ROXBURY TOWNSHIP SCHOOL DISTRICT

CODE OF CONDUCT

Last Updated: July 6, 2026

STUDENT RIGHTS AND RESPONSIBILITIES

PreK - 4

Franklin School
Jefferson School
Kennedy School
Nixon School

INTRODUCTION

The vision of the Roxbury Public Schools is to "Prepare the children of today for tomorrow." In alignment with this vision, the district strives to develop learning experiences that foster the six themes captured in the district's Portrait of a Graduate - Emotional Intelligence, Curious Thinking, Active Citizenship, Adaptability & Resiliency, Active Citizenship. To ensure an environment that is conducive to learning and the development of these skill sets, it is the belief of the Roxbury Township school community that all students have rights. Commensurate with these rights are responsibilities for which all students are held accountable while in school. Not unlike the larger society for which we prepare our students, the smaller society of the school must have rules and consequences to establish and maintain a safe, orderly, and respectful environment.

The Code of Conduct is designed to clarify expectations of students in terms of their behavior and self control. Disciplinary actions will be taken for infractions of established rules. These actions will be carried out in a fair and equitable manner. All matters pertaining to the Code of Conduct will be held confidential in order to protect student privacy rights.

BOARD OF EDUCATION POLICIES & REGULATIONS

This handbook seeks to identify aspects of our school as well as procedures for its orderly operation which allows us the opportunity to provide the highest quality educational experience for all students. Should you have questions about any of the topics discussed, please feel free to contact your building administration directly or refer to the associated Board of Education approved policies:

Attendance	5200
Code of Conduct	5600
Dress Code	5511
Electronic Devices	2363 & 2363.1
Emergency Drills	8420
Grading	2624
Graduation	5460
Harassment, Intimidation, and Bullying	8461
Health and Physical Education	2422
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Promotion	5411
School Security	7440, 7446, & 8420
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PORTRAIT OF A GRADUATE

Roxbury Public Schools graduates will demonstrate their capacity to be thinkers and inquirers, to be adaptable and resilient, to have the integrity, passion, confidence, and work ethic of strong leadership, to incorporate global and social awareness, to communicate civilly and embrace diversity as characteristics of strong citizenship, to have the self-awareness, empathy, interpersonal skills of one with high emotional intelligence, and to have the practical skills, open-mindedness, goal setting capabilities, resourcefulness, and communication of one with solid life-ready skills.

In order to grow these skill sets, students, families, staff and community members work together to ensure that we foster learning environments that support the social, emotional, behavioral, physical and academic needs of ALL students. Within these learning environments, our students have RIGHTS and RESPONSIBILITIES; these rights and responsibilities follow:

STUDENT RIGHTS AND RESPONSIBILITIES

1. SCHOOL AT LARGE

Rights – Students have the right to attend a school that is safe, clean, in good repair, and drug-free where they and their property are respected at all times and under all circumstances.

Responsibilities – Students have the responsibility to follow directions given by those in authority, respect the rights and feelings of others and their property, keep themselves drug free, maintain a clean school environment, and refrain from acts of violence or vandalism. Any item that may be perceived as a threat to a person's safety in the school environment, such as a knife or other weapon, is banned from all school-related activities. Students will follow procedures for *Responsible Reporting* when they feel uncomfortable or at risk, or they perceive the same for others.

2. LEARNING ENVIRONMENT

Rights – Students have the right to a full day of instruction in a learning environment that is safe and free from excessive noise and/or disruptive behaviors.

Responsibilities – Students have a responsibility to contribute to a positive and safe environment by coming to school on time and prepared, cooperating with peers and those in authority, respecting the rights and feelings of others, following established rules, being actively involved in the learning process, and ensuring that any money brought to/from school is used solely for school-related purposes.

3. SHARED AREAS

Rights – Students have the right to an orderly and safe school environment, which is free from disruption and excessive noise.

Responsibilities – Students have the responsibility of ensuring the safety of themselves and others by following established rules and demonstrating positive behaviors appropriate to each shared area of the school community, including bus transportation.

4. EXTRA CURRICULAR ACTIVITIES

Rights – Students who are in good standing as citizens in our school community have the right to participate in and enjoy the benefits of socialization and organized activities sponsored by the school.

Responsibilities – Students have the responsibility to conduct themselves appropriately at assemblies, concerts, meetings, field trips, and other extra-curricular activities by cooperating with peers and those in authority, adhering to general school rules, and/or rules imposed by the visited area, and serving as a proper ambassador for our school community.

CODE OF CONDUCT

1. **I will prepare myself mentally and physically for the process of learning by...**
   a. Arriving at school well nourished, well rested, clean, and with texts, homework, and necessary materials.
   b. Wearing appropriate shoes and clothing to keep myself safe. I understand that shoes with wheels may not be worn at any time on school property when school is in session.
   c. Demonstrating respect for my body by refraining from the use of alcohol, tobacco, and other drugs.

2. **I will demonstrate respect for people, other living things, property, and country.**
   a. "People" includes peers and adults. "Property" includes classrooms and all equipment, cafeteria, library, restrooms, hallways, school buses, and bus stops.
   c. I will act courteously, honestly, and safely in all school settings.
   d. I will demonstrate respect for the flag and all it represents.

3. **I will take responsibility for my own behavior and learning by...**
   a. Being honest about my mistakes.
   b. Using appropriate language.
   c. Being prompt.
   d. Accepting the consequences for my own choices and actions.
   e. Reflecting on more responsible behaviors and better choices.

4. **I will use time and other resources responsibly by participating willingly and conscientiously in academic and nonacademic activities.**

5. **I will share responsibility when working as a member of a group by...**
   a. Listening to others and tolerating opinions different from my own with respect.
   b. Showing consideration and respect for authority, each other, myself and others space and belongings.
   c. Accepting the consequences of my own decisions and actions.

6. **I will meet the unique requirements of each class by taking responsibility to know, understand, and fulfill the requirements of the teacher(s) in each class that I take.**

7. **I will monitor my progress toward objectives by being able to self-evaluate the following:**
   a. My ability to like and respect myself.
   b. My ability to respect other's thoughts and feelings, although different from my own.
   c. My ability to respect and contribute positively to the community.
   d. My ability to show respect for the environment and the world in which we live.

8. **I will take the responsibility to bring home school notices, homework assignments, and all other information. I will communicate with my parents/guardians and school personnel about school-related matters because:**
   a. My parents/guardians provide the first institution for learning.
   b. My parents/guardians retain their role in influencing the behavior of their children.
   c. My parents/guardians are partners with the school in the education of their children.

CLASSROOM GUIDELINES AND PROCEDURES

If it becomes necessary to remove a student from class for any reason, the teacher will convey information about the incident to the administrator.

ADMINISTRATIVE GUIDELINES AND PROCEDURES

Students will be sent to the school administrator for serious disruptions to the learning process. These infractions may include, but are not limited to spitting, fighting, stealing, destroying property, significant disruption to the learning environment, inappropriate language and gestures, harassment, bullying, threats, possession of cell phones, other electronic devices, alcohol, tobacco, or other drugs, and weapons or dangerous instruments. One or more of the following may occur:

- Parents/guardians are notified when deemed appropriate.

- Intervention strategies may be discussed with parents/guardians.

- Board Policy on Suspension may be reviewed and applied appropriately.

- Law enforcement may be notified.

If a student speaks of or acts upon harming himself or herself, the parent/guardian will be notified. At that time, services may be recommended or required (e.g. counseling, crisis intervention, and/or special services within or outside of the school).

In cases of stealing, losing, and/or destroying another's property, restitution will be expected.

CAFETERIA RULES

1. **Remain seated as per cafeteria rules.**
2. **Talk using an "inside" voice.**
3. **Keep the tables, chairs and cafeteria area clean---do not play with food.**
4. **Be courteous to all staff members.**
5. **Listen whenever an adult speaks to the group.**
6. **Money or food may not be shared.**

One or more of the following may occur when a student violates a school rule or a cafeteria rule:

- Student receives a verbal warning.
- Teacher is notified.
- Parent/guardian is notified.
- Principal is notified.
- Student may be separated from his or her class.
- Student may lose the privilege of eating in the cafeteria for a designated time period.
- Student may lose other privileges.

RULES FOR SHARED AREAS

HALLWAY - *We must be considerate of other classes that are in session.*

1. Walk to the right.
2. Be quiet.
3. Respect hallway displays.

ASSEMBLY - *We must be a respectful audience.*

1. Enter in an orderly manner.
2. Sit and give attention to the speakers.
3. Show appreciation for the performers.
4. Exit in an orderly manner.

BUS - *We must encourage safety and cleanliness on our buses and at our bus stops.*

1. Sit in your assigned seat.
2. Wear your seatbelt.
3. Use “inside” voices.
4. Keep your hands, feet, and possessions to yourself.
5. Follow the bus driver’s instructions.
6. Discard litter appropriately.
7. Do not eat or drink on the bus at any time.

PLAYGROUND

1. Wear appropriate shoes and clothing.
2. Be safety conscious and refrain from physical contact sports.
3. Behave appropriately towards others.
4. Line up quickly when signaled.

RESTROOMS

1. Follow classroom bathroom procedures.
2. After washing hands, return to class as quickly as possible.
3. Keep restrooms neat and clean for others.
4. Use the restroom facilities in a responsible manner.

BUS CONDUCT

Our Peaceful School Bus Rules

Stay seated at all times in your assigned seat with the seatbelt on.
Always respect others, the bus and yourself.
Focus on being the best that you can be.
Encourage others to be the best that they can be.
Talk quietly and be ready to listen to the driver.
You are responsible for your actions.



Adapted from:Peaceful School Bus (2008). Hazelden Foundation

The school wants to assist students to develop proper behavior patterns to and from school on the school buses. Cooperation is sought with regard to the following rules:

1. Parent or designee is encouraged to wait with the child until the bus arrives. Students are to stay off the roadway while waiting for the bus.
2. Students will not throw things or play at the bus stop.
3. Students will wait until the bus stops before moving into the loading zone.
4. Students should stay off private property and not step beyond the curb until the bus arrives.
5. Students shall enter the bus in an orderly manner, go directly to their assigned seats, put on their seat belts, and remain seated until the destination is reached.
6. Throwing objects on the bus distracts the bus driver, is unsafe, and is prohibited.
7. Shouting, obscene language, fighting, or roughhousing is not permitted on the bus. The same respectful rules that apply in school apply on the bus.
8. Students will keep their heads, arms, and hands inside the bus and out of the aisles.
9. Students will keep their hands and feet to themselves at all times.
10. Students will be picked up and unloaded only at regularly scheduled stops.
11. Students must keep backpacks, athletic equipment, books, etc. out of the aisles.
12. Students are not to touch the emergency doors except in an emergency situation.
13. Students who must cross the road to reach their destination shall cross in front of the stopped bus while the red lights are flashing. Caution is especially necessary on rainy days.

The Roxbury Township school community would like to impress on each and every parent/guardian the importance of order on the buses to and from school. The bus driver has a great responsibility to drive the bus safely and should not have to continually discipline the children.

BUS EXCLUSION PROCEDURES

Children who misbehave and endanger the safety of the other children or themselves may be excluded from the bus. If excluded from the bus, children must continue to attend school. It will be the responsibility of the parents/guardians to provide transportation to and from school.

The following procedures will normally be taken before exclusion:

1. The bus driver will advise the student to conform to regulations.
2. If the student continues to misbehave, a conduct form will be initiated by the driver. A conference will be held with the student and administrator. The parent/guardian will be notified.
3. If the child continues to misbehave and additional conduct forms are filed, the parents/guardians will be notified and exclusion from the bus and/or after-school detention may result. *Certain severe infractions, as described in the Student Code of Conduct under Administrative Rules may result in immediate bus exclusion upon the first violation.*

HARASSMENT, INTIMIDATION & BULLYING (HIB)

Our Anti-Bullying Rules

1. We will not bully others.
2. We will help students who are bullied.
3. We will try to include students who are left out.
4. If we know that someone is being bullied, we will tell an adult at school and/or an adult at home.

Under the *Anti-Bullying Bill of Rights Act (P.L.*2010*, c.*122*)* any gesture, written, verbal or physical act, or any electronic communication whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity & expression, or a mental, physical or sensory disability that takes place on school property, at any school-sponsored function, on a school bus, or off school grounds in cases in which a school employee is made aware of such actions is considered an act of harassment, intimidation or bullying.

A HIB incident will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his property & creates a hostile educational environment for the student. All suspected incidents of HIB should be reported as soon as possible utilizing the district reporting link.

- Prior to initiating the investigation, the Principal or designee, in consultation with the Anti-Bullying Specialist and/or Anti-Bullying Coordinator, may make a preliminary determination as to whether the reported incident or complaint, assuming all facts presented are true, is a report within the scope of the definition of harassment, intimidation, and bullying under the Anti-Bullying Bill of Rights Act.
- If deemed necessary, a prompt investigation will be initiated by the principal or the principal's designee within one school day of the report of the incident and will be conducted by the school's Anti-Bullying Specialist.
- The school principal will inform the parent/guardian of the students involved in the alleged incident.
- An investigation will be concluded no later than 10 school days from the written report.
- Parents/guardians of the students who are parties to the investigation will receive information including the nature of the investigation and its results within five days of the conclusion of an investigation.
- A parent/guardian may request a hearing before the BOE and a hearing will be held in executive session within 10 days of the request.

It is important to point out that any two or more children can have a conflict or disagreement or fight during the course of any school day and this would not be categorized as bullying. Bullying on the other hand is an aggressive behavior that involves an imbalance of power or strength, is

deliberate in nature and is often a repeated attempt to intimidate, embarrass, or harm another. The message here in our school is "Bullying is wrong and no one deserves to be bullied."

DRUGS, ALCOHOL, TOBACCO

Disciplinary Action: First Offense

When a student is confirmed as using, under the influence of, in possession of, transmitting, or selling illicit drugs or alcohol, the following actions shall be taken:

The student shall be placed on temporary suspension, not to exceed ten days, until a conference is held with the parents/guardians following which the pupil may be placed on school probation until disposition of the case is made by legal and/or school authorities in accordance with state law. Such probation will include surveillance by school authorities and may include exclusion from all school social and extracurricular activities until such time as the student has demonstrated himself/herself worthy of the return of these privileges.

Disciplinary Action: Additional Offenses

The student will be subject to suspension or expulsion through proper channels until disposition of the case by legal and/or school authorities. If expulsion is recommended, a full child study team evaluation shall be initiated and completed prior to the expulsion.

General

A wide choice of action is possible in handling each student's case ranging from advice and rehabilitation to suspension and expulsion. Whenever possible, a non-punitive solution is preferable if predicted chances for recovery are good.

Drug Abusers Who Voluntarily Seek Advice

Some students with drug abuse or other problems may voluntarily go for advice to a favorite or respected member of the school staff. In such a case, the staff member should advise and guide the student in any way possible while attempting to convince him/her of the need for medical treatment and rehabilitation. However, any staff member is obligated to report such a situation to the chief school administrator.

Use of Tobacco Products

Students are forbidden to carry or use tobacco in any form. Students who disobey the rules of the school concerning the use of tobacco, shall be reported to the chief school administrator and may be suspended from school for a period not to exceed ten days.

ELECTRONIC SURVEILLANCE IN SCHOOL BUILDINGS

In accordance with Roxbury Township Board of Education Regulation #7441, electronic surveillance is used in order to enhance a safe & secure environment. Recordings may be used to monitor and observe the conduct of school district staff, students, & other person(s) in any of the Roxbury Public Schools or on school grounds. Viewing or listening to the recordings will be done by the Principal or designee.

WEAPONS AND DANGEROUS INSTRUMENTS

The Roxbury Township Board of Education prohibits the possession and/or use of firearms, other weapons, or instruments which can be used as weapons from school property, at any school function, or while en route to or from school or any school function.

Students who are found to be in possession of weapons or dangerous instruments will be reported to the chief school administrator who will in turn inform appropriate law enforcement officials. Pupils who are found guilty of possessing weapons or dangerous instruments will be subject to state mandated sanctions.

SUPPORT SERVICES

The Roxbury Township Board of Education shall provide ongoing counseling services for students who exhibit problems of drugs or alcohol abuse through the Child Study Team psychologist, the school nurse and/or the chief school administrator, as well as through an appropriately certified alcohol or substance abuse counselor acting as a resource person or in conjunction with a certified teacher or guidance counselor.

An evaluation by the Child Study Team to determine a pupil's eligibility or need for a special educational program and/or related services due to involvement or consumption of alcohol or other drugs shall be initiated following state rules and regulations which govern such evaluation.

ATTENDANCE POLICY

Research has shown that attendance in school is directly correlated with academic success. Students are expected to regularly attend school and parents are asked to notify the school if a child is going to be absent. If a child is out due to illness for a number of days, a doctor's note would be appreciated in order to excuse the absence. As per district policy and regulation 5200, please keep in mind that after five unexcused absences you will receive a letter from the school. After ten unexcused absences parents/guardians will be asked to come in and meet with the Intervention & Referral Services team. After fifteen unexcused absences, the appropriate agencies will be notified.

Students must attend a total of 150 school days in order to be promoted to the next grade level. Please keep the lines of communication open regarding student attendance.

If your child will be absent from school for 10 or more consecutive school days for non-health related needs, you will be asked to withdraw your student from his/her Roxbury school for the duration of the extended leave and re-enroll your child upon your return.

CELL PHONE USE AND OTHER ELECTRONIC DEVICES

Please keep all cell phones and other personal electronic devices* at home. If your child must have a device with them during the day, please note that it must remain in the child's backpack, out of sight and powered off. If a phone, or other device, is taken out and utilized during the school day, it may be taken by a staff member for safekeeping until a parent or guardian can come to claim the device. If a personal GPS tracker device and/or AI powered monitoring device is utilized, Roxbury Board of Education Policy 5516.01 - STUDENT TRACKING DEVICES must be followed.

**The term "personal mobile devices" includes cell phones, tablets, smart watches, or any other electronic device not owned by the school district.*

PROMOTING SOCIAL SUCCESS

The Code of Conduct is designed to clarify expectations of students in terms of their behavior and self-control. Disciplinary actions will be taken for infractions of established rules. These actions will be carried out in a fair and equitable manner. All matters pertaining to the Code of Conduct will be held confidential in order to protect student privacy rights. A Promoting Social Success Rubric will be used to guide decisions regarding disciplinary action and restorative practices, which are aimed at restoring relationships and teaching appropriate behaviors while working collaboratively with parents/guardians to do such.

POSITIVE BEHAVIOR MANAGEMENT SYSTEM

At the elementary level, we understand that teaching students to respect themselves, others, and their environment is an ongoing journey. School staff will consistently work towards teaching procedures, and acts to support this endeavor. We will allow students to participate and feel welcomed as a part of the school community. Each classroom will maintain a positive behavior management system to encourage appropriate behaviors. Students are provided models of appropriate behavior through a wide variety of interactive classroom and school-wide activities. Our focus is to provide a responsive, productive and kind community. A positive, warm and safe school environment is everyone's goal.

SCHOOL CELEBRATION PROCEDURES

Roxbury's elementary schools will continue to have FOOD-FREE birthday celebrations. Thank you for your cooperation. For all birthdays, summer birthdays included, students will have an opportunity to select a book to keep from our Birthday Book Collection. Students are not permitted to distribute goody bags. Party invitations are not permitted to be handed out at school. Families who choose to participate in the PTA will have access to a PTA coordinated database, where families can opt to have their contact information listed and used for communication related to outside school events (i.e. birthday parties, seasonal parties, playdates, etc).

Seasonal classroom parties will be coordinated by classroom teachers and identified volunteer room representatives. Each classroom party will be permitted to have two room representative volunteers.