

Glassboro Intermediate School HANDBOOK



GLASSBORO PUBLIC SCHOOLS
GLASSBORO, NEW JERSEY
08028

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Bell Schedule 2021-22

Full Day

7:25 Warning	
7:28- 7:33 Homeroom/Announcements	
7:36 -8:13 Exploratory/PA	Full Day 60 Minute classes
8:16 – 9:16 Block 1	30 Minute Lunch
9:19 – 10:19 Block 2	
10:22 – 11:55 Block 3	2:01 8 th Grade Dismissal
10:22 - 10:52 Lunch 7 th Grade	2:03 7 th Grade Dismissal
10:55 – 11:55 Class 7 th Grade	
10:22 – 11:22 Class 8 th Grade	
11:25 – 11:55 Lunch 8 th Grade	
11:58-12:58 Block 4	
1:01 – 2:01 Block 5	

One Session Day

7:25 Warning	
7:28-7:33 Homeroom/Announcements	
7:36 – 8:23	
Block 1	
8:26 – 9:13	
Block 2	
9:16 – 10:03 Block 3	
10:06 – 10:53 Block 4	One Session Day 47 Minute Classes
10:56 – 11:43 Block 5	11:43 8 th Grade Dismissal
	11:46 7 th 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 7 th Grade	
11:43 – 12:27 Class 7 th Grade	
11:10 – 11:54 Class 8 th Grade	
11:57 – 12:27 Lunch 8 th Grade	2:00 8 th Grade Dismissal
12:30 – 1:15 Block 4	2:02 7 th Grade Dismissal
1:18 – 2:00 Block 5	

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 available on PowerSchool 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 in 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.

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.

Reporting Absences and Illnesses to School Nurse

Parents are required to call the school nurse at **652-2700 ext. 2311** 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

CELL PHONE, HEADSETS, ELECTRONIC EQUIPMENT and RECORDING DEVICES

These items can be highly disruptive in school. Students **may not** use or carry unauthorized items around the school. We realize that some parents want their children to carry a cell phone. Cell phones must be muted and kept in the student's locker. All cell phone infractions will result in the cell phone being taken from the student and turned in to the main office. 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 in the classroom.

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)	PAWS	Field Hockey	GLOW
Honor Roll (all A's & B's required)	Building Men	Cross Country	NJHS
Renaissance	Boys Basketball	Girls Basketball	Art Club
Wrestling			

Students are expected to abide by the dress code expectations noted above, and teachers will enforce compliance in a manner that is fair and consistent and aligns with the District's communicated philosophy, ensuring there is not an increase in marginalization or oppression of any group based on race, gender, ethnicity, religion, sexual orientation, socioeconomic status or cultural observance.

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)

Pursuant to the Glassboro School District Grading Policy 2624. The Intermediate School's grades will be based on 50% Summative Assessment and 50% Formative Assessment. Assignments will be accepted up to 10 school days late resulting in a 10% deduction for every school day the assignment is late.

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- Algebra 1 which moves into Geometry, 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.

Physical Education Department Requires a 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.

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.

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

The policy can be viewed online at www.gpsd.us

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.

STUDENTS' RIGHTS

[Click here for a full list of BOE Policies Concerning Student Rights](#)

DRESS CODE

[Glassboro Public Schools Board of Education – Policy 5511](#)

[Glassboro Public Schools Board of Education – Regulation 5511](#)

The Student Dress Code is designed to support equitable educational access and should not increase marginalization or oppression of any group based on race, gender, ethnicity, religion, sexual orientation, socioeconomic status or cultural observance.

While we believe that the primary responsibility for a student's attire resides with the student and his or her parent(s) or guardian(s), the school takes its responsibility to establish and enforce a dress code that:

- does not interfere with the health or safety of any student.
- does not contribute to a hostile or intimidating school environment.
- respects the District's intent to sustain a community that is inclusive of a diverse range of identities; and,
- affords students opportunities for responsible decision making.

Acceptable attire:

- Shirts that touch a pants waistband when in a relaxed position.
- Pants/jeans or the equivalent worn at the hips or higher (i.e. sweatpants, skirt, non-sheer leggings or yoga pants, shorts).
- Shirts that cover the front, back, and sides (i.e. Tank tops, off-the-shoulder shirts are permitted).
- Religious headwear and/or headwear worn for purposes that administration has provided advanced approval.
- Silk scarves for the hair- Not total coverage
- Sheer-transparent garments worn over acceptable garments – not underwear.
- Open toed shoes/sandals, except in specific cases when requested by teacher for safety reasons (gym class, science labs, etc.).

Unacceptable attire:

- Clothing or accessories with offensive, distasteful, or suggestive images or language. (e.g. profanity, hate speech, and erotic language/images.)
- Clothing or accessories that denote, suggest, display or reference alcohol, drugs or related paraphernalia, weapons or other illegal conduct or activities.
- Clothing or accessories that will interfere with the operation of the school, disrupt the educational process, invade the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights.
- Shorts, skirts, dresses that are above fist length.
- Tube tops, midriff baring shirts, crop tops, spaghetti straps and halter and/or pants/jeans that sit below the hip exposing the midsection.
- Sunglasses (unless prescribed by a doctor and a doctor's note is provided).
- Accessories that could be considered dangerous or could be used as a weapon.
- Robes, blankets and/or pillows.
- Pajamas or Slippers
- Outerwear & head coverings (heavy jackets, overcoats, rain gear, gloves, hoods, hats, baseball caps, bandanas). **Note - Silk scarves may be worn.**

Students are expected to abide by the dress code expectations noted above, and teachers will enforce compliance in a manner that is fair and consistent and aligns with the District's communicated philosophy, ensuring there is not an increase in marginalization or oppression of

any group based on race, gender, ethnicity, religion, sexual orientation, socioeconomic status or cultural observance.

MISCELLANEOUS

EMPLOYMENT PAPERS

Any student under eighteen years of age must secure working papers if he/she is going to work during the summer, after school, or withdraw for employment. Working papers can be obtained in the guidance office.

ATTENDANCE

LATE ARRIVAL AND EARLY DISMISSAL

[Glassboro School District Board of Education – Policy #5230](#)

The Board of Education requires that pupils attend the full school day in order to benefit from the instructional program. That requirement will be waived only when compelling circumstances require that a pupil be late to school or dismissed from school before the end of the school day.

The Principal may excuse for cause the late arrival and early dismissal of a pupil on the prior written request of the pupil's parent(s) or legal guardian(s). Good cause may include, but need not be limited to, medical and dental appointments that cannot be scheduled outside the school day, medical disability, a motor vehicle driver's test, interviews for college entrance or employment, and court appearances.

No pupil under the age of eighteen will be permitted to leave the school before the end of the school day except in the presence of the pupil's parent(s) or legal guardian(s), or an agent of the parent(s) or legal guardian(s) who has written authorization, or in the custody of agents of the state acting in their legal capacity.

The Principal shall maintain a record of the parent(s) or legal guardian(s) of each pupil. If one parent has been assigned custody of the pupil by court order or separation agreement and wishes to limit the noncustodial parent's access to the pupil, the parent in custody must inform the Principal of any such limitation and may request that his/her authorization be required before the noncustodial parent is granted access. In the absence of such notice, the Principal will presume that a pupil may be released into the care of either parent.

A pupil who suffers an incapacitating medical disability will be released from school only in the presence of an adult.

Late to School (LTS)

Students who are not in their homeroom class by 7:28 are considered late to school. Once the 7:28 bell rings, any student in the halls or entering the building must report to the Attendance Desk for a late pass. The lateness will be entered into our system and the student will be issued

five (5) discipline points. Once a student reaches twenty-five points, he/she will become ineligible for athletics, extra-curricular activities and all school related functions until the student's point total reduces to fifteen points and the student has gone thirty days without earning any additional points/discipline.

Late to Class (LTC)

To alleviate loitering in the halls between classes and hold students accountable for lateness to class, the following procedure for LTC has been established: **Teachers are to contact parents & record in PowerSchool all students who are LTC. Upon the third offense, the teacher will submit a referral in which the administration will administer consequences in accordance with the Student Code of Conduct.**

ABSENTEEISM

Students in grades 7-8 are required to attend each class every day that school is in session. **In order to be eligible to participate in extracurricular activities, a student must arrive at school prior to 8:25 A.M., or have a documented A.M./P.M. excused absence.** Students who are absent from school are not permitted to be on school property for any reason.

PERFECT ATTENDANCE

Perfect attendance means a child is present every day school is in session during the school year. The child must be present for each class; therefore, a child cannot have any tardies or early dismissals to have perfect attendance. A certificate of perfect attendance will be presented at the end of the school year. **With the exception of religious holidays, excused absences void perfect attendance.** *Note - Any pupil absent from school because of a religious holiday that is listed/approved by the NJ Department of Education will not be deprived of any award because of such absence.*

ATTENDANCE LETTERS

- When a student reaches **three (3) unexcused absences**, a warning notice will be sent home and a phone call will be made to the parent/guardian to inquire about accrued absences.
- Upon reaching **five (5) unexcused absences**, a notice will be sent home detailing our attendance policy, and a meeting with the student will be scheduled.
- **Eight (8) unexcused absences** will result in a Truancy Warning Letter, informing parents/guardians that additional absences will be brought to the attention of the court.
- **Ten (10) or more absences (excused or unexcused) will result in truancy charges and a scheduled court appearance.**

Note - Absences that exceed eight (8) days (excused or unexcused) will result in a home visitation from the Glassboro Public Schools Truancy Officer at which time truancy officer can recommend truancy charges pursuant to NJSA 18A:38-25.

EARLY DISMISSAL

Students who sign out prior to 11:30 a.m. will be considered absent for the day.

UNEXCUSED TIME OUT OF CLASS

Cutting class and/or being out of class for ten (10) minutes or more, without prior authorization for such an extended period of time, will be marked absent from said class and will receive discipline in accordance with the student code of conduct.

ABSENCE NOTES

Notes for absences must be submitted to the attendance office within two days of the absence(s).

MAKE-UP WORK

The deadline for make-up work is equal to the consecutive number of days a student was absent from school. A student who missed an assessment because of an excused absence shall be offered an opportunity to take the assessment or an alternative assessment. The rescheduled date shall not exceed the number of days absent.

CODE OF CONDUCT

BEHAVIORAL INTERVENTION OPTIONS

Teacher Lunch Detention (TLD)

Teacher Lunch Detention (TLD) is designed to give teachers the use of another corrective measure to change a student's behavior with regard to classroom misconduct and tardiness. Teachers may assign lunch detention as necessary to address inappropriate behavior. In accordance with the Code of Conduct, failure to report to TLD or follow the established guidelines will result in further disciplinary action.

Administrative Lunch Detention (ALD)

Administrative Lunch Detention (ALD) is the primary behavioral intervention used to address most Tier I and Tier II discipline code violations. *Note - In accordance with the Code of Conduct, failure to report to ALD or follow the established guidelines will result in further disciplinary action.*

After School Detention (ASD)

Monday- Thursday from 2:30- 3:30 P.M.

ASD is provided by the school as an intermediate step prior to an extended school day or more serious measures and serves to warn students that continued misbehavior will result in consequences that are more serious. Assignments to ASD are made by administrators. ASD begins at 2:30 P.M. and concludes at 3:30 P.M. Tardiness is not permitted; thus failure to report on time is treated as a "no show," and the student may be assigned additional days or suspended (repeat offenses). A student who fails to report to or cooperate while in ASD will be

referred to an administrator and disciplined with appropriate consequences that may include additional extra dates in ASD or an ESD.

Extended School Day (ESD)

Monday- Thursday from 2:30 to 5:30 P.M.

An ESD is provided by the school for students who commit serious infractions that warrant more than ASD or for those who are repeat offenders. Assignments to ESD are made by administrators. Students who are assigned ESD will attend school and follow their regular assigned schedule from 7:25 a.m. to 2:06 P.M. After the regular school day is over, these students will then report to the designated ESD classroom (as determined by administration). ESD is an additional three hours of school; it begins at 2:30 P.M. and concludes at 5:30 P.M. Students are responsible for providing their own transportation home from ESD. Tardiness is not permitted; thus, failure to report on time is treated as a “no show,” and the student may be assigned additional days or suspended (repeat offenses). A student who fails to report or cooperate while in ESD will be referred to an administrator and disciplined with appropriate consequences that may include additional extra dates in ESD or possible suspension from school. ESDs are held on Tuesdays and Thursdays. **While assigned to an ESD, students are not allowed to practice or participate in any extracurricular activities, e.g. athletics, clubs, concerts, field trips, etc.**

Out-of-School Suspension (OSS)

Students who commit major and serious infractions or who are repeat offenders may face out-of-school suspension (OSS), which is a denial of school attendance and of participation in or attendance at school- sponsored activities. Such suspensions are made by the administration in accordance with the policies of the Glassboro School District. All suspensions may be appealed to the Principal and are subject to Due Process Procedure.

When a student is suspended outside of school, a parent conference will be scheduled upon reentry. Upon return, the student will have the number of days equal to the number of days suspended to make up all work missed and to reschedule any missed tests; however, making up class participation will not be possible and those grades will remain at zero. All makeup work and tests retaken are to be given full credit if completed within the time allowed.

If a student is suspended from school for any reason, he or she is not permitted to participate in any school activities including, but not limited to, athletic events, practices, clubs, concerts, field trips, etc., nor is the student to be on school property on the date(s) of suspension. This also includes any weekend or holiday that may fall within the days of suspension. If the student is found on school property without administrative permission, he/she is subject to additional disciplinary action and possible trespassing charges. If school is closed due to inclement weather or other emergency on a day of suspension, the day is excluded from the count and the suspension will continue on the day school resumes.

ALTERNATIVE EVENING HIGH SCHOOL PLACEMENT

The Alternative Evening High School program is designed to meet the needs of students who are unable to navigate within the traditional school setting and who face academic, behavioral and/or attendance challenges that limit his/her success. The decision to place students into our AEHS is made in cooperation with the Child Study Team (if necessary), Guidance and Administration and/or recommendation by a parent or guardian.

Students attending our AEHS report to school from 3:00 PM to 7:00 PM. **Please note, that our AEHS course offerings are limited available.**

Students are placed into the AEHS for reasons including, but not limited to:

1. Three (3) or more Tier III offenses, and/or two (2) or more Tier IV offenses.
2. Out of school suspensions (OSS) totaling more than ten (10) school days.
3. Continued excessive absences/truancies.
4. Failures in two (2) out of four (4) courses in a semester or three (3) out of eight (8) in an academic school year.
5. **Discipline point total of fifty points or more for a period lasting more than 45 school days. This includes points accrued from lateness to school.**

REMOVAL OF PUPILS FROM REGULAR EDUCATION

NJSA 2C; U.S.C.921

Any pupil who is convicted or found to be delinquent for the following offenses shall be immediately removed from the school's regular education program for a period of not less than one calendar year and placed in an alternative education school or program pending a hearing before the district board of education to remove the pupil:

- Possessing a firearm, on any school property, on a school bus, or at a school sponsored function; or committing a crime while possessing a firearm.
- Any pupil who assaults a pupil, teacher, administrator, board member, or other school district employee with a weapon other than a fire-arm on school property, on a school bus, or at a school sponsored function must be immediately removed from the school's regular education program and placed in an alternative education school or program, pending a hearing before the district board of education.

PRINCIPAL'S PROBATION

Students who display a pattern of behavior that is not reflective of our discipline code expectations will be placed on Principal's Probation and will be prohibited from participating in and/or attending extracurricular activities, including, but not limited to dances/prom, clubs, athletic events, field trips/senior trip, shows, etc.

Principal's Probation will be imposed for, but not limited to a student who accumulates twenty-five (25) points or more. Students are placed on principal's probation for a minimum of thirty (30) calendar days. For students committing Tier III or Tier IV infractions, Principal's Probation begins on the date of the student's return to school from suspension. Academic

activity such as after school help or academic support is permitted while on probation but requires administrative approval.

NOTE: Any student found in violation of Principal's Probation is subject to additional disciplinary action, including suspension and possible trespassing charges. All disciplinary actions taken are at the discretion of the principal or designee. Any student who is subject to Principal's Probation for the remainder of the school year may appeal the probationary period to the principal. **The Principal's decision is final.**

POINT SYSTEM

A points system is utilized to hold students accountable for their behavior and provide suggested guidelines for disciplinary action. The points system allows administration and staff to ensure that students conduct themselves in a responsible manner. When a student is found in violation of the Code of Conduct, he/she is given points according to the tier in which the violation is listed. These points accumulate through the course of the year. The numeric value of each tier is listed below:

- Tier I Violation = Five (5) points
- Tier II Violation = Ten (10) points
- Tier III Violation = Twenty-Five (25) points
- Tier IV Violation = Forty (40) points

POINTS ROLLBACK

For every thirty (30) consecutive days without incident/points, ten (10) points will be deducted from a student's yearly accumulated point total, until the point total is zero. **When a student ends the current school year, all points will be rolled back to zero (0) for the next school year with the exception of any points accrued during the last thirty (30) calendar days of school.** These will be held over to the following school year on the individual's point record.

POINTS ROLLBACK AND PRIVILEGED ACTIVITIES/EVENTS

If there is a disciplinary infraction prior to a privileged event such as graduation, dances, awards assemblies, etc., and that there is not sufficient time for disciplinary points to rollback (i.e. less than 30 days prior to the event) then the consequence(s) may result in a loss of attendance and/or participation in events such as graduation, dances, assemblies, etc.

POINTS SYSTEM BENCHMARKS

As a student accumulates discipline points through the course of the year, disciplinary action will be taken in the following ways:

Fifteen (15) points: A written notice will be mailed to the parent/guardian.

Twenty-five (25) points:

Once a student accumulates twenty-five (25) points, he/she will be placed on Principals Probation and will become ineligible for athletics, extracurricular activities, and school related functions. In order to be eligible for reinstatement, a student’s point total must drop to fifteen points or less, and he/she must go thirty consecutive days without incident/points. Upon reaching the aforementioned benchmarks, eligibility can be reinstated pending a meeting with a student’s assistant principal.

The parent/guardian will be notified via a telephone call, a written notice will be mailed home, and the athletic director/extracurricular coach/advisor will be notified of the student’s ineligibility.

PUPIL DISCIPLINE/CODE OF CONDUCT

[Glassboro School District Board of Education – Policy #5600](#)

The discipline code is intended as a guideline for interpreting the possible disciplinary action to be taken by faculty and/or administration for various disciplinary offenses. This discipline code is not all-inclusive and may be altered, modified, or applied in response to student conduct or events at any time deemed by the administration.

The discipline code can be applied progressively or at the discretion of the administration and may result in placement in the district’s alternative program. It must be emphasized that actions taken by teachers and/or administrators are intended to remediate problems and provide a safe and secure environment for learning. Teachers are urged to contact parents about student disciplinary issues in the classroom in conjunction with teacher warnings, teacher detentions, and administrative referrals.

GLASSBORO INTERMEDIATE SCHOOL CODE OF CONDUCT

CONSEQUENCES, HOURS, AND LOCATIONS
<p>ALD - Administrative Lunch Detention: (30 min.) ASD - After School Detention: 2:30-3:30 (1 hr.) ESD - Extended School Day: 2:30-5:30 (3 hrs.) FTS - Failure to Serve/Appear OSS - Out of School Suspension</p>
PRINCIPALS PROBATION
<p>Once a student reaches twenty-five (25) points, he/she will become ineligible for athletics, extra-curricular activities, parking, early release, and all school related functions until the student’s point total reduces to fifteen points and the student has gone thirty days without earning any additional points/discipline.</p>
VIOLATIONS BEYOND THE CODE

Unfortunately, violations can occur in the high school setting beyond what is described above. When these violations occur, they need to be dealt with more severely because of the implications they can have and for the safe, orderly operation of our school. Discipline will begin at a minimum of the third offense.

Tier I – INFRACTIONS RELATING TO ATTENDANCE and SCHOOL RULES & PROCEDURES
Points – 5 pts per infraction

<i>REPEAT OFFENDERS WARRANT A HEIGHTENED RESPONSE</i>	Number of Offenses		
	1	2	3
A. Improper use of a Hall Pass	Warning	Five (5) Pts. Per Infraction	
B. Dress Code Violation	Warning	Five (5) Pts. Per Infraction	
C. Littering	Warning	Five (5) Pts. Per Infraction	
D. Unauthorized use of Earbuds/Headphones (Hallway, assemblies, etc.) <i>Note - Classroom violations see Tier I.P</i>	Warning	Five (5) Pts. Per Infraction	
E. Riding an Unauthorized Bus without Administrative Approval.	Warning	Five (5) Pts. Per Infraction	
F. Solicitation/Sale of Goods and Services without Administrative Approval. <i>Note – For Drugs and Alcohol see Tier IV.E</i>	Warning	Five (5) Pts. Per Infraction	
G. Eating in Non-Designated Areas.	Warning	Five (5) Pts. Per Infraction	

Tier I – INFRACTIONS RELATING TO ATTENDANCE and SCHOOL RULES & PROCEDURES
Points – 5 pts. per infraction

<i>REPEAT OFFENDERS WARRANT A HEIGHTENED RESPONSE</i>	Number of Offenses		
	1	2	3
H. Academic Integrity (See Plagiarism/Academic Integrity Code) <i>Pursuant to District Policy 5701.</i>	Zero on an assignment + Five (5) pts per infraction <i>Note - Students who distribute copies of assessment/assessment questions and/or answers will warrant a heightened response of two (2) ESD and ten (10) points per infraction.</i>		
I. Late to School (LTS)	Five (5) Pts. Per Infraction As a reminder 25 pts. = Loss of Privileges		
J. Late to Class (LTC) <i>Note – A student is referred to administration after he/she has been LTC on three (3) occasions, and their teacher of record has already addressed the issue.</i>	ALD (2)	ASD (2)	ESD (2)
K Cutting Class (leaving without permission & lateness/missing from class for over ten minutes.	ASD (1)	ASD (2)	ESD (2)
L. Teacher Detention - Failure to Serve	ALD (2)	ASD (1)	
M. ALD - Failure to Serve	ASD (1)	ESD (1)	
N. ASD - Failure to Serve	ESD (1)	OSS (1)	
O. ESD - Failure to Serve	OSS (1)	OSS (2)	
	ALD (2)	ASD (2)	

P. Inappropriate Use of Technology - Including but not limited to use of cell phones, smart watches, etc.	DEVICES MAY BE CONFISCATED BY FACULTY AND/OR ADMINISTRATION AND PARENTAL PICKUP MAY BE REQUIRED		
Q. Failure to Follow Rules and/or General Misconduct on School Transportation	ALD (2)	ASD (2)	
R. General Misconduct [Including, but not limited to: profanity, loitering, running in the halls, and public display of affection (intimate touching and/or kissing)]	ALD (2)	ASD (2)	
Tier II – INFRACTIONS RELATING TO SAFETY AND SECURITY Points – 10 pts. per infraction			
<i>* Level of discipline may vary depending on the nature of the offense.</i> <i>**Possibility of police charges, restitution for loss, and board action.</i>			
<i>REPEAT OFFENDERS WARRANT A HEIGHTENED RESPONSE</i>	Number of Offenses		
	1	2	3
A. Restricted Area/Unauthorized Entry – Including, but not limited to failure to report to the attendance office upon arrival after the bell and/ or in an unauthorized area without permission/supervision.	ASD (2)*	ESD (2)*	OSS (2)
B. Disturbance to the School and/or Learning Environment - Larger Population; Ex – Hallway Misconduct, Lunchrooms, Assemblies, Etc...)	ASD (2)*	ESD (2)*	OSS (2)
Tier II – INFRACTIONS RELATING TO SAFETY AND SECURITY Points – 10 pts. per infraction			
<i>* Level of discipline may vary depending on the nature of the offense.</i> <i>**Possibility of police charges, restitution for loss, and board action.</i>			
<i>REPEAT OFFENDERS WARRANT A HEIGHTENED RESPONSE</i>	Number of Offenses		
	1	2	3
C. Defiance/Insubordination - Failure to follow directives and/or rules and expectations including, but not limited to the academic environment/classroom, after school activities, school sponsored events, ALD, ASD and ESD).	ASD (2)	ESD (2)	OSS (2)
D. Falsification of Records/Alerting of Documents	ASD (2)*	ESD (2)*	OSS (2)
E. Leaving School Grounds without Proper Authorization/Cutting School	ASD (2)*	ESD (2)*	OSS (2)*

F. Inappropriate language, Rude, and/or Disrespectful Comments that cause a disruption to the school or learning environment and/or impedes the learning of a student. Comments related to race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical, or sensory disability, or any distinguishing characteristic or sexually remarks are not applicable. See Tier III.C Violating the Rights of Others	ESD (2)*	OSS (2)*		
G. Gambling **	ESD (2)*	OSS (2)*		
H. Breach of Security – Violation of regulations, requirements, procedures or guidelines that comprise the safety and security of staff and students. <i>Ex - Opening perimeter doors without authorization</i>	ESD (2)*	OSS (2)*		
I. Tampering with Locks and/or Magnetic Strips - Including, but not limited to theft of lockdown magnet.	ESD (2)*	OSS (2)*		
J. Trespassing **	ESD (2)*	OSS (2)*		
Tier II – INFRACTIONS RELATING TO SAFETY AND SECURITY				
Points – 10 pts. per infraction				
<i>* Level of discipline may vary depending on the nature of the offense.</i>				
<i>**Possibility of police charges, restitution for loss, and board action.</i>				
REPEAT OFFENDERS WARRANT A HEIGHTENED RESPONSE	Number of Offenses			
	1	2	3	
K. Distribution/Possession of Pornographic Material. <i>For incidents relating to child pornography see Tier IV F.</i>	ESD (2)*	OSS (2)*		
L. Theft and/or Possession of Stolen Goods ** (Less than \$10 in value)	ESD (2)*	OSS (2)*		
Tier III -MISDEMEANORS				
Points - 25 pts. per infraction				
<i>* Level of discipline may vary depending on the nature of the offense.</i>				
<i>**Possibility of police charges, restitution for loss, and board action.</i>				
REPEAT OFFENDERS WARRANT A HEIGHTENED RESPONSE	Disciplinary Action		Complaint filed with Glassboro Police Department.	Principal’s Hearing & Probation
	Number of Offenses			
	1	2		
A. Theft, Distribution, and/or Possession of Stolen Goods or Counterfeit Funds** (More than \$10 in value)	OSS (2)*	OSS (4)*	X	X
B. Jeopardizing the Safety of Others and/or Hazardous,	OSS (2)	OSS (4)	X	X

Reckless, or Physically Dangerous Conduct; Including, but not limited to misuse of staff and security, administrative resources, putting others in danger of harm, or failure to report hazardous/reckless conduct	INCIDENTS THAT CAUSE A DISRUPTION TO THE SCHOOL AND/OR COMMUNITY WARRANT A HEIGHTENED RESPONSE OF EIGHT (8) DAYS OSS AT MINIMUM			
C. Violating the Rights of Others [physically, sexually, and verbally (spoken, written or electronic)], including but not limited to hazing, harassment, ridicule, embarrassment, inflammatory statements, hate speech, slurs, and derogatory comments.	OSS (2)	OSS (4)	X	X
D. Refusal to Comply with Administration	OSS (2)	OSS (4)	N/A	X
E. Physically Resisting Detainment	OSS (2)	OSS (4)	X	X
F. Failure to Disperse –refusal to disperse when ordered to do so by staff due to engagement in behaviors that are disrupting, inappropriate and/or likely to cause alarm and/or harm. Including, but not limited to failure to follow directives during a fight/riot or safety drill.	OSS (2)	OSS (4)	X	X
G. Tampering with Fire Alarms or Cameras and/or False Public Alarm	OSS (2)		X	X
H. Inappropriate Language and/or Gestures Directed at Faculty & Staff and/or Gross Disrespect to Faculty & Staff	OSS (2)	OSS (4)	X	X
Tier III -MISDEMEANORS Points - 25 pts. per infraction				
<i>* Level of discipline may vary depending on the nature of the offense.</i> <i>**Possibility of police charges, restitution for loss, and board action.</i>				
REPEAT OFFENDERS WARRANT A HEIGHTENED RESPONSE	Disciplinary Action		Complaint filed with Glassboro Police Department	Principal's Hearing & Probation
	Number of Offenses			
	1	2		
I. Incitement to Fight - verbal or electronic threats and/or battery (unwanted physical contact). (ie., One-sided pushing/shoving of another student)	OSS (2)	OSS (4)	X	X
J. False Accusations. <u>Pursuant to District Policy 5512.01., Section J. Consequences and Appropriate Remedial Action for False Accusation</u>	OSS (2)	OSS (4)	X	X
K. Possession of a knife, Look-a-Like Weapon (ie., paintball gun, water gun), Fireworks or Hazardous Materials	OSS (2)	OSS (4)	X	X
	INCIDENTS THAT CAUSE A DISRUPTION TO THE SCHOOL AND/OR COMMUNITY WARRANT A HEIGHTENED RESPONSE OF EIGHT (8) DAYS OSS AT MINIMUM			
L. Fighting (Physical or Verbal Altercation)	OSS (4)	OSS (8)	X	X
M. Distribution of Over the Counter Medicine	OSS (4)	OSS (8)	N/A	X

<i>Note: Over-the-counter medications that are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.</i>	Mandatory counseling sessions will be scheduled for students struggling with substance abuse.			
N. Unauthorized Social Media Posting (Including but not limited to, images taken within the school and/or of the staff and student body. Additionally, unauthorized postings include but are not limited to, posting commentary, content, video or images that are defamatory, harassing, or misrepresent/slander the district, school, staff or student body and/ or create a hostile environment)	OSS (4)	OSS (8)	X	X
O. Vandalism **	OSS (4)	OSS (8)	X	X
P - Smoking on School Grounds - Included, but not limited to electronic devices (vaporizers/e-cigarettes) and/or possession of cigarettes. Note - The possession of two or more electronic cigarettes/vapes and/or a bottle of e-juice will be classified as intent to distribute. Tier IV. E. <i>Pursuant to the "New Jersey Smoke-Free Air Act (Act), N.J.S.A. 26:3d-55, et. seq., Persons found to be in violation of the Act are subject to fines and penalties established by the act of \$250 for a first offense, \$500 for a second offense, and \$1,000 for each subsequent offense."</i>	OSS (4)	OSS (8)	X	X
<ul style="list-style-type: none"> • Mandatory counseling with the Student Assistant Counselor • Confiscated devices/product turned over to law enforcement. • Complaint filed with Glassboro Police Department. • Mandatory drug screening for possession or use of electronic devices and/or related juice/wax/oil. <i>Note - Refusal to test will be recorded as a positive test; Positive results will require mandatory enrollment in an appropriately recognized and certified prevention/education program or a drug/alcohol rehabilitation program.</i> 				
Tier III - MISDEMEANORS Points - 25 pts. per infraction				
<p><i>* Level of discipline may vary depending on the nature of the offense.</i></p> <p><i>**Possibility of police charges, restitution for loss, and board action.</i></p>				
REPEAT OFFENDERS WARRANT A HEIGHTENED RESPONSE	Disciplinary Action		Complaint filed with Glassboro Police Department	Principal's Hearing & Probation
	Number of Offenses			
	1	2		
Q. Under the Influence of Alcohol or a Controlled Dangerous Substance - Including, but not limited to cocaine, heroin, PCP, methamphetamines, LSD, marijuana, and ecstasy. <u>Pursuant to District Policy 5530. Section C – Substance Abuse.</u> Note - The possession of two or more electronic cigarettes/vapes and/or a bottle of e-juice will be classified as intent to distribute. Tier IV. E.	OSS (4)	OSS (8)	N/A	X
	<ul style="list-style-type: none"> • Min. of three (3) sessions with the SAC • Confiscated devices/product turned over to law enforcement. • Mandatory drug screening. <i>Note - Positive results will require mandatory enrollment in an appropriately recognized and certified prevention/education program or a drug/alcohol rehabilitation program within seven calendar days of the confirmed positive test result. Refusal to test will be recorded as a positive test.</i> 			
Tier IV – MAJOR OFFENSES Points - 40 pts. per infraction				
<i>Tier IV Offenses will result in mandatory counseling sessions with the Student Assistant Counselor.</i>				

<i>REPEAT OFFENDERS WARRANT A HEIGHTENED RESPONSE</i>	Disciplinary Action	Complaint filed with Glassboro Police Department.	Principal's Hearing & Probation
A. Assault – knowingly and purposely intending to cause serious bodily injury.	OSS -Minimum of Eight (8) Days	X	X
Date of Return: Pending Safety Evaluation			
B. Act of Aggression and/or Threat towards a School Employee <i>Pursuant to NJ Rev Stat § 18A:37-2.1</i>	OSS -Minimum of Eight (8) Days	X	X
Date of Return: Pending Safety Evaluation			
C. Possession of a Weapon or Weapon related Paraphernalia with the Intent to Threaten/Harm; Including but not limited to a pocketknife. <i>Pursuant to NJ Rev Stat § 18A:37-7</i>	OSS -Minimum of Eight (8) Days	X	X
Date of Return: Pending Safety Evaluation			
D. Terroristic Threat (written, verbal or electronic) <i>Note: A threat having the purpose of terrorizing or acting with reckless disregard of a third party and is imminent and can potentially be carried out.</i>	OSS -Minimum of Eight (8) Days	X	X
Date of Return: Pending Safety Evaluation			
E. Solicitation/Distribution or Possession of Alcohol, Prescription Medicine, Drugs, and/or Paraphernalia. (Paraphernalia includes any equipment, product, accessory, or material that is modified for making, using, or concealing drugs or alcohol. In addition, the possession of two or more electronic cigarettes/vapes and/or a bottle of e-juice.) <i>Pursuant to District Policy 5530. Section C – Substance Abuse.</i> <i>Refusal to test will be recorded as a positive test.</i>	OSS (8)	X	X
<ul style="list-style-type: none"> • Vapes, e-juice, drugs, alcohol and/or paraphernalia will be confiscated and turned over to law enforcement. • Min. of three (3) sessions with the SAC • Mandatory drug screening. <i>Note - Positive results will require mandatory enrollment in an appropriately recognized and certified prevention/education program or a drug/alcohol rehabilitation program within seven calendar days of the confirmed positive test result.</i> 			
Tier IV – MAJOR OFFENSES Points - 40 pts. per infraction			
<i>Tier IV Offenses will result in mandatory counseling sessions with the Student Assistant Counselor.</i>			
<i>REPEAT OFFENDERS WARRANT A HEIGHTENED RESPONSE</i>	Disciplinary Action	Complaint filed with Glassboro Police Department.	Principal's Hearing & Probation
F. Distribution/Possession of Child Pornography	OSS (8)	X	X

DUE PROCESS/APPEAL PROCEDURES

A student has the right to appeal the discipline decision of a school administrator for any infraction resulting in an Out of School Suspension (OSS), and has the right to an advocate during the appeal process. Every effort is made to reach an agreement at the lowest level possible.

1. **Informal Conference:** Within three days of the incident, the student will discuss the problem with the person involved, e.g. staff member, at a time agreed upon by both parties.

2. **Appeal to the Assistant Principal:** Within three days of the informal conference, the student may request a review of the complaint and appeal the decision to the assistant principal.
3. **Appeal to the Principal:** If the problem is still unresolved, the student may appeal to the principal. The student may meet with the principal to seek an informal resolution. If, after fifteen school days, the problem is still unresolved; the student may file a written request for a formal review of the complaint by the principal. The student will be provided with the opportunity to present witnesses and evidence in support of his/her cause. The principal will render a written decision, forwarding a copy to the student, within ten school days of receipt of the written complaint.
4. **Appeal to the Superintendent:** If a student is not satisfied with the written decision rendered by the principal for consequences resulting in out-of-school suspensions (OSS) only, the student may submit a written appeal to the Superintendent's Office within ten school days of receiving the principal's written decision. The appeal must request a review of the complaint, include the principal's decision and all pertinent factual information, and state the remedy requested. Within ten school days of the receipt of the appeal, the Superintendent or his/her designee will render a written decision and send it to the student and principal.
5. **Appeal to the Board of Education:** A student/parent may initiate an appeal of the Superintendent's decision by writing the Board of Education. The appeal must request a review of the complaint, include the decision of the Superintendent/Designee and include all pertinent factual information, and state the remedy requested. The Board of Education will hear the appeal at the next scheduled Board meeting.

STUDENTS WITH DISABILITIES

For students with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C.

§ 1400 et seq., the Individuals with Disabilities Educational Improvement Act, N.J.A.C 6A:14, and accommodation plans under 29 U.S.C. §§ 794 and 705(20), student discipline and the Code of Conduct shall be implemented in accordance with the components of the applicable plans.

SUBSTANCE ABUSE

[Glassboro School District Board of Education – Policy #5530](#)

The Board of Education recognizes that a student's abuse of harmful substances seriously impedes that student's education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means but will take the necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances.

SMOKING/USE OF TOBACCO AND/OR ELECTRONIC SMOKING DEVICES

Laws and/or Board of Education Policy do not allow smoking on school property. This also includes while a student is participating in a school-sponsored event/field trip. The use of tobacco and tobacco products (of any form) is prohibited. On January 11, 2010, New Jersey Governor Corzine signed into law A4227/4228, which bans the use of “electronic smoking devices” in public places and workplaces. (Amended the 2006 NJ Smoke-free Air Act). **Students found in violation of this policy will be administered discipline according to the Student Code of Conduct and are subject to a fine of not less than \$250 for the first offense, \$500 for the second offense and \$1,000 for each subsequent offense.**

SEARCH AND SEIZURE

[Glassboro School District Board of Education – Policy #5570](#)

School officials maintain the right to search a student’s person and/or personal effects or vehicle whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. Examples of items subject to this regulation include, but are not limited to drugs, drug paraphernalia, weapons, pornography, stolen goods, firearms, explosives, alcohol, tobacco, electronic cigarette devices, or cigarette lighters. Under no circumstances shall a search be conducted based solely upon an anonymous tip and /or a rumor that contraband is present. The extent or scope of the search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the pupil and the nature of the infraction.

As a reminder, student lockers are school property and remain at all times under the control of the school. School authorities may conduct periodic general inspections or searches of lockers at any time without notice, without student consent and/or without a search warrant. To aid in maintaining the safety and well-being of our students, and the safety of our campus, K-9 officers (drug dogs) may be used to sweep hall lockers or cars parked on school property.

REASONABLE SUSPICION

Alcoholic Beverages and Controlled Dangerous Substances

Procedures:

1. If there is reasonable suspicion that a student may possibly be under the influence or impaired, (slurred speech, excessive sleepiness, erratic behavior, decreased motor skills, etc.), that student is referred immediately to the school principal or designee.
2. Pursuant to *NJSA 18A:40A-12 and NJAC 6A: 16-4.3(a)2ii*, the student is given a brief examination by the school nurse to ensure he or she is not in immediate danger. Refusing the required medical examination will be considered admission of use.
3. Upon examination, if reasonable suspicion exists,
 - i) Administration has the right to require a student to undergo a drug screening and to search the student as well as his or her belongings.
 - ii) The parent/guardian will be contacted and must transport the student to the District's contracted vendor for a drug test and full examination immediately

following pick up from school. Note - The parent/guardian may choose to use his or her own physician to conduct the test and examination at parent/guardian expense.

(a) **The test and complete examination must be conducted within 24 hours of notification.**

4. **A positive screening will result in a four (4) day external suspension and principal's probation. Refusal to comply, a diluted result, inconclusive outcome, or untestable specimen will be treated as a positive result.**
5. If a student is suspected of being under the influence and admits use, the above procedures will continue to be carried out to ensure the health and well-being of the student. As a result of admission, the student will be disciplined according to District policy and procedures.
6. **Failure to comply with district policy and procedures will result in immediate suspension according to Board Policy and Student Code of Conduct.**
7. A Principal's Meeting will be scheduled upon reentry to school to discuss further expectations and actions.

HARASSMENT, INTIMIDATION AND BULLYING (HIB)

[Glassboro School District Board of Education – Policy #5512](#)

[Glassboro School District Board of Education – Policy #5512.02](#)

Glassboro Public Schools strives to provide students with the highest conditions for learning by preserving a school community where each student is treated with respect and no one is physically or emotionally harmed. In order to ensure respect and prevent harm, it is a violation of district policy for a student to be harassed, intimidated or bullied by others in the school community, at school sponsored events, on a school bus or when such actions create a substantial disruption in or interference with the orderly operation of the school.

To report an incident of Harassment, Intimidation, and Bullying, or if you have questions or concerns regarding an HIB case or the district policy, please contact:

**Mr. Davenport @ ddavenport@gpsd.us
or Ms. Garcia @ bgarcia@gpsd.us**

"Harassment, intimidation or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as **race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory [handicap] disability, or by any other distinguishing characteristic**, that takes place on school property, at any school-sponsored function [or], on a school bus, or off school grounds as provided for in section 16 of P.L.2010, CHAPTER 122, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

- a) a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property; [or]
- b) has the effect of insulting or demeaning any student or group of students [in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school]; or
- c) creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

PLAGIARISM/ACADEMIC INTEGRITY CODE

[Glassboro School District Board of Education – Policy #5701](#)

Pupils are expected to be honest in all of their academic work. It is the intent of the administration and staff to preserve the integrity of all curricular and co-curricular programs. The basis for all integrity is honesty, honor, and truthfulness. Every student is expected to observe the highest standards of integrity in meeting the course requirements of his/her educational program. **Violations of academic honesty such as cheating, or plagiarism will result in a grade of zero for the work in question and counselor and parent notification.** In addition, a disciplinary referral will be submitted to the student's assistant principal. When patterns of academic dishonesty emerge, administration reserves the right to apply disciplinary action pursuant to the code of conduct.

Academic dishonesty includes, but is not limited to:

1. Obtaining help from or giving help to another student during an assessment.
2. Submitting or knowingly participating in the submission of a report, paper, essay, homework assignment, or any other product that is not an honest representation of the individual's effort.
3. Using books, notes, or any other unauthorized sources of information during an assessment.
4. Obtaining, receiving, or giving, without authorization, information concerning an assessment that is to be administered, including but not limited to social media, group chats, e-mails or any form of electronic communication.
5. Altering any answers on any assessment or assignment after it has been submitted for grading.
6. Reproducing and distributing copies of assignments, quizzes, or assessments.
7. Unauthorized use of Internet translators.
8. Willfully withholding information (lying).
9. Deliberate erasure or damage to computer software/hardware.
10. Computer tampering, usage, and/or printing unauthorized materials and documents.

Infractions that compromise the educational process will result in further disciplinary action, which may include withholding of credit, detention, suspension, restriction from school activities, disqualification from awards eligibility, and/or scholarship eligibility, and exclusion from honorary society.

NOTE: Students who are members of the National Junior Honor Society who violate the Plagiarism/Academic Integrity Policy will be granted a hearing before the Faculty Council, at which point a decision will be made regarding whether or not their membership will be revoked.

COVID-19 ADDENDUM TO THE CODE OF CONDUCT

Refusal to comply - In the event of a pandemic, medical emergency, or if needed to ensure the safety of staff and students, the wearing of face masks can be required and enforced by the school. Students refusing to comply will face disciplinary action, including but not limited to, removal from school property and transportation (N.J.S.A. 18A:40-9). **After a student's third offense, whether it occurs in one day, or over several days, will result in the student being transferred to the fully online cohort.**

Face mask requirements - Masks are required at all times. Including, but not limited to, school buses, classrooms, hallways, bathrooms, and when entering/ exiting the building during dismissal. Additionally, students must adhere to social distancing guidelines and follow directions to ensure proper spacing is occurring in said areas.

The design of the mask must adhere to the school dress code and cannot have offensive or obscene graphics that would disrupt the school or learning environment. Masks found to be in violation will be handled according to the code of conduct

Face masks must fit snugly but comfortably against the side of the face, be secured with ties or ear loops, include multiple layers of fabric, and allow for breathing without restriction. Note – Homemade cloth face coverings and scarves are acceptable. Traditional paisley bandanas are not acceptable.