



STUDENT HANDBOOK

2026 - 2027

ROXBURY HIGH SCHOOL

1 Bryant Drive
Succasunna, NJ 07876

973-584-1200

rhs.roxbury.org

INTRODUCTION

This handbook seeks to provide and identify aspects of our school as well as procedures for orderly operation which allows us the opportunity to provide the highest quality educational experience for all students.

The handbook is designed to help you understand the need for rules and regulations as we strive to fulfill our commitment to ensure a structured, safe, and productive environment at our school. Please feel free to contact your Assistant Principal should you have any questions regarding Board of Education policies or school procedures found herein. All Board of Education policies may be found [here](#). Common policy numbers are as follows:

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
Intervention and Referral	2417
Promotion	5411
School Security	7440, 7446, & 8420
Transportation	8635
Video Surveillance	7441

Best of luck this school year,

Mr. William Crispino, Principal

Ms. Erin Posbergh, Assistant Principal, Grade 10 and Grade 12

Dr. Jason Tonic, Assistant Principal, Grade 9 and Grade 11

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ALMA MATTER

“The Dark Blue and Gold”

Through the four long years of Roxbury
’Midst the scenes to us so dear,
Full of hustle, full of hurry,
Are the days that we spend here.
As we won athletic victories
On the football field of old.
Still we work for dear old Roxbury
And the Dark Blue and the Gold.

Although other schools are larger,
And their names are better known,
Still the school that we will favor
Is the school that is our own.
We will work for dear old Roxbury
And float her colors bold.
For the colors of our High School
And the Dark Blue and the Gold.

When the cares of life o’ertake us,
Mingling fast our locks with gray,
Should our dearest hopes betray us,
False fortune fall away.
Still we banish care and sadness
At the memories of old,
And recall those days of gladness
’Neath the Dark Blue and the Gold

ROXBURY PUBLIC SCHOOLS BOARD OF EDUCATION

Mr. Christopher Milde, President (2028)
Mrs. Anne Colucci, Vice President (2026)
Mr. Camilo Bonilla, Member (2026)
Mr. Adam DelGuercio, Member (2028)
Ms. Valerie Galdieri, Member (2026)
Ms. Mirna Hernandez, Member (2027)
Mrs. Kim Hopkins, Member (2027)
Ms. Sharon MacGregor-Nazzaro, Member (2028)
Mrs. Kathy Purcell, Member (2027)
Mr. Edwin Botero, Mt. Arlington Representative

ROXBURY PUBLIC SCHOOLS DISTRICT STAFF

Dr. Frank Santora, Superintendent
Mr. Joseph Mondanaro, Business Administrator
Mrs. Lisa Ferrare, Director of Human Resources and Staff Development

ROXBURY HIGH SCHOOL ADMINISTRATIVE TEAM

Mr. William Crispino, Principal
Ms. Erin Posbergh, Assistant Principal
Dr. Jason Tonic, Assistant Principal

ROXBURY HIGH SCHOOL DIRECTORS AND SUPERVISORS

Mrs. Colleen Huguenin, Supervisor of Student Support Services
Mr. Robert Katz, Director of Transportation
Mr. Stuart Mason, Director of Athletics and Student Activities; Supervisor of Health & PE
Mr. Peter Riffel, Director of Buildings and Grounds
Mr. Paul Kobliska, Supervisory of Mathematics & Science, Gr. 7 -12
Mr. Matthew Trokan, Supervisor of English Language Arts & Social Studies, Gr. 7-12

BELL SCHEDULE

Full Day Bell Schedule

Day 1		Day 2		Day 3		Day 4	
Block	Time	Block	Time	Block	Time	Block	Time
HR	7:25 - 7:30	Homeroom	7:25 - 7:30	Homeroom	7:25 - 7:30	Homeroom	7:25 - 7:30
Block 1	7:33 - 8:28	Block 2	7:33 - 8:28	Block 3	7:33 - 8:28	Block 4	7:33 - 8:28
Block 2	8:31 - 9:26	Block 3	8:31 - 9:26	Block 4	8:31 - 9:26	Block 1	8:31 - 9:26
Block 3	9:29 - 10:24	Block 4	9:29 - 10:24	Block 1	9:29 - 10:24	Block 2	9:29 - 10:24
Lunch/Gael	10:24 - 10:48	Lunch/Gael	10:24 - 10:48	Lunch/Gael	10:24 - 10:48	Lunch/Gael	10:24 - 10:48
Lunch/Gael	10:49 - 11:13	Lunch/Gael	10:49 - 11:13	Lunch/Gael	10:49 - 11:13	Lunch/Gael	10:49 - 11:13
Block 5	11:16 - 12:11	Block 6	11:16 - 12:11	Block 7	11:16 - 12:11	Block 8	11:16 - 12:11
Block 6	12:14 - 1:09	Block 7	12:14 - 1:09	Block 8	12:14 - 1:09	Block 5	12:14 - 1:09
Block 7	1:12- 2:07	Block 8	1:12- 2:07	Block 5	1:12- 2:07	Block 6	1:12- 2:07

<u>Half Day Bell Schedule</u>		
Block	Start Time	End Time
Homeroom	7:25	7:30
1	7:33	8:02
2	8:05	8:34
3	8:37	9:06
4	9:09	9:39
Lunch	9:39	10:09
5	10:12	10:41
6	10:44	11:13
7	11:16	11:45
8	11:48	12:18

<u>Delayed Opening Bell Schedule</u>		
Block	Start Time	End Time
Homeroom	9:25	9:30
1	9:34	10:09
2	10:13	10:48
3	10:52	11:27
Lunch A	11:27	11:48
Lunch B	11:48	12:09
5	12:13	12:48
6	12:52	1:28
7	1:32	2:07

ACADEMICS

Academic Integrity

The highest standards of honesty must apply to a student's actions at Roxbury High School. Any act of dishonesty reflects upon a student and affects the entire school community.

Among the most serious academic offenses are copying and plagiarism. Both are forms of cheating. In copying, a student is taking the work of another, either from homework or from a test, and claiming it as his/her own. The term plagiarism usually refers to a higher level of copying in which a person, often in preparing a research paper, copies from sources without indicating what sources were used. In effect, by not naming the source, the student is claiming the work as his/hers. The term also applies if a student copies a research paper of another and claims that he/she is the author. Whether the student is the person who gives or receives the information, he/she is guilty of a dishonest act.

All instances of cheating are dealt with severely at Roxbury High School. Any work (homework, test examination, or paper), which was completed by dishonest means will receive a grade of zero. Teachers will notify counselors and parents/guardians. Students will be subject to disciplinary action and a record of this offense will be placed in the student's file and retained throughout the school career.

Artificial Intelligence Guidelines

Any collaboration or research supplementing a student's original work must be transparent, approved by the teacher, and properly cited.

Unapproved collaboration or research may be considered an academic integrity violation. Teachers will communicate the expectations for each assignment.

Students must disclose their use of generative AI, which should be treated as assistance from another person or source.

Encouraged applications of AI are:

- Use of AI for creative information
- For help to narrow a research topic based on interests/class requirements
- In math/in science, students struggling may use AI to learn the step-by-step process and then apply that information to other problems.

Prohibited applications of AI are:

- Use of AI to spread false information or to create false images.
- Use of AI to write thesis statements, research papers, laboratory reports, etc.
- Use of AI to solve math problems or problems with mathematical applications and claim the answers as their own work.

Counseling And Guidance

The High School Counseling and Guidance program is designed to help students build a strong educational foundation, develop their talents and abilities, and plan for their future. Students meet regularly with their counselor to build a positive relationship based on trust, caring, confidentiality and mutual respect.

Guidance Staff

Mrs. Carissa Barbolini, Counselor, ext. 1245
 Mrs. Christina Belfiore, Counselor, ext. 1236
 Ms. Janice Higgins, Counselor, ext. 1246
 Ms. Jamie Katzenberger, Social Worker, ext. 1216
 Mrs. Jennifer Kenny, Student Assistance Counselor, ext. 1242
 Mrs. Chelsea Schmitt, Counselor, ext. 1248
 Mrs. Tashi Oyola, Counselor, ext. 1238
 Mrs. Heather Seelinger, Administrative Assistant, ext. 1238

Graduation Requirements

Graduation from Roxbury High School requires 140 earned credits. It may be possible to fail a course and catch up the following year or years by taking a full schedule of courses and/or summer school; however, prerequisites must be completed before the next course can be taken. Students should choose electives after consultation with their counselor, parent/guardian, and teachers to achieve educational, career and personal goals. To graduate, students must achieve a state-determined passing score on at least one of the state approved assessments in Language Arts Literacy and Mathematics

State and local policies dictate that a portion of the total credits must be earned in prescribed courses:

a. English	4 years	20 credits
b. World History	1 years	5 credits
c. United States History	2 years	10 credits
d. Mathematics	3 years	15 credits
e. Science	3 years	15-18 credits
f. Fine/Performing Arts*	1 year	5 credits
g. Practical Arts**	1 year	5 credits
h. Physical Ed./Health	4 years	20 credits
i. World Language	1 year	5 credits
j. Financial Literacy	½ year	2.5 credits

* Courses in the following departments: Visual Arts and Performing Arts

** Courses in the following departments: Business and Marketing Education, Industrial Arts and Technology, and Family and Consumer Sciences.

Graduation Speakers

The speakers at graduation will be the valedictorian, salutatorian, President of the Senior Class and President of the Student Council. In the case of co-valedictorians and/or salutatorians, each student will be eligible to speak at the graduation ceremony.

Course Load

Students must take a minimum of seven courses (35 credits) a year and a lunch. Students are encouraged to take eight courses per year. Subjects that meet three times throughout the four day cycle for the school year carry five credits. Science AP and Honors courses carry six and seven credits. Semester courses carry 2.5 credits.

Independent Study/Senior Option/College Option

Students can pursue an in-depth project through the Independent Study Program or the Senior Option Program. They develop a written proposal with their counselor and teacher/advisor that must be approved by the building principal and Board of Education. Students pursuing a College Option must have coursework approved as well.

Grading System/Class Rank

Roxbury High School does not report class ranking on student transcripts. All course grades will be determined by the following scale*:

97 - 100	A+	= 4.3	77 - 79	C+	= 2.3
93 - 96	A	= 4.0	73 - 76	C	= 2.0
90 - 92	A-	= 3.7	70 - 72	C-	= 1.7
87 - 89	B+	= 3.3	67 - 69	D+	= 1.3
83 - 86	B	= 3.0	63 - 66	D	= 1.0
80 - 82	B-	= 2.7	60 - 62	D-	= 0.7
			0 - 59	F	= 0.0

All graded subjects (excluding P/F) are included in class rank. Numeric grades are recorded.

Marking Period Grades

At the conclusion of the first two marking periods, a student who receives an average below **50** is given a **50** regardless of the level achieved. The goal is to enhance one's ability to receive a

passing grade for the year. However, a teacher may issue a grade below **50** when all of the following occurs:

1. The student has done little or no work and has performed below **50** on evaluation instruments.
2. The student, parent/guardian, and counselor have been notified of the limited performance throughout the marking period.
3. The teacher has discussed the problem with the department supervisor and counselor and there is a written mutual agreement on the grade to be issued.

Summer School Eligibility

Students must receive a final average of no less than fifty (50) during the academic year to be eligible for summer school. If their final average is less than fifty (50), they will be required to retake the course during a subsequent academic year in order to receive credit. If they have a passing average and have not met the requirements of the Board of Education Attendance Policy, they must remain in that class to become eligible for summer school.

If they fail a course or courses, their counselor will notify them at the end of the school year if summer school is an option, as well as the programs that are available. Courses passed in summer school become part of their record, and credits earned in summer school are added to their cumulative record but are not calculated in their grade point average.

The building principal may approve summer school for students with extenuating circumstances.

Schedule Changes

Course selection is the result of serious planning with parents/guardians, teachers, students, and counselors, and reflects firm decisions. Schedules may not be changed once selections are made except in the case of teacher/supervisor recommended level changes, or summer school course results. Any elective changes need to be completed within six days of the start of the course. If a course conflict occurs, or if a schedule is incomplete, students will be contacted in the summer or within the first few days of school.

Parent/Guardian written consent is required within the first six days of each new semester if an elective is to be dropped. A class may be added to replace a dropped course. It is the student's responsibility to make up the work missed in a timely manner to ensure success in the course.

Requests for teacher changes will not be considered.

Withdrawal from Courses

Because students must carry a minimum course load of 35 credits, withdrawal from a course that would result in a student's course load dropping below 35 credits will not be considered.

Parents/Guardians must submit written permission before a request to withdraw is considered. If students withdraw from a course before the course is completed, they will not be allowed to take the course as a make-up course in summer school. By dropping a course, they may become ineligible to participate in athletics and/or activities. The course is not recorded if the student withdraws within the first six days.

Withdraw Failure (WF) is recorded for the marking period and the final average if a student is dropped from a course for disciplinary reasons. No credit will be earned in this case. WF is calculated in class rank and GPA as a failure. Course credit is added to the total credits attempted.

Adding a Course

A class may be added up to six days after the course has started. It is the student's responsibility to make up the work missed in a timely manner to ensure success in the course. A transfer student may enter a course at the time of his/her enrollment, provided the course was carried in the previous school.

Auditing a Course

Students may petition to audit courses to review or preview specific subjects. Permission from their parent/guardian, teacher, counselor and principal must be obtained. Students must have a contract to audit a course before the course begins. Grades or credit are not awarded; however, all course requirements including attendance must be met.

2026- 2027 Marking Period Schedule

First Marking Period	Begins: August 26, 2026	Ends: October 30, 2026
Second Marking Period	Begins: November 2, 2026	Ends: January 15, 2027
Third Marking Period	Begins: January 19, 2027	Ends: March 24, 2027
Fourth Marking Period	Begins: March 25, 2027	Ends: June 15, 2027
Final Exams: June 7, 2027 through June 10, 2027		
Graduation: June 15, 2027		

Final Assessments

Students will take a final exam in all full year and semester courses.

To be excused from school at the end of the year before exams begin, students must receive the written approval of the Principal. The number of school days missed must not exceed the total number of cumulative absences provided in the attendance policy.

In accordance with Board of Education Policy and Regulations (R2624), failure to take midterm or final assessments will result in an administrative failure and a grade of zero (0), which results in no credit being granted for the course.

Students will be permitted to make up assessments on the designated make-up days, or during the summer only under the following conditions and with administrative approval:

- personal illness or recovery from an accident, which is verified by a doctor's note.
- death in the immediate family.
- suspension from school.
- subpoena - court ordered appearance.

Assessment Exemption Policy

Grade 12 Students who achieve an average of 90 for the year are exempt from the final assessment in that subject. However, those students with exemption status do have the option to take final assessments.

Withdrawal from School

Students must notify their school counselor in advance if they plan to withdraw from school. The parent/guardian must complete the Student Transfer-Withdrawal Request form in their Genesis account under the Forms tab. Completion of this form serves as written permission to withdraw. Students must be sixteen years old to withdraw.

All books, equipment, Chromebooks, and other school property should be returned. Families remain financially responsible for any school property that is abused, damaged, or lost.

ATTENDANCE POLICY

In accordance with the requirements of New Jersey State Law and Administrative Code and [Regulation 5200](#), students are expected to attend school every day that school is in session, and the responsibility for compliance belongs to the student and parent/guardian. Regular attendance and participation in classes are a vital and integral part of the learning process. Frequent absences from classroom learning experiences disrupt the continuity of the instructional process and limit the ability of the student to complete the prescribed curriculum requirements successfully.

Students who are absent from class more than 14 days in a full-year course, 12 days in a three-marking period course (PE), 7 days in a semester course, or 4 days in a marking period course (Health) will not have completed the requirements for the course of study and therefore, will not receive credit for their courses.

Parents/guardians are asked to contact the school by 9:00 a.m. on any day their child is absent, and to submit a written statement on the first day a student returns to school after an absence. Family vacations, job interviews, etc. will be recorded as unexcused absences. Students who report late to class, less than fifteen minutes, without an appropriate pass will accrue (one-half) $\frac{1}{2}$ of a student absence in that class period. Students absent from class for fifteen minutes or more will be recorded as absent.

Non-Cumulative Absences

Any absence will count toward the total days with the exception of absences due to:

1. Death in the immediate family.
2. Observation of an approved religious holiday.
3. Suspension from school.
4. Subpoena - court ordered appearance.

5. Driver's test.
6. Medical notes approved by the administration.
7. Other absences authorized by the administration.

An appropriate absence note/documentation, as verified by the RHS administration, must be emailed to our attendance office: Mrs. Drexler, mdrexler@roxbury.org. Failure to submit a note within ten (10) school days will result in the absence being recorded as cumulative.

Authorized school activities, such as field trips, state or school testing, regularly scheduled student council, athletic contests, and class meetings will not be counted as cumulative absences.

Teachers should contact the activity advisor if a student's absences from class are hindering the student's academic progress. If a student is performing below average in a course, the teacher and the advisor will determine the advisability of the student missing class to participate in an activity. If a student is failing a course that is required for graduation, it is recommended that the student not be excused from class to attend an activity until he/she maintains a passing average.

In order for a student to participate in an athletic event, student activity, or social activity such as a prom, he/she must be in attendance until at least 11:25 a.m. on the day of that event.

Parent/Guardian Notification

It is important that the parent/guardian be notified periodically of their child's attendance so that appropriate measures may be taken. Notifications regarding warning of credit loss and credit will occur via regular letter mail and Genesis parent portal.

Early Dismissal

Illnesses that occur after the student reported to school, upon recommendation of the school nurse, a verified appointment with a physician/dentist, and court issued orders are all recognized by the school district as a legitimate need for early excusal from school. Parents/guardians are requested to try to schedule appointments after school hours.

In these cases, the school will review and verify the conditions, after which the pupil may be excused from school pursuant to prescribed procedures. Any other emergency will be reviewed by the administration and judged on its individual merits.

Appeal Process

Upon losing credit for excessive absences, the student may request an appeal of his/her loss of credit as follows:

1. Within five (5) school days of notification of loss of credit, the student may request an appeal.
2. Student must write a formal letter of appeal to Administration
3. As necessary a hearing will be arranged with the Attendance Appeal Committee at which time the student may bring his/her parent/guardian and/or a representative.

4. All information will be reviewed and a decision will be made within five (5) school days after the date of the hearing as to whether or not credit will be reinstated. The student and parent/guardian will be notified of the results in writing.

Attendance Appeal Committee

The Attendance Appeals Committee will consist of teachers, various staff members (child study team member, nurse, counselor), and an administrator. The purpose of this committee is to make recommendations to the Principal on all appeals resulting from the implementation of the attendance policy. All attendance appeals are to be requested through the Assistant Principals.

Tardiness Policy

Homeroom will be held until 7:30. Tardy to homeroom will be considered tardy to school, and the attendance policy will be administered accordingly. Any student entering class 15 minutes into the period will be considered an unexcused absence for that class. All tardiness to school will result in an assignment of discipline in accordance with the school's progressive discipline policy (see below).

5th tardy:	Lunch/Gael Period Detention
10th tardy:	Saturday Detention
15th tardy:	1 Day ISS
20th tardy:	1 Day ISS and Lunch/Gael Period Detention
25th tardy:	2 Days ISS and Mandatory Parent Meeting
*Any additional tardies over 25 will be administrative discretion	

STUDENT DISCIPLINE

In accordance with [Board of Education Policy 5600](#), Student Discipline/Code of Conduct Policy to establish standards and procedures for positive student development and behavioral expectations on school grounds, including on a school bus or at school-sponsored functions, and as appropriate, for conduct away from school grounds. Every student enrolled in this district shall observe promulgated rules and regulations and submit to the discipline imposed for infraction of those rules. Accordingly, students who do not conform to school rules and regulations will be subject to the policy of progressive disciplinary rules, which include parent/guardian-teacher conference, Saturday detention, in-school suspension, out-of-school suspension, or expulsion. Administrative morning or afternoon detention may be arranged by the administration and a student's parent/guardian.

Standards of Behavior

Students shall be required to conduct themselves in a manner in keeping with appropriate levels of maturity, which includes proper respect of constituted authority, conformity to school rules and regulations, and such provisions of the law as they apply to the conduct of juveniles and minors.

Poor behavior is not only undesirable in its effects upon the individual - it is also disruptive of the main purpose for which schools are established - to provide meaningful learning experiences to all students. The Roxbury Township Board of Education, administration, and faculty, have made every effort to provide a quality education for all students. To take advantage of this opportunity, the student must be willing to learn and behave acceptably.

In order to create an atmosphere conducive to the effective functioning of all students, the students are to demonstrate courtesy and respect toward school personnel and their peers, respect school property, and avoid behavior that disrupts a group activity or is detrimental to the functioning of a class or the school. Students are accountable for their actions even when these actions are taken while they are part of a group. Disruptive behavior that disturbs others or keeps others from learning will not be tolerated.

Progressive Discipline Policy

Disciplinary problems range from minor infractions of the rules to major violations of policy and/or law. The following is a list of possible disciplinary actions:

- Administrative Warning – verbal or written
- Lunch Detention – 48 minute detention during lunch and Gael period
- Saturday Detention – 3 hours on assigned Saturday morning
- In School Suspension (ISS) – Full day detention
- Out of School Suspension (OSS) – mandatory parent/guardian conference
- Other actions as deemed appropriate by the administration
- *Restorative Practices when applicable

Penalty noted is minimum discipline to be implemented. Infractions not noted will be left to the discretion of the administration.

Electronic Surveillance in School Buildings

In accordance with Board of Education [Policy 7441](#), electronic surveillance is used in order to enhance a safe and secure environment. Recordings may be used to monitor and observe the conduct of school district staff, students, and other person(s) in RHS or on school grounds.

Student Attendance Infractions

Infractions not noted will be left to the discretion of the administration.

1. Excessive Tardiness to school

5th tardy:	Lunch/Gael Period Detention
10th tardy:	Saturday Detention
15th tardy:	1 Day In School Suspension (ISS)
20th tardy:	1 Day ISS and Lunch Detention
25th tardy:	2 Days ISS and Mandatory Parent Meeting
2. Excessive Tardiness to class

1 st referral by teacher –	Administrative Warning
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2nd referral by teacher – Lunch/Gael Period Detention

3rd referral by teacher – Saturday Detention

3. Cutting class

1st Cut – Lunch/Gael Period Detention

2nd Cut – Saturday Detention

3rd Cut – In School Suspension

4th + Cut – In School Suspension, Lunch Detention, Parent Conference

**Students will be given a grade of zero for any work/test/quiz that was assigned during the period(s) that they cut. There will be no opportunity for them to make up said work/test/quiz.*

Student Management Infractions

*Infractions not noted will be left to the discretion of the administration.

1. Cell Phone/Technology Violation - NEW IN 2026 -2027

No wireless devices are permitted between 7:25am and 2:07 pm

1st Offense - Administrative Warning, Device Confiscation, Student Pick-Up

2nd Offense - Device Confiscation, Parent Pick-Up

3rd Offense - Device Confiscation, Parent Pick-Up and Conference, In School Suspension

2. Disruptive/inappropriate behavior in class

1st Offense – Administrative Warning

2nd Offense – Lunch/Gael Period Detention

3rd Offense – Saturday Detention

4th Offense – In School Suspension

3. Bus misconduct

1st Offense – Administrative Warning

2nd Offense – Lunch/Gael Period Detention

3rd Offense – Saturday Detention

4th Offense – In School Suspension

**Continued disruptions will result in removal from the bus.*

4. Possession of vaping device (Nicotine/Tobacco)

1st Offense - Saturday Detention

2nd Offense - In School Suspension

3rd Offense - Out of School Suspension

On all offenses, smokers will be reported to the Roxbury Township Police Department who will issue a summons for appearance in municipal court where a penalty will be assessed in accordance with applicable statutes and ordinances.

**Students in possession of vapes will also be subject to the district's drug and alcohol policy.*

5. Insubordination

- 1st Offense - Administrative warning
- 2nd Offense - Lunch/Gael Period Detention
- 3rd Offense - Saturday Detention
- 4th Offense - In School Suspension

6. Disrespectful Behavior

- 1st Offense – Administrative Warning
- 2nd Offense – Lunch/Gael Period Detention
- 3rd Offense – Saturday Detention
- 4th Offense – In School Suspension

7. Dress Code

- 1st Offense – Administrative Warning/change clothes
- 2nd Offense – Lunch Detention /change clothes
- 3rd Offense – Saturday Detention/change clothes

8. Leaving class without permission

- 1st Offense – Lunch/Gael Period Detention
- 2nd Offense – Saturday Detention
- 3rd Offense – In School Suspension

9. Failure to attend assigned (reassigned) detention or improper conduct at the assigned discipline will result in original discipline being served *plus*:

- 1st Offense – In School Suspension
- 2nd Offense – Out of School Suspension
- 3rd Offense – Out of School suspension

10. Continued willful violations of school rules and regulations

- Out-of-School Suspension: Up to 10 days

11. Theft/Gambling/Extortion

- 1st Offense - In School Suspension
- 2nd Offense - Out of School Suspension
- 3rd Offense - Principal Referral

12. Physical Altercation/ Fighting

- 1st Offense - Out-of-School suspension, 1 to 3 days
- 2nd Offense - Out-of-School suspension, 3 to 5 days
- 3rd Offense - Out-of-School suspension up to 10 days

**In all instances of fighting a report will be filed with the Roxbury Police Department.*

13. Physical Assault Staff/Student
1st Offense - Out-of-school suspension, 5 days minimum
**In all instances of assault a report will be filed with the Roxbury Police Department.*
14. Simple Threat
1st Offense- In School Suspension and parent notification
2nd Offense- In School Suspension and Saturday Detention
3rd Offense- Out of School Suspension and parent meeting
**Administrative action will be determined by the severity of the incident.*
15. Bias Incident/Harassment/Bullying/Hazing/Cyber-Bullying
1st Offense – Saturday Detention, parent/guardian/police notification
2nd Offense – In School Suspension, parent/guardian/police notification
3rd offense – Out of School Suspension, parent/guardian/police notification
**Administrative action will be determined by the severity of the incident.*
16. Sexual Harassment/Sexual Contact pupil/staff
1st Offense – Out of School Suspension up to 10 days, Principal referral, Board of Ed. hearing, Police contact, charges filed.
17. Drug and/or alcohol possession, use, sale, or under the influence on school premises or at any school function
Consequences in alignment with Roxbury's Substance Abuse [Policy](#)
**It is the administration's policy to file charges with the police in all cases involving drugs or alcohol.*
18. False Alarm/Bomb Threat/Threatening Others or Staff
Out of School Suspension up to 10 days, Principal referral, Board of Ed. hearing, Police contact, and/or charges filed.
19. Endangering others, including opening doors to allow someone to enter the building, propping open of doors, leaving through an undesignated exit, etc.
Consequences may include Saturday detention, ISS or OSS depending upon the egregiousness of the offense. This will be determined at the discretion of RHS administration.
20. Destruction of school property, Willful malicious vandalism
1st Offense – Saturday Detention, parent/guardian/police notification
2nd Offense – In School Suspension, parent/guardian/police notification
3rd Offense – Out of School Suspension, parent/guardian/police notification
**Administrative action will be determined by the severity of the incident. Possible 10 day Out-of-School suspension, restitution, report filed with the police*
21. A violation of the weapons policy
Up to 10 days Out-of-School Suspension
** In all instances of weapons a report will be filed with the Roxbury Police Department.*

** Any actions not listed above as determined by the administration are justifiable causes for assigning detention, Saturday detention, in-school suspension or out-of-school suspension. Administration reserves the right to handle situations accordingly.*

When an out-of-school suspension is assigned, a mandatory parent/guardian conference must occur before a student is readmitted to school.

When a student reaches a total of ten (10) days of out-of-school suspensions, an administrative review will be conducted by the student's appropriate grade level Assistant Principal with the guidance counselor, case manager (when applicable), affected teachers, and the student's parent/guardian. Options may include, but are not limited to, a child study team evaluation, home instruction, or expulsion from school.

Teacher Detention

Classroom teachers may assign detention to students who disrupt the learning environment in the classroom. Detention will be served in the teacher's classroom before or after school. If a student fails to report for detention, his/her name will be submitted electronically to the appropriate Assistant Principal. A student who is assigned to a teacher detention must be notified at least one day prior to serving detention so the student can make arrangements for transportation.

Saturday Detention

Saturday detention is held from 8:00 a.m. to 11:00 AM. Students must report to the detention site with textbooks, Chromebooks, and school assignments so they are actively engaged in productive work for the entire session. Students may not eat, drink, or talk in detention. A brief break will be scheduled at the middle of the detention and students will be able to go to the lavatory and drinking fountain at this time. No visitors or early excusals will be allowed. Students not complying with the rules may face an In School Suspension. Students who are tardy will not be admitted and will be referred to the administration for possible reassignment or suspension. Students who are disruptive and/or uncooperative during Saturday detention will be referred to the administration for possible reassignment or suspension. Saturday detention will not be held during vacation periods or on legal holidays, which occur on a Saturday. Transportation to and from home on Saturday will be the responsibility of the student and/or parent/guardian. Failure to attend Saturday detention will result in a re-assignment of the original Saturday detention, plus an additional In-School Suspension.

In School Suspension

In School Suspension (ISS) will be assigned for serious or repeated violations of school policy, rules, or regulations. The purpose of ISS will be to allow the student to continue academic work while on suspension. Students receiving ISS will be assigned work by their teachers. All assigned work needs to be completed in accordance with the teacher's instructions and turned in at the end of the day. Students are expected to bring any items they anticipate needing during the day in order to accomplish that goal. This includes, but is not limited to: pens, pencils, paper,

notebooks, notes, packets, Chromebook, and any other relevant classroom materials. Procedures and rules for ISS are as follows:

1. The number of days assigned shall be one or more. This decision is left to the discretion of the administrator.
2. All pupils assigned to ISS must report immediately after homeroom and will remain for the entire length of the school day.
3. Students will be permitted to order a cold lunch from the cafeteria or pack a lunch from home. Students will not be permitted to leave ISS during the lunch blocks.
4. Pupils who are absent must make up the day(s) missed.
5. If ISS is assigned for cutting a Saturday detention, those previously assigned detentions must still be served.
6. Students must be escorted whenever they leave the room. Two restroom breaks will be allowed: one in the morning and one in the afternoon. Going to lockers, classrooms, or socializing in the halls will NOT be permitted.
7. Pupils must stay in their assigned seats and may not talk or sleep.
8. Any unacceptable behavior, including insubordination and breach of these rules, may dictate immediate and further disciplinary action.

Out-Of-School Suspension

A student receiving out-of-school suspension will be retained in school that day unless a parent/guardian is called to take the student home. An out-of-school suspension can be from one to ten days depending upon the infraction and previous discipline record. During the term of suspension, a student may not participate in any extracurricular activity. Also, students in the Cooperative Education program will not have any working hours count towards the total on the day of out of school suspension. Students attending Morris County Vo-Tech will not be permitted to attend classes there during the term of the suspension. When a suspension occurs at Morris County Vo-Tech, the student is not permitted to attend classes at Roxbury High School during the term of suspension. As a general rule, suspension will be graduated in length as a consequence of the number of offenses a student has accumulated. However, the Principal reserves the right to use his/her discretion and judgment in determining what constitutes appropriate disciplinary actions for a specific offense.

Expulsion

Administration may recommend the expulsion of students who:

1. Are serious or repeat offenders of the Substance Abuse Policy.
2. Make "bomb threats."
3. Have exhausted all other reasonable and/or appropriate means of discipline.
4. Physically attack an employee or student.

Substance Abuse Policy & Procedures

In accordance with N.J.S.A. 18A:40-12, any violation of the Board rules prohibiting the use, possession, and /or distribution of a substance (including performance enhancing substances) is a serious offense, and the pupil who violates a substance abuse rule will be disciplined

accordingly. Repeated violations are more severe offenses and warrant stricter disciplinary measures. Reference Roxbury's Substance Abuse Policy 5530 [here](#).

Bus Regulations

The driver shall be in full charge of the school bus at all times and shall be responsible for order. The driver shall never exclude a student from the bus, but, if unable to manage any student, shall report the unmanageable student to the Assistant Principal. Students are to only ride the bus to which they are assigned. Students who try to board a bus which is not their regularly assigned bus will be asked to leave the bus. Furthermore, the Assistant Principal may exclude a student from the bus for disciplinary reasons, and the parent/guardian shall provide for transportation to and from school during the period of such exclusion.

MISCELLANEOUS

Honor Roll

Students will be listed on Roxbury High School's honor roll provided they meet the following requirements:

- Carry a minimum of seven courses (35 credits) each semester (exceptions will be made for approved seniors' schedules).
- To qualify for the high honor roll, all grades are 90 or above and no incompletes.
- To qualify for the honor roll, all grades are 80 or above and no incompletes.
- Subjects dropped with a passing grade (WP) before the end of the marking period will not be counted when determining eligibility for the honor roll, provided 35 credits are still maintained. Subjects dropped with a failing grade (WF) will exclude them from the honor roll.

National Honor Society

To be considered for the National Honor Society, a student must have completed four semesters. To be considered for membership in the National Honor Society, a student during high school must demonstrate:

1. Scholarship:
 - a. Carried a full course load of at least 35 credits each year.
 - b. Achieved a cumulative grade point average of 3.75 at the time of application. Starting 26--27, the achieved cumulative grade point average must be 3.85.
2. Character: The student must meet **all** of the following requirements:
 - a. No outstanding obligations (i.e. library fines, book fines)
 - b. Demonstrate the highest standards of honesty and reliability.
 - c. Cooperate with school and teacher regulations at all times.
 - d. Have no suspensions during the current or past academic year.

3. Leadership: The student must meet at least one of the following requirements:
 - a. Demonstrate leadership in positions of authority in volunteer services; e.g., coaching a recreation team, officiating at a sports event, being in a position of management, or teaching a religious class (babysitting does not meet this criteria).
 - b. Successfully hold school office(s) or positions of leadership and be dependable and responsible in that role; e.g., club officer, committee chairperson, or team captain.
4. Service/Activities: The student must be involved in at least **two** activities, one of which has to be school related:
 - a. Represent the school in various types of activities; e.g., an academic team, an athletic team, or a performing arts organization.
 - b. Committee or staff work
 - c. Volunteer work outside of school
 - d. Tutoring

Renaissance Awards

Students in grades 9, 10, and 11 achieving a 3.75 or better grade point average during a school year will be recognized at a ceremony in the early fall of the successive school year. Students in grade 12 achieving 3.75 or better after three quarters of their senior year will be recognized at the senior awards program. Four-year recipients will be acknowledged during the graduation ceremony.

Care of School Property

A student is responsible for the proper care of all books, supplies, technology and furniture supplied by the school. Disciplinary action may be taken for minor vandalism and if property or equipment is disfigured, the student will be required to pay for the damage.

Dress Code

Students will be expected to dress modestly and appropriately so as not to cause a disturbance within the school. Any student who deviates from generally acceptable dress standards and general appearance that, in the judgment of school administrators, is a disturbing influence in the school or at school sponsored activities, will be asked to change into appropriate attire or be sent home to change prior to readmission to class. Students may NOT wear:

- Overly revealing or inappropriately tight clothing. (included, but not limited to, see-through or mesh, muscle shirts, tube/halter/spaghetti strap tops, bare midriffs, or fishnet clothing). Dresses with cutouts in the midriff area are not permitted.
- Any clothing and/or jewelry with writing or designs that depict vulgarity, prejudice, racial or ethnic intolerance, or unlawful acts. Gang related symbols, emblems, or other gang identifiers are prohibited.
- Clothing that reveals underwear or bare midriffs. Pants should be worn above the buttocks at all times. All shirts must meet pants/skirts.
- Clothing and/or jewelry containing profanity, inappropriate slogans or sexual innuendos.

- Clothing and/or jewelry advertising tobacco, alcohol or drugs.
- Chains, “spike jewelry” and other items deemed as inappropriate by the administration will not be permitted.
- Clothing that is overly soiled, torn, worn, or defaced.
- Hats, hooded sweatshirts, bandanas, head bands, or any other head attire (unless it pertains to a school or class activity i.e. Hat day) *Students violating this rule will have their head gear confiscated!*
- Bare feet, unsafe footwear, cleated shoes, and footwear intended for the beach.

Students who do not adhere to the Dress Code will be required to change into proper attire and may be subject to disciplinary action.

*Note: Any aerosols/fragrances should be used in moderation. Aerosols/fragrances should not be used in instructional areas. Please be sensitive to our students and staff with asthma or respiratory ailments.

Media Center

The Media Center is open from 7:00 a.m. to 3:00 p.m. for recreational reading and research, and students are encouraged to utilize the facilities prior to homeroom, during VIP’s, and after school. The librarians and aides are always available to assist those who need help.

Videos, CD’s, records, microfilm, and computer software as well as books and magazines are available for student use. Please note the following procedures:

1. All books and magazines that leave the media center must be signed out at the desk. Most books are loaned for two weeks and must be returned by the date stamped. Magazines are loaned overnight. These materials may be renewed. There is a fine of \$.05 per school day per book for overdue books.
2. All reference books (encyclopedias, dictionaries, etc.) may be borrowed as overnight materials and students may request a reserve slip for these materials. A fine of \$.50 per day is charged for overnight books that are returned late.

Emergency School Closings

In the event that school must be closed due to inclement weather, a Honeywell instant alert will be sent out to all persons who are registered to receive such notices. In addition, announcements will be made on the District website, Facebook, emails to internal staff, The following television stations will also make announcements: WABC-TV channel 7, News 12 NJ-TV channel 12, CBS channel 2, Verizon FIOS TV News, and WNNJ radio.

If the Roxbury Township Schools have a delayed opening, the high school will begin at 9:25 a.m. Dismissal will be at the regular time.

When the school is closed or dismissed early for safety reasons because of adverse weather conditions, all school-sponsored activities will be automatically cancelled and/or postponed. This includes social events, club meetings, sports events (at home or away), and practices.

Equal Educational Opportunity

Federal and State laws prohibit discrimination on the basis of race, color, creed, religion, sex, ancestry, national origin, handicap, marital status, age, or social or economic stature. The regulation is applicable to decisions or conditions affecting educational opportunity within the Roxbury School District, including curricular and co-curricular programs.

Any student or parent/guardian aggrieved by a decision or practice is encouraged to utilize the following procedures:

1. Put the complaint in writing to the building Principal within thirty-(30) days of the date when the grievant became aware of the incident or matter, which forms the subject of complaint.
2. If the situation is not resolved within five (5) working days or if the grievant is not satisfied that the district is working toward resolution, the grievant may appeal to the Affirmative Action Officer in writing.
3. If the grievant is not satisfied within five (5) working days after appealing to the Affirmative Action Officer, further appeal may be taken, in writing, to the Superintendent of Schools.
4. If not satisfied within five (5) working days after appealing to the Superintendent, the grievant may request, in writing, a hearing by the Board of Education within twenty-eight (28) days. The hearing shall be conducted on a non-adversarial basis as set forth in N.J. A.C. 6:3-1.20. The decision of the Board shall be by a majority vote of those present and voting.

Fire Drills and Emergency Drills

Fire and Emergency drills are held periodically for the safety of the student body. With the students' cooperation the building can be emptied quickly and efficiently. Signs are placed in each classroom specifying the building exit to be used. A staff member will be assigned to escort and assist physically impaired students from the building during emergency evacuation procedures. The signal for a fire drill is a continuous ringing of the fire alarm bell.

Emergency drills will involve specific directions from a school official and the procedures of the ALICE protocol will be followed.

Hall Passes/ SmartPass

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or create a SmartPass that is approved by their teacher.

SmartPass permits a student to go from the room to a specific destination and then return within a specific timeframe. It does not permit the student to make any unauthorized stops along the way. Failure to observe this regulation will result in the student being sent to the original location and possible disciplinary action.

Health Services

Students becoming ill during the school day should secure a pass from their classroom teacher to report to the nurse. If there is a necessity to go home, the nurse will inform the student's parent/guardian and the student will be released from school. If the procedure is not followed and a student leaves without properly checking out he/she will be subject to disciplinary action.

If a student is required to take prescription medication during the school day the parent/guardian will provide a written request to the school nurse for the administration of the prescribed medication. Medications require written authorization from the attending physician. Parents/Guardians will deliver prescribed medication to the school nurse, who is the only person authorized to dispense medication.

Lockers

Student lockers are the property of Roxbury Township Board of Education and are made available to students for their use. The school administration reserves the right to gain access to lockers when evidence suggests that the health, safety, or welfare of students and other personnel in the building may be endangered. If a student has any difficulty opening a locker, the student should ask a teacher or administrator for assistance. If the problem persists, it should be reported to the main office to be corrected. **Students should keep their lockers locked. THE SCHOOL IS NOT RESPONSIBLE FOR LOSSES FROM LOCKERS.**

Senior Open Lunch

Open Lunch is a privilege that may be revoked at any time. In order to maintain this privilege, students must comply with all school rules and regulations, as well as the rules and expectations outlined in their Parking Spot Contract.

Failure to follow school rules, regulations, or the terms of the Parking Spot Contract may result in the immediate suspension or revocation of Open Lunch privileges at the discretion of the administration.

Students are also required to return from Open Lunch on time and scan in upon their return. The following consequences apply for late scans:

- A student who is late scanning in from Open Lunch three (3) times will lose Open Lunch privileges for five (5) school days.
- A second offense of accumulating three late scans may result in the loss of Open Lunch privileges for an entire semester and/or permanently, at the discretion of the administration.

Administration reserves the right to revoke Open Lunch privileges at any time when a student fails to meet the expectations associated with this privilege.

Lost and Found

The lost and found is located in the back of the Cafeteria. If a student misplaces any article, he/she should check in the Cafeteria. Any misplaced valuable jewelry items will be located in the main office.

Money and Valuable Articles

Please do not bring large amounts of money to school. All valuable articles should be in the possession of the owner at all times. ***THE SCHOOL CANNOT ACCEPT RESPONSIBILITY FOR STOLEN MONEY OR OTHER ARTICLES.***

Posters

An advisor and the Assistant Principal must approve Posters/signs before being hung on a bulletin board. Only masking tape may be used to tape posters/signs to walls.

Skateboards/In-line skates/Hoverboards

Skateboards/in-line skates/hoverboards are not allowed on the premises before, during, or after school hours. Students who bring these items on school property will have them confiscated, and they will be returned to the parent/guardian only.

Staff Member Voice Mail/Email

Parents/guardians can leave a message for a staff member using the voicemail system. One must dial 584-1200 and then enter the voicemail extension. The staff member will return the call as soon as possible. Staff email addresses are composed of the teacher's first initial followed by the last name, @roxbury.org.

Student ID Cards

All students **MUST** obtain a picture ID card each year. The photos for this card are taken at the beginning of the school year. Cards are used for school lunch payments, library circulation and for signing in/out of various locations in the building. Cards are provided free of charge. **Students will need to replace a lost ID card and will be assessed a \$5.00 processing fee. Students who need a replacement should see the librarian for assistance.**

Substitute Teachers

The school is fortunate in having capable people to help whenever regular teachers are ill or are attending conferences. A substitute teacher is an important visitor whose impressions of the school will be carried into the community. Be certain that these are good impressions by being

polite, helpful, and considerate. It is expected that the substitute teacher be given the same respect as the regular teacher.

Technology Usage by Students

In order for students to use personal computers/technology at Roxbury High School, the student must be granted administrative approval in accordance with Board of Education [Policy 2363](#). All students and their parents/guardians must complete a technology usage form. Misuse of computers, i.e. visiting inappropriate websites, use of another student's password, will result in loss of computer use privileges. Refer to Board of Education [Policy 2361](#) for examples of misuse. Inappropriate use includes but is not limited to: texting, making phone calls, use of instant messaging apps, use of social media sites, and taking unauthorized photos/videos.

Violation of policies and/or guidelines governing the use of computers, BYOD and/or computer services may result in disciplinary action as determined by Board Policies and/or school administration. Roxbury Public Schools is authorized to collect, examine, and suspend privileges of any computer and/or BYOD that has been suspected of being misused by a student and/or is suspected of causing technology problems on the network in accordance with applicable laws and policies. Students who violate these conditions may have their device(s) confiscated and be subject to disciplinary action.

Visitors

The only visitors permitted during the school day are those who have business with the counseling department or the main office, or who are invited to participate as speakers or observers in classes or programs. All visitors must report to the security office, at the athletic lobby entrance, and produce identification. Security will issue a visitor's pass and direct all visitors to the appropriate location in the building.

Working Papers

Students under eighteen years of age who are seeking employment are required by law to obtain working papers. Their age determines the type of job they may hold under the Child Labor Laws. New working papers are required for every job held until the age of eighteen. After they receive a promise of employment, students can complete working papers online using the following link: [Working Papers](#)

CO-CURRICULAR PROGRAM

Purpose

The school co-curricular program is an important part in the total development of each individual student. Students are encouraged to participate in athletics, clubs, intramurals, musical groups, class activities, and other special events sponsored and approved by the school. Students should join activities that tap their interests and allow them to become full-time participants

Students must also accept the responsibility for the commitments once they join any club or activity and schedule their time wisely. Classroom work must come first, since that is the primary purpose of attending Roxbury High School.

The periods/days missed when students participate in co-curricular based field trips shall be counted as non-cumulative absences. However, participation is at the discretion of their teachers based upon academic achievement and progress.

Excessive absences may result in forfeiture of the right to participate in co-curricular events held during the school day. The faculty will bring to the attention of the appropriate Assistant Principal the name of the student whose frequent absences are impacting negatively on class performance.

Co-Curricular Eligibility

All co-curricular participation eligibility, including athletics, will be directly linked to a student's demonstrated progress toward graduation as follows:

GRADE 9

- a. To be eligible for activities beginning in the first (1st) marking period and/or fall sports, a final passing grade in six (6) subjects must have been attained on the student's eighth (8th) grade report card or as a result of satisfactory completion of deficient courses during summer school.
All incoming ninth (9th) grade students have the right to appeal their first (1st) marking period and/or fall sports eligibility.
- b. To be eligible for activities beginning in the second (2nd) marking period and/or winter sports, a student must demonstrate a passing grade in each course on his/her report card at the end of the first (1st) marking period.
- c. To be eligible for activities beginning in the third (3rd) marking period and/or spring sports, a student must demonstrate a passing grade in each course on his/her report card at the end of the second (2nd) marking period.

GRADE 10

- a. To be eligible for activities beginning in the first (1st) marking period and/or fall sports, a student must have passed thirty-five (35) credits at the end of their ninth (9th) grade year or as a result of satisfactory completion of deficient courses during summer school.
- b. To be eligible for activities beginning in the second (2nd) marking period and/or winter sports, a student must have passed thirty-five (35) credits during the preceding year and demonstrate a passing grade in each course on his/her report card at the end of the first (1st) marking period.
- c. To be eligible for activities beginning in the third (3rd) marking period and/or spring sports, a student must have passed thirty-five (35) credits during the preceding year and demonstrate a passing grade in each course on his/her report card at the end of the second (2nd) marking period.

GRADE 11

- a. To be eligible for activities beginning in the first (1st) marking period and/or fall sports, a student must have attained seventy (70) credits by the end of the tenth (10th) grade or as a result of satisfactory completion of deficient courses during summer school.
- b. To be eligible for activities beginning in the second (2nd) marking period and/or winter sports, a student must have passed seventy (70) credits and demonstrate a passing grade in each course on his/her report card at the end of the first (1st) marking period.
- c. To be eligible for activities beginning in the third (3rd) marking period and/or spring sports, a student must have passed seventy (70) credits and demonstrate a passing grade in each course on his/her report card at the end of the second (2nd) marking period.

GRADE 12

- a. A senior must demonstrate a passing average in all of the courses required for graduation and that all graduation requirements will be met by the schedule of courses in which he/she has enrolled.
- b. To be eligible for activities beginning in the first (1st) marking period and/or fall sports, a student must have attained one hundred five (105) credits by the end of eleventh (11th) grade or as a result of satisfactory completion of deficient courses during summer school.
- c. To be eligible for activities beginning in the second (2nd) marking period and/or winter sports, a student must have passed one hundred five (105) credits and demonstrate a passing grade in each course on his/her report card at the end of the first (1st) marking period.

- d. To be eligible for activities beginning in the third (3rd) marking period and/or spring sports, a student must have passed one hundred five (105) credits and demonstrate a passing grade in each course on his/her report card at the end of the second (2nd) marking period.

*Once a student is eligible for an activity/sport, he/she remains eligible for the duration of that activity/sport **except year long activities**. Eligibility for year long activities will be determined on a semester basis.*

Students placed on probation through the appeals process must meet the terms of probation in order to maintain their eligibility.

Eligibility Appeal Process

With extenuating circumstances, eligibility decisions may be appealed to the Principal.

1. The Principal may then convene an eligibility committee consisting of one or more Assistant Principals, the student's Guidance Counselor and the Coach/Advisor of the sport/activity.
2. Options will include, but are not limited to, a student being placed on probation until the mid-term progress report, at which time the student must have a passing average in all subjects to remain eligible. The student must remain in good standing and will be monitored throughout the season or time of participation.
3. A student failing more than one subject is not eligible to appeal his/her eligibility. A student placed on eligibility probation through the appeal process must meet the terms of probation in order to maintain his/her eligibility.

Athletics/Activity Physicals Procedures

Sports physicals are to be performed at the student's medical home. A sports physical is only valid for 365 days and must be current at the first day of practice. It is the responsibility of the parents/guardians to make sure that their child's physical condition is valid and current before the start of a sport. Please note that depending on the date a physical was performed, a student may be eligible for one or two sports seasons and then become ineligible during the course of the school year. Eligibility is directly associated with the date of the physical, not prior sports participation. This means that just because a child was cleared for a Fall Sport, does not automatically clear him or her for another season. Physical clearance is strictly governed by the official deadline for submission of Sports Participation Forms.

Failure to submit completed and valid physical forms by the deadline in Genesis will result in non-participation by a student.

- ❑ A three-week cushion period has been built into these dates in order to provide sufficient time to resolve problems with incomplete forms submitted by the deadline. Parents/Students/Physicians **MUST** follow the instructions on the Checklist provided in the packet to expedite the sports form clearance process. Failure to do so may result in a delay of a student's clearance.

- ❑ As part of the clearance process for each season, a Health History Questionnaire (Part A of the Athletic Preparticipation Physical Form) and an Emergency Form must be submitted by every student participant and dated within sixty days of the start of practice whether it is a recheck or new physical.
- ❑ Cheerleading: Cheerleading will be expected to submit paperwork three times a year. May tryouts, Fall Cheerleading and Winter Cheerleading will be considered separate and distinct “seasons”. Sport forms submission rules will apply.

Every year a student must complete both a NJSIAA Steroid Testing Policy Consent to Random Testing Form and an Athletic Training and Procedures Form. If an injury or illness has occurred since the last season that required a student to be out of a Physical Education class or a sport, a note of clearance from a **New Jersey Licensed Physician** must be presented in order for a pupil to begin practice.

- ❑ The School Physician will review forms at Roxbury High School for three consecutive weeks at the start of each season beginning with the week of the submission deadline. (Previously noted)
- ❑ Parents will be notified by mail that their child has been medically cleared for participation in sports or band. Note: A parent will not be notified if the forms submitted are “recheck” physical forms.
- ❑ Sports Participation forms will be reviewed each season by the Director of Athletics and Student Activities to make sure that the student is in good academic standing. (Please refer to the student handbook for academic eligibility requirements). If deemed ineligible by the Director of Athletics and Student Activities, the student and parent may appeal the eligibility to the high school principal.
- ❑ If you cannot get a physical at the student’s medical home, you may make an appointment at the School Physician (Skylands Orthopedic in Hackettstown) at their office. Insurance information will need to be presented to the School Physician. If you are unable to do so, The Roxbury Board of Education will pay for sports physicals for uninsured students, **as a one time only** courtesy, with permission from the Roxbury High School Health Office. Parents/Guardians will be monetarily responsible for all other physicals regardless of personal insurance issues.
- ❑ If the Sports/Band physical is performed at the School Physician’s Office, the School Physician may sign the form and clear the student at the time of the physical. All Physical Exams performed at other medical homes must be cleared by the School Physician when that official comes to Roxbury High School for that purpose.
- ❑ Students who are on a medical waiver when a sport /activity starts will be allowed to participate after the start of the season only when cleared by a **New Jersey Licensed Physician**. Please note forms must be handed in by the appropriate due date. The student will be **officially** cleared once the proper medical forms are received in the Health Office.
- ❑ New students registering for school after the start of a sport season will be allowed to submit forms after the deadline if he/she desires to participate in that season.

Activities and Organizations

Academic Decathlon	Best Buddies	Aviation Club	Class of 2027
Class of 2028	Class of 2029	Class of 2030	Debate Club
D.E.C.A.	Echo (Yearbook)	Environmental Club	Equal Rights Advocacy
Film Club	French Club	E-Sports Club	F.B.L.A.
GAEL Vision	Interact Club	Junior Statesmen	Literary Magazine
Marching Band	Math Team/League	National Art Honor Society	National Honor Society
Peer Leadership	PRISM	Robotics Club	Roxbury Review
ROX-Thon	Science League	Spanish Club	Spanish Honor Society
Student Empowerment & Advocacy (SEAS)	Sports Medicine Club	Student Council	Varsity “R” Club
Future Educators Association	Tri M Music Society	Academy for Sports Medicine Club	Science League
Environmental Club	Equal Rights Advocacy	Gael Vision	Spanish Club
Academy for Sports Medicine Club	FBLA	Interact	Student Council
Peer Leadership	Film Club	Junior State of America	Newspaper
Aviation	French Club	PRISM	Tri-M Music Society
e-Sports Club	HOSA (Future Health Professionals / Health Occupations Students of America)	Math League	Concert Band
Best Buddies	Future Educators Association	National Art Honor Society	Indoor Percussion
Debate	Rox THON	National Honor Society	Jazz Band

Athletics

Roxbury High School is a member of the New Jersey State Interscholastic Athletic Association (NJSIAA) and the Northwest Jersey Athletic Conference (NJAC) and is represented by the following teams:

Fall:	Cheerleading Cross Country Gymnastics Field Hockey	Football Soccer Tennis (Girl's) Volleyball (Girl's)
Winter:	Basketball Competition Cheerleading Ice Hockey	Indoor Track Swimming Wrestling
Spring:	Baseball Bowling Golf Lacrosse	Softball Tennis (Boys) Track

In addition to regularly scheduled contests, Roxbury participates in county, state, and invitational competition. In order to participate in any student activity or athletic endeavor, a pupil must be in attendance at least half of the school day. A pupil arriving late to school must be present by 10:50 a.m. on the day of the activity to be eligible for participation. Exceptions for extenuating circumstances may be made by an administrator. Student athletes represent Roxbury High School in a very visible public forum and are often seen as models for other students. Student athletes who project a negative image on or off the playing field undermine the intent and purpose for which interscholastic athletics are provided by schools. Students displaying poor sportsmanship, disregard for school rules, or whose conduct undermines the development of positive attitudes and values may be removed from participation in the interscholastic sports program.

Varsity Letters will be awarded in accordance with Board of Education Regulations R5450.

CO-CURRICULAR CODE OF CONDUCT

The RHS Code of Conduct contract is a commitment by the student to exercise good judgment in all affairs, to represent self, school, family and community in the most positive manner at all times, and to encourage others to share these ideals. Students engaged in interscholastic athletics or student activities are considered leaders and, as such, are expected to represent themselves in that fashion. Participation in co-curricular activities is an avenue for the teaching and practicing of good citizenship, for promoting the growth of good character, and for the development of other important life skills. Student involvement in Roxbury's co-curricular program is an honor and a privilege, not a right. The privilege comes with inherent responsibilities, and is dependent upon compliance with applicable rules and regulations.

As a member of a school team, club, or organization, a student's behavior on campus, in the community, and at other schools reflects on not only him/herself, but on one's family, on one's program, and on one's school as well. Students engaged in co-curricular activities must carefully consider their actions at all times. This Code of Conduct applies to all students in Roxbury High School beginning on July 1 preceding the student's freshman year and concluding with the student's graduation. Students and parents understand that, in order to participate in any co-curricular activity (athletic or student activity), students must act in accordance with the following standards:

Student Leadership Positions - The standards for students holding student body and activity leadership positions (including but not limited to: SCA/class officers, elected or appointed leaders of any club or activity including those in the performing arts, editors of school publications, etc. as well as peer leaders, or captains of athletic teams) are of the highest level. Code of Conduct violations for students serving in these roles will result in dismissal from the respective leadership role in addition to the sanctions listed below for Code of Conduct violations.

Co-Curricular Conduct

All students must submit a Code of Conduct form that has been signed by the student and his/her parent/guardian. No student will be allowed to participate in any activity or sport without having submitted this form. The Code of Conduct is in effect beginning on July 1 preceding a student's freshman year and concluding with the pupil's graduation from Roxbury High School.

Students who are involved in activities or athletics are representatives of Roxbury High School and must conduct themselves in a manner that reflects positively on their clubs, their teams, their school, and their community at all times. Therefore, they accept the responsibility to comply with all Board of Education Policies and Regulations, all school rules, and the rules established by various governing organizations (for example: NJSIAA, NJAC, MCSIHL, NJILL, NJGILL etc.). Students found to be in violation of the deportment standards delineated in this document and/or Roxbury High School's student discipline regulations will be subject to appropriate discipline, suspension, and/or expulsion.

Co-Curricular Sportsmanship

All activity students and student athletes will adhere to the guidelines of proper sportsmanship/behavior and must show proper respect for their teammates, fellow activity participants, opposing players, coaches, advisors, parents, judges, and officials at all times. Disqualification from an activity/event as a result of poor sportsmanship or as a result of an official's ruling is unacceptable. In cases such as these, team/club discipline will be instituted, including suspension from a club/activity for a semester, disqualification from ensuing competitions (sports), and school discipline. Roxbury High School sanctions including school discipline (in accordance with BOE Regulation 5600) will be added to those of the NJSIAA in the case of athletic disqualification. Pupils whose privileges are revoked for Code of Conduct violations are not entitled to reimbursement of any monies, entry fees, dues, etc., that may have been paid.

Co-Curricular Transportation

Appropriate behavior is expected at all times when students are being transported on school buses. Reasonable noise levels must be maintained. Distasteful displays, obscene gestures or language, and any other action deemed as conduct unbecoming of a Roxbury student will result in team/club and school discipline. All athletes and activity participants are expected to travel to and from events or practices as part of their club or team. The coach or advisor may allow a student to return home from an away event if the pupil provides a parental request (alternative transportation form) that is approved by an administrator and the parent/guardian is present to take charge of the student. At no time will students be allowed to transport themselves to events. All students are encouraged to use the assigned school transportation. This promotes team/club unity, ensures proper supervision, and allows for greater safety of the students. All safety guidelines must be maintained while traveling on school buses. Violation of these standards will result in school and club/team discipline.

Co-Curricular Equipment

Students who are loaned equipment, uniforms, and other property belonging to the Roxbury Board of Education must take responsibility for its proper use and care. Upon completion of a sports season, or at the conclusion of an activity, all issued materials must be returned in a timely fashion. Equipment that is lost or stolen is a student's responsibility, and he/she will be assessed accordingly. No uniform for the next season will be issued until all obligations are met. Violation of these standards will result in school and club/team discipline.

Hazing, Bullying, Intimidation, Harassment in Co-Curricular Activities

Hazing, bullying, intimidation, and sexual harassment are strictly prohibited. Any action taken or situation intentionally created to produce mental or physical discomfort, embarrassment, harassment, or ridicule as a condition of joining a team, student organization, or other group will be considered as unacceptable. The conduct is wrongful even if the participants consent to the conduct. Hazing, bullying, intimidation, and sexual harassment are an abuse of power and a violation of human dignity. They will be dealt with in the most serious of fashions. In addition to club/team discipline and school discipline (see Board of Education Policy and Regulation 5512), the local authorities will be notified and legal action may be taken.

Co-Curricular Theft/Vandalism

Theft/vandalism of any school property belonging to the Roxbury Board of Education or any other school is strictly prohibited. Students must respect all property as if it is their own. Violators will be subject to team/club and school discipline and will be reported to the local authorities.

Disciplinary Actions for Co-Curricular Code Violations

A student will be governed by this Code beginning July 1 preceding freshman year and concluding with that student's graduation. All activity participants and athletes (including

statisticians and team support persons) are governed by this Code. Individual advisors and coaches may have additional team regulations that must be followed by team/activity members.

Consequences as related to Participation in Activities/Athletics

First Violation (In-School or Out-of-School Suspension)

A student who has been assigned In-School Suspension (ISS) will be excluded from participation in Activities and/or Athletics on the dates of the ISS. If the ISS is assigned on non-consecutive days (i.e. Friday and Monday), the student will also be excluded from participation on the days when school is not in session (not to exceed five calendar days). A student assigned Out-of-School Suspension (OSS) will be excluded from participation in Activities and/or Athletics for a period of seven (7) calendar days (including at least one event/competition) beginning at the time of suspension.

For a student who has committed multiple violations of school rules resulting in student suspension (ISS or OSS), the following guidelines are in effect:

Second violation (ISS or OSS suspension) in a student's career will result in removal from an activity for a period of one semester (5 school months) or from a sport for one season.

Third violation (ISS or OSS suspension) in a student's career will result in removal from all sports and activities for one year.

Fourth violation (ISS or OSS suspension) during a student's career will result in removal from all sports and activities for the student's high school career.

Co-Curricular Substance Abuse

Vaping Device/Tobacco Products (in any form)

For a student who is involved with tobacco/nicotine products in any form and/or electronic cigarettes or who is in the presence of others who are illegally using tobacco/nicotine products and/or electronic cigarettes, the following guidelines are in effect:

First Offense: (At any time during a student's high school career that involvement is determined by an administrator, using a preponderance of the evidence standard.) Exclusion from participation in activities and/or athletics for a period of seven calendar days, including at least one competition, effective from the date he/she is informed. He/she is subject to Board of Education Policy and Regulations (5533).

Second Offense: (At any time in a student's high school career that involvement is determined by an administrator, using a preponderance of the evidence standard.) Exclusion from participation in activities or athletics, including at least two competitions, for a period of fourteen calendar days, effective from the date he/she is informed. He/she must show proof that he/she is involved in a "Smoke Enders" program before returning to participation. He/she is subject to Board of Education Policy and Regulations.

Third Offense: (At any time in a student's high school career that involvement is determined by an administrator, using a preponderance of the evidence standard.) Exclusion from participation

in activities and athletics for the remainder of the season, effective from the date he/she is informed. He/she must show proof that he/she is involved in a “Smoke Enders” program before being allowed to begin another activity or sport. He/she is subject to Board of Education Policy and Regulations.

Fourth Offense: (At any time in a student’s high school career that involvement is determined by an administrator, using a preponderance of the evidence standard.) The individual is prohibited from participation in any further athletic or student activities for the remainder of his/her high school career, effective from the date he/she is informed. He/she remains subject to Board of Education Policies and Regulations as well. The student will be referred to the Student Assistance Counselor.

Alcohol

For a student who is involved with alcohol, (possession and/or consumption), or is in the presence of others illegally in possession of or consuming alcohol, the following guidelines are in effect:

First Offense: (At any time during a student’s high school career that involvement is determined by an administrator, using a preponderance of the evidence standard.) Exclusion from participation in activities and athletics for a period of fourteen calendar days, effective from the date he/she is known to have been involved and informed of the suspension. The period of suspension must include at least two competitions. The student will be referred to the Student Assistance Counselor and will be subject to Board of Education Policy and Regulations (5530).

Second Offense: (At any time in a student’s high school career that involvement is determined by an administrator, using a preponderance of the evidence standard.) Exclusion from participation in activities and athletics for the remainder of the season, effective from the date he/she is informed. He/she will be referred to the Student Assistance Counselor and is subject to Board of Education Policy and Regulations.

Third Offense: (At any time in a student’s high school career that involvement is determined by an administrator, using a preponderance of the evidence standard.) The individual is prohibited from participation in any further athletic or student activities for the remainder of his/her high school career, effective from the date he/she is informed. The student will be referred to the Student Assistance Counselor. He/she remains subject to Board of Education Policies and Regulations as well.

Controlled Dangerous Substances

For a student who is involved with illicit or illegal drugs or controlled dangerous substances in any form including steroids, performance enhancing drugs, or any performance enhancing products, or who is in the presence of others using these substances, the following guidelines are in effect:

First Offense: (At any time during a student’s high school career that involvement is determined by an administrator, using a preponderance of the evidence standard.) Suspension from any games/events activities for a calendar year, effective from the date he/she is informed. He/she will be referred to the Student Assistance Counselor and is subject to Board of Education Policy and Regulations.

Second Offense: (At any time in a student's high school career that involvement is determined by an administrator, using a preponderance of the evidence standard.) The individual is prohibited from participation in any further athletic or student activities for the remainder of his/her high school career, effective from the date he/she is informed. The student will be referred to the Student Assistance Counselor. He/she remains subject to Board of Education Policies and Regulations as well.

All violations of Board Policy/Regulations respective to the above Code will be reported to the school administration. A determination of appropriate school discipline will be made after a review of the details of the incident. Students have the right to appeal disciplinary determinations of District officials or the Board of Education to the New Jersey Commissioner of Education and, where applicable, to pursue the due process rights established in N.J.A.C. 6A:14 for pupils classified as eligible for special education.

Student attendance at parties or gatherings where tobacco, alcohol, or controlled dangerous substances are present is strictly prohibited. Once awareness of the presence of any of these substances is known, students involved in activities or athletics must depart from those affairs or situations immediately. This rule does not restrict a student from attendance at family functions or religious rituals. The purpose of this regulation is to deter under-age drinking and/or substance abuse by students. The consequences for violation of this rule will follow the standards for tobacco, alcohol, or controlled dangerous substances noted previously (for example, a pupil who remains at an event where alcohol is being used) will be disciplined in accordance with the guidelines for a student who is consuming alcohol.

A pupil who violates the Code of Conduct (tobacco, alcohol, controlled dangerous substances) outside of his/her season will be excluded (in accordance with the guidelines above) from participation in the next season in which they participate.

Crimes occurring off school property:

A pupil who is convicted of a crime off of school property or while school is in recess will be disciplined in accordance with the guidelines enumerated below.

First Offense: 14 days suspension from activities and athletics (including at least two contests).

Second Offense: Season suspension for activities and athletics.

Third Offense: Career exclusion from all activities and athletics.

PHYSICAL EDUCATION SAFETY RULES

Dress Code

- T-shirts/Sweatshirts- Shirts should not have any inappropriate writing or designs; for safety reasons, pockets, zippers, snaps, and/or buttons will not be accepted on T-shirts or Sweatshirts
- Shorts/Sweatpants- Must be athletic type shorts and should not have any inappropriate

writing or designs; for safety reasons, shorts and sweatpants with pockets, zippers, snaps, belt loops, Velcro, or buttons are not acceptable.

- Footwear- Athletic type sneakers, which have a flat bottom (no heels). Sneakers must be laced snugly and tied securely. 2. The following footwear is not acceptable: hiking boots, platform sneakers, sneakers with heels, steel-toe sneakers, and clog sneakers (open back)
- Headwear- Headwear of any kind may not be worn in physical education or health classes (as per school policy)
- Jewelry -All jewelry must be removed prior to entering the gymnasium for class. This includes earrings, stud earrings, watches, necklaces, rings, bracelets, and anything else that the PE teacher considers a potential safety hazard

Nurses' Excuses

1. One day excuse (without a Doctor's note)
 - a. Change into your physical education clothes
 - b. Ask your teacher for permission to see the nurse
 - c. If the nurse excuses you, bring the pass back to the teacher immediately
 - d. The teacher will assign an alternative written assignment to be completed in a designated classroom with a teacher present. The completed assignments must be handed back to the p.e. teacher by the end of the class period
2. Excuse with a Doctor's note
 - a. Bring the doctor's note to the nurse
 - b. Short term excuses (not to exceed 4 weeks) - you will be given an alternative written assignment that must be completed to earn a grade for time missed in class
 - c. Long term excuses - the nurse may assign you to a study hall.

Guidance Appointments

1. Change into your physical education clothes
2. Ask your teacher for permission to attend the appointment
3. You are responsible for all information presented in class

Tardy to Class

1. Students should report to the main gym for attendance before the late bell rings
2. After attendance students have five minutes to change and return to the main gym
3. The locker room will be locked after students have changed. If you arrive after that, be sure you have a late pass.
4. Tardies will count if you are late arriving to the main gym for attendance.

Locker Room Security

1. A gym locker is available to each student. Students should not share their locker or combination with other students.
2. Students who lose their lock are responsible for purchasing a new lock.
3. Lock all personal items in your locker before reporting to the gym. All jewelry, books, book bags, chromebooks, purses, school clothes, shoes and any other personal items need to be locked securely.
4. The school is not responsible for items that are not locked and secured.