standing or playing in the road while waiting for the bus.
6. Be sure the bus has come to a full stop before getting on or off the bus.
7. Obey the driver promptly and cheerfully; realize that (s)he has a big responsibility and that it's your job to help.
8. Loud talking and unnecessary confusion diverts the driver's attention and may result in a serious accident.
9. Keep your head, arms, and hands inside the bus at all times. Do not open windows without the driver's permission.
10. Smoking on school buses is a violation of State Law.
11. Help keep the bus clean and orderly. Treat bus equipment as you would furniture in your home.
12. The emergency door is to be used in emergencies only. Do not tamper with it.
13. If a bus has mechanical trouble or is delayed on the road, remain seated in the bus until it can proceed, or until a relief bus arrives. If you are waiting for a bus and it is delayed, please wait until your regular bus or a relief bus arrives.
14. Students are responsible for any damage they do to the bus.
15. When getting off the bus, do not attempt to cross the road until the driver signals that the road is clear and it is safe to proceed; then cross in front of the bus.
16. Any long-term change in bus pick-up or drop-off requires filling out a Change of Transportation Form. Forms are available in the main office or District Transportation Office.
17. Any short-term change, a student must bring a signed note from parent or guardian to ride a different bus.

Just a reminder – if you notice anything unusual at your bus stop, please make sure you report it immediately to your bus driver.

COMPUTER ACCOUNT

- Remember to keep your password safe.
- School computers are to be used for school work only.
- Only go to websites your teacher allows you to use.

If you do not follow the rules of responsible computer use, your school issued account may be disabled.

If you forget your password, let your teacher know as soon as you can. They will email or call the RRMS Technology Assistant and your name will be sent to the Help Desk to have your account password reset.

COMPUTER FORMS AND POLICY

All 5th grade students entering Roxboro Middle School in the fall will need a signed Acceptable Use Policy. (AUP)

All new students to our building, regardless of grade level, also must complete this form.

The AUP form, a letter from the Director of Instructional Technologies and the North Syracuse School Board of Education Acceptable Use Policy can be found at: <http://www.nscsd.org>. Click on the 'ACADEMICS' tab and follow the link to 'Instructional Technology'

SOCIAL NETWORKING BASICS

- **You must be at least 13 years old** to have a Facebook, Instagram or Twitter account. All social network sites have rules, be sure you and your parents discuss them before creating any accounts.
- Personal information, including the school you go to, should never be entered into a social media profile.
- You are responsible for any activity that occurs under your username.
- Don't do or say things on social media that you do not want people to see or know.

Once it's online – it's forever!

PROTECTING YOURSELF FROM CYBER BULLIES

- Limit where you post personal information.
- Be careful who can access contact information or details about you.
- Avoid escalating the situation. Responding with hostility is likely to provoke a bully.
- Depending on the circumstances, consider ignoring the issue.
- Document cyber bullying. Keep a record of emails, websites, messages, etc., including dates and times.
- Report cyberbullying to a trusted adult.

*All information subject to updates and changes without prior notification.