Roxboro Community Middle School

Student Handbook 2018-2019

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.

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Roxboro Community School

Vision

It is the vision of Roxboro Community School to create educated, responsible, and productive men and women who are equipped to face the challenges of the 21st Century.

Mission

- The mission of Roxboro Community School is to achieve and maintain educational excellence by providing a small, inviting and nurturing school that focuses on grades six through 12.

- RCS will value and respect each member of our school family, thus enabling everyone to become effective, productive citizens.

- RCS will provide an environment that will direct our students to focus on relevant and rigorous learning that will continue after high school.

Core Values

- Roxboro Community School is committed to fostering a culture of respect that is embedded throughout the school; a culture that is built on the belief that all members are essential to a successful learning environment.

- Roxboro Community School is committed to a culture of respect, which includes fair treatment, honesty, openness, and integrity.

- Roxboro Community School will maintain high expectations for all students and believe that all students can learn at high levels.

We are committed to maintaining –

- Trust in each other
- Recognition of everyone's contributions
- High expectations for all staff and students
- Open, honest contributions without fear of retribution

RCS's staff is committed to –

- Solving problems, not applying blame
- Respecting time and the time commitments of others
- Being aware of nonverbal communications
- Being an active, responsible member of the RCS team
- Providing and receiving feedback constructively and respectfully

NC State Board of Education

Vision:

Every public school student will graduate ready for post-secondary education and work, prepared to be a globally engaged and productive citizen

Mission:

The State Board of Education has the constitutional authority to lead and uphold the system of public education in North Carolina.

Goals:

Goal: *Every student in the NC Public School System graduates from high school prepared for work, further education and citizenship.*
Goal: *Every student has a personalized education.*
Goal: *Every student, every day has excellent educators.*
Goal*: Every school district has up-to-date financial, business, and technology systems to serve its students, parents and educators.*
Goal: *Every student is healthy, safe, and responsible.*

Daily Schedule

1st Bell	7:50
2nd Bell	8:00
1st Period	8:00 – 9:01
2nd Period	9:05 - 10:06
3rd Period	10:10 – 11:11
1st 4th Period	11:15 – 12:16 2nd Lunch 12:20 – 12:50
2nd 4th Period	11:49 – 12:50 1st Lunch 11:15 – 11:45
5th Period	12:54 – 1:55
6th Period	1:59 – 3:00

Flex Day Schedule

12:30 Release
No Lunch

First Period	8:00 – 8:41
Second Period	8:45 – 9:26
Third Period	9:30 – 10:11
Fourth Period	10:15 – 10:56
Fifth Period	11:00 – 11:41
Sixth Period	11:45 – 12:30

2 Hour Delay Schedule

1st Period	10:00 – 10:41
2nd Period	10:45 - 11:26
3rd Period	11:30 – 12:11
1st 4th Period	12:15 – 12:56 2nd Lunch 1:00 – 1:30
2nd 4th Period	12:49 – 1:30 1st Lunch 12:15 – 12:45
5th Period	1:34 – 2:15
6th Period	2:19 – 3:00

ROXBORO COMMUNITY SCHOOL

Student Handbook

Asbestos Hazard Emergency Response Act:

This notice is provided to you with information regarding the Asbestos Hazard Emergency Response Act (AHERA) Management Plan for Roxboro Community School. AHERA is a provision of the Toxic Substance Control Act and was passed by Congress in 1986. It requires schools to ensure that workers and building occupants, or their legal guardians, are informed at least once each school year about inspections, response actions, and post-response action activities, including periodic re-inspection and surveillance activities that are planned or in progress as well as the availability of the AHERA Management Plan for public review. The AHERA Management Plan contains documents of the initial AHERA inspection, 6-month periodic surveillances, triennial re-inspections, and employee training and operations and maintenance procedures. If you have any questions regarding the AHERA Management Plan for this school, please contact the main office.

Accidents

Any accident involving personal injury that occurs on school campus or during participation in after-school activities must be reported to the main office. An accident report must be completed as soon after the accident as possible.

Afternoon Pickup Procedures

The expectation is that all students will be picked up from school by 3:30 unless they are in tutoring with a teacher.

After school Tutoring

After school tutoring is available Monday-Wednesday from 3:00 to 3:30 p.m. Students and parents should confirm tutoring sessions with the teacher prior to staying afterschool.

Attendance

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.

NC Compulsory Attendance Law:

"Every parent, guardian, or other person in North Carolina having charge or control of a child between the ages of seven and 16 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 10 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)

Attendance Policy for Middle School Students

To be considered "in attendance", a student must be present in the school for at least one-half of the school day (3 ½ hours on a regular school day at a place other than the school with the approval of school officials to attend an authorized school activity. Such activities include, but may not be limited to, field trips, athletic contests or other competitions, student conventions, or similar activities approved by the school. Each classroom teacher must maintain accurate attendance records for each class. Absences in PowerSchool are coded as "excused" or "unexcused."

LAWFUL (EXCUSED) ABSENCES
Examples of lawful (excused) absences: Death in the immediate family, religious observances, medical/dental appointments, military obligations, college visits, pre-approved educational opportunities, short-term illness with a doctor's note, chronic illness with a doctor's note*, illness with a parent's note, other extenuating circumstances at the principal's discretion.

UNLAWFUL (UNEXCUSED) ABSENCES
Unlawful (unexcused) absences: the student's absences from school without justifiable causes with the knowledge of parents/guardians and absences without a note, email or phone call from parent.

1. Each classroom teacher will maintain accurate attendance records for every class period. A student must be in attendance for a minimum of 30 minutes in order to be counted present for each individual class.
2. 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 back to school following an absence to arrange for making up work. Make-up work is to be completed within **THREE** school days. All assigned make-up work will be completed outside of regular class time.
3. Students absent from school and/or class because of 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. Students should give prior notification to their teachers before such activities. Students Student who are released early to participate in extracurricular or school sponsored activities are marked present for classes they miss that day therefore, students do not qualify for the 3 day rule for making up assignments. Students who are dismissed early for extracurricular or school sponsored activities must complete and return all homework assignments on time.

OTHER IMPORTANT ATTENDANCE INFORMATION

- **Eighteen (18) absences per year may result in automatic retention in the student's current grade or automatic summer school attendance at the principal's discretion.**
- Attendance notes: A note from a parent or guardian is required when students are absent. All notes are due within **three school days** after a student's return. Failure to present a note will result in that absence being categorized as unlawful (unexcused). Notes are to be turned in to Mrs. Johnson at the front desk.
- A student must be counted present for the day in order to participate in any extracurricular activities. A student who is absent from school cannot participate in extracurricular activities, even if the absence is an excused absence.

MORE THAN NINE ABSENCES

More than nine (9) absences in a semester will automatically result in the student receiving a grade of 59 for that semester. Parents will receive notification of the 59 as the semester grade.
If no time-for-time waiver is granted by the principal, the semester grade will be recorded as a 59/F and will be averaged with the other semester grade for a final grade.

TIME- FOR- TIME POLICY

The school's time-for-time policy applies whether the absence is excused or unexcused.

After accumulating **NINE** absences in a semester for a specific class, students will be allowed to make up time-for-time only when granted approval by the middle school principal. Absences above NINE can only be resolved through time for time with proper documentation from parents who can certify that these absences are legitimately excused absences according to North Carolina attendance law. Parents must secure the time-for- time waiver request form, which can be found at the front desk, provide necessary documentation for each subsequent absence after NINE, and submit this information to the middle school principal for review and a decision.

The decision to approve or reject the time-for-time request will be made by the middle school principal with input from the student's teachers, however approval or rejection of the time-for-time request is at the discretion of the middle school principal and the principal will make the final decision. The middle school principal will consider all extenuating circumstances when making the decision.

Without documentation, the middle school principal will deny the time for time request. The parent will receive notice of the final decision. Excessive absences without approved documentation will result in the student receiving a 59 average for each class in which he or she has accumulated over NINE absences. If time-for-time is required, it must be completed by the end of the semester. Students will serve up to one hour for each class period missed. Time-for-time should begin immediately after the ninth absence, and resets to zero at the beginning of each semester.

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.

MIDDLE SCHOOL
TIME-FOR-TIME WAIVER REQUEST FORM

***Attach any documentation to this form.**

Student Name:_____ Today's Date:_____

Parent Name (print)_____ Parent Signature:_____

Parent Contact Information:
Address:_____
City: _____ State:_____ Zip Code:_____
E-Mail:_____ Home Phone # _____
Work Phone # _____ Cell Phone # _____
Grade Level: _____

Schedule:

Period	Teacher	Number of Absences
1st		
2nd		
3rd		
4th		
5th		
6th		

Parents: Please attach all documentation and return form to the main office when completed.

Date Received: _____ Date of Meeting_____
Approval Granted: _____Yes _____ No
Principal Notes:

Principal Signature_____ Date_____
Comments:

Checkout Procedures

Students must sign out with the attendance secretary in the main office whenever they leave the RCS campus. Students will not be allowed to leave RCS after school begins unless the parent or guardian comes to pick up the student, the parent is contacted by phone and gives permission and approves the source of transportation, or a written note signed by the parent or guardian is presented and verified by the attendance secretary. 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 check out 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/guardians. Any class work missed due to early checkout is to be made up as soon as possible, and arrangements to make up missed work must be made within three days of the absence.

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 arrangements have been made and approved by the Principal. Arrangements for special events, night meetings, projects, or drives should be cleared through the Principal. These activities will be placed on the school calendar as soon as plans are approved. Advance planning should be exercised to secure the dates desired.

Interact Club and FBLA are service clubs for young people. They enable 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.

Jr. BETA Club is a national honor society of middle school students of good mentality and character, creditable achievement, and commendable attitudes. It is primarily intended to promote good citizenship, leadership, and scholastic records.

RCS Middle School Junior Journalism Club

Mrs. Phyliss Boatwright, High School Communications teacher/RCS Public Information Officer and active journalist, advises a group of ambitious, inquisitive 7th and 8th graders in the **Junior Journalism Club**. Students in the club will learn how to use cameras and computer programs and how to write journalistic-style stories. Club members will be selected through an application process, which is like a job application. This after-school group will cover events, write articles and take photographs that may be used in *The Courier-Times* newspaper on the RCS Bullhorn page, on the school Web site, and in the Middle School Yearbook.

Student Council is a representative entity designed to strengthen relationships between students, faculty, administration, and community and to assist in the management of social affairs and extracurricular activities. Student council provides a forum for student opinion, promotes scholarship and responsible leadership, and teaches democracy through experience.

Note: Initiations and hazing, including those by clubs, classes, and athletics teams, will not be tolerated at Roxboro Community School.

Dining Hall Procedures

Each student is responsible for returning his/her waste paper to the designated area. If a spillage occurs, the student is responsible for cleaning up the spill. All food and drink items must be consumed while in the cafeteria. Food and drink items are not permitted in other parts of the building. During the lunch period, students must use only the restrooms located downstairs.

Dress Code

At Roxboro Community School, we have set high standards for our students. We have a challenging, rigorous curriculum, but we also seek to create a welcoming learning community. This community depends upon the responsible participation of our students, parents, faculty, and administration.

Our students are ambassadors for our school when they are involved in community projects. Their dress should reflect high standards of professionalism and respect for their community. To preface our attire expectations: Students are asked to dress appropriately and avoid dress that is disruptive, obscene, or offensive. We ask parents and students for their cooperation in following RCS dress standards.

RCS middle school students must abstain from wearing T-shirts; camouflage clothing; see-through clothing, headwear, hats, sunglasses, inappropriate jewelry or accessories, writing on clothing that includes any reference to drugs, alcohol, religion, race, sexual preference, or heritage, sweatpants, jeans, overalls, leather or sagging pants, skirts, dresses, spandex, leggings, colored denim jeans, pajama pants, dance or athletic pants, athletic suits, or exposed body or nose piercings, with the exception of appropriate ear piercings.

Visible pierced jewelry shall be limited to the ear. Dog collars or studded, spiked accessories, including nose piercings, tongue rings and studs, wallet chains, large hair picks, chains that connect one part of the body to another or other jewelry/accessories that detract from the educational environment or pose a safety concern for the student or others are prohibited.

On “Casual Friday” (Jeans Day) – students may wear appropriate jeans, RCS and college sweatshirts, RCS and college t-shirts, college jerseys, and **RCS hoodies or hoodies with a college team logo only**. **Jeans with holes, rips, or tears are not allowed.** Casual Friday Jeans Days will be announced by the Principal and are not assumed to take place every Friday. Our expectations for students apply to all extracurricular and co-curricular events both on campus and off-campus. Students are to be in compliance with the dress code at all times when representing Roxboro Community School.

On game days, student-athletes will follow the RCS standard of dress.

Standard of Dress:

Shirts are to be any color 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). Light jackets/windbreakers, sweaters, fleece jackets, **RCS sweatshirts, and RCS hoodies, are acceptable as long as students have a collared polo shirt underneath**. Sweaters are to be free of all logos and writing except for small insignias (Polo horse, Nike swoosh; no larger than 3 inches).

Students **may** wear hooded coats, hooded jackets or hooded sweaters inside the building with an appropriate collared polo shirt underneath. This includes rain jackets. **Students are not allowed to wear the hood on their head inside the building.** Camouflage clothing including camouflage jackets, camouflage sweaters, camouflage hoodies, and camouflage pullovers are not permitted inside the building.

Our middle school young men's pants or shorts are to be khakis in the following colors: khaki, navy blue, or black. **Shirts are to be tucked in at all times**, and belts musts be worn with the pants or shorts. **Young men's and young ladies' shorts are to be no higher than 2 inches above the top of the knee cap.**

Our middle school young ladies' pants, shorts, or Capri pants are to be khakis in the following colors: khaki, navy blue, or black. The girls do not have to tuck their shirts in. Shirts should not be higher than the top of the hip pocket on pants. Girls must have shoulders, chest, back, and midriff covered at all times.

Middle school students are not allowed to wear skorts, skirts, or dresses, to school except when approved by the principal for special occasions such as picture day. On those occasions, skirts and dresses are to be no higher than 2 inches above the top of the kneecap. This standard also applies to dresses and skirts worn during special evening events such as Beta Club Induction, Bulldog Excellence Awards Night and Eighth Grade Advancement Ceremony.

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.

Students who fail to meet the RCS standard of dress or students who are wearing dress that is disruptive, obscene, or offensive will be referred to school administration. Consequences include telephoning parents to bring a change of clothing; a stay in the Principal's office; parent involvement and/or suspension. Teachers have the right to determine if any apparel is detrimental to their class.

Consequences for Dress Code Violations:

1st offense: Student will either change into school issued clothing or report to Principal's office until parents bring a change of clothing. Students will be marked absent (unexcused) in the classes they miss while waiting to comply with the dress code.

Repeat offenders will face these additional consequences as well as the consequence for first offense:

2nd offense: Lunch detention in the Principal's office
3rd offense: Lunch detention in the Principal's office and 30 minutes after school detention
4th offense: Lunch detention in the Principal's office and 1 hour after school detention
5th offense: 1 day of out of school suspension for excessive dress code violation

Each offense after the 5th offense: 1 day of out of school suspension due to excessive dress code violations.

Excused Educational Absences

Parents must provide a written request using the appropriate form to the middle school principal at least two weeks in advance in order to allow for a review of the request. The decision to excuse (in part or in full) rests with administration, and will be documented with the attendance dean, for accurate record keeping. Requests received during or after the trip will be denied. For all parents, please do not plan vacations during EOC testing or EOC retesting (if applicable). This is disruptive to the student, the overall testing process, and does not give your child the best opportunity for success.

Requests should provide details on how the trip will reinforce the curriculum under study in a current course of the child. While many experiences are educational, the parameters for an excused absence are intended to reinforce curriculum standards or afford a unique opportunity. Please visit the North Carolina Department of Public Instruction's website to align your reason s for requesting the time away to course standards. Note: Family trips to Disney, other theme parks, etc., long weekends at the beach or mountains as well as family reunions and celebrations are not reasons to request excused absences for educational opportunity.

The following information must be provided with the submission of request.

1. Name of Student
2. Grade Level
3. Date(s) of trip and number of school days that will be missed
4. The educational opportunity that the student will participate in
5. Specific grade level standards the trip will reinforce
6. Specific activities the child will be engaged with that align with the standards
7. Parent contact information

Submitting this request acknowledges that nothing could replace the contact time in the classroom and that additional parental support may be needed to complete missed assignments. Missing direct classroom instruction may lead to misunderstandings of content ultimately impacting grades on assessments. Students are responsible for missed assignments and assessments as a result of the approved educational opportunity.

Request of Absence for Valid Educational Opportunity

To request an absence to participate in an educational activity, please complete this application and return it to Mrs. Ingram at least 10 days prior to the absence. The major intent of the activity must be educational in order for the student to be granted this type of absence. The proposed activity must have significant educational value that is related to the core curriculum. Students that are approved by the Principal will be expected to make up all school work. This type of absence cannot occur during the school's state assessment, school-wide benchmark assessments or during finals.

Name:_____Grade:_____

Address:_____

_____

Date Submitted: _____ Dates of trip: _____

Please attach an explanation of the nature of the event the student will be attending and how the activity meets the criteria and contains the requested information.

NOTE: If this request is approved, the student is required to make and submit a multimedia presentation to a teacher or administrator about the educational opportunities provided by this trip. The project is due to the designated person **ONE WEEK from the date of return. It is the student's responsibility to request any make-up work from all teachers. Teachers are not required to provide work to the student in advance of the absence.

Signature of Student_____

Signature of Parent_____

Elevator

Students requiring the use of the elevator must present a request from a doctor or parent before they will be granted 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.

Emergency Dismissal

At times, emergencies such as severe weather, fires, power failures, or earthquakes can disrupt School operations. In extreme cases, these circumstances may require the closing of a work a facility. When operations are officially closed due to emergency conditions, the time off from scheduled work will be made up. Employees in essential operations may be asked to work on a day when operations are officially closed. School closings will be announced via Facebook, Twitter, WRAL, ABC-11, WKRX 96.7 FM, RCS email listserv, and the Alert Solutions phone system.

Emergency Drills

RCS students will participate in regular emergency practice drills, as required by law and as deemed necessary by the Principal or MED. These safety drills include fire, tornado, evacuation, and lockdown drills. All teachers will explain to their students at the opening of school the procedures to follow in the event of an emergency.

When an alarm sounds, teachers and students will move quickly to the outside designated area. Students should refrain from talking and proceed in an orderly manner. The teachers, unless otherwise instructed, will stay with their students at all times and take class roll upon arrival to the designated area. Students must not re-enter the building until an all-clear signal is given and should remain on the sidewalk or parking lot and refrain from 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.

Grading Scale

A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69
F (Failure)	0 – 59

Honor Roll Policy

To earn "A Honor Roll" distinction, a student must earn an "A" in all courses
To earn "A/B Honor Roll" distinction, a student must earn an "A or B" in all courses

Guidance

The RCS Guidance Department is located on the main floor, and offers counseling for personal or academic problems, post-secondary plans, and career choices. Students may ask for appointments with counselors by contacting the guidance secretary. Counselors are available to assist parents or teachers with conferences.

Gum

Responsible chewing of gum is a privilege extended by individual teachers to their students. If students are asked to remove gum or not chew gum in certain classes or areas, these requests must be honored immediately. Proper disposal of gum is the responsibility of each student. Failure to follow these guidelines may result in the loss of this privilege.

Consequences for irresponsible gum-chewing:

First offense:	Immediate removal and verbal warning
Second offense:	Immediate removal, parent contact, and afterschool detention
Third offense:	Office referral

Hall Passes and 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.

Items Delivered to Students

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

Lost and Found

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

Lockers

Lockers are a privilege and may be searched by school officials at any time without notice. Any misuse of lockers will result in the loss of locker privileges. For safety purposes, all locks for the lockers must be leased from RCS.

Medical Supplies, Sickness, and First-Aid

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. All medicine needed during the school day is to be left in the main office. Over-the-counter medications require a parent letter giving consent and instructions for administration, and prescription medications require a doctor's order to be administered on campus.

Students who have medical conditions or physical ailments that would require special attention regularly or in an emergency should report these to the office and to their teachers.

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 rubbing alcohol, peroxide, etc.

Off-Campus Activity

All rules and regulations in the RCS Student Handbook apply to field trips and all other school-sponsored functions. Also, school officials may hold students accountable for their behavior off the school campus if that behavior has an adverse effect on the learning environment of the school. RCS takes a strong stand against behavior that may adversely affect the learning environment of schools. In no way, however, does this disciplinary position imply that RCS will take responsibility for supervising and taking disciplinary action for all off-campus behavior.

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 initiated by a formal agreement made by parents, students, and the school. Commitment to this agreement is a requirement of initial and continued enrollment. The RCS Partnership Agreement includes two general areas of participation for families: 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 families find a place to participate. Any concerns regarding the school's compliance with this agreement should be discussed with the Principal.

I**. Expectations for Students**

A. Behavior

1. To communicate honestly and respectfully when addressing any member of the Roxboro Community
School family.
2. To maximize learning and respect others by following classroom rules and by using class time effectively.
3. To demonstrate behaviors and attitudes that enhance the learning of others.
4. To participate fully in the academic process.
5. To arrive at school prepared to learn.
6. To abstain from any kind of racist, sexist, aggressive, or otherwise inappropriate language or actions.

B. Attendance

1. To adhere to the RCS attendance policy, including time-for-time.
2. To arrive at school and classes on time.
3. To communicate directly with teachers and administration if any extenuating circumstances arise.

C. Academics

1. To complete work that reflects the student's best effort, and to submit it in a timely manner.
2. To communicate with teachers regarding any missed instructional time
3. To arrive at school with proper class materials, including charged computers and completed homework assignments.
4. To abide by the RCS Honor Code: "As a student of Roxboro Community School, I pledge my honesty, academic integrity, sportsmanship, and stewardship to my school community, and I expect others to do the same."

D. Consequences

1. Suspensions: Students may be suspended for violations listed in the student handbook (such as… physical, verbal, or psychological harassment of students or staff) as well as for multiple infractions of this agreement.
2. Removal from RCS community: Once a student has been suspended twice in one academic year, he/she is subject to removal from RCS community.

II. Expectations for Families

A. Participation

1. To attend parent-teacher, parent-counselor, and parent-administrator meetings, as requested.
2. To adhere to the volunteer policy, which requires eight (8) hours of school service.

B. Communication with Teachers

1. To communicate honestly and respectfully when addressing any member of the Roxboro Community School family.
2. To contact teachers regarding classroom concerns prior to contacting administration.
3. To communicate with teachers any extenuating circumstances that may impact student learning, such as change in medication, family dynamics, sickness, or

death in family.
4. To encourage their student to contact teachers directly regarding missing work.

C. Support for Students

1. To ensure that their student attends scheduled tutoring sessions.
2. To follow through with student interventions, as agreed upon with RCS staff.
3. To ensure that their student consistently arrives at school on-time and prepared.
4. To ensure, whenever possible, that their student stays at school for the entire school day.
5. To ensure that their student is in compliance with the dress code each day.

D. Monitor student progress

1. To monitor their student's academic progress online regularly.
2. To ensure that their student makes up all missing work.

III. Expectations for Faculty

A. Instruction

1. To ensure the accomplishment of the mission of Roxboro Community School by fostering positive, orderly, challenging, and nurturing learning environment.
2. To support one another in the creation of a conducive learning environment.
3. To ensure curriculum cohesiveness through course development
4. To model a passion for learning
5. To treat others with respect and kindness
6. To handle confidential materials and information appropriate

B. Behavior Enforcement

1. To reinforce appropriate behavior and academic excellence
2. To support families in the academic and behavioral development of children

C. Monitor Student

1. To keep track of attendance and punctuality of student
2. To track progress and growth of students throughout the year
3. To act as a liaison in conflict resolution
4. To update Powerschool weekly

D. Communication

1. To communicate honestly and respectfully when addressing any member of the Roxboro Community School family.
2. To communicate frequently with parents regarding student progress.
3. To make a good-faith effort to resolve parent and student concerns before contacting administration
4. To respond to emails and phone calls within one business day.

IV. Expectations for Administrators

A. Guidance

1. To act as a liaison in conflict resolution when other interventions have not worked.
2. To guide teachers as they set classroom expectations and design curricula that adhere to the school mission.
3. To foster an environment where teachers feel comfortable seeking advice and support.

B. Communication

1. To communicate honestly and respectfully when addressing any member of the Roxboro Community School family.
2. To communicate effectively and promptly with the RCS staff and community Regarding school events and proceedings.

C. Enforcement

1. To assist in the creation of a safe, orderly, challenging, and nurturing learning environment.
2. To monitor the cohesion and effectiveness of curricula throughout each department.
3. To reinforce appropriate and respectful behavior and academic endeavors.
4. To consistently enforce consequences as outlined in the handbook.
5. To monitor student, parent, staff, and administration infractions of the partnership agreement and enforce appropriate consequences.

V. Partnership Agreement Compliance Issues

A. 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. In written format, express concerns clearly and honestly and discuss specific actions that will address the situation.
2. Re-notify the party of continued concern. Make a new plan for improvement and a time-frame 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. Re-notify the principal of continued concern.
5. If concerns still exist, make an appointment to meet with the Managing Executive Director (MED).
6. In extreme cases, inform the Board of Directors of concern

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

1. Notify the student's guardian by telephone and writing that the school has a concern regarding compliance with the Partnership Agreement. The administration, guidance counselor, student, and guardians will agree upon a plan to come into compliance and establish a time-frame for evaluation.
2. 2. Re-notify the student's guardian by telephone and writing that the school continues to have concerns about the compliance with the Partnership Agreement. The guardian will be asked to attend a conference with the principal, guidance counselor, student, and guardians to discuss a revised plan to come into compliance.
3. 3. In the event of continued non-compliance, the guardian will be asked to attend a conference with the principal, counselor, and student. At this conference, continued enrollment at RCS will be discussed.

Appeal Process

Guardians may submit to the Managing Executive Director (MED) a written request for a review of the school's decision to terminate the Partnership Agreement. If the guardian is still not satisfied, he/she may submit to the Board of Directors a written request for a review of the MED's decision. The appeal will be heard in closed session at the next monthly meeting of the Board of Directors. The decision made by the Board of Directors at said meeting will be final. I understand and agree to follow all expectations outlined in the partnership agreement as well as honor all consequences outlined by the student handbook

Photography and Video policy

Roxboro Community School seeks to promote the positive classroom, extracurricular, and volunteer experiences of students to our community. Therefore, school and media representatives will frequently report upon these activities in our school, and the media may contact the school for permission to photograph or video classroom or school activities. The school also publishes student accomplishments in the local paper and on the school website. Most parents enjoy seeing their children's positive activities publicized; however, if you do not want us to release photos of your child, please inform the school principal in writing.

Portfolio Implementation

This policy is new for everyone beginning 2016-2017 From RCS Charter: Students will be expected to present their completed portfolios to an exit committee before the date of graduation. The individual student portfolios will include the following: goals set, goals achieved upon graduation, a detailed log of all community service performed during the student's tenure with our school, a writing sample, a technology sample, a personal narrative, and finally, three letters of recommendation by Roxboro Community School staff. This committee will play a major role in determining whether the student's portfolio will meet the graduation requirements that were set forth upon admission to Roxboro Community School. The Roxboro Community School Leadership team proposes a RCS Graduation portfolio comprised of the following items:

1. 4-year plan and culminating reflection
2. Personal statement
3. Community service hours (56 hours to graduate)
4. Writing sample
5. Technology sample (portfolio)
6. Letters of Recommendation (3)

7. Resume-middle school groundwork; high school adding in actions and achievements
8. Senior speech

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 asked to not 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.

Promotion Standards

Each End of Grade (EOG) test is mandatory in order for a student to receive credit for the year. Promotion to the next grade level is contingent upon meeting the following criteria:

- Achieve a passing grade (60 or above) in all subjects.
- Meet Roxboro Community School attendance policy standards.
- Take the EOG test to receive credit for the grade or course.
- Achieve proficiency on the North Carolina EOG test.

Students not meeting these standards may have to attend summer school and can receive grade placement after successfully completing the required remediation program(s), and/or successfully retaking and passing the EOG test when EOG re-testing is offered.

RCS will host a bona-fide summer school for students who did not demonstrate course proficiency that school year, due to failing a class outright or scoring a 1 or 2 on the End-of-Grade (EOG) assessment. Classes will begin the first Monday after the last teacher workday of the current school year and continue for a maximum of two weeks. Participation in summer school is voluntary, but students may need to attend in order to be promoted to the next grade and stay on track for graduation. Attending summer school provides students the chance to solidify course content area skills, and the opportunity to improve their testing history. Students participating in summer school will be required to attend all instructional days and take the corresponding State assessment in order to demonstrate grade level course proficiency. Students must have already taken the course in order to take advantage of the summer school opportunity. Summer school will be at no cost to the student. All grades and EOG assessments for each student are taken into consideration to determine promotion to the next grade level or retention in the current grade level. If a student fails a class in which an EOG is given, he/she must receive teacher and administrative approval to attend summer school. The final decision on eligibility to attend summer school for course credit rests with the principal. If a student is eligible to attend summer school, the parent/guardian will make the final decision regarding the student's summer school attendance.

Public Display of Affection (PDA)

Public displays of affection are not permitted. 'PDA includes holding hands, kissing on the lips or other inappropriate actions with the mouth; full-body embraces; straddling, sitting on lap; leaning/pressing against one another or indecent touching such as hands in another person's pockets or on another person's chest, rear-end or crotch.

Violations of this policy will result in a warning, phone call to parents, referral to counselor, and administrative referral for repeated infractions.

Profanity, Obscene Acts, Vulgarity, Demeaning Racial Statements

Profanity, swearing, writing, or use of obscene language, gestures, demeaning racial statements, demeaning statements or lewd acts among peers will lead to notification of parents and/or three to five days home suspension (at Principal's discretion) and could result in recommendation to expel. Profanity directed at school personnel will lead to a three to five-day home suspension (at Principal's discretion) and could result in recommendation to expel.

RCS Search and Seizure Policy

In order to protect the safety and welfare of students and school personnel, school authorities may search a student, his/her desk, book bag, purse, locker, or school computer, and may seize any illegal, unauthorized, or contraband materials discovered in the search. Individual student searches may be conducted when there is reasonable suspicion that a student has an illegal or unauthorized item. This includes searches of cell phones if school officials have reasonable suspicion to believe that a student has used a phone in a criminal manner or in violation of school policy, such as academic dishonesty. School officials may utilize the following types of individual student searches:

- Search of personal effects
- Search of student's vehicle
- Pat-down searches of student's outer clothing

School officials will utilize the following types of preventative searches as needed to maintain a safe learning environment at Roxboro Community School.

- General safety checks of students' personal effects including random checks for prohibited items
- Metal detector searches
- Canine searches of rooms, lockers, bags, or vehicles

Personal Searches

A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched by a school official whenever the official has reasonable suspicion to believe that the student has violated or is about to violate the law or a school rule and that the search will yield evidence of the violation. All individual searches of students must be based on reasonable suspicion. In order to be permissible, the search must be: 1. Justified at its inception and 2. Reasonably related in scope to the circumstances justifying the search. An individual search is justified at its inception when a school official has reasonable grounds, based on the totality of the known circumstances, for suspecting that the search will reveal evidence that the student has violated or is violating either the law or the rules of the school. A search is reasonable in scope when it is reasonably related to the objectives of the search and is not excessively intrusive. A personal search may include requiring a student to be scanned with a metal detector. A pat-down search of a student may only be conducted if a school administrator has established a high level of reasonable suspicion that evidence will be found to corroborate suspicion that a law or school rule has been broken. If a pat down search of a student's person is conducted, it will be conducted in private by a school official of the same sex and with an adult witness present.

Locker and Desk Searches

Student lockers and desks are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers and are responsible for the content of their assigned locker at all times. Periodic general inspections of lockers and desks may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant.

Computer Searches
School computers, software and internet access are school property. Students are only authorized to use school computers and other similar educational technology consistent with the educational mission of the school and in accordance with RCS's Acceptable Use Policy. School officials may search school computers, software and internet access records at any time for any reason and without student consent.

Selling 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.

Special Events

Students must be in good standing with the school in order to attend school-sponsored functions.

State and Federally-Mandated Testing Program

In addition to EOG tests, other courses may require students to take and pass an exam or portfolio for course credit, grade placement, or to graduate from high school. To receive credit for any class offered with an End of Course (EOC) testing component, a student must take and achieve proficiency on the EOC test. Attendance and final grade requirements also apply to courses with an EOC 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.

Tardy Policy

Roxboro Community School is committed to protecting the school day and required instructional time by discouraging any unexcused tardy(ies) to school or to any class. A student who arrives before 8:30 a.m. will report straight to front desk to receive a pass to enter class and will be counted tardy. **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 to his/her classroom teacher, and the student's name will be removed from the daily absentee record.

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 will maintain accurate records of any class tardy(ies). The number of tardy(ies) to individual classes will reset to zero at the beginning of each semester.

Consequences for **unexcused tardies**:

1st – 3rd Tardy of the Semester:	Warning to the student about the tardy policy and teacher makes parent contact.
4th Tardy of the Semester:	Student is referred by teacher to administration and **1 hour** community service.

5th Tardy of the Semester:	Student is referred by teacher to administrator and Mandatory **2 hour community service.**
For each tardy after five:	Mandatory **2 hour** community service.

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

Telephone

Students will not be permitted to use the telephone in the office area except in case of emergency. Students are to use the telephone in their classes with teachers' permission only in emergency situations.

Tobacco products

Roxboro Community School, in accordance with state law, is a Tobacco-Free Campus, and any possession or use of tobacco products is strictly prohibited.

Vending Machines

Drinks and snacks are not to be purchased from the vending machines until after 2:50 p.m.

Volunteer Requirement for Students and Parents

RCS middle school students will volunteer eight hours of school or community service each academic year. Volunteer hours will be recorded with the student's Academic Success/ Academic Enrichment teacher and must include documentation of their volunteer time, such as a note or picture. The following list includes a few examples of service opportunities, but students may wish to participate in many other opportunities of their choosing. Habitat for Humanity, Christian Help Center, Senior Center, community gardens, parks and recreation, mission or outreach programs, Boy Scout/Girl Scout service projects, lawn care for school or community. **RCS parents** will volunteer at least 8 hours each academic year (at least 4 per semester). Volunteer hours will be documented on the computer at Mrs. Pleasant's desk. See Mrs. Pleasant for more details and a list of volunteer opportunities.

Visitors

All school visitors are to report immediately to the school office and receive a visitor's pass upon arrival. Notification of unidentified persons should be made to the office immediately upon detecting such person(s). No visitors are allowed to loiter in the parking lots for any reason.

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.

Wireless Communication and Electronic Devices Policy

The Roxboro Community School Board of Directors has as its highest priority a strong commitment to preserving a nurturing atmosphere that enhances the learning process in school. Therefore, to avoid disruption, the use of wireless communication devices is allowed only within the guidelines outlined below:

Appropriate use of inaudible cell phone and/or electronic devices is allowed only in the hallways before and after school, during class transitions, and in designated eating areas during a student's scheduled lunch period. Cell phones and all smart devices must be turned off and out of sight before entering offices, instructional and academic areas unless otherwise instructed by the teacher. Students are to turn off and place all cell phones and other unapproved electronic devices in a designated area upon entering each classroom as directed by their teacher. Devices will remain in the designated 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 administrative disciplinary action for insubordination.

Note: The principal has discretion on the level of discipline up to and including recommendation to expel per the level of offense upon the first violation.

Students violating this policy and the associated regulations shall be deemed to have created a disruption to the learning environment and are subject to appropriate disciplinary action, including possible confiscation of the device to be returned only to a parent or guardian.

1st Violation	Confiscation by staff member, student conference, and return of the device at the end of the day.
2nd Violation	Confiscation by staff member, parental conference, and return of the device to the parent after the conference.
3rd Violation and Beyond	Administrative referral

Students shall be personally and solely responsible for the security of their cell phones and other wireless communication devices. The school shall not assume responsibility or liability for the theft, loss or damage to a student's cell phone or other wireless communication device and does not assume responsibility for the unauthorized use of any device.

Using wireless communication devices to reproduce images of tests, access unauthorized school information, or to assist students in any aspect of their instructional program in a manner that violates any school board policy or code of conduct is deemed inappropriate and will result in academic and/or disciplinary consequences. (See the Roxboro Community School Student Handbook - Code of Conduct)

Using wireless communication devices to distribute, display, or post harmful, offensive, pornographic or other inappropriate messages, pictures or materials is expressly prohibited. Students who use wireless communication devices to engage in harassing, offensive, or defamatory speech, or to threaten, harass, or attack others will face disciplinary consequences. (See the Roxboro Community School Student Handbook - Harassment and Bullying Policy)

Roxboro Community School Code of Conduct

<u>Safe Student Restraint</u> - RCS complies with all discipline, reporting, safety, and general requirements that govern charter schools as stated in North Carolina General Statute 115C.

The following forms of misconduct are prohibited and may result in parent notification, required parent conference, confiscation, home suspension, loss of privileges, loss of membership in honor societies or clubs, restitution, health department referral, chemical dependency assessment, police report, truancy charges, recommendation for expulsion, or any combination thereof at the discretion of the Principal or MED.

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.

Cheating or Plagiarism – Cheating includes copying others' work, providing answers to others, receiving answers from others, and using unapproved notes or assistance on work. Plagiarism is submitted work that includes works or thoughts of others that are not properly cited. Students who cheat or plagiarize will not receive credit for the work submitted.

Drug Paraphernalia – Possession, or participation in the use, sale, or supply of drug paraphernalia at any school function.

Drugs, Tobacco, or Alcohol – Possession, use, sale, supply, or being under the influence of tobacco, alcohol, banned substances, counterfeit drugs, controlled substances without an authorized prescription, or misuse of over-the-counter drugs. This includes possessing and/or using vapes and other electronic cigarettes on school grounds. RCS, in compliance with state law, is a smoke-free/tobacco-free facility. Students will be referred to the principal for disciplinary action.

Consequences for smoking or possession of smoking materials/tobacco products or devices to include electronic cigarettes:

1st offense:	Parent notification and 3 hours of community service
2nd offense:	Possible suspension and recommendation to expel
3rd offense:	5 Days out-of-school suspension and possible recommendation to expel.

Extortion – Extorting or attempting to extort money, personal property, or personal services.

Fighting – Mutual combat, attack on a student, attack on an adult, causing serious bodily injury to another person, or inciting a fight involving the student or between other students.

Profanity – Obscene language, writing, gestures, or acts directed towards any adult or peer, including demeaning racial statements.

Property Damage – Including arson, vandalism, damage to school property, or property of an administrator, teacher, student, or visitor.

Skipping Class or School – Includes skipping a class or classes; coming into a class late without a pass; leaving a class without permission and arriving to school late or leaving early without signing out.

Theft – Includes theft of school property, or property of an administrator, teacher, student or visitor. This also includes knowingly receiving stolen school or private property.

Threats – Threatening to cause physical harm, and threats directed toward a student, school personnel, visitors, or on the premise of hazing or gang activity.

Truancy – Repeated unexcused absences or failure to complete assignments during absences.

Weapons and Dangerous Objects – Possession, use or sale of any knife, firearm, sharp object, pin, club, or facsimile, fireworks or other explosive device.

Willful Disobedience – Including but not limited to failure to follow staff directive, gambling, forgery, littering, trespassing, or failure to demonstrate good character in words or in deeds.

Roxboro Community School Policy Prohibiting Harassment, Intimidation, Discrimination, and Bullying

Bullying at RCS is prohibited and may result in parent notification, required parent conference, home suspension, loss of privileges, loss of membership in honor societies or clubs, restitution, health department referral, chemical dependency assessment, police report, recommendation for expulsion, or any combination thereof at the discretion of the Principal or MED.

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:

Physical Bullying: Punching, hitting, poking, kicking, strangling, hair pulling, beating, biting, excessive tickling, pushing

Verbal Bullying: Name-calling, teasing, gossip, starting/spreading rumors, taunting, threatening directly or indirectly, in person or through others

Cyber Bullying: Any type of harassment or bullying conducted directly or indirectly through electronic devices such as but not limited to email, texting, and Internet social network sites

Emotional Bullying: 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

Sexual Bullying: 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.

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:

a) Unwelcome leering, sexual flirtations or propositions.
b) Unwelcome sexual slurs, epithets, verbal abuse, derogatory comments or sexually degrading descriptions.
c) Graphic verbal comments about an individual's body or overly personal conversation.
d) Sexual jokes, stories, drawings, pictures, or gestures.
e) Spreading sexual rumors.
f) Teasing or sexual remarks about students enrolled in a predominately single-sex class.
g) Touching an individual's body or clothing in a sexual way.
h) Purposefully limiting a student's access to educational tools.
i) Cornering or blocking of normal movements.
j) Displaying sexually suggestive objects in the educational environment.

k) 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.

This policy shall be in effect and extend to school activities that occur at any time, 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 School's Notification of Title IX Grievance Procedure

It is the policy of Roxboro Community School not to discriminate on the basis of gender in its educational programs, activities, or employment as required by Title IX of the 1972 Education Amendments. Roxboro Community School students are protected from gender discrimination. Those who wish to discuss their rights under Title IX, to obtain a copy of the full Title IX grievance, or for help in filing a grievance, should contact the Principal.

PARENTAL GRIEVANCE PROCEDURE

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 Managing Executive Director.
- Within 10 days of the incident, the parent is to write a Letter of Grievance addressed to the Managing Executive Director.
- 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 Managing Executive Director.
- The Managing Executive Director shall call a meeting within two weeks of receipt of the grievance, if possible.
- At the initial meeting, the MED will make a decision, with a recommendation of any action to be taken.

- The parent(s) who submitted the grievance will be notified by letter as to the decision of the Managing Executive Director within a reasonable amount of time that would be required for resolution of the grievance.
- The decision of the Managing Executive Director can be appealed to the Board of Directors.
- Within 10 days of the MED's decision, the parent is to write a Letter of Grievance addressed to the Chair of the RCS 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 MED.
- All grievances must be dated and submitted in writing to the Chair.
- The Chair shall call a meeting within two weeks of receipt of the grievance, if possible.
- At the initial meeting, the Chair will make a decision, with a recommendation of any action to be taken.
- The parent(s) who submitted the grievance will be notified of the Chair's decision within a reasonable amount of time required for resolution.

Student Discipline addition: Suspension of Children with Disabilities: In all actions involving the long-term suspension of a student with a disability, the student will be provided with the protections outlined in federal and state statutes regarding students with disabilities.