

ROXBORO ROAD MIDDLE SCHOOL



Student/Family HANDBOOK 2026-2027

TABLE OF CONTENTS

Mission Statement	3
Board of Education	3
Administration	3
Non-Discrimination Notice	3
Pupil Rights Act Notification	4
Code of Conduct	5
AHERA Notification	6
Water Testing Information	6
Water Safety	6
Notification of Policies	7
Notification of Special Events	7
Notification of Special Education	7
Referral and Evaluation Rights	
Homelessness Family Information	8
DASA Policy/Coordinator	8
Student Work and Photos	8
FERPA	9
Integrated Pest Management	10
District-Wide Safety Plan	11
Health Services	12
Snow Day, Delay and Early	12
Closing Information	
Building Level DASA	14

WELCOME

Welcome Letter	14
Quick Guide	14
Roxboro Staff	15
Phone Numbers	15
School Calendar	15
Roxboro Schedule	16

ATTENDANCE

Regulations	17
Reporting	17
Homework Requests	17
Tardiness	18
Early Dismissal	18
Truancy	18

SCHOOL-FAMILY COMMUNICATION

Communication	19
PTO	19

ACADEMIC PROGRAM

Homework Policy	19
Report Cards	20
Honor and Merit Roll	20
Scholastic Eligibility	20
Student Activities	20
Library Resource Center	21
Student Medications	21
Lockers	21

ROXBORO EXPECTATIONS

Rox Behavior Matrix	22
Student Dress Code	23
Electronics/Cell Phones	23
Discipline Code	23
Prohibited Behaviors	23
Penalties	24
Anti-Bullying	25
Fighting/Student Conflict	25
Drug/Alcohol Guidelines	25
Plagiarism	25
Athletic Guidelines	25
Search & Seizure	25
Bomb Scares	26
Disciplinary Issues	26
Technology Guidelines	26
Sexual Harassment	26
Conflict Mediation	26
Breakfast & Lunch Program	27
Dining Room Dos & Don'ts	27
School Concerts	27
School Social Events	27
Bus Transportation	28

COMPUTER USE

Computer Accounts	28
Social Networking Basics	28
Cyberbullying	29



North Syracuse Central School District Mission Statement:

We educate all students to the highest levels of academic achievement and prepare them to be productive, responsible, ethical, creative, and compassionate members of society.

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION

Michael A. Mirizio, President
Paul Farfaglia, Vice President
Robert Crabtree
Carol Goehner
Matthew Hermann
Joshua Ludden
Cheryl McDonald
Amanda Sugrue
Mark Thorne
Brigid Gill, Student Ex-Officio

CENTRAL ADMINISTRATION

Terry Wary, Ed.D., Superintendent of Schools
Michael Baroody, Ed.D., Deputy Superintendent
Sarah Jones, Director of Human Resources
Donald Keegan, Associate Superintendent for Business Services

ROXBORO ROAD MIDDLE SCHOOL

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

Heather Pellegrino
Principal

Anthony Puma
Associate Principal

Matt Reilly
Associate Principal

NON-DISCRIMINATION POLICY

It is the policy of the Board that no student shall be denied educational benefits or subjected to discrimination or harassment on the basis of age, color, race, creed/religion, mental or physical disability, marital status, military status, national origin, ethnic origin, gender/sex, sexual orientation, domestic violence victim status, genetic predisposition and carrier status, weight or any other protected category. The Board also prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participate in an investigation of a discrimination or harassment complaint.

The North Syracuse Central School District also does not discriminate with respect to employment, including the appointment of employees, employment pay, benefits and opportunities. No person shall be denied employment or employment advancement solely because of any physical, mental or medical impairment, provided the individual is capable of performing, with or without reasonable accommodation, the essential functions of the job applied for or held.

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

Section 504 Compliance Officer:

*Jennifer DiBianco, Director of Student Services
OR Directors of Special Education Catie Reeve
and Sara Kees
North Syracuse Central School District
5355 West Taft Road
North Syracuse, New York 13212
(315) 218-2144*

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

Sarah Jones, Director of Human Resources
North Syracuse Central School District
5355 West Taft Road,
North Syracuse, New York 13212
(315) 218-2125

Protection of Pupil Rights Act Notification

The Protection of Pupil Rights Amendment ("PPRA") affords parents and students who are 18 years of age or older or emancipated minors ("eligible students") certain rights with respect to the conduct of surveys, analyses or evaluations that are funded in whole or in part by the United States Department of Education ("DOE"). These rights include:

(i) The right to consent before students are required to submit to a survey that is funded in whole or in part by a program of the DOE, which concerns one or more of the following protected areas ("protected information survey"):

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or the student's parent;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

(ii) The right of the parent and eligible student to receive notice and an opportunity to opt-out of:

1. Any other protected information survey, regardless of funding;
2. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or selling or otherwise providing that information to others for marketing or sales purposes; and
3. Any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student or of other students.

The right to receive notice and an opportunity to opt-out does not apply to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following: (i) college or other post-secondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary and secondary students; (iv) tests and assessments used by elementary and secondary students to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by students of products or services to raise funds for school-related or education-related activities; or (vi) student recognition programs.

In addition, the opportunity to opt-out of physical examinations and/or screenings does not apply to physical exams or screenings for hearing, vision, or scoliosis, or any other physical examinations or screenings that are permitted or required by State law without parental notification.

(iii) The right to inspect, upon request and before administration or use the following:

1. Protected information surveys of students;

2. Any survey created by a third party;
3. Instruments used to collect personal information from students for the purpose of marketing or selling that information; and
4. Instructional material used as part of the educational curriculum for the student.

Code of Conduct

The North Syracuse Central School District is committed to schools that are safe, structured, inclusive and welcoming. [The District Standards of Conduct and Care](#) apply to students, staff and visitors on school property, on school buses and at school activities. They may also apply to online or off-campus behavior that substantially disrupts school or creates a hostile school environment.

Everyone in our school community shares responsibility for maintaining a positive learning environment. Students are expected to be safe, respectful, responsible and ready to learn. This includes participating in learning, following reasonable directions, respecting people and property, using technology appropriately and reporting safety, bullying, harassment or discrimination concerns.

Prohibited conduct includes violence, threats, weapons, fighting, vandalism, theft, alcohol, drugs, tobacco and vaping. The standards also address harassment, bullying, cyberbullying, discrimination, racism, hazing, classroom disruption, academic dishonesty, misuse of artificial intelligence, inappropriate technology use, unauthorized recording, transportation safety and damage to school property.

When concerns occur, staff will use instructional and restorative responses whenever safely possible. Students may be asked to reflect on what happened, understand how others were affected, repair harm and rebuild trust. Responses are progressive, proportionate, age-appropriate and based on the seriousness of the conduct, its impact, previous concerns and individual circumstances. Serious or repeated behavior may result in consequences such as detention, loss of privileges, removal from an activity or transportation, in-school reassignment or suspension.

Students have the right to know what conduct they are alleged to have committed and to share their account before a consequence is imposed. Students who are removed from instruction will continue to receive educational programming. Students with disabilities and students presumed to have disabilities receive the protections required by state and federal law.

Students may express themselves through clothing and appearance as long as clothing meets safety, coverage and nondiscrimination expectations. Concerns should be addressed privately and supportively whenever possible.

[Under Policy 7316](#), personal internet-enabled and electronic devices must be stored during the entire school day. PreK–7 students use designated cubbies, lockers or other approved storage. Students in grades 8–12 use district-provided pouches or other designated storage. Exceptions may be approved for health care, emergencies, translation, an IEP or Section 504 Plan, a specific educational purpose, student caregiving responsibilities or other circumstances required by law. Families may contact students by calling the school's main office. A student may not be suspended solely for accessing a device in violation of the policy.

NSCSD prohibits bullying, cyberbullying, harassment, discrimination and retaliation. Concerns may be reported to any staff member, the building principal, the school's Dignity Act Coordinator, through NSCSD Tips or through the district's online reporting system. Reports will be investigated and supports may be provided immediately to help protect the student affected.

[The complete District Standards of Conduct and Care policy is linked here.](#)

This summary reflects the policy's purpose, expectations, restorative framework, disciplinary procedures, disability protections, dress standards, device requirements and DASA provisions.

AHERA NOTIFICATION

The NSCSD has been inspected for building materials containing asbestos as required under the Asbestos Hazard Emergency Response Act ("AHERA"). Copies of the Management Plan and the three year re-inspection are available in the main office of each building.

AHERA requires the district to appoint a "Designated Person" for asbestos-related concerns. Matthew Erwin, Director of Facilities, has been appointed as the "Designated Person" for asbestos-related concerns in the North Syracuse Central School District.

Water Testing Information

Safe and healthy school environments can foster healthy and successful children. To protect public health, the Public Health Law and New York State Health Department (NYS DOH) regulations require that all public schools and boards of cooperative educational services (BOCES) test lead levels in water from every outlet that is being used, or could potentially be used, for drinking or cooking. Testing must be conducted every three years and results must be reported and made available online. If lead is found at any water outlet at levels above 5 parts per billion (ppb), which is equal to 5 micrograms per liter (µg/L), the NYS DOH requires that the school take action to reduce the exposure to lead.

January 1, 2023 to December 31, 2025 Testing Cycle

In accordance with established water testing protocol, the NSCSD began a scheduled round of lead testing in January 2024. Testing may continue through 2025 and the results will be communicated on this website as testing at each building is completed. As results are made available, they will be shared with families and posted via the links below:

- Roxboro Road Middle School (tested Jan. 23, 2024)
 - [Letter to families and staff](#)
 - [Building Status and Remedial Action Plans](#)
 - [Initial Lab Results PDF](#)

Water Safety

Education Law section 926, effective July 1, 2026, requires school districts to provide electronic or written information on water safety to parents/guardians at the beginning of the 2026-2027 school year. Additionally, the school district must publish this information on its website. The New York State Department of Health has provided school district with swim tips regarding:

- Drowning Prevention
- Water Safety
- Safe and Healthy Swimming

Safe Swimming

Tips for Everyone

Always swim with someone else and keep an eye on each other.

- Pay extra attention to your children around water.
- Consider your health. Medical conditions like a seizure disorder or heart condition can put people at greater risk of drowning.
- Avoid water that is greater than chest deep if you can't swim.
- Don't use alcohol or drugs if you plan to swim.
- Don't dive into water less than eight feet deep or of unknown depth.
- Pay attention to the weather and never swim during storms or lightning.
- The safest place to swim is at a public beach or at a pool with lifeguards.

Know the Signs of Drowning

Each year, hundreds of New Yorkers drown. It can happen to anyone, anywhere there is water. Drowning occurs quickly and silently. Someone drowning may appear to be splashing or waving when they are struggling to stay afloat. Reduce your risk. Learn basic swimming skills. Consider taking a CPR class.

Rescue breathing, first aid, and calling 911 could save a life.

Keep Kids Safe

Kids and teens have the greatest risk of drowning. Always keep little ones within arm's reach, even in the shallow end.

Lifeguards and life jackets don't take the place of close adult supervision. Make sure your pool has a secure enclosure that makes it inaccessible to children.

When Boating

Always follow safe boating practices and wear a U.S. Coast Guard-approved (I-III label) life jacket. Air-filled swimming aids, like water wings and floats, should never be used.

Notification of Policies

The district has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The district's Policy and Amplifying Guidelines and Instructions regarding the compliance with the PPRA are available on the district's website in the Board of Education Policies section. Paper and/or electronic copies of these materials are available upon request by contacting: Ms. Jillian Herrera, District Clerk, North Syracuse Central School District, 5355 West Taft Road, North Syracuse, NY 13212, (315) 218-2131.

The district shall include information, annually, to coincide with the start of the school year, in a newsletter, or comparable mailing or bulletin, about the continuing availability of these materials online and upon request, as set forth above. If the district makes any substantive changes to the PPRA Policy and/or Amplifying Guidelines and Instructions, the district shall provide an alert in a subsequent newsletter, or comparable mailing or bulletin, about the changes and the availability of the revised PPRA Policy and/or Amplifying Guidelines and Instructions (as applicable) on the district's website and by paper and/or electronic copies upon request.

Notification of Specific Events

The district will directly (e.g., by mail or e-mail) notify parents and eligible students, at least annually at the start of each school year, of the specific or approximate dates during the school year when the following specific activities, if known, pertaining to individual students and/or groups or classes of students are scheduled or expected to be scheduled. The district will provide parents the opportunity to opt out their child from participation, and will likewise afford eligible students the opportunity to personally opt out from participation in:

1. The collection, disclosure or use of personal information for marketing, sales or other distribution;
2. The administration of any protected information survey not funded in whole or in part by DOE; and
3. Any non-emergency, invasive physical examination or screening as described above.

Parents and eligible students who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, Southwest, Washington, D.C. 20202

Notification of Special Education Referral and Evaluation Rights

Under State and Federal law, you have a right to refer your child to a multidisciplinary team called the Committee on Special Education or the Committee on Preschool Special Education if you suspect that your child has a disability. A referral is a written statement asking that the school district evaluate your child to determine if he or she needs special education services. The referral may result in a request to have your child tested to determine if he or she needs special education services.

More information about your referral and evaluation rights can be obtained by contacting the district's special education office at (315) 218-2144. You can also obtain more information about your referral and evaluation rights by reviewing: Special Education in New York State for Children Ages 3-21: A Parent's Guide, a publication of the New York State Education Department.

Homelessness - Information for Families Experiencing Temporary Housing

The NSCSD is committed to helping all students succeed, no matter their housing situation. If your family is temporarily without a permanent home, your child has special rights under the law to ensure they can continue their education without disruption.

Here's what you should know:

Who qualifies?

Your child has rights under this policy if you are:

- Staying with friends or family because you lost housing
- Living in a shelter, motel, car, campground or other temporary place
- In any situation where you don't have a fixed, regular and adequate place to sleep

Your child has the right to:

- Stay in the same school (even if you move out of the school district) if it's in their best interest
- Get free transportation to and from school
- Enroll and start school right away even if you don't have all the required documents (like proof of residency, immunization records, or school records)
- Receive the same services and programs as other students

How do I get help?

The district's Homeless Liaison can help you enroll your child, arrange transportation or answer questions about your rights. Contact Sean Fahey at 315/218-2121.

Dignity for All Students Act (DASA) Policy

The North Syracuse Central School District's "Dignity for All Students" policy, aligned with New York State's Dignity for All Students Act (DASA), aims to establish a safe and supportive educational environment free from harassment, bullying, and discrimination. The policy prohibits such behaviors by students or employees on school property and at school functions, and extends to off-campus incidents that could foreseeably disrupt the school environment. It explicitly protects students against discrimination based on actual or perceived characteristics such as race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex. Each school within the district is required to appoint a Dignity Act Coordinator (DAC), who is trained to handle issues related to human relations and is responsible for receiving reports of harassment, bullying, and discrimination. The policy mandates prompt and equitable responses to complaints, ensuring investigations are conducted fairly and disciplinary measures are implemented when necessary. Information about the DACs is to be widely disseminated to students, parents, and staff through various channels, including postings in schools and updates on the district's website.

Parent Notification Regarding Student Work and Photos

During the school year, your child may have the opportunity to have their photo taken, video image and voice recorded and/or art and written work published in connection with a school district activity or program. Your child's photo (image), school work and/or name may be published in local newspapers, posted (displayed) on the district's internet site or used by the requesting organization (local TV or print media) for programming, i.e., backup and their news stories. **If you DO NOT want your child's picture, name or schoolwork to be used in newspaper articles, video and/or district publications including our district's website, please inform your school principal in writing.**

Family Educational Rights and Privacy Act

NOTICE TO PARENTS AND ELIGIBLE STUDENTS OF THE NORTH SYRACUSE CENTRAL SCHOOL DISTRICT

RE: The Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act ("FERPA") affords parents and students 18 years of age or older ("eligible students") the following rights with respect to the students' education records:

1. To inspect and review the student's education records within 45 days of receipt of a request for access.

Parents or eligible students should submit to the District Records Access Officer or building principal a written request identifying the records they wish to inspect. The parent or eligible student will be notified of the time and place where the records may be inspected.

2. To request amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the privacy of the student.

Challenges shall be submitted to the District Records Access Officer or building principal in writing and shall (i) identify the part of the record believed to be inaccurate, misleading or otherwise in violation of the privacy of the student and (ii) provide the basis for such belief.

If the district determines not to amend the record, it will notify the parent or eligible student of the decision and advise of the right to a hearing regarding the request for amendment. Additional information regarding hearing procedures will be provided with the decision.

3. To consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The district permits disclosure without consent to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member; board of education members; individuals or companies with whom the District has contracted to perform special tasks; or parents, students or others serving on an official committee or assisting another school official in performing his or her tasks, within both the North Syracuse Central School District and Onondaga-Cortland-Madison BOCES. A legitimate educational interest exists when the official needs to review an education record in order to fulfill his or her school related responsibilities.

Upon request, the district discloses education records without consent to officials of other school districts in which the student seeks or intends to enroll.

The district may release directory information regarding students.

The district may disclose education records without prior consent in other circumstances permitted by FERPA.

4. To file a complaint with the US Department of Education concerning alleged failures by the district to comply with requirements of FERPA.

Complaints should be addressed to:

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, Southwest
Washington, DC 20202-4605

In addition to the rights outlined above, FERPA also permits the district to release, without prior consent, information that the district has designated as "directory information."

Directory Information for each student includes: the student's name; address; telephone number; date and place of birth; age; school currently attended; grade in school; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors, and awards received; and the most recent previous educational institution attended.

Parents or eligible students objecting to release of some or all of this information without prior consent must annually notify the RAO or principal in writing, identifying the types of directory information to be withheld from release.

In addition, Federal Law requires the district to provide students' names, addresses and telephone numbers to military recruiters upon request. Parents or eligible students who do not want this information released to military recruiters, must notify the district in writing that you do not want these particular categories of directory information released to military recruiters, unless you notify the district in writing to withhold the information from release to any person, in which case it will not be released to military recruiters either.

Integrated Pest Management

NOTICE TO PARENTS AND ELIGIBLE STUDENTS OF THE NORTH SYRACUSE CENTRAL SCHOOL DISTRICT NEIGHBOR NOTIFICATION LAW

The district is required to provide notice to students, staff and persons in parental relationships about pesticide application. You may register to receive written notice 48 hours prior to any pesticide application by calling (315) 218-2174 and leaving your name, complete address and phone number. You will be given notice by mail at home, or by interoffice mail if you work for the district, before these applications.

We incorporate the practice of monitoring all pest populations at regular intervals to keep identified pests under control. No pesticides are used when alternate methods will work. Pesticides will be used in a prudent manner in accordance with recommended application procedures. The notice will state: "This notice is to inform you of a pending pesticide application to a school facility. You may wish to discuss with the designated school representative what precautions are being taken to protect your child from exposure to these pesticides. Further information about the product(s) being applied, including any warnings that appear on the label of the pesticide(s) that are pertinent to the protection of humans, animals, or the environment, can be obtained by calling the National Pesticide Telecommunications Network Information Line at 1-800-858-7378 or the New York State Department of Health Center for Environmental Health Information Line at 1-800-458-1158."

An application summary will be printed in the District Dispatch three times each year. The district contact, Matthew Erwin, can be reached at (315) 218-2174 regarding this information.

NOTIFICATION OF PESTICIDE APPLICATIONS AT NORTH SYRACUSE CENTRAL SCHOOL DISTRICT

There have been no pesticide applications from 7/1/25 - 8/15/26. Staff and persons in parental relationships can register to obtain a 48-hour notification form by calling Matthew Erwin, the district's director of facilities at (315) 218-2174 and requesting an application for notification registration form. Information can also be obtained from NPTNI @ 1-800-858-7378 or NYS Department of Health at 1-800-458-1158 regarding specific materials that were applied.

District-Wide Safety Plan

November 4, 2025 Update: The North Syracuse Central School District Board of Education approved an updated District-Wide Safety Plan for the 2025-26 school year to comply with Desha's Law Requirements. The draft plan is open for public review and comments for a period of 30 days. The new updated plan is available online by clicking [here](#). Questions or comments about the District-Wide Safety Plan may be directed to the District Chief Emergency Officer or the Superintendent's office: Chief Emergency Officer - Mr. Matthew Erwin (merwin@nscsd.org or (315) 218-2109) Superintendent's Office - Dr. Terry L Ward (tward@nscsd.org or (315) 218-2150)

The North Syracuse Central District has a District-Wide Safety Plan in place to address student and staff safety issues. The plan would be activated in the event of a local disaster or school emergency.

Statistics show schools are still among the safest places to be on a day-to-day basis, due to the strong commitment of educators, parents and communities to their children. Nevertheless, disasters do happen and, because of that, no community can be complacent in its efforts to make its schools even safer.

As part of its District-Wide Safety Plan, the district has a designated chief emergency officer who is responsible for coordinating communication between staff, law enforcement and first responders to ensure staff understanding of the district-level safety plan. The chief emergency officer will also be responsible for communicating details to staff during an emergency.

Also in the event of an emergency, the district's school information officer will be responsible for disseminating information to the public by communicating with local media and the community. Several communication methods are available to the district and will be utilized as appropriate. Such methods include text, email and telephone alerts, website updates, social media messages and media announcements.

The district's mass communication system, ParentSquare, utilizes the student/parent/guardian information stored in SchoolTool. Therefore, it is imperative that parents and guardians ensure that their contact information is correct in SchoolTool. Whenever your contact information changes, be sure to contact your child's school immediately to update your information to ensure that you receive emergency communications from the district. If a student's home address changes, please contact the district's registration office at (315) 218-2145.

Emergency Response Plans

The District-Wide Safety Plan is directly linked to individual building-level Emergency Response Plans for each school. Protocols reflected in the District-Wide Safety Plan guide the development and implementation of individual Building-level Emergency Response Plans. All information pertaining to an emergency or violent incident will be directed to either the building principal or designee. Upon the activation of Building-Level Emergency Response procedures, the Superintendent of Schools or his/her designee is notified and, where appropriate, local emergency officials are also notified. The Building-Level Emergency Response Teams are activated to support an appropriate response to an emergency and play a central role in overall planning for responses to emergencies at the building level. Efforts may be supplemented by County and State resources through existing protocols when needed.

Drills

The district will provide parents and guardians with advanced notice of emergency drills. NSCSD Schools will send such notification via the Parent Square app up to (7) seven days ahead of each emergency drill. All drills are performed in a trauma informed manner, meaning that we avoid the use of props, actors or simulations in an effort to avoid triggering negative emotional or psychological responses in participating staff or students. With the exception of fire drills which are required to be initiated from a pull station, all district drills are clearly announced (ie. "This is a drill...."). Lockdown drills are supported by our School Resource Officers (SRO's) and their departments, this practice ensures

that our building administrators and our local law enforcement teams are familiar with one another and prepared to work effectively together.

Once the final plan is approved and adopted, the link will be posted to this website.

Health Services

Promoting good health and wellness is one of the objectives of the North Syracuse Central School District and is fundamental to the achievement of all other objectives. School health services are an essential component of the total school program. Therefore, provisions for school health have become important for all students.

The health office's main functions are to:

- Attend to the daily medical needs of students
- Complete medical screening of students' vision and hearing
- Supervise athletic and school physical examinations
- Administer medication prescribed by a physician or dentist
- Process physical education, medical and daily absence excuses
- Maintain student medical records
- Issue working papers and school lunch forms
- Attend to all accidents and emergencies
- Contact parents concerning student health problems

The school nurse is available to talk with parents regarding any health problems or to discuss community resources.

Snow Day, Delay and Early Closing Information

When there is inclement or forecasted inclement weather, the decision to close school, delay opening or dismiss early is based on travel conditions and weather predictions to ensure the safety of all students and staff.

When schools are closed because of weather conditions or other emergencies, announcements are sent on ParentSquare and posted on the district website. Other emergency conditions, such as impending storms, may require students to be dismissed before regular school closing time. Early closing/dismissal announcements are also sent through ParentSquare and posted on the district website.

While emergency closings are also shared with local media, district communications are the first and best source of information.

Update Contact Information

The district uses ParentSquare to notify parents, guardians and staff of emergency school closings, delays and early dismissals. The system sends automated notifications based on the contact information listed in SchoolTool, the district's student data management system, and ParentSquare user preferences. **Contact your student's school to request changes to your email address or phone number in SchoolTool. These changes can take up to 24 hours to process and update.**

Community Alerts

Grandparents and others can sign up for emergency alerts on ParentSquare by going to <https://bit.ly/3UdTk3d>.

Transportation

Ensure arrangements are in place for early dismissal situations. Please inform your student's school.

Website

All emergency notifications are posted on the district website at www.nscsd.org. Parents and guardians should rely on the district website and ParentSquare as the primary sources of information.

News Media

The district notifies local news media of closings, delays and event cancelations as a backup to notifications and website announcements. We recommend first checking the district website and then multiple media sources when it comes to weather-related announcements. This is particularly true in situations that involve power outages, which can impact the district's ability to send electronic notifications.

The following local TV and radio stations are typically notified of emergency communications for North Syracuse Central School District: Spectrum News (Channel 10), WSTM/WTVH (TV 3/5), WSYR 9 (TV 9) and 570 WSYR (AM Radio).

Breakfast Service During Delays

During 2-hour delayed openings school breakfast WILL NOT be served and families should ensure that their child eats before arriving at school.

YMCA Childcare at Elementary Schools

When after school activities are canceled, YMCA childcare programs at NSCSD elementary schools have permission to remain open. In the event of an early dismissal/school closure, all buildings in the NSCSD must be closed and YMCA programs are also canceled at the same determined time. It is recommended that parents with children in a YMCA program check directly with the organization with any questions.

When there is inclement or forecasted inclement weather, the decision to close school, delay opening or dismiss early is based on travel conditions and weather predictions to ensure the safety of all students and staff. Unless otherwise noted, all scheduled activities at all district schools are canceled on the days school is closed or closes early.

Building Level Dignity Act Coordinator: Principal Heather Pellegrino
WELCOME

Dear Students and Families,

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



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

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

Heather Pellegrino, Principal
Anthony Puma, Associate Principal
Hilary Cox, Associate Principal

A QUICK GUIDE

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

ROXBORO STAFF

Main Office

Principal: Heather Pellegrino

Associate Principal: Anthony Puma

Associate Principal: Matt Reilly

School Secretary: Angela Berry

Secretary (10 Month): Robin Floyd

Secretary (11 Month): Audrey Guerrina

School Resource Officer: Deputy House

Health Office

School Nurse: Marlene Lucio

School Nurse: Nan Pucino

Counseling Office

5th Grade Counselor: Catherine Sullivan-White

6th Grade Counselor: Carly Hewitt

7th Grade Counselor: Stacey Catera

5th & 6th Psychologist: Crystal Adkins-Pakish

5th & 7th Psychologist: Sophie Meyers

Social Worker: Jessica Nabewaniec

PHONE NUMBERS

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

SCHOOL CALENDAR 2026-2027

September	8	First Day of School
October	1	2 Hour Delay for Grades Prek-12
	12	No School/Columbus Day/Indigenous People's Day
November	3	No School/Superintendent's Conference Day & Election Day
	5	Shortened day for Middle School
	11	No School/Veterans' Day
	19	MP1 Report Cards Available on SchoolTool (4pm)
	25-27	Thanksgiving Recess
December	24-31	Holiday Recess
January	1	Holiday Recess
	18	No School/Martin Luther King Day
February	5	MP2 Reports Cards Available (4pm)
	4	2 Hour Delay for PreK-12th
	15-19	Presidents' Day/Winter Recess
March	9	No School/Superintendent's Conference Day
	26	No School/Good Friday
April	12-16	Spring Break
	23	MP3 Report Cards Available (4pm)
May	31	No School/Memorial Day
June	11	Shortened Day of School for Students
	18	No Students/Staff Day
	25	Last Day of School
	29	MP4 Report Cards Available on SchoolTool (4pm)

ROXBORO SCHEDULE

ROXBORO ROAD MIDDLE SCHOOL TIME SCHEDULE – GRADES 5 & 6

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

ROXBORO ROAD MIDDLE SCHOOL TIME SCHEDULE – GRADE 7

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

ATTENDANCE REGULATIONS

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

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

Unexcused student absences, tardiness, and early departures from class or school may result in disciplinary action consistent with the district's code of conduct (BOE Policy #3410 Student Code of Conduct). Those penalties may include detention or in-school suspension. Students may also be denied the privilege of participating in or attending extracurricular events.

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

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

Attendance & Reporting Your Child's Absences

Regular class attendance is one of the most important aspects of a student's educational program. The educational process requires continuity of instruction and active classroom participation. According to the Board of Education policy on comprehensive attendance, children who turn six years of age during the school year are required to attend school at the start of classes in September. Also, students who turn 16 during a school year continue to be subject to the compulsory education laws through the end of that school year. The North Syracuse Central School District Board of Education strongly believes that daily classroom attendance is an important aspect of a student's educational program.

While we want all our students and teachers in school as much as possible, we want to stress the importance of attending school only when feeling healthy.

Within the meaning of the education law, excused absences are for illness or injury, medical or dental appointments, family emergencies, death or religious holidays. Upon returning to school students must present a written explanation relative to their absence, including the specific dates they were out, to their teacher or attendance office.

Chronic truancy problems are reported to Onondaga Family Court and the student may be adjudicated as a "Person in Need of Supervision" (PINS).

HOMEWORK REQUESTS

Please contact the attendance office (315-218-3314) to request homework for your child when they are absent 2 days or more. To assure timely communication to the teachers contact must be made **before 9:00 A.M.** Work will be available for pick up after 3:00 P.M. at the shelves by the security desk and the

person picking up the homework is responsible for obtaining any textbooks from the student's locker. Please note that teachers are not required to provide work prior to a student going on vacation. Students may request missed work when they return.

TARDINESS

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

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

EARLY DISMISSAL

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

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

TRUANCY

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

Suggestions to Parents:

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

SCHOOL/PARENT COMMUNICATION

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

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

PARENT/TEACHER GROUP

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

PTG Board for 2026-2027 are:

Jennifer Fetterman, President
Victoria Yeldon, Vice President
Marsha Fiesinger, Treasurer
Anna Heintzelman, Secretary
Anna Steeves, Apparel Coordinator
Nick Edwards, Donation Coordinator

MIDDLE SCHOOL ACADEMIC PROGRAM

Students take the following:

English/Language Arts
Social Studies
Physical Education

Math Science
Health Art
Music

Additional Middle School Courses:

Foreign Language
Family and Consumer Science
Technology Education

MIDDLE SCHOOL HOMEWORK POLICY

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

NSCSD BOE Suggested Homework Guidelines:

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

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

REPORT CARDS

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

5TH - 7TH GRADE REPORTING SCHEDULE

Grades 5-7 Reports Cards Available Online (SchoolTool, 4pm)	
MP1	11/19/2026
MP 2	02/05/2027
MP 3	04/23/2027
MP 4	06/29/2027

SCHOLASTIC ELIGIBILITY

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

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

STUDENT ACTIVITIES

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

Student Council
Chorus
Computer Club
Drama Club
Band
STEM

GSA
Yearbook Club
Talent Show
Intramural Sports
Orchestra
Rising Rox Stars After School Program

LIBRARY RESOURCE CENTER (LRC)

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

STUDENT MEDICATIONS

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

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

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

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

LOCKERS

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

ROXBORO LYNX BEHAVIOR MATRIX

	Classroom	Hallway	Cafeteria
Be Safe	- Keep hands and feet to self - Walk in calmly and find seat - Ask permission to leave the room	- Keep hands and feet to self - Walk calmly on the right side of the hallway and the stairs - Hold on to the railings when traveling the stairs	- Keep hands and feet to self - Walk in calmly and find seat - Stay seated and move only when directed to do so. - Ask permission to leave the room
Be Respectful	- Follow directions as given - Use kind words and actions - Listen while others speak - Raise hand when you have something to share	- Follow directions as given - Use kind words and actions - Use Voice Level 1 in the hallway	- Follow directions as given - Use kind words and actions - Use good manners
Be Responsible	- Be on time - Be prepared with materials and supplies - Follow school and classroom rules	- Go directly to class from the hallway - Keep hallways clean - Always have a pass/tracker/agenda with you	- Listen for speaker's directions - Follow the voice level chart - Clean up your space
Be Ready to Learn	- Work cooperatively with others - Be an active listener - Be an active participant and complete assignments	- Keep materials orderly in lockers - Take care of personal needs in a timely manner	- Bring your lunch money, tracker/agenda with you in the cafeteria - Bring a pre-signed pass with you if you need to leave the dining area

STUDENT DRESS CODE

NSCSD respects self-expression through dress while ensuring a safe, comfortable, inclusive environment. A student's dress, grooming and appearance, including hairstyle, must be safe, appropriate, and not disrupt or interfere with the educational process.

Must wear: Shirt + bottoms + footwear; clothing must cover undergarments (waistbands/straps excepted).

May wear: Athletic wear, distressed jeans, cropped shirts, tank tops and hats/hoods. Students may wear sports bras, provided they are covered by an outer layer that meets the '*clothing must cover undergarments*' standard.

May not wear: Items that conceal identity (except for religious reasons); depictions of profanity/sexually explicit content; promotion of drugs/alcohol/tobacco; advocacy of hate/violence; denigration of protected characteristics; see-through to private parts.

Addressing concerns: 1. School staff should have supportive, private conversations with the student providing an opportunity to adjust. 2. If the situation is unresolved, solution-oriented parent contact is encouraged. If one and two above are ineffective, then the situation can be treated as insubordination.

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

ARTICLES NOT ALLOWED IN SCHOOL/ ELECTRONIC EQUIPMENT AND CELL PHONES

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

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

DISCIPLINE CODE FOR STUDENT BEHAVIOR

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

PROHIBITED CONDUCT/BEHAVIORS

These categories reorganize existing NSCSD prohibitions. The examples provided are illustrative rather than exhaustive. NSCSD may also address off-campus or online conduct when such behavior causes, or is reasonably expected to cause, a substantial disruption to the school environment.

- A. **Safety & Violence:** Physical aggression or threats; fighting; possession/display/threatened use of a weapon; vandalism/arson; reckless endangerment; intentionally damaging/destroying or stealing/attempting to steal the personal property of another.
- B. **Substance Use:** Possession, use, sale, distribution, or being under the influence of alcohol/illegal substances; possession, use, sale, or distribution of drug paraphernalia; misuse/inappropriate sharing of prescriptions/over-the-counter drugs; smoking, vaping, or use of tobacco.
- C. **Harassment, Bullying, Discrimination, Racism, & Hazing:** Harassment/bullying/cyberbullying and discrimination and/or racism based on protected characteristics; hazing; abusive or defamatory conduct that makes students feel unwelcomed.
- D. **Insubordination/Disruption/Disorderly Conduct:** Refusal to follow reasonable directions; class cutting/truancy; disruption of instruction or orderly conduct; vulgar, abusive, lewd or profane language or conduct.
- E. **Academic Integrity:** Cheating, unauthorized copying, plagiarism, altering records, or assisting others with the above; unauthorized use of AI tools without teacher direction/acknowledgment; submitting AI-generated text as original work without citation.
- F. **Technology & Recording:** Unauthorized access/misuse; recording others (audio/video/photo) without express prior permission, except as lawfully authorized. This includes the unauthorized sharing of confidential information or private images/videos (nonconsensual sharing) and intentional attempts to circumvent district filtering/firewalls.
- G. **Dress & Expression** – see *Dress Code* or *Section 12 of Student Code of Conduct*
- H. **Transportation:** Bus behavior is expected to mirror school and classroom expectations; unsafe behaviors and behaviors distracting to the driver are prohibited.
- I. **Destruction of School Property:** Students may not engage in any act that results in the damage or loss of school property. This includes, but is not limited to:
 - o **Vandalism or Graffiti:** Including writing on, marking, or defacing walls, desks, or lockers.
 - o **Misuse of Technology:** Intentionally or recklessly damaging hardware (keyboards, screens) or attempting to bypass security to damage software.
 - o **Arson:** Intentional damage caused by fire or explosives.
 - o **Littering:** Deliberately creating a mess that requires excessive custodial cleaning.

PENALTIES

Students who are found to have violated the district's code of conduct may be subject to the following penalties, either alone or in combination. The school personnel identified after each penalty are authorized to impose that penalty, consistent with the student's right to due process. Reference BOE Policy #3410 Student Code of Conduct.

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

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

ANTI-BULLYING

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

FIGHTING/STUDENT CONFLICTS

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

DRUG & ALCOHOL GUIDELINES

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

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

PLAGIARISM

You have plagiarized when you:

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

Penalties for submitting a plagiarized class assignment:

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

ATHLETIC CO-CURRICULAR CONDUCT GUIDELINES

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

STUDENT SEARCHES, SEIZURES, AND INTERROGATIONS

School administration may question students regarding code/rule/law violations and may search students or possessions upon reasonable suspicion. Lockers, desks, computers, and other storage spaces remain District property and may be inspected without prior notice for safety/administration/discipline. See Policy 7330 for full procedures and safeguards.

BOMB SCARES

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

EARLY IDENTIFICATION OF DISCIPLINE PROBLEMS

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

STUDENT TECHNOLOGY GUIDELINES

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

Infractions include, but are not limited to:

- Downloading of any files or installing any programs to the U or C drives
- Downloading of any inappropriate, non-educational, or pornographic material or games to any drive
- Changing or altering any settings, files, profiles on desktops or within the computer or NT system itself
- Inappropriate use of the Internet such as: playing games not approved by the teacher, using chat rooms, or ordering items
- Use of anyone else's or sharing of one's "computer use stamp" or password
- Use of any email (Outlook Program) until trained by district staff
- Any violations of Federal, State, Local laws, rules or regulations or District Policy

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

SEXUAL HARASSMENT

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

CONFLICT MEDIATION

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

SCHOOL BREAKFAST AND LUNCH PROGRAM

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

DINING ROOM DOs AND DON'Ts

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

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

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

RULES FOR SCHOOL CONCERTS

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

1. **All students and/or other children must be accompanied by a parent.**
2. No food or beverages are to be brought into the building.
3. Appreciation for individual or group performance should be shown by applause at the end of each number. Whistling, screaming and/or foot stamping is not appropriate.
4. After a group has finished performing, they are to report back to their assigned rooms where they will remain with the supervisor(s). Parents may pick up their children in their rooms during intermission and/or at the end of the concert.
5. Use of cell phones and/or pagers is prohibited during the concert.

SCHOOL SOCIAL EVENTS

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

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

RULES FOR BUS TRANSPORTATION

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

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

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

COMPUTER ACCOUNT

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

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

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

SOCIAL NETWORKING BASICS

- **You must be at least 13 years old** to have a Facebook, Instagram or Twitter account. All social network sites have rules, be sure you and your parents discuss them before creating any accounts.
- Personal information, including the school you go to, should never be entered into a social media profile.

- You are responsible for any activity that occurs under your username.
- Don't do or say things on social media that you do not want people to see or know.

Once it's online – it's forever!

PROTECTING YOURSELF FROM CYBER BULLIES

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

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