



ROXBORO COMMUNITY SCHOOL

HIGH SCHOOL

Student Handbook 2023-2024

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

**Roxboro Community School
115 Lake Drive
Roxboro, NC 27573**

336-597-0020

www.roxborocs.org

Table of Contents

RCS Vision, Mission and Core Values.....	4
NCSBOE Vision, Mission and Core Values.....	5
Schedules.....	6
Graduation Requirements & Grading Scale.....	7
EOC Assessment Requirements, Weighted Grading System, and Promotion.....	8
Honor Roll & Exam Policy.....	9
EOCs & AP.....	10
NC University System Requirements.....	10
High School Diploma Endorsements	
<i>NC Scholars.....</i>	11
<i>Global Language.....</i>	12
<i>College.....</i>	12
<i>College/UNC.....</i>	12
Junior Marshal, Valedictorian and Salutatorian Selection.....	13
Credit by Demonstrated Mastery.....	14
College & Career Ready.....	15
RCS Portfolio Implementation.....	16
Attendance / Tardy Policy.....	17
Excused Educational Absence Procedures.....	19
Check Out Procedures.....	20
Extracurricular Activities.....	21
Partnership Agreement.....	21
Wireless Communication Policy.....	25
Specific Discipline Infractions.....	27
Campus Visitors.....	28
Medical Supplies, Sickness and Emergencies.....	29
Accidents & Drills.....	29
Clubs, Field Trips & Lunch Procedures.....	31
Cheating and Plagiarism.....	32
Student Dress Policy.....	32
PDA.....	33
Student Code of Conduct.....	34

Off Campus Activity.....	42
Title IX Grievance Procedure.....	43
Asbestos Hazard Emergency Response Act.....	44
Remote Learning.....	44

Forms

<i>Partnership Signature Page.....</i>	<i>45</i>
<i>Volunteer Information.....</i>	<i>46</i>
<i>Student Information.....</i>	<i>47</i>
<i>Consent.....</i>	<i>48</i>
<i>Educational Absence.....</i>	<i>49</i>
<i>Parking Application.....</i>	<i>50</i>
<i>Study Abroad.....</i>	<i>55</i>

Administration

Managing Executive Director – Darkarai Bryant
High School Principal – Jeremy Martin
Middle School Principal – Jamel Jones
Administrative Assistant – Laura Graham
Business Manager – Carrie Hawkins

Board of Directors

Jona Fitzgerald– Chair
Lin Cates – Vice Chair
Jennifer Brown– Secretary
Jenny Eggleston – Treasurer
Mindy Allen
Laura Adkins
Chad Horner
Kenneth Strachan
Curtis Hammock

RCS administration reserves the right to make adjustments to the Student Handbook throughout the year as needed to ensure the safety of students is maintained.

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 that includes fair treatment, honesty, openness, and integrity.

Roxboro Community School will maintain high expectations for all students and the belief 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

Daily Schedule

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

All Students go to lunch with their 4th Period class

Early Release Schedule

12:30 Release
No Lunch Served

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

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

GRADUATION REQUIREMENTS FOR ROXBORO COMMUNITY HIGH SCHOOL

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

In addition, students must score at Achievement Level III (with one standard error measurement) or above on the end-of-course assessment for English I, Math I, and Biology and successfully complete a Senior Speech that is developed, monitored, and scored within the School.

- 4 units – English (I, II, III, IV)
- 4 units - Mathematics (Math I, Math II, Math III, and one higher course)
- 3 units - Science (Biology, Chemistry, and Environmental or Earth Science)
- 4 units - History (World History, Civics and Economics, and American History I and II, or American History I or II and another Social Studies course or American History and another Social Studies Course)
- 2 units - Foreign Language (including one course beyond the first year)
- 1 unit - Healthful Living
- 4 units – Electives
- 22 Units Total

In addition, students must score at Achievement Level III (with one standard error measurement) or above on the end-of-course assessment for English I, Math I, Math III, and Biology, successfully complete a Senior Speech requirement that is monitored and scored within the school, and complete a graduation portfolio which is also monitored and scored within the school.

ROXBORO COMMUNITY SCHOOL GRADING SCALE

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

Senior Speech Graduation Requirements

Senior speech will consist of a two- to five-minute speech given to a panel of judges on a topic of the student's choosing. Each student must receive a score of 2 to pass.

RCS Graduation/Promotion Standards Policy

At the will of the State Board of Education (SBE) and the North Carolina Department of Public Instruction (NCDPI) changes are made to curriculum and/or state testing programs. Roxboro Community School's Board of Directors, Administrators, and Teachers will uphold school standards that require students to pass all class work and meet all attendance requirements for promotion or graduation.

Commencement Policy

Graduating seniors for the Class of 2024 must meet Roxboro Community High School's minimum graduation requirements to receive a diploma. A student will not be allowed to march in a graduation ceremony with his/her class if he/she does not possess the necessary credits.

Promotion Policy

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

EOC Assessment Requirements

Students will be required to perform at Achievement Level III or above on the four EOC assessments of Math I, Biology, English I & Math III.

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

WEIGHTED GRADING SYSTEM

In order to initiate the development of a consistent and comprehensive transcript for Roxboro Community High School, the input of data must be consistent and explicit. Grades will be submitted each grading period on the traditional grading scale. A numerical average will be used to determine Academic Recognition Awards, President's Award for Educational Excellence and North Carolina Academic Scholars.

A weighted average will be used to determine Class Rank, Honor Speakers, Honor Graduates and Junior Marshals.

The grading scale is as follows:

90% – 100% = 4.0	60% – 69% = 1.0
80% – 89% = 3.0	≤59% = 0.0
70% – 79% = 2.0	

The weighted calculations are based on the academic course level, grading scales, and the weighting of course grades. A 0.5 quality point or weight is added to passing grades earned in Honors courses and 1.0 quality point is added to passing grades earned in Advanced Placement (AP) courses and RCS endorsed collegiate level courses.

The following courses have a weighted value of 0.5 quality point: Honors English (I, II, III, IV), Honors World History; Honors Biology, Honors Civics & Economics, Honors Chemistry, Honors Math I & III, Honors Geometry, Honors American History, Honors Physics, Pre-Calculus, Spanish (III, IV), Fine Arts electives level III and higher; and RCS endorsed honors level courses.

Honor Roll

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.

To earn “Principal's List” distinction, a student must have a GPA of 4.0 or higher.

Exam Policy

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

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

Courses Requiring a State End-of-Course Exam

Many RCS courses have state mandated end-of-course tests. Students enrolled in a course with an end-of-course (EOC) test **MUST** take the test to receive credit for the course; achieve a passing teacher grade of 60 or above; meet Roxboro Community School attendance policy standards and achieve proficiency (3, 4 or 5) on the North Carolina end-of-course test.

Students who do not take the end-of-course test will **NOT** be allowed to register for the next course until they take the EOC. Students who are removed from a test site due to inappropriate behavior will be suspended and may be charged with disorderly conduct. Students not meeting these standards can receive course credit after successfully participating in remediation program(s) and/or successfully re-taking and passing an end-of-course test.

Students who do not take the other mandated tests will **NOT** be allowed to register for the next grade level, next course or to graduate from high school.

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

Advanced Placement (AP)

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

Advanced Placement courses are challenging, stimulating, take more time, and require more homework than other high school courses. AP courses go into greater depth and give more opportunity for individual progress and accomplishment.

Students in AP courses are required to take the AP exam at the end of the school year and must hold a grade of C or better to maintain AP status.

NORTH CAROLINA UNIVERSITY SYSTEM MINIMUM REQUIREMENTS

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

Also, students must have completed six course units in **language**, including four units in English emphasizing grammar, composition, and literature, and two units of a language other than English; four course units of **mathematics**, in any of the following combinations: Math I, Math II and III and one unit beyond Math I; Math I and II, and two units beyond Math II, or Integrated Math I, II, and III, and one unit beyond Integrated Math III.

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

Students must also have three course units in **science**, including at least one unit in a life or **biological science** such as Biology; at least one unit in **physical science** such as Physical Science, Chemistry or Physics, and at least one **laboratory course**.

Also, students must have two course units in **social studies**, including one unit in **American History**, but an applicant who does not have the unit in American History may be admitted on the condition that at least three semester hours in that subject will be passed by the end of the sophomore year.

Math Courses with Algebra II as a Prerequisite that meet the new UNC Minimum Course Requirement include AP Calculus, AP Statistics, Pre-Calculus, (formerly advanced math) Discrete Mathematics, IB Mathematics Level II, Integrated Mathematics IV and Advanced Functions and Modeling.

North Carolina Academic Scholars Program

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

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

The following designated number of credits per subject area must be taken in grades 9-12, for a total of 25 credits:

- * 4 English (I, II, III, IV)
- *4 Mathematics (Math I, II, III and a higher level math course with Math III as a prerequisite OR Integrated Mathematics I, II, III, and a higher level mathematics course with Integrated Mathematics III as prerequisite)
- * 3 Science (Physics or Chemistry course, Biology, and an Earth/Environmental Science course)
- *4 Social Studies (World History, Civics/Economics, Amer. History I and Amer. History II)
- * 2 Languages other than English, (two credits of the same language)
- * 1 Healthful Living
- *4 Elective credits to include at least one second level or advanced course such as JROTC or other courses of interest

*The student shall have taken three higher level courses during junior and/or senior years which carry quality points such as Advanced Placement; International Baccalaureate; Dual or college equivalent courses; Online courses; Honors level courses OR two higher level courses during junior and/or senior years which carry quality points such as Advanced Placement; International Baccalaureate; Dual or college equivalent courses; and a Graduation Project.

**Adopted by the State Board of Education June 2002.*

Global Languages Endorsement (GLE)

In order to qualify for the GLE at RCS, the student shall earn a combined 2.5 GPA for the four English Language Arts courses required for graduation.

The student shall establish proficiency in one or more languages in addition to English by completing a four-course sequence of study in the same world language, earning an overall GPA of 2.5 or above in those courses.

Limited English Proficiency students shall complete all the requirements aforementioned and reach “Developing” proficiency per the World-Class Instructional Design and Assessment (WIDA) proficiency scale in all four domains on the most recent state identified English language proficiency test.

** Approved by the State Board of Education January 2015.*

College Endorsement

The student shall complete the Future-Ready Core mathematics sequence of Algebra I, Geometry, Algebra II, Math I, II, III or Integrated Math I, II, III; and a fourth mathematics course aligned with the student’s post-secondary plans. The fourth math course must meet University of North Carolina system Minimum Admission Requirements or be acceptable for earning placement in a credit-bearing college math class under the North Carolina Community College System’s Multiple Measures Placement policy.

The student shall earn an unweighted grade point average of at least 2.6.

College/UNC Endorsement

The student shall complete the Future-Ready Core mathematics sequence of Algebra I, Geometry, Algebra II, Math I, II, III or Integrated Math I, II, III and a fourth mathematics course that meets University of North Carolina system Minimum Admission Requirements that include a mathematics course with either Algebra II, Math III or Integrated Mathematics III as a prerequisite;

The student shall complete three units of science including at least one physical science with a lab, one life science and one additional science course; (Note: NC’s physical science course counts towards this requirement).

The student shall complete U.S. History or equivalent coursework;

The student shall complete two units of a world language (other than English);
Students shall earn a weighted grade point average of at least 2.5.

Junior Marshal Selection

Junior Marshals will be selected by using the cumulative weighted GPA from Freshman, Sophomore and the first five six-weeks' grades of Junior Year. The top ten students will be offered the honor and, should any decline, the next student in the ranking will move up. The top two students will serve as Marshal and Assistant Chief Marshal, respectively.

Junior Marshals are expected to assist with the Senior Awards Banquet, attend all graduation practices, and assist with graduation. For the Senior Awards Banquet and graduation, boys are expected to wear a white button-up shirt with khaki pants, a belt, and dress shoes. Girls are expected to wear white dresses or white blouses with a khaki skirt and dress shoes.

RCS Cum Laude System

Roxboro Community School will use the Cum Laude system to honor graduates who have excelled academically. The Latin Honors system recognizes students deserving academic honors for achieving academic excellence.

Class rank and GPAs will remain on each student's transcript. Latin Honors is effective for students entering 12th grade in or after the 2020-2021 school year.

The Cum Laude system establishes three distinct "honors" levels where students are recognized for their academic performance at the spring graduation ceremony.

The cum laude distinctions are reserved for only those students who have earned a minimum GPA of 4.0+ (weighted) with no final failing (F) or incomplete (I) grades. Cum laude distinction is based on the eighth semester cumulative GPA.

The honors distinctions include:

Level	Meaning	Weighted GPA
Cum Laude	With Honors (Praise)	4.0 – 4.24
Magna Cum Laude	With Great Honors (Praise)	4.25 – 4.39
Summa Cum Laude	With Highest Honors (Praise)	4.4 or higher

Graduation Honors

Transfer students meeting honor criteria will be added to the official senior honor recognitions. North Carolina Scholars will be designated by a white cord; Beta Club graduates by a black cord; Cum Laude by a silver cord; Magna Cum Laude by a gold cord and Summa Cum Laude by a black & red braided cord. Students graduating with honors will be honored at the Senior Awards Night, and a notation in the graduation program.

Credit by Demonstrated Mastery (CDM)

Credit by Demonstrated Mastery (CDM) is an instructional practice that will help RCS to differentiate and accelerate students who have a clearly expressed need. CDM is the process by which a student may earn credit for a high school course by demonstrating a deep understanding of the content without course enrollment or seat time. CDM was designed to respond to the needs of students, families, AIG community, school personnel and leadership. Roxboro Community School will offer this opportunity for our students. For the English II example, demonstrating mastery is outlined by the SBE's 2013 approved policy GCS-M-001 "Course for Credit." Students will be required to complete a body-of-evidence that includes two phases to receive CDM.

Phase I – Take and pass the English II EOC at a level V on a predetermined date identified by RCS within a testing window determined by NCDPI.

Phase II – Completion of artifacts determined by RCS that demonstrate deep understanding and application of course content.

Additional information on CDM can be found on the NCDPI site:

<https://www.dpi.nc.gov/students-families/enhanced-opportunities/advanced-learning-and-gifted-education/credit-demonstrated-mastery>

Below are the qualifications to access CDM at RCS. You must:

1. Have an A in the previous course aligned with the course the student is seeking CDM in when applicable.
2. Score a level V on the previous state assessment, or higher than a 90% on the previous exam, aligned with the course the student is seeking CDM in when applicable.
3. If the student does not have previous testing history, or assessment data for the course he/she is seeking CDM in, the student must receive a "highly recommend the student be afforded the CDM opportunity" from a previous teacher whose course closest aligns with the standards for the course the student is seeking CDM in.

Note: Courses that students at RCS have been successful at gaining CDM in include: Dance I & II, Spanish I and English II.

Career and College Ready Graduate (CCRG)

In order to ensure North Carolina graduates have the requisite skills to enter a career and/or college, the State Board of Education (SBOE) in collaboration with the State Board of Community Colleges (SBCC) developed the CCRG program. The legislation associated with this work is housed within Senate Bill 561. This program provides high school seniors that are not career and college ready in reading and/or math by the end of their junior year, the opportunity to receive intervention. Students will be delivered this competency based program within their English and Math courses as appropriate.

RCS seniors that are not exempted will be delivered the CCRG program in their English IV and/or 4th math course as appropriate unless the opportunity is declined by the student and parent. Students that meet any of the exemption criteria will not be enrolled in the program. The exemption criteria is identified below:

1. Have an unweighted 2.8 GPA or above.
2. Meet any of the following math or English test scores from the CCRG course for which the criteria is met.

Test	SAT (March 2016 and future)	ACT	Math 3 EOC
English	480 Composite Score for Evidenced-Based Reading and Writing	18	
Reading		22	
Mathematics	530	22	4 or 5

3. The following test scores provide math or English credit at the college level and so will exempt students from CCRG course:

Advanced Placement (AP)	
English, Language and Composition	3 or higher
English, Literature and Composition	3 or higher

Calculus AB	3 or higher
Calculus BC	3 or higher

4. Students who are eligible for a College & Career Promise (CCP) College Transfer Pathway.

5. Interstate Compact on Educational Opportunity for Military Children guidelines will apply as appropriate for most beneficial placement.

Students that do not meet the exemption criteria benchmarks will be enrolled in the CCRG program to satisfy this state law requirement. For additional information follow the link - <https://www.nccommunitycolleges.edu/academic-programs/career-and-college-ready-graduate-alignment-partnership-ccrgap.c>

Portfolio Implementation

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. Four-year plan and culminating reflection
2. Personal statement
3. Community service hours – 56 hours to graduate w/ 8 hours per year (Note: Community service hours can be fulfilled via participation in Bulldogs Care).
4. Writing samples – One sample per each year enrolled as an RCS student.
5. Technology sample (portfolio)
6. Letters of recommendation (3)
7. Resume-middle school groundwork; high school adding in actions and achievements
8. Senior speech

Attendance Policy

- A student must attend school 50 percent of the school day (8:00-11:30; 11:30-3:00) in order to be counted present for the entire day.
- A student may be counted present for the day in POWERSCHOOL, yet still be counted absent from individual classes missed that same day. Absences in POWERSCHOOL are coded as “excused” or “unexcused.”
- A student must attend a specific class for a minimum of 30 minutes in order to be counted present for the class.
- Each teacher will code absences in accordance with state guidelines. Parental written/emailed explanation of absences must be presented to the Attendance Manager, Mrs. Cox, immediately upon the student’s return to school. If no note is presented **within 3 days** the absence is coded as “unexcused.” **Handwritten back dated notes will not be accepted.**
- *Students missing 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. Students must be present at school for half a day to participate in extracurricular activities.*
- *Juniors and seniors may make three official college visits each school year that will not be counted as absences. These include official college tours, orientation, and testing visits. A student must notify his/her teachers beforehand and upon returning to school must bring in a dated artifact from the college, e.g. “thank you for visiting us” email, parking permit, etc.*
- **Any student who has more than 25 absences in a class period, excused or unexcused, in a school year will not receive credit for that class. (F1 will be dropped to a 59 unless the grade is already lower.)**
Extenuating circumstances with documentation would apply upon administration approval.

***The “Time for Time” policy is no longer applicable at RCS**

Making Up Missed Assignments

- Students are to make up all missed work after each absence. It is the student's responsibility to contact his/her teacher(s) on the first day after returning to school to arrange to make up work. Make-up work is to be arranged within THREE school days. If a student is attending a school-related function, he/she is responsible for making prior arrangements with teachers before participating in the function. Students 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.
- The teacher has discretion in allowing make-up work as a result of an unexcused absence.

Attendance Committee Procedures

- The Roxboro Community School Attendance Screening Committee will facilitate the screening process for students who have discrepancies in their attendance.
- The Attendance Screening Committee consists of five teachers, with a minimum of three needed to conduct committee business. Counselors and administrators will be called in as needed.
- Attendance Screening Forms may be submitted by a parent or guardian only. Forms should be submitted to the committee immediately after the absence(s) occurs and must be submitted prior to the due date for the semester. If absences occur after a form is submitted, students must submit another form. The form must be completely filled out in order for the committee to consider approving time for time.

The Attendance Screening Form for first semester is due the first Friday in December.
The Attendance Screening Form for the second semester is due the second Friday in May.

Tardy Policy

- Roxboro Community School is committed to protecting the school day and required instructional time by discouraging any unexcused tardies to school or to any class.
- A student who arrives after 8:00 a.m. must sign in to the main office and will be counted tardy. Upon arrival at school after 8:30 a.m, a student must report to the office with a parent or a written excuse from the parent.
- A tardy to class is defined as not being in the assigned seat and prepared to receive instruction.
- 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.
- The number of tardies to individual classes will reset to zero at the end of 1st semester.

Consequences for unexcused tardies:

1st – 3rd Tardy	Warning (3rd parent contact)
4th	One-hour community service and parent contact with admin referral
5th +	Admin referral with two hours community service

- Violation of the attendance and/or tardy policy could result in suspension or revocation of a student's parking permit or lunch privileges.

Excused Educational Absences

Parents must provide a written request using the appropriate form to the 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, Mrs. Cox, 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 one of the child's current courses. 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 reasons for requesting the time away to course standards. Note: Family trips to Disney, long weekends at the beach or mountains as well as family reunions and celebrations, etc. 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 in 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.

Leaving School and Checkout

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 their parent or guardian comes to pick them up; 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 that leave campus without following correct checkout procedures will be referred to administration for skipping.

Students will not be released to persons not authorized by parents or guardians. This includes siblings, other relatives, friends and/or neighbors.

Parents or guardians (with proper identification) coming to school to get students must ask for them at the office. Students who become sick during the school day should report to the office.

The attendance secretary will contact the parents. Any class work missed due to early dismissals is to be made up as soon as possible. Arrangements to make up all missed work must be made within three days of the absence.

After their arrival at school, students are not allowed to return to their vehicles without permission.

All students leaving for lunch must have prior written permission from parents. Students cannot ride together in one vehicle and must still sign in and out. Students leaving for other schools, school-related assignments, or leaving prior to 3:00 p.m. at the completion of their classes must sign out.

Extracurricular Activities

Basketball, softball, cheerleading, football, soccer, baseball, volleyball, band, and other club activities are offered for students at RCS. Refer to the athletic handbook for academic eligibility and attendance requirements. When students are suspended from school, they can resume participation in school-sponsored athletic events and extracurricular activities the day after the obligation is satisfied or completed.

Partnership Agreement Roxboro Community School

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

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

C. Academics

- I. To complete work that reflects the student's best effort, and to submit it in a timely manner.
- II. To communicate with teachers regarding any missed instructional time
- III. To arrive at school with proper class materials, including charged computers and completed homework assignments.
- IV. 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."*

a. Consequences

- 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.
- Removal from RCS community: Once a student has been suspended twice in one academic year, he/she is subject to removal from the 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

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

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 Students

1. To keep track of attendance and punctuality of students.
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 timeframe for evaluation of its success.
3. Consult with the principal to ask for assistance in correcting the situation. Agree upon a timeframe for evaluation of improvement.
4. 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 concerns.

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* in 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 timeframe for evaluation.
2. Re-notify the student's guardian by telephone *and* in 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. 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.

C. 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.

Printed Name of Student

Signature of Student

Printed name of Parent/Guardian

Signature of Parent/Guardian

Printed names of Administrator

Signature of Administrator

Printed name of Representative teacher

Signature of Representative Teacher

Wireless Communication and Electronic Device 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 smart 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 the 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 will not be responsible for lost, damaged or stolen electronic property on its campus at any time.

Chewing Gum

Responsible chewing of gum is a privilege extended by individual teachers to their students. If requested to remove gum or not chew 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:

- | | |
|--------------|--|
| 1st offense: | Immediate removal and verbal warning |
| 2nd offense: | Immediate removal, parent contact and 30 minute detention
removing gum from desks |
| 3rd offense: | Office referral |

Smoking/ Vaping

RCS, in compliance with state law, is a smoke-free/tobacco-free facility.

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

Students will be referred to the principal for disciplinary action.

- | | |
|--------------|--|
| 1st offense: | Parent notification and possible suspension |
| 2nd offense: | Suspension and possible recommendation to expel |
| 3rd offense: | 10 Days out-of-school suspension and possible recommendation to
expel |

Note: Consequences for violation of the smoking policy are cumulative throughout the student's RCS career.

Use of Telephone

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

Use of Elevator

Students requiring the use of the elevator must present a request from a doctor or parent before being issued permission. Only those students who have 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.

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.

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.

Campus Visitors

All school visitors are to immediately check in at the school office and receive a visitor's pass. Notification of unidentified persons should be made to the office immediately upon detection.

Students from other schools are not permitted to visit RCS during the school day, except by prior approval of the principal. No one – outside student or adult – is allowed to have lunch with a RCS student without prior approval by the principal.

No visitors are allowed to loiter in the parking lots for any reason.

Posters

All posters displayed in the school must have the approval of the advisor and/or principal. Only school-related posters are permitted. The advisor must sign the poster before it is printed.

Students are asked to not tape posters to the walls because they damage the paint. Any club placing posters will be responsible for removing them and repairing any damage after the completion of the event.

Lost and Found

Any personal belongings found on school grounds should be turned in to the office. Any student missing belongings should check with the office. However, the school cannot be responsible for

money, books, clothing, etc. left unattended. Items left in the office for an extended time will be discarded.

Medical Supplies, Sickness and Emergencies

It is against the law for any staff member to supply medicine for a student who is ill. If a student is too ill to attend classes, he/she is too ill to remain in school and parents will be notified to come for the student.

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

All medicine, including over the counter, needed during the school day is to be left in the main office each morning. Each medication must have a properly completed and signed Medication Form. Medication may only be disbursed according to the instructions on the form and by authorized staff members.

According to Roxboro Community School policy, the only form of first aid issued from the office is soap and water and band-aids. The school does not supply alcohol, peroxide, etc.

Items Delivered to Roxboro Community School

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

Accidents

Any accident involving personal injury that occurs at school must be reported to the main office. Parents must be immediately contacted and an accident report must be completed.

Any accident relating to participation in after-school activities should likewise be reported in the main office.

Fire, Tornado and Lockdown Drills

All teachers should explain to their students at the opening of school the exit to use in case of fire or other hazards. When the alarm sounds, teachers and students will quickly go outside to the designated area.

Students should refrain from talking and proceed in an orderly manner. The teachers, unless otherwise instructed, must stay with their students at all times and take their class roll book to the designated area.

Students must not re-enter the building until an all-clear signal is given. Students should remain on the sidewalk or parking lot and should not be sitting or leaning on vehicles.

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 school facility. When operations are officially closed due to emergency conditions, the time off from scheduled school will be made up. School closings will be announced via Facebook, Twitter, WRAL, ABC-11, WKRX 96.7 FM, the RCS app and RCS email listserv.

Field Trips

Students are required to have written permission from their parents or guardian before going on any school-sponsored trips. Students going on field trips are not counted absent.

All Roxboro Community School policies apply to students while on field trips or representing the school in other ways.

Lunch Room Procedures

Each student is responsible for returning his/her waste paper to the designated area. If a spillage occurs, the student must absorb the loss and clean up the mess.

No food or food items can be taken out of the cafeteria into the school building. Thus, NO FOOD OR DRINKS ARE ALLOWED IN THE BUILDING.

Students must eat in the dining halls or on the outside picnic benches only. Students are not allowed to eat in classrooms or any other part of the building unless instructed to do so.

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

Drink and Snack Machines

Drinks and snacks are not to be purchased until after 2:45 p.m. each day. School personnel has the right to deny this privilege at their discretion.

Clubs

Club meetings are to be held before or after school. All clubs should have their meetings, dates and times approved by the principal.

Club advisors will be assigned and are required to be at all club meetings unless previous notice has been given to the principal. Arrangements for special meetings and/or night meetings should be cleared with the principal.

Special Events

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

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

Student Council

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

School Clubs

Beta Club

The RCS Senior National Beta Club is a national honor society of high school students of good mentality, altruistic character, creditable achievement, and commendable attitudes. The club promotes good citizenship, community service, leadership, and scholastic records. Sophomores, juniors, and seniors with a 3.5 grade point average are eligible for an invitation in the fall semester. Freshmen who have been on AB honor roll in eighth grade may apply for provisional membership. All applications require teacher recommendations.

Interact Club, FBLA, YLA, Science Club, United Way Youth, Math Counts are examples of 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. Other clubs and organizations may be added at any time with proper approval.

CLUB INITIATIONS AND HAZINGS, INCLUDING THOSE BY CLUBS, CLASSES, AND ALL ATHLETICS, WILL NOT BE TOLERATED AT ROXBORO COMMUNITY SCHOOL.

Guidance

The Guidance Department, located on the main floor, offers counseling and information to all students. Appropriate requests from students include counseling regarding personal or academic problems, post high school plans, or career choices. Students may ask for appointments with counselors by contacting the guidance secretary. Counselors are available to parents or teachers for conferences.

Cheating/Plagiarism on Classroom or Outside Work

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

Plagiarism is submitted work that includes works or thoughts of others that are not properly cited. Disposition shall be determined by the teacher and principal.

Roxboro Community School students who cheat or plagiarize will not receive credit on work accomplished by cheating. Parents will be notified and attend a conference, as appropriate, with the principal and teacher. Students who cheat or plagiarize will jeopardize their standing in honor societies and other organizations according to the by-laws of each. Students who cheat or plagiarize will have additional conferences if loss of credit places the student in jeopardy of failing a subject. These students will jeopardize their standing in extracurricular functions and may be referred to Administration for additional discipline as prescribed by the RCS Code of Conduct.

Student Standard of Dress Policy

At Roxboro Community School, a college-preparatory school, there are high standards for students. RCS offers a challenging, rigorous curriculum, but also seeks to create a welcoming learning community. This community depends upon the responsible participation of students, parents, faculty, and administration. The school's expectations for student dress apply to all extracurricular and co-curricular events both on and off campus.

RCS students will be ambassadors for the school when they are involved in community projects. Their dress should reflect high standards of professionalism and respect for themselves and the community.

RCS students must abstain from wearing t-shirts, sweatshirts, camouflage, see-through clothing, headwear, and sunglasses in the building. Students are not allowed to wear inappropriate jewelry/accessories or offensive clothing. Jeans, sweatpants, sagging pants, overalls, leather pants/skirts, pajama pants, dance/athletic pants, and leggings worn as pants are not allowed. RCS also prohibits exposed body or visible tattoos as well as distracting piercings.

On "Casual Friday" – Jeans Day – High school students may wear appropriate jeans, and appropriate tops including hoodies, t-shirts, and sweatshirts. Jeans should be free of rips, holes, and frays even if skin is not exposed under the rips. Jeans Days will be announced by the principal and are not assumed to take place every Friday.

RCS team, school sweatshirts, hoodies, and jackets worn over dress code approved tops are allowed every day. For inclement weather purposes, hooded jackets are approved.

Students who fail to meet the RCS standard of dress or are wearing attire that is disruptive, obscene, or offensive will be referred to the administration. Consequences for not adhering the dress code include telephoning parents to bring a change of clothing, a stay in the principal's office until the infraction is corrected, and consequences addressed below.

High School Dress Standards

RCS high school men are to wear collared shirts and/or sweaters that are long or short sleeved. All shirts and sweaters must be free of logos and writing except for small insignias (Polo horse, Nike swoosh) no larger than 3 inches. Shirts that are button up or polo style are allowed. Button up shirts are to be buttoned to cover the chest. Pants are to be khaki style or shorts must be no more than two inches above the kneecap and are to be worn at the waist. Shirts are to be tucked in at all times.

RCS high school ladies are to wear appropriately styled shirts, long or short sleeved, and are to be free of all designs/logos and writing except for small insignias (Polo horse, Nike swoosh) no larger than 3 inches. Shirts with plunging necklines, displays of cleavage or midriff, and shirts with open backs that show undergarments are prohibited. Pants are to be khaki style. Shorts, skirts, and dresses must be no more than two inches above the kneecap. Leggings and tights worn as pants are not allowed.

Light jackets/windbreakers, button-up or zippered-front sweaters and/or fleece jackets, and quarter zip pullovers with dress code approved shirt underneath, are acceptable.

Use the following link to view common dress code violations - <https://bit.ly/3NXci8h>. Note: This is not an exhaustive list. Just samples.

Dress Code Violation Consequences

Those students who do not dress appropriately or are wearing dress that is disruptive, obscene, or offensive will incur the following progression of consequences.

1 st & 2 nd	Warning/Correction of Violation
3 rd & 4 th	1 hour of community service w/ parent
contact 5 th +	1 day suspension

Teachers have the right to determine any apparel that they feel is detrimental to their class, and administration reserves the right to determine appropriateness of dress at all times.

Inappropriate Public Display of Affection (PDA)

Acceptable displays of affection include holding hands, and quick hugs. Unacceptable displays include kissing on the lips or other inappropriate actions with the mouth; full-body embraces; straddling, sitting on lap or leaning/pressing against one another; and indecent touching such as hands in another person's pockets or on another person's chest, rear-end or crotch.

The first offense will lead to a warning, a call to parents, students' names recorded and students sent to a counselor. The second offense will garner a call to parents and a parent-counselor conference. The third offense will lead to administrative referral.

Lockers

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

Driver Education

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

Roxboro Community School Code of Conduct

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

Acts of violence

Aggressive Behavior

Students should not engage in minor incidents of hitting, biting, shoving, kicking, spitting, throwing objects or other similar offenses towards a student or an adult. These actions will result in in-school disciplinary action up to 3 days out of school suspension. It may also include out of school suspension up to and including long-term suspension for repeated incidents.

Cheating

Receiving help from another student or resources during individual class assignments or a testing situation.

Notify parent(s) and/or 3 - 5 days' home suspension, (at Principal's discretion) could result in recommendation to expel.

Damage to Property

Causing or attempting to cause damage to school property or private property (property of another student) will lead to notification of parent(s), restitution, three to five days' home suspension, police report, and recommendation to expel (at Principal's discretion).

Arson will lead to a five-day home suspension, police report, and recommendation to expel.

Drugs & Alcohol

Possession, use, sale of, furnishing, or being under the influence of an alcoholic beverage or a drug will, on first offense, lead to a 10-day home suspension, police report, possible mental health referral, and could result in recommendation to expel. The second offense will mean a 10-day home suspension, police report, possible mental health referral and result in a recommendation to expel.

Unlawfully selling a drug will lead to a 10-day home suspension, police report and could result in a recommendation to expel.

Sale of "Look Alike" Drugs & Alcohol

Offering, arranging or negotiating to sell, deliver, or furnish alcohol and/or drugs, and then substituting a look-alike substance intended to represent illegal alcohol or drug will mean a 10-day home suspension, police report and could result in a recommendation to expel. The second offense will mean a 10-day home suspension, police report, and result in a recommendation to expel.

Drug Paraphernalia

The first offense for possession of drug paraphernalia will lead to a 5-day home suspension, police report, health department referral or, with parent agreement, police report, chemical dependency assessment, mental health referral and could lead to recommendation to expel.

The second offense will mean a 10-day home suspension, police report, and possible recommendation to expel.

The third offense will mean a 10-day home suspension and recommendation to expel.

The first offense for offering, arranging or negotiating to sell any drug paraphernalia will lead to 10-day home suspension, police report, and mental health referral, and could lead to a recommendation to expel.

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. Students shall not fight or attempt to cause bodily harm to another student through physical contact. If a student is attempting to involve another student in a fight, the other student should walk away and report it to a teacher or principal.

Note: Anyone instigating a fight will be suspended from school.

Attack upon a student, attack upon an adult or causing serious physical injury to another person, except in self-defense, will lead to five days' home suspension, police report, recommendation to expel.

Profanity, Obscene Acts, Vulgarity, Demeaning Racial Statements

Swearing, writing, or use of obscene language, gestures, or 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 three to five days' home suspension (at Principal's discretion) and could result in recommendation to expel.

Robbery or Extortion

Robbery or extortion will mean a five-day home suspension, police report, and could result in recommendation to expel.

Theft or Stealing

Theft of or attempting to steal school property or private property will mean a three to five-day home suspension, police report, restitution, and recommendation to expel.

Threatening to cause physical harm

Threatening a student will lead to parent notification and/or home suspension, at Principal's discretion, and could lead to recommendation to expel.

Threatening school personnel will lead to five days' home suspension and recommendation to expel.

Hazing will lead to three to five days' home suspension and could result in recommendation to expel.

Tobacco

Possession of tobacco in any form: Confiscation

Smoking or chewing tobacco on school grounds or across any adjacent street:

First offense: Notify parent(s)

Second offense: three-day home suspension; could result in recommendation to expel.

Vandalism of School Property

Students shall not intentionally damage, vandalize or attempt to damage or vandalize, steal, or deface property belonging to RCS or private property under school jurisdiction. Students and/or their parents will be responsible restitution to cover the cost of replacement, repair, or restoration of the property. Damages or vandalism will result in at least a short-term suspension and may result in a long-term suspension or expulsion from Roxboro Community School.

Weapons and Dangerous Objects

Possession of a weapon – including a knife, gun, sharp object, pin, club, look-alike weapon, or any object which could inflict injury – will lead to a five-day home suspension, police report and recommendation to expel.

The following will lead to five days' home suspension, a police report and recommendation to expel: Possession and/or sale of explosives or fireworks; use of explosives or fireworks or possession, selling or otherwise furnishing a firearm.

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 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.

Willful Disobedience

Failure to follow staff directive will lead to notification of parent(s) and/or three days' home suspension (at Principal's discretion) and could result in recommendation to expel.

Failure to comply with dress code will mean parent notification, being sent home to change and could result in recommendation to expel.

On campus while on home suspension will lead to parent notification, five days' home suspension and could result in recommendation to expel.

Gambling will mean parent notification and/or three days' home suspension (at Principal's discretion), and could result in recommendation to expel.

Forgery or falsification and littering will mean three to five days' home suspension (at Principal's discretion), and could result in recommendation to expel.

Possession of the following articles is not allowed at school, unless permission is obtained from school personnel: radio, tape player, CD player, earphones, skateboards, cell phones, electronic beepers, iPods. Possession of any of these items will lead to parent notification, confiscation of property with return only to parent(s) and could result in recommendation to expel.

Offensive public display of affection (PDA)

Notify parent(s); could result in recommendation to expel.

Failure to demonstrate good citizenship and/or use of culturally insensitive language will result in parent notification, three to five days' home suspension (at Principal's discretion) and could result in recommendation to expel.

Failure to follow classroom rules could lead to parent notification, three to five days' home suspension (at Principal's discretion) and could result in recommendation to expel.

Sexual harassment includes, but is not limited to unwelcome sexual advances, request for sexual favors, and other verbal, visual or physical conduct of a sexual nature (See detailed explanation on last page of Code of Conduct). Use of sexual harassment will lead to parent notification, home suspension, police report and recommendation to expel (at Principal's discretion).

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 or speech that threatens violence, when the perpetrator has the apparent ability to carry out the threat, may be considered an act of hate violence. Offenses will lead to parent notification, five days' home suspension, police report, arrest, and recommendation to expel (at Principal's discretion).

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

Truancy, or repeated unexcused absences, and not completing assignments during absences will lead to notification of parents and appropriate authorities, and could result in recommendation to expel.

Skipping a class or classes, coming into a class late without a pass, leaving a class without permission will mean parent notification, three to five days' home suspension, and could result in recommendation to expel.

Roxboro Community School

Policy Prohibiting Harassment, Intimidation, Discrimination and Bullying

Roxboro Community School is committed to providing a nondiscriminatory environment that is conducive to learning. To this end, RCS specifically prohibits harassment on the basis of race, religion, sex, ethnicity, national origin, sexual orientation or disability. This policy is in addition to the Board's Sexual Harassment policy. Harassment means any offensive verbal, nonverbal, or physical conduct that is sufficiently severe, persistent or pervasive to interfere with a student's ability to participate in or benefit from an educational program or activity, or to alter the conditions of an employee's employment and create a hostile working environment. Prohibited conduct may include, but is not limited to, abusive jokes, insults, slurs, name-calling, threats, bullying or intimidation, pushing and/or shoving. Harassment is prohibited at all levels: between students, between employees and students,

between peers or coworkers, between supervisors and subordinates, or between non-employees and employees and/or students.

Any student who believes that he or she has been harassed in violation of this policy should report such behavior immediately to a teacher, counselor or administrator at his/her school. A school employee who is notified of or otherwise becomes aware of conduct which may violate this policy shall report the matter to the principal, and failure to do so may subject the employee to disciplinary action. Any employee who believes that he or she has been harassed in violation of this policy should report such behavior to the principal or Managing Executive Director (MED). Any supervisor who reasonably believes that an employee has been subjected to harassment in the workplace shall report the information promptly to the MED. All complaints of harassment shall be promptly and thoroughly investigated. Evidence of harassment may result in disciplinary action being taken, up to and including dismissal in the case of employees, or up to and including long-term suspension or expulsion in certain cases for students. RCS specifically prohibits retaliation against any individual who makes a complaint or reports an incident of harassment, or who participates in an investigation or grievance proceeding initiated under this policy. Nothing in this policy precludes RCS from taking disciplinary action against a student or employee where the evidence does not establish harassment but the conduct otherwise fails to satisfy the school system's high expectations for appropriate conduct.

*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.

Consequences:

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

Sexual Harassment

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

Submission to the conduct is explicit or implicitly made a term or condition of an individual's employment, academic status or progress.

Submission to or rejection of the conduct by an individual is used as the basis for academic or employment decisions affecting the individual.

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.

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:

Unwelcome leering, sexual flirtations or propositions

Unwelcome sexual slurs, epithets, verbal abuse, derogatory comments or sexually degrading descriptions

Graphic verbal comments about an individual's body or overly personal conversation

Sexual jokes, stories, drawings, pictures, or gestures

Spreading sexual rumor

Teasing or sexual remarks about students enrolled in a predominately single-sex class

Touching an individual's body or clothing in a sexual way

Purposefully limiting a student's access to educational tools

Cornering or blocking of normal movements
Displaying sexually suggestive objects in the educational environment
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:

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

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

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

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 school. 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. Students who park off-campus must abide by parking regulations during school hours, notably those bulleted under item 14 of the RCS Parking Application and Regulations form.

Students with Disabilities

Suspension of Children with Disabilities: Students receiving services pursuant to IDEA (Individuals with Disabilities Education Act) or section 504 may have additional or different procedures and outcomes for suspensions of more than 10 days. The Handbook of Parents' Rights, published by the State of North Carolina, provides information about the process of suspending students who receive special education. 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.

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. Students of Roxboro Community School 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 get 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.

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, six-month periodic surveillances, triennial re-inspections, 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.

Remote Learning

RCS is a 1-to-1 school, where students are assigned a laptop for instructional purposes. If RCS has to restrict access to face-to-face instruction, as a result of inclement weather, state mandate or other reason, its remote learning plan will be enacted. If RCS must use distance learning to deliver instruction, students are expected to fully participate. Failure to complete required activities (i.e. video calls, discussion boards, assignments, etc.) will negatively impact the student's grades, potentially leading to failure of the course. Note: Attendance will be taken during remote learning.

Roxboro Community School

Partnership Agreement and Policy Compliance Agreement

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

Student Name: _____ Grade _____

Student Signature: _____

Family Representative Signature: _____

Relationship: _____ Date: _____

Roxboro Community School Representative Signature: _____

Title: _____ Date: _____

Volunteer Information

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

Student Name _____ Grade _____

Parent/Guardian Name _____

Parent email _____ Telephone Number _____

Do you have any special talents or interests? _____

Are you willing to serve on any of the following committees? If yes, please circle it.

PTSO

Bulldog Day

Grants/Contributions

Golf Tournament

Technology

Building Maintenance

Grounds Beautification

Donations for Special Events

Athletic Booster Club

Dining Hall

Carpool Committee

Book Fair

Hospitality

Teacher Appreciation

Testing Proctor

Special Community Events

Other Ideas?

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

Parent/Guardian Signature _____

Date _____

Student Information

Student's Full Name _____ Gender _____

Hispanic _____ Non Hispanic/Latino _____ White _____ American-Indian/Alaskan Native _____
Asian _____ Black or African American _____ Native Hawaiian/Pacific _____

Home Address _____ City _____ State _____

Zip _____ Telephone Number _____ Birth Date _____

County of Residence _____ Age _____

What language does your child speak most often? _____

What language is spoken most often at home? _____

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

Does he/she have a current Individualized Education Plan or 504 Plan? Yes _____ No _____

If yes, please indicate the area of service receiving and when the current IEP or 504 and re-evaluation are due.

Does he/she receive any related services? Yes _____ No _____

If yes, what related services (speech, OT, PT, etc.)

Does your child receive AIG services? Yes _____ No _____

Language Arts _____ Math _____ Other _____

Does your child have any health concerns for which he/she has seen a doctor in the last two years?

Yes _____ No _____ If yes, please list _____

Does your child regularly take any medications? Yes _____ No _____

Will any medications need to be dispensed at school? Yes _____ No _____

If yes, please list _____

Does your child have any allergies? Yes _____ No _____

If yes, please list _____

CONSENT QUESTIONS and NOTIFICATIONS

Photo/Video

Employees of Roxboro Community School, the news media, and others will sometimes photograph or videotape students in school and at school events. With your consent, this film may be used in school publications, newspaper and television stories, teacher training materials, presentations to professional and community groups, and on school web sites. Any film or video of students for purposes other than those described above will be prohibited without the consent of parents and the student. I consent to pictures and video for the purposes described above.

___Yes___No

Student Information

I give consent to publish the following information in the student directory: name, address, participation in activities and sports, awards or recognitions received, and (in athletic program information only) height and weight.

___Yes___No

Field Trips within Person County

I give consent for participation in local field trips in Person County during the current school year.

___Yes___No

Student Agreement for Access to Networked Information Resources

I understand and will abide by the Terms and Conditions of Roxboro Community School's Acceptable Use Policy for Access to Networked Information Resources. I further understand that any violation of this policy could result in loss of Internet and other related privileges and other disciplinary actions.

___Yes___No

Pest Management Notice

Your school will provide advance notice of scheduled pesticide use at the school. Please indicate if you wish to receive advance notice of unscheduled pesticide use at school.

___Yes___No

AHERA Notice

I have read the AHERA notification in the handbook.

___Yes___No

FERPA Notice

I have been provided information on parental rights with regards to my student's records and notice of opt-out opportunities as provided under FERPA.

___Yes___No

PARTNERSHIP Agreement

I have read and agree to the RCS Partnership Agreement.

___Yes___No

Policy Information

I understand that all Roxboro Community School individual school policies are available online and that I may obtain a paper copy from the school office.

___Yes___No

Student's Printed Name: _____ Student's Signature: _____

Parent's Printed Name: _____ Parent's Signature: _____

Date: _____

This form does not require parental signature for students age 18 or over.

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 the Principal 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: _____

RCS Parking Application & Regulations 2023 - 2024

The following guidelines exist to ensure the safest and most efficient use of our parking facilities. Parking on school grounds is offered to students in good standing with a valid NC Driver's license. Proof of insurance is required.

According to North Carolina State Law (§ 14-269.2.) weapons are prohibited on school campuses whether on the student's person or personal vehicle. Please refer to State Law § 14-269.2. for complete detail of, "Weapons on campus or other educational property."

- 1) The parking fee for the 2023- 2024 school year is \$75. Parking permits will be assigned by grade level. Falsifying information on the application will lead to revocation of your parking pass and parking privileges. Students must have a valid NC Driver's License and proof of required automobile insurance coverage. Students may not apply for a parking pass until they have obtained their Driver's License. Passes will be issued until all spots are taken.
- 2) All students who park a motor vehicle on the school campus must display the current parking permit. The permit must be hung from the rear view mirror with the permit number facing out at all times. Students will be assigned a number/space in the student lot. RCS reserves the right to reassign spaces at the discretion of administration in the interest of safety and/or efficiency.
- 3) Students may not park on the road, driveway, or in any place other than the specified lots.
- 4) The safe operation of motor vehicles is required. Vehicles must not travel in excess of 10 miles per hour in any RCS parking lot. Reckless or improper driving on campus or off campus during lunch could result in suspension or revocation of parking permit, and/or other school disciplinary action.
- 5) The School is not responsible for damages to or theft from vehicles. Students are cautioned to not leave valuables in their parked vehicles, and keep windows closed and doors locked.
- 6) Students must inform the office immediately of any changes in vehicle or license plate.
- 7) Lost parking permits will be replaced for a \$10 fee. Losses should be reported to the office. Student car permits are non-transferable. Please inform administration as soon as possible if your pass needs to be turned in, so we might re-assign it to another student driver.
- 8) Roxboro Community School policy prohibits the possession and/or use of tobacco products on campus. Students may not possess tobacco products or smoke in cars at any time (on or off-campus) during school hours.

- 9) Students must have permission from the Principal and a parent to leave the parking lot for any reason during school hours. Students may not return to their cars during school hours without permission. **Note: NO STUDENT will be allowed to return to their vehicle in the student lot for any reason during the school day without administrative approval (be advised that forgetting materials is not an acceptable excuse for returning to your vehicle).** Students may not eat lunch in their cars and are responsible for the proper removal of all trash from all parking lots. Excessive trash in parking lots may result in loss of parking privilege.
- 10) Handicapped parking is available as needed on an assigned basis only.
- 11) Parking a vehicle on school property is a privilege and may be revoked by the Principal at any time. Students who operate a motor vehicle on campus should fully understand their duties and responsibilities. Any violation of the RCS code of conduct could result in the loss of parking privileges. Students should review all parking regulations with their parents and call the school for clarification if they have questions.
- 12) Any vehicle parking on the Roxboro Community School campus is subject to search by a school administrator where there is reason to believe the vehicle contains contraband, including but not limited to illegal drugs, weapons, or evidence of the commission of a crime. The school is not responsible for any loss resulting from a vehicle being parked on campus.
- 13) Any vehicle improperly parked will be fined and/or towed at the owner's expense. Any vehicle parking on campus with no parking tag will result in fines or vehicle being towed at owner's expense. Unpaid fines will result in the revocation of parking privileges and may result in the vehicle being towed at the owner's expense. The school reserves the right to withdraw parking privileges at any time upon verbal notification to the student and/or parent.
- 14) Listed below are sample violations that will result in the suspension or loss of driving privileges. NOTE: NO REFUNDS WILL BE GIVEN IF YOUR PARKING PERMIT IS SUSPENDED OR REVOKED.
- Leaving school without permission.
 - Getting to school late (unexcused) 3 or more times during a six-week period.
 - Returning late from lunch.
 - Multiple passengers in a car during lunch.
 - Suspended from school.
 - Unexcused absences.
 - Allowing another student to use parking pass.
 - Debts accrued for any RCD program or department.
 - Parking in unauthorized areas.
 - Reckless driving on campus or driving over the posted speed limit.
 - Illegally obtaining, selling or duplicating a parking permit.

- Excessive violation of school rules, ie cutting class, class disruptions, etc.
- Loitering in parking areas to include eating lunch in or out of vehicles.
- Improper operation of a motor vehicle. (ie: spinning wheels, riding on the hood, revving engine to get a person's attention)

Note: School Administration reserves the right to suspend or revoke a student's parking permit for serious violations of the Roxboro Community School Student Code of Conduct.

BE AWARE OF WHAT IS IN THE CAR OR TRUCK YOU'RE DRIVING TO SCHOOL!!!

Having weapons, illegal substances, tobacco, or alcohol in a vehicle parked on campus will result in the same consequences to a student as having them in the building. This is a serious violation of the Roxboro Community School Student Code of Conduct that will result in disciplinary consequences up to and including a recommendation for expulsion from school and possible criminal charges.

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

Student Name (Print) _____

Student Signature _____

Parent/Guardian (Print) _____

Parent/Guardian Signature _____

2023 – 2024 Parking Information

Student Information	Name:	Parking Space Number:
	Home Phone:	Cell Phone:
	Driver's License Number:	
Automobile Information	Automobile #1	
	Year:	Color:
	Make:	Model:
	License Plate Number:	State:
	Registered Owner:	
	Automobile #2	
	Year:	Color:
	Make:	Model:
	License Plate Number:	State:
	Registered Owner:	
	Automobile Insurance:	Policy Holder's Name:
Insurance Company:		
Policy Number:		
Emergency Contacts	Contact #1	
	Name:	Relationship
	Home Phone:	
	Cell Phone:	
	Work Phone:	
	Contact #2	
	Name:	Relationship
	Home Phone:	
	Cell Phone:	
	Work Phone:	

Please bring the following documents with you when you return this application to school. Copies will be made, and the originals will be immediately returned.

Valid North Carolina driver's license (learner's permit will not suffice)

Proof of Insurance for the driver and vehicle(s) listed on this application

RCS Study Abroad

In accordance with RCS's Open Enrollment Policy 1001, enrolled students taking advantage of a study abroad program will receive priority enrollment upon returning to RCS within two academic years of the opportunity. Below are procedures to ensure smooth enrollment transitions.

Procedures

In order to assist in facilitating your child's study abroad experience, please follow the steps below to insure he/she has the best transition to and from the experience.

1. The student and parent(s) should schedule a meeting with the principal and submit written explanation of the travel abroad plans.
2. The parent/student requesting credit while traveling abroad should present, in writing, a request for credit that includes the name of the institution where they will studying or attending a course, whether it is internationally or nationally accredited, the RCS equivalent course the student is requesting credit for, the length or duration of the course, and a copy of a syllabus if available.
3. RCS does not grant credit for travel experiences that are of a cultural nature, or arranged "interactions," seminars, independent study, auditing courses, etc. In other words, for credit to be granted, the education received must be some type of formal schooling. Evidence of successful completion of the course would need to be submitted upon return in the form of a transcript from the institution where the credit is earned.
4. If the institution is not accredited, then elective credit, with a grade of P/F may be awarded, but not GPA points.
5. RCS does not *sponsor* travel abroad, and therefore do not "provide" for the students education while they are away. A student may follow the process outlined above, or they may associate with an approved International Exchange Organization in order to receive academic credit while travelling abroad.
6. All requests need to be made in advance of travel abroad experience.

Please fill out the information below and attach documentation as indicated in numbers 1 and 2 of this form.

Student Name_____

Student Signature_____

Parent Name_____

Parent Signature_____

Date_____

