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GIS FACULTY EXTENSIONS

Ms. Katherine Baer	Choir	8107
Mrs. Denise Barr	SIG Director	8109
Mrs. Shannon Batten	Science	8110
Mr. Steve Belh	Physical Education/Health	8114
Mr. Mark Bridges	Math	8122
Mrs. Jennifer Budmen	Language Arts	8125
Mrs. Suzanne Carson	Math	8131
Ms. Carol Ceglia	SIG Coach	8133
Ms. Wanda Chudzinski	Art	8135
Mr. Dave Davenport	Guidance	2211
Ms. Val Delia	Special Education	8147
Ms. Janet Donnell	Language Arts	8150
Ms. Danielle Fiscella	Business Literacy	8157
Ms. Brittinee Garcia	Guidance	
Mr. Bradley Fithian	Social Studies	8126
Ms. Mary Greening	Orchestra	2513
Mr. Tim Hagerty	Math	8168
Ms. Jennie Hara	Writing	8169
Ms. Dana Kauffman	Science	
Mrs. Sue Mallardi	Math	8194
	Math	8206
Mrs. Lisa Montana	Science	8209
Mr. Art Myers	Band	2510
Mrs. Ilisa Noble	Language Arts	8216
Mr. Steve O'Rourke	Social Studies	8217
Mr. Andrew Pancoast	Language Arts	8220
Mr. Scott Rogers	Special Education	8234
Mrs. Pat Schmus	Language Arts	8243
Mr. Matt Schwarz	Social Studies	8244
Mrs. Jackie Spears	Math	8252
Mrs. Catherine Straube	Nurse	2311
Ms. Kristi Twardziak	Physical Education/Health	8263
Ms. Patricia Villarreal	World Language	8266
Mrs. Diane Villec	Language Arts	8267
Mr. Monroe Willis	Business	8274
Secretaries	Main Office	2100
Ms. Sharon Mucerino	Secretary	2101
	Secretary	2102
	SRO	2999

Bell Schedule 2017-18

Full Day

7:25 Warning

7:28- 7:33 Homeroom/Announcements

7:36 -8:36 Block 1

Full Day 60 Minute classes

8:39 – 9:39 Block 2

30 Minute Lunch

9:42 – 10:42 Block 3

10:45 – 12:18 Block 4

2:01 8th Grade Dismissal

10:45 - 11:15 Lunch 7th Grade

2:03 7th Grade Dismissal

11:18 – 12:18 Class 7th Grade

10:45 – 11:45 Class 8th Grade

11:48 – 12:18 Lunch 8th Grade

12:21 – 1:21 Block 5

1:24- 2:01 Exploratory Period

One Session Day

7:25 Warning

7:28-7:33 Homeroom/Announcements

7:36 – 8:26 Block 1 8:29 –

9:19 Block 2

9:22 – 10:12 Block 3

10:15 – 11:05 Block 4

11:08 – 11:58 Block 5

One Session Day 50 Minute Classes

11:58 8th Grade Dismissal

12:00 7th Grade Dismissal

Delayed Opening Day

9:25 Warning

9:28 – 9:-33 Homeroom/Announcements

9:36 – 10:20 Block 1

Delayed Opening Day 45 Minute Classes

10:23 – 11:07 Block 2

11:10 – 12:27 Block 3

30 Minute Lunch

11:10 – 11:40 Lunch 7th Grade

11:43 – 12:27 Class 7th Grade

11:10 – 11:54 Class 8th Grade

11:57 – 12:27 Lunch 8th Grade
12:30 – 1:15 Block 4
1:18 – 2:00 Block 5

2:00 8th Grade Dismissal
2:02 7th Grade Dismissal

CODE OF CONDUCT STATEMENT

The learning environment must be safe. In order to achieve this, the school community accepts our Code of Conduct.

1. Always be prompt, prepared and ready to learn.
2. Treat fellow classmates and all staff with respect – the way you want them to treat you.
3. Keep hands, feet, all body parts and all objects to yourself.
4. Handle all school property and other's personal property with care – the way you want your property handled.
5. Take responsibility for all your actions. You are in control of yourself.
6. Dress and present yourself in a dignified manner that commands respect.

A detailed outline of offenses/infractions and consequences can be found at the end of our handbook.

ACADEMICS/GRADE REPORTING

Preparation and Participation

Our students can be successful if they come prepared for school each day with a good, positive and healthy attitude. They must be responsible for their supplies, homework and books and participate in all lessons and assignments.

Report Cards

Report cards will be mailed approximately two weeks after the end of a quarter (marking period). Our grading system is as follows:

A	90-100
B	80-89
C	70-79
D	60-69
F	59 and below

Progress Reports

Progress Reports will be available on PowerSchool mid-way between each marking period. Dates are on the school calendar.

Daily Reports

There are occasions when parents need daily information about your child's performance. To assist you in keeping informed we provide a daily progress report on PowerSchool. This form requires collaborative effort among the student, parents and teachers. You may learn more about this form from your child's guidance counselor.

Parent Conferences

Held twice a year on October and March in the morning (7:15 a.m. – 9:15 a.m.). Teachers are located in the cafeteria and are seated by department.

AGENDA BOOK/HALL PASS

Each student is given an agenda book, which he/she must carry at all times. Upon entering a classroom, the student must lay the agenda book on his/her desk. Every time a student leaves a classroom, a staff member must initial the hall pass portion of the agenda book. If an agenda book is lost, the student must purchase a new one. Students are not permitted to leave a classroom without the agenda unless there is an emergency. In that case, a detention will be served. This safety and security procedure is strictly enforced. Students who do not carry their agenda book will serve a detention for each violation.

ARRIVAL/DISMISSAL

ARRIVAL School Buses

Students who ride buses are issued a pass by the transportation office. The pass indicates the bus number, bus stop and pick-up time. Buses will drop off students in front of the school. Questions regarding bus transportation should be directed to the Transportation Office (881-2451).

Personal Vehicles

Students who ride in personal vehicles must not arrive on school grounds before 7:10 a.m. Drivers must enter the south side driveway from Delsea Drive and drive to the rear of the school. Drivers must stay in line and exit onto Fish Pond Road. Bicycles and skateboards are not permitted. **Walkers**

Students must exercise caution when walking to school. Crossing guards are on duty to assist them. Walkers must not arrive on school grounds before 7:10 a.m.

Entering the School

1. Upon arriving to school in the morning, students are to enter through the cafeteria doors.
2. Students are not to congregate or wait at any other entrance to the school – regardless of inclement weather.
3. When directed students are to report directly to lockers, then to Homeroom.
4. Noise level is to be kept to a minimum.

DISMISSAL School Buses

Buses will pick up students in front of the school. Students must ride their assigned bus home unless they have a request written, dated and signed by a parent/guardian. That request must then be signed by a school administrator and given to the bus driver. **Personal Vehicles**

Drivers must enter the south side driveway and stop along the curb on the side of the cafeteria where students will exit the building. All drivers must stay in line and exit onto Fish Pond Road.

Walkers

Students must exit through designated doors and leave the grounds promptly and safely. There are numerous vehicles and school buses to consider and safety is the number one priority.

ATTENDANCE

Punctuality

The school doors will open at 7:10 a.m. Students not in the building by 7:28 a.m. are considered tardy. Lateness is an undesirable habit and detracts from the learning process. Students who arrive after 7:28 a.m. must be accompanied by or have a written excuse from their parent/guardian. Excused lateness (effective on the 5th occasion) are subject to the discipline code. All unexcused

lateness are subject to an administrative detention on Tuesday or Thursday of the same week with the exception of Fridays in which case the detention will be held on the following Tuesday. Every 10th lateness will turn into an absence.

Absences

Daily attendance is essential to every student's success. Your teachers have carefully planned the year's work and have assigned specific materials for each block. Whenever you are absent you miss

an important part of this work. Most importantly, you miss your teacher's instructions and explanations of work covered. Academic performance is improved by good attendance.

Always avoid being absent unnecessarily. You are responsible to get any work missed due to absence (excused or unexcused) from your teacher as soon as possible. If you are absent, you may ask a homework buddy to get assignments for you or work may be requested by your parents and will be made available by 2:00 p.m. the day following the request.

Reporting Absences and Illnesses to School Nurse

Parents are required to call the school nurse at **652-2700 ext. 72134** on the first day of absence to inform her of the nature of an illness or absence. The nurse can assist with medical problems and apprise the school administration of existing conditions. She can cooperate efficiently with communicable disease control. If we do not receive a phone call by 8:30 a.m. on the morning of the absence, you will receive a phone call from our nurse or her designee to determine the reason your child is absent. Parents must send a written excuse for every absence on the day your child returns to school. The note must contain the date(s) and reason for the absence. The new attendance policy requires the school to notify the courts once a student reaches 10 unexcused absences.

Sickness and Accidents in School

The school nurse is prepared to administer first aid. If a student becomes sick or has an accident of sufficient seriousness to warrant it, the school nurse will get in touch with the parents. It is the responsibility of the parent to take the student home and to arrange for medical attention. If there is no responsible person in the home when the student needs to go home, the student will be sent to the person authorized on the student's emergency card to act in the absence of the parent or guardian. **Early Dismissal**

We ask cooperation so that early dismissal requests may be kept to a minimum. When necessary, and in cases of emergency, the request for early dismissal must be in writing and signed by a parent. Students must be signed out of the building by a parent or guardian. Identification is required. Students will be called from their classrooms for early dismissal after the procedure has been followed.

School Activities and Absences

Students who are absent from school on any given day may not participate in any co-curricular activity including the promotion ceremony later that day or that evening.

CELL PHONE, HEADSETS, ELECTRONIC EQUIPMENT and RECORDING DEVICES

These items can be highly disruptive in school. However; students will be allowed to carry their cell phones to class and may use them **only** with teacher permission for instructionally related purpose. After the activity is complete phones should be turned off and put away and or collected by the teacher until the end of the instructional block. **Students are not allowed to take pictures, record classes or make post to social media or create recordings during school hours.** All cellphone infractions will result in the cell phone being taken from the student. During the 1st and 2nd infraction only will the phone be returned to the student at the end of the school day. Beginning with the 3rd infraction and beyond a parent/guardian will be required to pick up the phone. Other disciplinary action will be taken for each infraction.

*Headsets/Earbuds are only permitted at the teachers' discretion and should only be worn when in use.

CLASS TRIPS

Field trips are planned to enhance our students' education experience and provide fun-filled social time.

Any student who is not in compliance by noon two days prior to the scheduled trip/activity will be excluded from the trip/activity. Compliance may consist of permission slips, medical requirements or anything additionally pertinent to the student's safety and coverage. **Class Trip Exclusions**

The building administration reserves the right to prohibit, deny or exclude any student from going on the class trips for what it considers to be just cause. Just cause consists of the following criteria:

1. Numerous (4 or more) referrals to the office for disciplinary reasons.
2. Frequency in serious violations of the Discipline Code.
3. General behavior that, in the judgment of the administration, consistently reflects a negative and uncooperative attitude – making the student a poor risk.
4. Failing grades or frequent absences.

5. Suspensions, subject to review

Any student who is in violation of any of the criteria will be automatically excluded from the class trips. The Principal reserves the right to exclude those students whose behavior or attitudes are poor in nature even though they may not meet the above criteria. Parents will be notified in writing of decisions to exclude their child from the trip.

CO-CURRICULAR ACTIVITIES/HONORS

We encourage our students to get involved in our activities to enhance the learning experience.

Students of the Month	Yearbook Club	Math Counts	SGA
Principal's List (all A's required)	Good Citizens	Field Hockey	GLOW
Honor Roll (all A's & B's required)	Building Men	Cross Country	NJHS
Renaissance	Boys Basketball	Girls Basketball	Art Club
Wrestling			

DRESS CODE

The Glassboro Intermediate School recognizes that student dress reflects good taste and high standards of the community. A committee of staff, students and parents developed our dress code in 1991. The main considerations are the health and safety of students and the avoidance of distractions to the educational process. Parents and students should keep the following in mind in determining appropriate dress: safety, cleanliness, modesty, neatness, health and school appropriateness. Revisions to the 1991 was last updated in 2017.

Guideline	Acceptable	Unacceptable
Chains and spikes on clothes		<input type="checkbox"/> NOT PERMITTED
Clothing with language or symbols, which pertain to race, ethnicity, or religion which are judged to be offensive; promote alcohol, drugs, tobacco or identified gang paraphernalia; suggestive, obscene, or profane language.		<input type="checkbox"/> NOT PERMITTED
Coats/Jackets, vest and other outerwear	<input type="checkbox"/> Light jacket or hoodie	<input type="checkbox"/> Winter/heavy coats, jackets, vest and other outerwear
Dresses/Skirts	<input type="checkbox"/> Fingertip length or longer	<input type="checkbox"/> Miniskirts/dresses <input type="checkbox"/> Clothing that rides up when walking or sitting
Footwear	<input type="checkbox"/> All shoes must have backs <input type="checkbox"/> Shoes <input type="checkbox"/> Sneakers <input type="checkbox"/> Boots	<input type="checkbox"/> Flip-flops/ slides <input type="checkbox"/> Slippers
Handbags / Pocketbooks	<input type="checkbox"/> Smaller than 8 ½ x 11"	<input type="checkbox"/> Larger than 8 ½ x 11"
Head covering, Scarves, Sweatbands and Bandanas	<input type="checkbox"/> For religious purposes only	<input type="checkbox"/> NOT PERMITTED
Pajamas		<input type="checkbox"/> NOT PERMITTED
Pants	<input type="checkbox"/> Pants secured at the waist	<input type="checkbox"/> Tights <input type="checkbox"/> No holes above the knee

		<input type="checkbox"/> Low rise (unless shirt is long enough to cover waist at all times)
Shirt/Blouses	<input type="checkbox"/> T- shirts <input type="checkbox"/> Sweatshirts <input type="checkbox"/> Sweaters <input type="checkbox"/> Tank tops (fits securely around the arm opening)	<input type="checkbox"/> Halters <input type="checkbox"/> Midriffs showing <input type="checkbox"/> Strapless shirts <input type="checkbox"/> Nylon or mesh shirts <input type="checkbox"/> Spaghetti straps <input type="checkbox"/> <input type="checkbox"/> Low cut shirts <input type="checkbox"/> Undergarments showing
Shorts	<input type="checkbox"/> Fingertip length or longer	<input type="checkbox"/> Short shorts <input type="checkbox"/> Low rise <input type="checkbox"/> Biker tights
Sunglasses		<input type="checkbox"/> NOT PERMITTED

ABSOLUTELY NO DRUG REFERENCE, GANG RELATED, SEXUALLY EXPLICIT, REVEALING CLOTHING, EXPOSED UNDERGARMENTS, EXPOSED SKIN ON THE TORSO. Students in violation of the dress code will be directed change into their gym uniform. If the student's gym uniform is not available, he/she may borrow one from our extra supply. Consequences will be administered in accordance with our Code of Conduct.

EMERGENCY CARDS

All students must have an emergency card on file in the nurse's office. Parents must complete the card during the first week of school. This card must contain all relevant information that will be needed in an emergency, most importantly, phone numbers where parents can be reached at all times, and names of people who will assume care of their child in an emergency. Whenever your information changes, you must call the school nurse to update it.

FIRE /EMERGENCY DRILLS

The fire/emergency drill is a highly important safety procedure. Students are required to observe the following regulations:

1. At the sound of the fire alarm or emergency announcement students should line up as quickly as possible by the classroom door and await the teacher's signal to leave the room. You may be asked to help close windows and doors.
2. Each classroom has specified exit procedures displayed prominently in the room.
3. Move rapidly and calmly to the exit specified for your room.
4. Silence is crucial and must be maintained.
5. In the event the normal exit is blocked, the teacher will proceed to the next closest exit.
6. Move out of the building quickly and silently.
7. Teachers will take roll upon reaching their designated locations outside of the building.
8. Once roll is taken each teacher will send a report on absentees to the designated staff.
9. Any student, who is not in his/her assigned classroom when the fire alarm sounds or emergency announcement, must leave the building and report to the flag pole as quickly as possible.
10. Each fire/emergency drill is carefully timed and may be repeated if the principal feels that the students did not execute the drill properly.

Other precautions taken to safeguard all personnel and students in the event of a real fire are as follows:

1. Fire extinguishers are placed in various locations based on recommendations of the building codes and in keeping with fire department regulations.
2. The fire alarm system throughout the building is periodically checked and tested.

GRADING POLICIES

Grades are reported two times per marking period:

- Progress reports - about 4/5 weeks into the quarter;
- Report cards - at the end of each quarter (9 weeks)

<u>Art</u>	<u>Computer Applications/Topics in Computer Literacy</u>
Classwork 20%	Tests 25%
Writing Project 20%	Projects 45%
Projects 60%	Classwork/Participation 30%

<u>Business Office Career Exploration/ Business Communication</u>	<u>Language Arts</u>
Tests 25%	Test/Quizzes 40%
Quizzes 15 %	Writing/Projects 25%
Lab Work 35%	Classwork 25%
Classwork 25%	Homework 10%

Physical Education/ (Health)

Preparation 25% (Classwork/Projects)	Participation 25% (Quizzes)
Health 25%	Skill Average (Skill and Written Test) 25% (Tests)

Physical activity is vital to everyone's health and well-being. To that end we provide a comprehensive physical education program. Physical education is also state mandated. Students must be in uniform to receive credit for physical education class each day. Students not in uniform will participate in an activity but will not receive full credit. This will negatively affect their grade. Students who do not pass are required to attend summer school. Physical education classes are held outdoors when weather permits.

Required uniform:

- Sneakers – low or high (any color) laces must be tied for safety.
- Shorts and tee shirts – maroon and gold (any combination) all maroon; all gold (also acceptable)
- Sweat socks – any length

Uniforms promote good hygiene, as students are physically active in the gym. The clothes they wear during the school day will remain fresh and clean since they wear uniforms during physical education.

Each time a student is unprepared for gym he/she will be required to attend a make-up session.

Medical Exemptions

Physical education exemptions due to disability will be issued by:

1. Physician – When the student presents a physician's note for a given day(s) and the reason for exemption.

2. Parent/guardian when the student presents a written note bearing signature of parent or guardian stating reason for exemption. Good for one day only.
3. Nurse – When emergency school situations arise.

Science

Tests 35%
 Labs 35%
 Classwork/Homework/Quizzes 30%

Social Studies

Assessments 33.3%
 Classwork/Homework 33.3%
 Classroom Participation 33.4%

World Language

Test 35%
 Performance-Based Assessments/Projects 20%
 Quizzes 15%
 Classwork /Homework 15%
 Participation 15%

Math

Tests 35%
 Quizzes 30%
 Classwork/ Homework 35%

Honors Algebra 1&2

Test 50%
 Quizzes 30%
 Classwork/Homework 20%

Math Department policy requires each student to purchase his/her own scientific calculator for in-class and home use. The department recommends the TI30X II s or TI 30X IIb graphing calculators.

**Special Note*

GIS offers two honors course sequences- Honors Algebra 1 in seventh grade which moves into Honors Algebra 2 or Algebra 2, and Honors Algebra 1 in 8th grade. In order to ensure that we are nurturing the full range of abilities and interests in our students, placement is based on a variety of requirements. These include standardized test scores, classroom grades, teacher recommendations and placement assessments. Students in these courses will be expected to perform at the highest level with the academic content and be proficient enough to self-assimilate the seventh and eighth grade mathematics standards.

GUIDANCE

Your guidance counselor is glad to help you with educational, vocational, and personal questions. Appointments may be made through your homeroom teacher or school secretary. You may also request an appointment to see the School Resource Officer, or the school psychologist.

HOMEBOUND INSTRUCTION

When a student is confined to his home because of illness or injury for an extended period of 10 days or more, the parent may apply through the school for homebound instruction. The nurse will make arrangements in consultation with the principal.

LOCKERS/LOCKS

Lockers are school property and, as such, are subject to routine random inspections by school personnel. Students are responsible to keep their lockers as well as the floor around the locker area clean and tidy. Any marking or defacing of the locker is the student's responsibility to correct. Students are permitted to go to their lockers at designated times only. Students are issued and responsible for school locks. No other lock may be used. Locks other than school issued locks will be removed by school personnel. Students will be responsible for the cost of any lock which is lost or stolen. When the lock is properly closed it is impossible for someone to

open it unless they know the combination. *Students **must not** share their lockers or combinations with anyone and they must properly close their locks after each use to prevent loss or theft.*

LOST AND FOUND

Lost and Found is operated from a storage closet. Our security aide is in charge. She will ask for a description of valuable items before she returns them to a student. Found items should be turned in as you might be accused of stealing if you fail to do so.

LUNCH

A student may apply for a free or reduced lunch at the beginning of each school year or immediately when transferring from another district. The board office handles all lunch applications. Each household must have an application on file even if the family is not applying for free or reduced priced lunch.

Lunch Procedures

1. Students will be sent to their lockers to pick up lunches, (if applicable) and afternoon materials.
2. Students should then report to their assigned tables in the cafeteria and remain there for the lunch period.
3. The staff will dismiss tables one at a time for students to line up at the front of the cafeteria to be served.
4. After students have finished eating, they may dispose of leftovers and trays in the proper places at the direction of the lunch supervisor and return to their assigned tables.
5. Lunch and snacks will be sold at the same time. Students must get utensils, condiments and napkins at this time.
6. Noise level should always be maintained at a reasonable level.
7. Only an administrator or the lunchroom supervisor may excuse students to the lavatory.
8. Food must be eaten in the cafeteria and not taken from that room.
9. Tables will be dismissed one at a time, only after the entire eating area (tables, floors, etc.) is completely clean and free of debris. No one is to leave the cafeteria without having been excused by a lunch duty teacher or an administrator.
10. Lunch time should be enjoyed by all students. Please respect your fellow classmates at all times in the dining area.

MEDIA CENTER

The school Media Center is located on the first floor. All users of the media center are expected to be aware of the responsibility they share with other students for maintaining a useful and efficient media center. The students may use the media center provided they have a pass and adhere to the schedule posted by the librarian. Library books must be returned when due or a fine will be assessed. Library materials not returned five days after the due date will be considered lost. Students must pay for those materials at that time and may be subject to having library privileges restricted.

NATIONAL JUNIOR HONOR SOCIETY

The Glassboro KIP Chapter of the National Junior Honor Society was chartered through the NASSP. Its purposes are to recognize and encourage academic achievement while developing other characteristics such as scholarship, citizenship, character, service and leadership.

Election to the National Junior Honor Society is an honor accorded to a select group of students by the faculty council on behalf of the school faculty. Students may not apply for membership, and membership itself is a privilege, not a right.

To fulfill the scholarship requirement, students must have the following:

1. Candidacy at the end of 7th grade- a cumulative grade point average over 2 marking periods of

87.5% or above.

2. Candidacy at the end of 8th grade- a cumulative grade point average over 6 marking periods of 87.5% or above.

Academically qualified students are given a Student Activity Information Form. They are given a specific date to return this completed form. Late forms will not be accepted for further consideration.

If the candidate continues, he/she is then evaluated by the entire faculty in the areas of leadership, citizenship, service and character on a scale of 1 to 4, (with 4 being the highest point for each area). The candidate needs an overall average of 3.5 in this evaluation to continue in the selection process.

All information is then reviewed by the Faculty Council (composed of approximately five faculty members) and the Chapter Advisor, and a final selection is completed. The decision of the Faculty Council is final. The administration, students and parents are notified by the Faculty Council of their decision.

(While there is no appeal of the Faculty Council's decision, Council members will meet privately with students who were not selected to give advice on where the student needs to improve. This meeting will take place upon request of the student or parents.)

PARENTS AS PARTNERS

The goals of the program are as follows:

1. To increase parent participation in our school
2. Improve parent understanding of our:
 - a. curriculum
 - b. procedures
 - c. school culture
3. Provide opportunities for teacher/parent interaction

To participate simply do the following:

1. Arrive at school anytime from 8:00 a.m.- 1:00 p.m. (No appointment necessary.)
2. Sign-in and get a visitor's pass.
3. Spend the day or part of the day with your child.

In order to ensure that your visit is productive and not disruptive to the classroom we do not allow visits in September, June or during any standardized testing weeks. Please join us for this exciting activity!

PERMANENT MARKERS

Students are not permitted to bring permanent markers to school. Teachers requiring students to use markers will provide them in class.

PLAGIARISM

Plagiarism will not be tolerated in any form. That is, students may not submit any writings, passages, or ideas as originals when those writings, passages or ideas are those of another. A student who plagiarizes or is involved in plagiarism will receive a zero (0) for the assignment.

SAFETY IN THE CORRIDORS

Always keep to the right – only use designated up and down stairs. Never run in the hallways. This could result in a serious accident. Control your voice – loud talking and being unnecessarily noisy are not permitted. Do not block traffic, keep moving, and go directly to your classes.

SUMMER SCHOOL /RETENTION

Students must attend summer school if they fail one or more of the following classes: language arts, math, physical education, science or social studies. Students who fail three or more of these courses may be retained. Final decisions regarding placement are under the jurisdiction of the administration.

TECHNOLOGY POLICY (*Pending New Policy*)

On June 30, 2003, the Glassboro Board of Education adopted a revision of the Technology Policy that pertains to computer, network and Internet use in the district's schools. The Technology Policy was necessary to revise due to our growing implementation of technology in the schools. The expansion of the program reflects the importance of technology skills in the world of today and tomorrow. The district takes pride in our computer program as it continues to develop. Glassboro's technology program is a comprehensive plan reflected in the curriculum of Rodgers School through the High School.

The opportunity to use technology will allow your child to research many school related subjects, and send or receive e-mail locally or nationally. Over the next few years, students will be able to view other students and teachers live, via distance learning applications. The Internet is a vast resource of information that will impact heavily upon students in their future school years. In addition, the work force of the future will require webbased skills as well as other technology related skills.

In the past, there has been much controversy over student Internet use regarding safety and objectionable material. Glassboro Public Schools has taken precautions to protect your children. The district has installed Internet filtering software for student protection in accordance with the new Children's Internet Protection Act. In addition, students will be under the direct supervision of teachers. Students will use sites and search engines that are deemed safe for children by Glassboro teachers and education publications.

Along with the privilege of using the Internet comes responsibility. The Policy and Agreement explains student responsibility with district technology. The rules outlined are for everyone's protection. Please be aware that the district will not allow Internet use by those students whose parents or guardians do not sign the agreement. The High school agreement requires that students also sign. Please return the agreement with your child to his or her particular school.

Following is an executive summary of the Technology Policy. The Policy is available for parents to read in its entirety. If interested, please contact the principal's office of your child's school building or view the Policy on your district website at www.glassboro.k12.nj.us

TECHNOLOGY POLICY EXECUTIVE SUMMARY

For the protection of Glassboro Public Schools and its students, the Technology Policy covers the following areas:

Internet and Network Use: A filter is in place as required by the Children's Internet Protection Act. Abuse of the Internet will not be tolerated. This includes, but is not limited to, plagiarizing material, downloading of obscene or violent material, attempts to break into the network, sending or forwarding any threatening, harassing, or obscene e-mail, use of another's account or password, and tampering with files or settings on any District server.

If on the network, all users must log off when leaving a computer.

Software:

Software is to be licensed for any particular purpose for which it is used. **It is a violation of federal law to copy software without the express permission of the software publisher.** Violators can potentially be fined hundreds of thousands of dollars. The district technology Policy strictly prohibits software copying. The District reserves the right to remove unlicensed software from any computer, including any software downloaded from the Internet. The District also reserves the right to take disciplinary action against violators for any violation of the policy. By using the District's equipment, violators agree to indemnify, defend and hold the District harmless for violations of copyright laws.

General Use:

Any software or hardware brought into the District must first be brought to the attention of the building level technology personnel, or District Technology Coordinator.

The District will keep antivirus software on all machines, where applicable. Backups on servers will be run by the District Network Engineer and authorized personnel.

The District makes no warranties of any kind, express or implied, for the service it is providing. The district will not be responsible for damages of any kind suffered by anyone as a result of or in association with his or her use of the District's computer system for any purpose.

The hardware, software and network technology in Glassboro Public Schools belongs to the District. Administration reserves the right to view the following at any time on any computer user account: e-mail messages, Internet usage, network user accounts, and files kept on individual computer or server hard drives.

Glassboro teachers and staff have the right to view any student computer work, e-mail messages, Internet usage, files, network user accounts, and general use.

Out-of district e-mail accounts accessible through the Internet or dial-up connections are not allowed using District computers.

Inappropriate web sites, abuse of equipment, and/or other violations of the technology policy by any user shall result in appropriate disciplinary and/or legal action.

The policy can be viewed online at: <http://www.glassboro.k12.nj.us/Technology%20Policy.htm>

TELEPHONE USE BY STUDENTS

The following procedure applies to the use of the telephones during the school day.

1. Calls may not be made during class times but lunchtime and after school only (unless there is an emergency).
2. The use of the office phones will be for emergencies with the permission of the school authorities.

TEXTBOOKS ISSUANCE AND FINES

Textbooks are the property of the Board of Education. Students are issued textbooks as a loan to enhance their education. The student must cover textbooks. The teacher upon issuance records the condition of the books. Books must be returned in the same condition as when issued or bearing signs of reasonable wear and tear only. When this does not occur, the Board of Education shall hold the pupils liable for payment for the loss of or damage to any instructional material. The department will assess the fines as indicated:

1. New books- Student will pay purchase price of book.
2. Books one-year-old or older- Student will pay a fine equal to 20% reduction per year of the original purchase price.
3. New novels- Student will pay the purchase price of the book
4. Novel one year or older- Students will pay a fine equal to 10% reduction per year of the original purchase price.

Students who do not pay assessed fines will not receive final report cards or certificates of promotion from eighth grade. Eighth graders must satisfy their fines to be eligible to participate in the promotion ceremony.

GLASSBORO INTERMEDIATE SCHOOLS
September 2017
CODE OF CONDUCT

Self-discipline and understanding are key elements to a productive learning environment.

In order for all students to succeed in an educational environment, it is essential that a safe, positive school climate be established and maintained. Fundamental to accomplishing this is the development of self-discipline strategies. In partnership with the home, the school will work to improve decision-making and problem-solving skills to develop an increased sense of responsibility in each student.

To establish and maintain a positive school setting, staff will assist students in developing high expectations for their own behavior. Every effort will be made to recognize and reward positive behavior. Whenever disciplinary action is

necessary, it will be imposed in a fair and consistent manner such that students will be able to accept the consequences of their behavior choices.

Effective September 1, 2010, students who receive alternative placement as a consequence of their behavior choices will be required to report to the Glassboro High School from 3p.m. - 7p.m. for the designated length of their placement.

Attendance is mandatory. Students who were assigned to serve Saturday Detentions are required to attend the Glassboro High School 8a.m. -12p.m.

KEY FOR IDENTIFIED CONSEQUENCES

- AD** **Administrative Detention**
- AP** **Assistant Principal**
- BA** **Board Action**
- C** **Complaint signed with legal authorities**
- DT/ME** **Drug Testing/Medical Exam**
- EH** **Expulsion Hearing**
- SC** **School Counselor**
- LD** **Lunch Detention**
- LP** **Lost of Privileges**
- P** **Principal**
- PNA** **Parent Notification by Administrator**
- PNN** **Parent Notification by Nurse**
- PNT** **Parent Notification by Teacher**
- R** **Restitution**
- RA** **Reprimand by Administrator**
- RT** **Reprimand by Teacher**
- S1-S10** **Suspension 1-10 days all suspensions require a parent conference before students return to school**
- 3-7 (1-4)** **Alternative Instructional Placement (Attendance as required at Glassboro High School 3pm-7pm)**
- SD2** **Saturday Detention 2 hours (Attendance as required at Glassboro High School 8am-10am)**
- SS4** **Saturday School 4 hours (Attendance as required at Glassboro High School 8am-12pm)**
- SRO** **School Resource Officer**
- SUP** **Superintendent will be consulted**
- TA** **Threat Assessment**

Section I Infractions relating to attendance

	1	2	3	4	5	6
1. Lateness to school (As per district policy)	5 th Lateness AD	10 th Lateness SS4 (2), PNA, Pass Restriction 1 Semester	15 th Lateness 3-7 (1), PNA	20 th Lateness 3-7 (3), PNA, Pass Restriction Remainder of school year, AEHS placement possible		
2. Lateness to class	RT	PNT	PNT	LD	AD	SD2

3. Cutting class or detention; including leaving without permission and lateness/missing from class exceeding 10 minutes	AD	SD2	SS4	SS4 (2)	3-7 (1)	3-7 (2)
4. Cutting Saturday Detention 2 hours	SS4	SS4 (2)	3-7 (1)	3-7 (2)	3-7 (3)	S1, P
5. Cutting Saturday detention 4 hours	SS4 (2), SC	3-7 (1), SRO	3-7 (2), AP	3-7 (3), AP	S1, P	S2, SUP
6. Truancy	SS4, SC	SS4 (2), SRO	3-7 (1), AP	3-7 (2), AP	3-7 (3), P	3-7 (4), SUP
7. Leaving school grounds without authorization	SS4, SC	SS4 (2), SRO	3-7 (1), AP	3-7 (2), AP	S1, P	S2, SUP

Section II Infractions relating to safety and security

	1	2	3	4	5	6
1. General misconduct including disruption, profanity, excessive noise, inappropriate conduct, running in hallway, *Agenda violation	RT, PNT	PNT, SC	LD, PNA	AD, PNA	AD (2), PNA	SD2 (2), LD
	*Agenda	violations 1-5	will receive LD,	6 or more	will receive AD	
2. Defiance-failure to respond or follow directions of a faculty member; failure to remain in an assigned area; disrespectful acts toward staff; false information, false notes and forged signatures	RT, PNT	PNT, SC	AD (2), PNA	SD2, LD, PNA	SS4, AD, PNA	SS4 (2)
3. In unauthorized area without permission	RA	AD2, PNA	SD2, PNA, SRO	SS4, PNA, P	3-7 (1)	3-7 (2)
4. Misconduct during fire drills or other emergency situation	RA, PNA, LD	AD, PNA, SC	SD2, PNA, SRO	SS4, PNA	3-7 (1), P	3-7 (2), SUP
	1	2	3	4	5	6
5. Taking of property of the school, staff member or another individual without the permission of the owner includes possession of stolen property	3-7(2), R, PNA, SC	3-7(3), R, PNA, SRO	S1, R, C, SRO	S2, R, C, SUP	S3, R, C, SUP	S4, R, C, BA
6. Extortion-applying pressure to take another's property	AD (2), PNA, SRO	SD2, PNA, AP, SRO	SS4, PNA, AP, SRO	S1	S3	S5
7. Defacing or destroying the property of the school, staff or another individual	SS4, R, PNA	SS4 (2), R, PNA, SRO	3-7(1), R, C, SRO	3-7 (2), R, C, SUP	3-7(3), R, C, SUP	S1, R, C, SUP

8. Unauthorized use of Cell Phones, Headsets, Electronic equipment or recording devices	RA, PNA	AD(2)	SS 4	3-7 (1)	3-7 (2)	3-7 (3)
9. Setting off alarms, calling in bomb scares or false emergencies; tampering with communication system	S3, SUP, C, SRO	S4, SUP, C, SRO	S5, SUP, C, SRO	BA, C		
10. Selling, distributing, possession or purchasing alcoholic beverages or illegal/ controlled substance while on the school premises or school activity for any purpose. (*MINIMUM)	S10, SUP, DT/ME, C	S10, BA, C, DT/ME				
11. Possession of prescription or over the counter medication without school notification (*MINIMUM)	PNN	3-7(1), DT/ME	3-7(2), SRO, DT/ME	S1, SUP, DT/ME	S2, BA	
12. Consumption or possession of alcoholic beverage or illegal substance or being under the influence of these substance (*MINIMUM)	*S10, SUP, SRO, DT/ME, C	*S10, SUP, SRO, DT/ME, C	*S10-30, BA, DT/ME, C			
13. Smoking, possession of or distributing cigarettes, tobacco products or over the counter medicine	3-7(1),	3-7(2),	3-7(3),	S1, SC,	S2, P	S3, SUP
14. Sexual harassment (Verbal & Written)	3-7(1), SC	3-7(2), SC	3-7(3), AP	S1, AP	S2, P	S3, SUP
15. Sexual harassment (physical)	3-7(2), SC	3-7(3), C, SRO	S2, SUP, C	S4, SUP, C		
16. Distribution/possession of pornographic materials	SS 4, PNA	SS4 (2), AP, SC	3-7(2), AP, SC	3-7(3), AP	S1, P	S3, SUP
17. Dress Code violations (students will be required to wear their gym uniform if they are in violation of the dress code. If they do not have their gym uniform, they will receive a loaner for the day if available.)	RT, PNA, LD	PNA, AD	PNA, SD2	SS4	3-7 (1)	3-7 (2)
18. Minor misuse of network computers (inappropriate websites and unauthorized use of the internet and computers)	SS4 LP(3) days	SS4 LP(5) days	SS4 (2) LP(10) days	3-7(1), SRO LP(20)	3-7(2), P, SRO, SUP, LP (year)	3-7(3) SUP, BA
19. Major misuse of network computers and other Electronics (any violations to the district's network servers including but not limited to hardware and data without authorization)	3-7(3) LP (10) days AP,SC,C	3-7(5) LP (20) days AP,SC,C, SRO	S(2),LP (30) AP,SC,C, SRO	S(4), LP (20) days AP, SC, C, SRO, LP (year), SUP, BA		

20. Possession of look-a-like weapons, drugs, fireworks, hazardous materials, matches, lighters, rocks	3-7 (3), AP, SC, SRO, TA	S1, P, SRO	S3, SUP, C			
21. Use of firearms or weapons other than firearms (*MINIMUM)	*S10-30, EH, Pending BA, C, TA					
22. Possession of firearms	S10, EH, BA, C, TA					
23. Possession of weapons other than firearms (*MINIMUM)	*S10, P, SUP, BA, C, TA	EH, SUP, BA, C				
24. Use or display of look-a-like weapons, drugs, fireworks, hazardous materials or object, matches, lighters, rocks	S3, AP, SC, SRO, TA	S5, P, C, SRO	S10, SUP, C			

Section III Infractions against persons

	1	2	3	4	5	6
1. Inappropriate language/gesture, profanity, name calling; all toward staff	3-7(1), AP	3-7(3) AP	S1, AP,	S2, P	S3, P	
2. Acts that subject a student to possible injury; inappropriate language/gesture, profanity, name calling; all toward student	SS4, AP	SS4 (2), AP, SC	3-7 (1), AP, SRO	3-7 (2), AP, SRO	3-7 (3), P, SRO	
3. Verbal bullying, (HIB Investigation may begin)	3-7(1), SC	3-7(2), SC	3-7(3), AP	S1, AP	S2, P	S3, SUP
4. Technology Bullying Phone, Computer, Internet (HIB Investigation may begin)	3-7(1), SC	3-7(2), SC	3-7(3), AP	S1, AP	S2, P	S3, SUP
5. Physical bullying (HIB Investigation may begin)	3-7(3), AP, SC	S2, AP, SC	S3, AP, SRO,C	S4, SRO, C, SUP	S5, SRO, C, SUP	
6. Terrorist Acts, threats of bodily harm, bomb threats	S5-10, AP, SRO,TA	S5-10, AP, SUP	S10, C, SUP	S10 ,C, SUP	S10, BA	
7. Acts of racial hatred, racial discrimination, racial harassment (HIB Investigation may begin)	3-7 (2), AP, SC	3-7(3), AP, SRO, SC,TA	S1, P, SUP	S5, P, SUP	S7, BA	
8. Incitement to fight or disorderly conduct	3-7 (1), AP, GC	3-7 (3), AD, GC	S1, AP, SRO	S3, P, SRO	S5, P, SRO	
9. Fighting	3-7(3), AP, SC	S2, AP, SC	S3, AP, SRO,C	S4, SRO, C, SUP	S5, SRO, C, SUP	

10. Assault of student	S3, AP, SRO	S4, AP, SRO	S5, P, C, SRO	S10, P, C, SUP	S10 SUP, C, BA	
11. Assault of staff (District Zero Tolerance Policy)	S10, SUP, C, BA	S10-30, SUP, C, BA				
12. Acts that subject a school employee to possible injury	S3, AP, SC	S4, AP, SC	S5, P, SRO	S10, SUP, C, BA		

Students whose infractions exceed the chart will be disciplined on a level, which in the administrator’s judgment, would fall in sequence. In addition, all students’ disciplinary action is subject to the discretion of the administration.

BUS DISCIPLINE CODE AND CONSEQUENCES

1. Eating or drinking on bus:
 - 1st offense – Verbal warning
 - 2nd offense – Written warning
 - 3rd offense – 1-day bus suspension
 - 4th offense – 3-day bus suspension, parent conference

2. Throwing or shooting objects on bus (to cause harm to someone else):
 - 1st offense – 3-day bus suspension
 - 2nd offense – 5-day bus suspension
 - 3rd offense – Loss of bus privileges

3. Smoking or lighting matches:
 - 1st offense – 3-day bus suspension, parent conference
 - 2nd offense – 5-day bus suspension, parent conference
 - 3rd offense – Loss of bus privileges

4. Fighting on bus:
 - 1st offense – 3-day bus suspension, 1 day 3-7, parent conference
 - 2nd offense – 5-day bus suspension, 2 days 3-7, parent conference
 - 3rd offense – Loss of bus privileges
 - *Individual school code

5. Head, arms or legs out the window:
 - 1st offense – Written warning
 - 2nd offense – 3-day bus suspension
 - 3rd offense – 5-day bus suspension, parent conference

6. Damage to bus:
 - 1st offense – 3-day bus suspension, parent conference, restitution
 - 2nd offense – 5-day bus suspension, parent conference, restitution
 - 3rd offense – Loss of bus privileges

7. Using profane or foul language on bus:
 - 1st offense – Written warning
 - 2nd offense – 1-day bus suspension

3rd offense – 3-day bus suspension, parent conference

8. Will not remain in assigned seat: 1st offense – Verbal warning
2nd offense – Written warning
3rd offense – 1-day bus suspension
4th offense – 3-day bus suspension, parent conference

9. Refusal to follow driver's direction and or general misconduct:
1st offense – Written warning
2nd offense – 1-day bus suspension
3rd offense – 3-day bus suspension, parent conference

10. Consistent tardiness to bus stop: 1st offense – Written warning
2nd offense – 1-day bus suspension,
3rd offense – 2-day bus suspension, parent conference

11. A. Weapons (Any object that can do harm to someone else)
*Individual school code of conduct

11. B. Look-A-Like Weapons
*Individual school code of conduct

12. Physical assault on driver:
*Individual school code of conduct

13. Verbal assault on driver:
1st offense – 3-day bus suspension, parent conference
2nd offense – 5-day bus suspension, parent conference
3rd offense – Lose of bus privileges, refer to superintendent

14. Horseplay:
1st offense – Written warning
2nd offense – 1-day bus suspension
3rd offense – 3-day bus suspension, parent conference

15. Unlisted offenses:
The Administration reserves the right to deal with other offenses that may arise which are not included in the aforementioned list in accordance with the severity of the offense.

16. Special Education Considerations:
The administration reserves the right to deal with Special Education Students on an individual basis.

Any infraction resulting on loss of bus privileges will be reviewed on a quarterly basis.

All parent conferences will include driver, transportation supervisor, principal and parent.