

GLASSBORO HIGH SCHOOL
HOME OF THE BULLDOGS



WELCOME TO GLASSBORO HIGH SCHOOL
STUDENT HANDBOOK
2018--2019

We have read the contents of this handbook and are aware that students will be held accountable for the rules and regulations contained in this agenda book.

Student Signature _____

Parent Signature _____

Date: _____

**GHS PHONE #: 856-652-2700
FAX #: 856-307-1189**

The Glassboro Board of Education is the policy making body of the Glassboro Schools. As the duly elected representative for the education of its youth, the Board maintains a public school system meeting the requirements of the law and the will of the citizens of Glassboro.

The goals reflected in their policies and actions are directed at seeing that each student achieves the highest degree of success possible, given the various abilities, interests and resources available to the community.

Specifically, the goals foster these ends -- each student shall gain:

- A love for learning and the ability and desire to continue learning throughout life.
- Skills in reading, writing, speaking, and computing.
- The ability to think and act logically, critically and creatively.
- The understanding and appreciation of the concepts of good citizenship.
- A personal commitment to understanding and getting along with others.
- A positive self-image.
- The physical and mental health understanding to help them reach their highest potential.

The high school administration and faculty will organize, operate and maintain programs that seem most directly responsive to these goals and policies. As servants of the citizens through the Board of Education and as certified professional educators, they will apply their energy and expertise to achieving these goals in the most economical, efficient, and ethical manner possible.

MEMBERS OF THE BOARD OF EDUCATION

Mr. Pete Calvo, President

Mr. Edward Keith, Vice President

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Mr. Ryan Hughes

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Mrs. Danielle Sochor—Chief Academic Officer

Ms. Christine Williams—Supervisor of Special Education

Mr. Scott Henry—Business Administrator

Mrs. Brandi Sheridan—Supervisor of Curriculum and Instruction/District Test Coordinator

D. Rob Preston—Supervisor of K—12 ELA

GHS ADMINISTRATION

Dr. Danielle F. Sneathen—Principal

Ms. Cynthia E. Bodden—Assistant Principal

Mr. Jeff Cusack—Assistant Principal/Athletic Director

AFFIRMATIVE ACTION/ON-DISCRIMINATION

The Glassboro Board of Education guarantees each students equal student educational opportunity and each employee job opportunity regardless of race, color, creed, religion, gender, ancestry, national origin, sexual orientation, English proficiency, socio-economic status or disability. For information including plans and grievance procedure, contact District Affirmative Action Officer, Mrs. Danielle Sochor at 856-652-2700 ext. 6301

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education programs or activities. For information in reference to issues of equal access, contact Title IX Coordinator, Mrs. Danielle Sochor ext. 6301

WELCOME TO GLASSBORO HIGH SCHOOL

The administration, faculty and staff extend a warm welcome to those students returning to Glassboro High School, and a special welcome to those students attending Glassboro High for the first time. The programs at GHS are designed to provide you with the skills needed to meet the challenges of the twenty-first century. We encourage you to take advantage of the educational, athletic and co-curricular activities you will encounter during your high school career. These years will be long remembered throughout your life. The foundation that you build as a student will expand the choices available to you after graduation. Best wishes for a successful and rewarding year.

TRADITIONS

SCHOOL SEAL

The Seal of Glassboro High School symbolizes the educational opportunities to all who enter. This is depicted by the doorway, symbolizing education; the factory, symbolizing industry; Roman woman, in reference to children, was said to state "Haec sunt mea ornamenta"- "These (children) are my jewels."

SCHOOL COLORS

Our school colors are maroon and gold. Athletic team uniforms, choral gowns, band uniforms, cheerleader uniforms, and color guard are all in maroon and gold. Additionally, school colors are worn by students on certain occasions throughout the year.

SCHOOL MASCOT

Our mascot, the Bulldog, is traditionally seen at pep rallies, football and basketball games accompanying the cheerleaders. The Bulldog also appears in many school publications.

ALMA MATER

'Neath the azure Jersey skies
Alma Mater stands.
Hail to thee, dear Alma Mater.
Alma Mater grand.
Name that's ever glorious....
Fame 'twill never die.
Hail to thee, dear Alma Mater,
Hail to Glassboro High.

ACADEMIC PROGRAM

PLANNING A PROGRAM OF STUDY

A student's program of study is most important and the selection of courses must be made only after careful planning and deliberation. Students will be scheduled for a conference with their guidance counselors each year at which time the counselors will assist them in the selection of their programs of study.

After conferring with teachers, advisors, guidance counselors, and parents, the student should develop an entire high school program of study consistent with definite goals and objectives he/she has established.

Students are to be aware of the following information:

1. Students must select courses required for graduation as described in the Program Planning Guide.
2. All courses listed in the Program Planning Guide may be elected by any student if he/she meets prerequisite course requirements and has the approval of his/her parent, guidance counselor and teacher.
3. Students must elect a sufficient number of courses necessary to meet a yearly minimum requirement forty (40) credits.
4. A student is required to elect one (1) Physical and Health Education course cluster per year.

5. A credit is equal to 1,440 minutes of instruction in a planned course.
6. A student may earn credit only once for a course in pursuit of his/her graduation requirements in the curricular disciplines of English, Mathematics, Social Studies, Science, Physical Education and Health Education.
7. In all sequential curricular disciplines (Mathematics, Foreign Languages, Business Education etc.), a student must satisfactorily complete (pass) the earlier course before continuing the sequence. Students who do not attain the state minimum standards in mathematics may not enroll in Algebra 1.
Furthermore, it is suggested that the passing grade in the prerequisite course be as described in the Program Planning Guide.
8. The Program Planning Guide lists provisions for independent study. However, all independent study arrangements must have administrative approval.
9. Every effort will be made to schedule the student for those courses which he/she requests. However, in the event of insufficient registration, the Administration reserves the right to cancel any course.
10. Preference will be accorded seniors and juniors when enrollment in any course needs to be limited.
11. Students will not be scheduled into a course beyond its midpoint for credit.

HIGH SCHOOL GRADUATION AND GRADUATION REQUIREMENTS

To graduate from Glassboro High School, a student shall have successfully completed the graduation requirements adopted by the Glassboro Board of Education for that students' year of expected graduation.

Seniors who have not acquired 140 credits or have not completed all curricular requirements will not be permitted to participate in commencement.

In accordance with New Jersey State Statutes and Board of Education policy, the principal will determine a student's eligibility for a high school diploma from Glassboro High School and certify that the student has met all course and credit requirements and has satisfied all obligations before a diploma can be awarded.

GHS Seniors participating in graduation ceremonies will be assessed a fee of \$50 to cover graduation cap, gown, stole and diploma. The graduation fee must be paid in order to participate in the graduation ceremony.

Graduation Requirements

To graduate from Glassboro High School, a student shall have completed one hundred and forty (140) units of credit which must include the following:

ENGLISH	Twenty (20) Credits
MATHEMATICS	Fifteen (15) Credits
SOCIAL STUDIES	Ten (10) Credits-US History Five (5) Credits-World History
SCIENCE	Fifteen (15) Credits (Biology and (2) Lab Science courses
PHYSICAL ED.	Fifteen (15) Credits
HEALTH	Five (5) Credits
ELECTIVES	Forty-five (45) Credits and MUST INCLUDE:

- Fine, practical and/or performing arts—Ten (10) Credits
- World Language—Five (5) Credits
- Financial Literacy—Five (5) Credits

Physical Education, Health and Safety each year, a minimum of two and one-half (2 ½) hours per week (NJSA High school graduation requirements are subject to new State Board of Education guidelines. All diplomas must be state certified diplomas and are issued only if:

- A. The student has met state and local course requirements.
- B. Student attendance has complied with state requirements and local Board of Education policy.
- C. A student must pass one of the assessments required by the state of New Jersey in both Language Arts Literacy and Mathematics. Students who perform below state minimum standards in reading, writing, and mathematics shall be required to enroll in Compensatory Education or Basic Skills courses each year.

PROMOTION

To be promoted to the following grades at Glassboro High School, students must have accumulated the following

credits:

- To Grade 10-- 35 Credits
- To Grade 11-- 70 Credits
- To Grade 12--105 Credits

Promotion to Grade 12 does not constitute, and shall not be construed as constituting a student's eligibility to graduate the following June.

MARKETING EDUCATION

Marketing Education is a program of instruction designed to train career minded students in the field of marketing. Some of the particular areas are retailing, wholesaling, management, fashion design, banking, insurance, real estate, advertising, and display. By this plan, students receive classroom instruction in Marketing Education, as well as regular academic subjects, each morning. Students will then report to work in the early afternoon in jobs related to their chosen field, and are paid at least minimum wage.

ADVANCED PLACEMENT AND HONORS PROGRAMS

Advanced Placement courses will be offered in English, History, Mathematics, Chemistry and Biology. Advanced Placement courses will be weighted 10% of their numerical average. Honors courses will be offered in English, History, Mathematics, Foreign Language and Business. Honors courses will be weighted 2.5% of their numerical average. This weighting will be automatically calculated by the computer grading program and will appear on the report card.

DUAL CREDIT

Dual credit courses are offered by Camden County College in World Languages levels 3 and 4 and Early Childhood Education. In Spring of 2019, Farleigh Dickinson University will also offer numerous courses as Dual Credit options. Upon graduation, the student can acquire the transcript from CCC and/or FDU. In many cases, these credits are transferable.

ACADEMIC AND CONDUCT STANDARDS FOR ATHLETICS AND CO-CURRICULAR PARTICIPATION POLICY

The Glassboro Board of Education recognizes that academic progress is of highest priority in the education of students. The Board of Education also recognizes the value of interscholastic athletics and co-curricular activities as an important part of a comprehensive curriculum. In this regard, the Board established the following academic and conduct standards for athletic and co-curricular participation in Glassboro High School.

DEFINITION OF ACTIVITIES

This policy shall apply to all students in grades 9 through 12:

1. Student participation includes membership, practice, being issued equipment or uniforms, being transported with the team or other affiliation signifying team membership. This includes students who participate as players, trainers, managers, cheerleaders and any other capacity of a team member.
2. Participating in the following:
 - Co-curricular music organizations and drama productions.
 - Student Government Association officers and homeroom representatives.
 - Class officers and committee chairpersons for class activities.
 - Officers and membership of all clubs and organizations approved by the Glassboro Board of Education but not to include organizations that are curricular offerings (Yearbook, Select Choir, etc.).
 - **Students participating in any extra-curricular activities must sign into school by 10:15AM.**

ACADEMIC REQUIREMENTS

To be eligible for athletic or co-curricular participation a pupil must:

1. Pass at least three courses the preceding semester
2. Maintain an academic average of 75 in the preceding semester:
 - **Any student who has not satisfied the State requirements (15 credits for first semester & 30 credits for the year)** a student within ten points of the required eligibility is granted one probationary period. At the end of the marking period (quarter) the student must have raised his/her average to the accepted standard. Students who are on academic probation must attend a 45 minute after-school study group daily. Failure to attend will

jeopardize probation status and will prohibit that student from participation on that day, and possibly for the season.

- Incomplete grades at the conclusion of the quarter will be dealt with administratively, and must be resolved within two days after the end of the quarter.
- Notification of parents/guardians of the probation student is required prior to the start of the probation period to review the eligibility probation process.
- Students participating in co-curricular activities must attend study group to maintain their eligibility. Academic progress will be monitored weekly and students may be excused if they have a cumulative marking period GPA above 74.5.
- Students who are eligible and having difficulty, as deemed by their teacher (Interim Progress Report), will be assigned to study groups.
- Eligibility for pupils who are participating in year- long extracurricular (SGA, home room rep, clubs, etc.) will be evaluated at the conclusion of each semester.

PUPIL CONDUCT REQUIREMENTS

Any pupil who is **suspended twice in one semester** will be removed from athletic and co-curricular participation. The pupil will become **eligible at the end of that season or semester**; however, **a second (2nd) pair of suspensions will render the pupil ineligible for one year from the date of the fourth (4th) suspension.**

ATTENDANCE POLICY

The Board of Education requires the pupils enrolled in the schools of this district attend school regularly in accordance with the laws of the State. The educational program offered by this district is predicated on the presence of the pupil and requires continuity of instruction and classroom participation. The regular contact of pupils with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose. Attendance at school may be excused for certain absences as defined by the Board. All absences for reasons other than excused, shall be unexcused. Pupils absent from school for any reason are responsible for the completion of assignments missed because of their absence. No pupil excused for a religious holiday shall be deprived of an award or eligibility to compete for an award or the opportunity to make up a test given on the religious holiday. Pupils shall be subjected to the school district response for unexcused absences during the school year as outlined in N.J.A.C. 6A:16-7.8(a) 4 and Regulation 5200. In addition, unexcused absences from school or from classes within the school day shall subject a pupil to the disciplinary rules of the Board, which may include the denial of a pupil's participation in co-curricular activities and/or athletic competition. Repeated trancies that interfere with efforts of this Board and its staff in the maintenance of good order and the continuity of classroom instruction may result in the suspension or expulsion of any pupil from the course of study during which absences have occurred or the suspension or expulsion in accordance with Policy Nos. 5610 and 5620.

N.J.A.C. 6A:32-12.2(a) 3; N.J.S.A. 18A:36-14 et seq.; N.J.S.A.18A:38-25etseq.; N.J.S.A.34:2-21.1et seq.; N.J.A.C. 6A:16-7.8

GUIDELINES

Excessive Absenteeism - Penalty

For the purpose of calculating the final grade at the end of the school year, No Credit (NC) grades should not exceed 50% per semester. For example, if a student earned a 70 for a marking period for which he/she received an NC, a grade of 50% for that marking period should be issued. If a student earns 45 for a marking period for which he/she received an NC, that NC will equate to a 45. A numerical score of zero (0) will be assigned to an N.C. for the fourth quarter. Students who are absent 5 days or more for the semester will forfeit the opportunity to gain course credits for all classes attempted.

Parents must call the school nurse (856-652-2700 ext. 1311) when their child is absent. They must also turn in a parental note and/or a Doctor's note to document each absence **within two (2) school days** after the students return from an absence.

A student can miss **5 days per semester** (a full day is a minimum of four hours). If a student missed more than 5 days per semester that student loses credit in all subjects. Any student that has a course that runs every other day can only miss 10 classes for the year. ***Physical Education students may only miss 3 days per course and only 2 days of***

Health in order to pass the course.

A student will not be granted credit in a scheduled course after his/her unexcused absences exceed the following limits:

- Full year course—10 days
- Semester course—5 days
- Physical Education--3 days
- Health Education—2 days

ATTENDANCE NOTIFICATION PROCESS

2 DAY NOTICE—Warning notice sent to parent; student meets with guidance counselor

3 DAY NOTICE—2ND warning notice sent; parent called

5 DAY NOTICE—3RD warning notice sent, parent conference with Guidance Counselor and Assistant Principal

LOSS OF CREDIT—Final notice sent to parent; Attendance Appeals Committee meeting scheduled by parents

ATTENDANCE APPEALS PROCESS

The Attendance Appeals Committee is made up of an administrator, guidance counselor, teacher, student and the parent/guardian of the student. The Attendance Appeals committee will convene for the purpose of reviewing the student's attendance history. At this time, the student and/or parent must present all relevant documentation indicating mitigating circumstances as outlined below.

This panel has the authority to accept or reject an appeal. The panel may also assign a Saturday School for credit completion. All Saturday School time assigned to students by the attendance committee must be completed by the beginning of the next marking period.

DEFINITIONS: The NJDOE requires that the Glassboro Public School District must collect and report daily student attendance. All districts are monitored by calculating Average Daily Attendance. Our District attendance rate is an average of all five schools. The NJDOE asks that we provide them with data in two areas:

- Present
- Absent*

**The State does NOT ask for the reason. Reasons are recorded by the District as set forth in the district's policy and regulation.*

The Department of Education ONLY permits the following:

- Religious holidays as recognized on the DOE website
- Take your Child to Work Day
- College visits (11th and 12th graders, three [3] each year)

Glassboro High School will permit the following as "absence excused" with documentation:

- a driver's test
- court appearance
- any medical appointment with a note from a doctor
- illness requiring assignment of home instruction
- death in the family with official notification
- administrative suspensions
- religious holiday observances
- other days or partial days approved in advance by school administration
- JUNIORS AND SENIORS ONLY—PREAPPROVED COLLEGE VISITS (3 DAYS)
- SENIORS ONLY—EMPLOYMENT INTERVIEWS (2 DAYS)

Absence: Unexcused—All other absences are considered unexcused. Students are allowed a maximum of 5 unresolved absences per SEMESTER. These are not free days, but are absences that occur because of family responsibilities and illness NOT documented by a physician.

B. LATE AND EARLY RELEASE

The orderly conduct of class activity is predicated upon the prompt and precise beginning of the program. Lateness and early release hinders the proper conduct of such activity, imposes a distraction, which leads to a loss of instructional time for pupils' properly in attendance and denotes school time lost by the late pupil.

Students who sign out prior to 11:30 a.m. will be considered as absent for the day. Students who leave school early or arrive late, must sign in or out with the appropriate attendance officer in accordance with the following acceptable reasons. Notes for early dismissal or late arrival must be submitted to the attendance secretary.

C. TRUANCY AND CLASS CUTTING

1. *Truancy* - Failure to go to school when sent by the parent or illegally detained from school by the parent will be considered in excessive absence totals and also referred to the administration for action via the Disciplinary Code and possible legal action by the Administration.

2. *Class Cutting* - Cuts will be counted per individual class in the unexcused/excessive absences totals per quarter and also referred to the administration for action via the Disciplinary Code. **Class cuts cannot be made-up in Saturday School.**

D. LATENESS

All lateness to school will be documented, subject to possible disciplinary action. A parent or guardian may sign their student in late once per semester.

ADMINISTRATION OF POLICY

CLASS BY CLASS ATTENDANCE

Attendance is taken at the beginning of each block.

PROCEDURE

The administration will provide adequate notice to students and their parents or guardian regarding academic status in reference to this policy as developed and recommended by the Attendance Committee and as approved by the Board of Education.

Warning letters will be sent at the 2nd and 3rd absence. The limit letter will be sent at 5 absences. Loss of credit notification letter will be sent upon 6 absences with notification of the appeal process.

1. **Consecutive Absences** - Any student, sixteen (16) years of age and above, who misses ten (10) consecutive school days, or establishes a pattern of inconsistent attendance and does not appear on home instruction, and/or is not medically verified as incapacitated, will be issued a written notification to report back to school within five (5) days, and attend regularly thereafter. Failure to do so will result in being dropped from the roll and the presentation of a written petition to the school principal for re-admittance will be required. Each case will be reviewed upon the merits of the petitioner. When pupils under the compulsory age law, below sixteen (16), are absent five consecutive days or establish a pattern of inconsistent attendance, and do not appear on home instruction, and/or are not medically verified as incapacitated, the attendance officer will call the parent or send home a note to be signed by the parent/guardian and returned. In said call or note, the parent will be notified that further unexcused absences will make it mandatory for a parent to appear in school to discuss the problem before the student may be readmitted to school.
2. **Excessive Absences** - A pupil above the compulsory school age who is absent more than ten (10) non-consecutive days in a school year will be notified by mail that he/she will be dropped from the roll. His/her parents/guardians will also be notified. In order to be readmitted, the student must petition the school principal in writing. Each case will be reviewed upon the merits of the petitioner.
3. A pupil under the compulsory age law, below sixteen (16) years of age, who misses ten (10) non-consecutive days of school, shall be notified along with their parent/guardian that a conference will be required with the school principal within five (5) school days of such notification to determine the reasons for the absences. The first conference shall be with the assistant principal. The parent/guardian will be informed of the compulsory attendance laws by reading from the state law. The next offense shall require both parents to meet with the principal; and in order that the student may be admitted to school, the parent must present a doctor's certificate which should make clear one of the following:
 - The child is enjoying good health.
 - The child is subject to a specific illness and must remain at home from time to time for his health.

- The child’s health is such that she/he should be excused from school.
- b. Parents are made aware that any further unexcused absence will result in a home visitation from the Glassboro Public Schools Truancy Officer . The Truancy Officer will be responsible for recommending that the parent have truancy charges for violation of NJSA18A:38-25 .
- c. Parents also are to be notified to call the attendance clerk before 9:00 A.M. in the event of any future absence.
- 4. Absence Notes** - Notes for absences must be submitted to the Vice Principal’s Office within two days of the absence(s).
- 5. Make-Up Work** - Students are required to submit missed class work within 24 hours of their return to school. Additionally, provisions will be made for any student who is diagnosed with a recurring illness to demonstrate proficiencies in course work missed.
- 6. Appeal Process** - To preserve doctrines of fairness and due process, pupils and their parents or guardians shall have the following appeal rights:
 - a. A written request must be submitted to the appropriate vice principal to explain mitigating circumstances.
 - b. The Attendance Appeal Committee will convene at specified times during the school year to discuss attendance appeals cases.
 - c. If the parent/guardian wishes to appeal the panel’s findings, said appeal must be submitted to the Principal, in writing, within three (3) school days of receipt of the decision.
 - d. The Principal has three (3) days to act upon and render a decision.

**BELL SCHEDULE
BELL SIGNAL**

Signals will sound in all classrooms, corridors, the auditorium, dining halls and gymnasiums at the beginning and conclusion of each class period. Classes are dismissed **UPON THE DIRECTION OF THE TEACHER AFTER THE SIGNAL HAS SOUNDED.**

Regular Bell Schedule

SSR	7:50 – 8:04
Block 1:	8:04 – 9:25
Homeroom:	9:25 – 9:28
Block 2	9:31 – 10:52
Bulldog Block	10:52 – 11:37
Block 3	11:40 – 1:01
Block 4	1:04 – 2:25

Early Dismissal Schedule

SSR	7:50 - 8:02
Block 1:	8:02 – 9:01
Homeroom:	9:01 – 9:04
Block 2:	9:07- 10:06
Block 3:	10:09- 11:08
Block 4:	11:11- 12:10

Delayed Opening Schedule

SSR	9:50- 10:00
Block 1:	10:00- 10:52
HR:	10:52- 10:55
Block 2:	10:58- 11:50
Bulldog Block	11:50- 12:35
Block 3:	12:38- 1:30
Block 4:	1:33- 2:25

AM Activity Schedule

SSR	7:50- 8:04
Block 1	8:04- 9:10

Homeroom	9:10- 9:13
Activity	9:13- 10:13
Block 2	10:16- 11:22
Bulldog Block	11:22- 12:07
Block 3	12:10- 1:16
Block 4	1:19- 2:25

CAFETERIA AND LUNCH PROCEDURES

GHS has an open lunch program where both juniors with a Gold Renaissance Card and seniors having an Open Lunch pass are permitted to sign out or leave the property for lunch. The remaining student body and staff take part in Bulldog Block. Students will be permitted to eat in designated lunch areas, which include the cafeterias, the outdoor picnic area (behind the cafeteria, weather permitting), the library and the gymnasium. Students may also eat lunch with a teacher, coach or faculty advisor in their classrooms with the permission of the faculty member.

Any student found in areas other than the above designated areas will face disciplinary action. While the Bulldog Block serves an essential function, it is recognized that it is also a social period. However, appropriate conduct is mandatory, and inappropriate conduct will result in discipline referral. (See Discipline Code)

Students are permitted to use their cell phones and electronic devices during the scheduled Bulldog Block.

CAFETERIA CHARGES

Glassboro High School does not permit any lunch charges as per district policy.

CASH AND OTHER VALUABLES

It is strongly recommended that valuables and cash be placed in a secure locker to ensure that all student belongings are safe. Students are reminded to use their lockers and make sure they are locked at all times. Lockers are the property of the BOE and administration reserves the right to perform random searches at any time.

Each student must provide a lock for Physical Education lockers, and refrain from leaving personal belongings in the cages unsecured. Lost and/or stolen property the express responsibilities of students. The GHS Administration urges students to leave valuable items at home.

CELL PHONE AND OTHER ELECTRONIC DEVICES

Students may have a cellular phone in their possession during the school hours. Students may use their phones in the classrooms with permission from the teacher for academic purposes. Any student who uses their cell phone without teacher permission may result in a disciplinary referral for insubordination. Electronics are the student's responsibility and the school cannot be liable if the student's cell phone, other electronic devices or personal property is lost or stolen. Cell phones and other electronic devices will not be used in a manner that:

- disrupts the educational process
- undermines academic integrity or
- violates confidentiality or privacy of another individual (including taking photographs or videos of other students).

NO CELL PHONES ARE TO BE USED DURING STANDARDIZED TESTING!!!!

CHAIN OF COMMUNICATION

School related concerns involving a student are usually resolved by the teacher or the other school employee with supervisory responsibilities. To effectively and efficiently address these concerns in the best interest of the student, the following chain of communication will be applied. If the concern is not resolved, proceed to the next step in the chain of communication.

1. Parent/guardian of student communicates concerns to teacher or counselor.
2. Parent/guardian communicates concern to a school administrator.
3. Administrator facilitates communication between parent/guardian, teacher and appropriate school personnel (i.e. counselors, etc.).
4. Parent/guardian communicates concern to Superintendent of Schools, or his designee.
5. Parent/guardian communicates concern to the Board of Education.

CLASS RINGS

Class rings may be purchased by third or fourth year students. Students have the option of selecting various stones, including birthstones.

CLASS RANK AND AWARDS

Class Rank is the position of any one student in a class, (year of graduation or year of expected graduation), in relationship to all other students in the class based upon a computed grade point average, cumulative to include semesters one through seven. College and University admissions officers consider Class Rank as one measure of industry and intellectual ability, two basic ingredients for success in college academic work.

The primary purpose of Class Rank is to aid a student in gaining acceptance to a college program that will match his/her academic ability.

METHOD OF CALCULATING CLASS RANK

- All grades are averaged into class rank as a numerical grade based on a scale from 1 to 100, cumulative to include semesters one through seven, in computing Class Rank.
- Courses offered at Glassboro High School on a Pass/Fail or No credit grading system are excluded when computing Class Rank.
- Advanced Placement courses and Honors courses will be weighted (Advanced Placement courses weighted 10% of numerical grade and Honors courses weighted 2.5% of the earned numerical grade.) This weighting will be automatically calculated by the computer grading program and will appear on the report card.
- College courses will be acknowledged on student's transcript and may be taken for high school credit if previously approved. However, college courses will not count toward the student's GPA.
- ALL regular day students in the expected year of graduation are included when computing Class Rank.
- Class Rank is computed at the end of each semester.
- Class Rank is computed at the end of the Fifteenth (15th) quarter for the expected year of graduation to determine valedictorian, salutatorian, and honor graduates.
- Class Rank is computed by averaging numerical grades used for reporting per course. The sum of these products is then divided by the total credits attempted to determine the average. The average is carried to the decimal necessary to determine rank.

CONDUCT DURING PERFORMANCES/ASSEMBLIES/PEP RALLIES

School assemblies are educationally beneficial to student participants and the audience, encourage solidarity, and serves to establish and maintain school spirit within the student body. A variety of assembly program are presented annually as approved and scheduled by administration.

Students should leave their books and other materials in classrooms or lockers so that their attention will not be diverted from the assembly program. Under the teacher's direction, students proceed to the assembly hall in an orderly fashion without disturbing other classes in session, to take assigned seats. Students shall understand and observe the following guidelines for assembly programs:

1. That the American flag be shown proper respect.
2. That courtesy is shown at all times for persons on stage.
3. That students properly register appreciation of performances.
4. That each student examines his/her own conscience concerning his/her behavior.

DAILY ANNOUNCEMENTS

Announcements of general interest to students are broadcast daily in the morning and at the end of the day and appear in the student notices, a daily publication posted on PowerSchool. Announcements must be emailed to the Assistant Principal for Athletics and Activities secretary.

DANCES AND OTHER SOCIAL ACTIVITIES

The social activities including all formal, semi-formal and informal dances, musicals, concerts, dramatic productions and similar events are planned and placed on the school calendar. Consequently, participation and attendance at any of these functions are to be considered special privileges and should be available to those students who have earned these privileges. The following requirements must be met in order to participate in all GHS social activities: (Including, but not limited to Semi-formal, informal or formal dances including Junior—Senior Prom and Senior Trip)

Glassboro High School dances are held in order to provide a pleasant social experience for all high school students. General guidelines are listed below covering responsibility and conduct.

1. Attendance requirements for participation—any student who exceeds 5 unexcused absences or is in “non-credit status” will be ineligible for participation in semi-formal, informal and formal dances.
2. Students must be in attendance on the day of the event or if a weekend event, the last day of school before the event. No student may have participated in a program or event related to student activities or athletics who is absent on the above-mentioned days.
3. Discipline requirements for participation—any student who has been suspended three times will be ineligible for participation in semi-formal and formal dances including but not limited to the Junior-Senior Prom and Senior Trip.
4. Guests at GHS Social Events—Social events are not part of the thorough and efficient system of education provided by the Glassboro Board of Education. *The GHS administration reserves the right to restrict dance attendance to GHS students on specific occasions, as necessary.* When guests are permitted to attend, the GHS administration has the right and responsibility to review and verify that guests are students in good standing at their school. *Guest participation may be denied for disciplinary reasons, academic, attendance matters or other good cause as deemed by the home district.* Any student not enrolled in GHS and not in attendance in another educational program, as well as any student who has been expelled or has been removed from GHS due to excessive absences and/or excessive or serious infractions of the Student Code of Conduct will not be permitted to attend GHS sponsored dances.
5. All guests must be under the age of 21 and provide proof of age in order to purchase a ticket.
6. No student may attend the semi-formal, informal or formal dances if he/she is on administrative probation or restrictive probation, owes Saturday School hours, or has any disciplinary infraction or attendance issues the administration deems inappropriate for attending the event. Tickets will be sold only after all obligations are completely resolved.
7. Students/Guests arriving one hour after starting time will be denied entrance. GHS administration will make calls to parents regarding the whereabouts of their child after one-hour rule.
8. Students under suspicion of being under the influence of alcohol or controlled dangerous substances will be scrutinized by usual school procedures. Parents will be called to pick up their student, and disciplinary action will follow.
9. Students will not be permitted to leave any exit door after arriving at the social.
10. This activity is an extension of the school. All discipline policies as outlined in the school's discipline code will be enforced.
11. Students will not be permitted to leave prior to the conclusion of the dance.
12. There is no designated smoking area at any school sponsored activity.
13. Those students leaving the activity will not be permitted to re-enter and parents will be notified via telephone.
14. The Board authorizes the use of BACTRACK screening device(breathalyzer) before, during, and after school activities/events including, but not limited to: dances, athletic events, proms, class trips, drama productions, graduation ceremonies, or school assemblies when the Building Principal or designee has reason to believe the use of alcohol by pupils may be present. *N.J.S.A. 40A-12; N.J.A.C. 6A:16-4.1 et seq. Adopted: 24 February 2010*

B. Junior-Senior Prom

The Prom is an event sponsored by the Junior Class. **In order to purchase a ticket to the Junior-Senior Prom, a student must meet the previously stated requirements for dances, and in addition must have no fines or outstanding obligations.**

C. Concerts

Our music department presents two to three concerts annually. Traditionally, concerts feature chorale groups and instrumental music organizations. These activities enable students to demonstrate their ability and talents as performing artists. Such events are scheduled as evening performances to which students and community residents are invited and welcome.

D. Stage Productions

1. Student productions provide opportunities for students to plan and coordinate activities related to the production of a play under directions of a faculty advisor. The cast is instructed in the art and technique of voice control and projection, stage poise, costumes and design, makeup, lighting, and similar techniques and skills. The plays are presented, with students and community residents invited and welcome.
2. In winter, the music department sponsors an annual showcase. Students present solo acts and/or group performances featuring vocal and instrumental talent. The show is presented in the evening with students and community residents invited and welcome.

CLUBS AND ACTIVITIES

The success of any club depends upon the enthusiasm and participation of the student body. In order to maintain membership in an activity, students are required to attend fifty percent of the meetings and activities. See eligibility and participation requirements for clubs. For a new club to be organized there must be adequate student interest, a sound purpose and a faculty advisor. Membership must be open to all students. If these conditions are met, the group may apply for permission to organize.

Clubs and organizations currently in existence and recognized as continuing activities are described below.

FUND RAISING

Attempts to raise money by student organizations must have the approval of the school administration. An activity, like a good business organization, operates on a sound financial basis; vouchers will not be honored unless the organization is in good financial standing.

ANIME CLUB

The Anime Club is a school sponsored co-curricular activity where all students can share their love of anime, manga, and Asian culture.

APEIRON SCIENCE CLUB

The Apeiron Science Club is a school sponsored co-curricular activity where any GHS student interested in science has the opportunity to learn and do science without the restrictions imposed by a regular classroom environment. In the science club we have no established curriculum, deadlines, time frames, or grading systems to constrain us. Members are free to learn, explore experiment, observe, demonstrate, share, and discuss. It's where you meet people with whom you share a common interest - science. It's where you can work on experiments and projects using the combined resources of the GHS science department. It's where you participate in planning activities that focus on science, including demonstrations, discussions, competitions, and trips. It's where you can get help with questions and problems from your science classes. It's where you get to know your science teachers on a less formal level.

BACK STAGE CREW CLUB

This club allows students to work with groups and activities in the school district as well as groups and organizations from the community. Students are trained in the areas of stage lighting, stage props, sound, striking sets, building sets, managing of stage crew assignments and maintaining stage facilities. Some of the events that our stage crew supports at G.H.S. are: assemblies, fall and spring plays, talent shows, choir, and the sports awards ceremonies.

B.C.C. (Black Culture Club formerly known as O.A.A.A) - Established 1973

Students are provided the opportunity to explore interests in the culture of African Americans, with opportunities to participate in activities to promote awareness. The students will promote respect for all cultures. The organization will help develop in each member the following skills: thinking, organization, responsibility, and cooperation with each other and other groups in the school. Students will strive to enhance the awareness of the African American Culture. All students are encouraged to attend the first meeting in September.

DECA

This club is co-curricular for any student enrolled in Marketing Education classes. Students enter competitions on the regional, state, and sometimes national levels. Field trips are an integral part of learning and have included projects completed at Franklin Mills Mall, and a seminar at Great Adventure. Club members operate the Bulldog's Den, your school store. Service and community projects are part of the DECA experience, as well as support activities like fund-raising. Meetings are held once a month during Marketing class.

DRAMA CLUB

GHS Drama gives you a chance to be part of an incredible family made up of fun loving, creative, engaging and inclusive people. You can join us on stage in our fall play or spring musical. You can also join us behind the scenes building or painting scenery, or making costumes and props. Watch for signs with details about our first Drama Fun night in September.

ENGINEERING CLUB

Engineering Club allows students to explore and pursue engineering projects and ideas according to their interest and motivation. Members can work collaboratively or individually. Club members also have the opportunity to participate in various engineering competitions throughout the year according to their interests, availability, and commitment level.

ENVIRONMENTAL CLUB

The Environmental Club is a group of concerned students committed to raising awareness about environmental issues, and to reducing our environmental impact as individuals, a school community, and as citizens of the world. One of their main activities is refining our recycling system.

INTERACT

Interact is a service oriented club for all students sponsored by Rotary International. Members have the opportunity to participate in activities where volunteering their time, energy and talents helps our local and international communities.

LIBRARY CLUB

The Library Club is for avid and reluctant readers alike. Students engage in and participate in activities that varies from theater games to scavenger hunts to creative writing to obstacle courses.

MOCK TRIAL

The Mock Trial program is one in which students participate in rehearsed trials to learn about the legal system in a competitive manner. The Mock Trial team competes in the county, regional and state level against other NJ High Schools.

MULTI-CULTURAL/ITALIAN, FRENCH AND SPANISH CLUB

This club allows the students to explore, learn, research and educate the Glassboro High School community the variety of cultures within our environment and the world. Students will learn customs and traditions from a variety of cultures. Students will participate in school community service acts, and various other activities that promote cultural diversity.

FRIENDS OF RACHEL CLUB (FOR)

This unique program provides the opportunity for GHS students and faculty to continue the chain reaction of kindness and compassion in your school and community. The main goal of this clubs is to help create a permanent positive cultural change in our school.

VARSITY CLUB

Membership is open to all varsity letter winners, subject to review and vote by club members. Its basic functions are to encourage excellence in athletics, and to make all championship teams and coaches. The Varsity Club maintains the marquee in the front of the school.

DRESS CODE

Dress code enforcement begins at home. Parents/Guardians have the primary responsibility of making sure that their children understand and adhere to the GHS dress code, and arrive at school appropriately dressed and groomed. The dress code described below cannot fully predict all circumstances. For that reason, the principal or designee reserves the right to determine whether a student's dress is appropriate for the educational environment. (See Discipline Code for disciplinary action due to dress code violations.)

- No bare midriffs, see-through clothing, halter tops/dresses, tube tops/dresses that expose cleavage or bare backs.
- Tops and bottoms must meet at all time—sitting or standing.
- Pants are to be worn at the waistline with undergarments not exposed.
- No boxer shorts, skin-tight shorts, spandex, pajamas or similar clothing considered "loungewear."
- Skirts/dresses/shorts must be fingertip length. Leggings or tights must be worn underneath any skirt/dress shorter than fingertip length.
- No chains, spikes, dog collars or any article of clothing/accessories that may pose a danger to the wearer or others.

- No head coverings or headwear of any type are permitted in the building. This includes hats, bandanas, sweatshirt hoods (hoodies), head/sweat bands (unless they are pulling hair back off the face), goggles, and sun glasses.
- No gloves or mittens.
- No clothing, book bags or other possessions that display inappropriate pictures, drawings, wording, or gestures that are offensive.
- No double meanings or crude phrases, references to or direct display of profanity, sexual or violent activity, racist or sexist symbols, or promotion of harmful or illegal substances—including alcohol and advertisements for taverns/bars, and controlled dangerous substances.
- No bare feet, slippers or other shoes that pose a safety hazard. Sandals may be worn unless other footwear is required by the teacher during a class activity that may pose a potential safety hazard. In such cases, teachers will notify students in advance.
- Clothing must be properly buttoned/zipped.
- All clothing must be clean—not ragged, ripped frayed or contain holes. If jeans, pants, shorts or skirts have holes in them leggings must be behind each hole and no hole should be higher than fingertip length.

Students in violation of the dress code will be given the opportunity to change their clothes, call a family member to bring a change of clothes, or borrow clothes from a friend. In the event they cannot change their clothes a student will be required to change into GHS sweats and/or t-shirts until the end of the day (which will be returned at the end of the day.)

Students are expected to dress appropriately (professional dress) when attending any award or recognition ceremony, which means dress shirt, tie and pants for gentlemen and pants, dresses or skirts (must follow dress code guidelines) for our young ladies. If you are not dressed appropriately then you will not be afforded the opportunity to proceed to the recognition ceremony to be honored.

The GHS administration reserves the right to make the final decision as to the appropriate nature of the clothing/item or message displayed.

EIGHTEEN-YEAR-OLD STUDENTS

A student who is 18 years old or an emancipated adult must present a court issued affidavit, notarized to possess the full rights of an adult and may authorize those school matters previously handled by parents or guardians. Accordingly, this student shall assume full responsibility for his/her attendance, academic performance and compliance with school rules and regulations. Please note that the law still allows a school, at their discretion to contact parents/guardians regardless of the student's age.

Students (18) years of age or older must follow the same rules and regulations that all other students follow. This includes notes, report cards, signing out, etc.

- Although an eighteen-year old student may submit their own requests for early dismissal, permission will only be granted for reasons approved by the administration and parents will be notified.
- Students must have an administrator's as well as parent/guardian permission to sign out of school, participate in field trips, etc. (signing out without an administrator's as well as without parent/guardian notification can result in disciplinary action for "cutting class and breach of security.")
- Students are not permitted to call themselves out absent.

EMAIL

All faculty members are accessible by e-mail. Below is the contact information for the GHS faculty and staff:

NAME	COURSE	EMAIL
Christine Abrams	Art	cabrams@gpsd.us
Christi Baldissero	English	cbaldissero@gpsd.us
Joan Beebe	Business	jbeebe@gpsd.us
Mike Belh	Social Studies	mbelh@gpsd.us
Erin Bernat	PE/Health	ebernat@gpsd.us
Robin Boyd	Guidance	rboyd@gpsd.us

Nancy Brown	F&CS	nbrown@gpsd.us
John Cino	Social Studies	jcino@gpsd.us
Jamie Cleary	Math	jcleary@gpsd.us
Caitlin Clements	Art	cclements@gpsd.us
Elisa Contrevo	Music	econtrevo@gpsd.us
Paul Cynewski	P.E./Health	psynewski@gpsd.us
Dustin Dapp	Social Studies	ddapp@gpsd.us
Caterina Dawson	World Language	cdawson@gpsd.us
Alaeida DeColli	Special Education	adecolli@gpsd.us
Christina Duffey	English	cduffey@gpsd.us
Jordan Faulkner	English	jfaulkner@gpsd.us
Alexis George	English	ageorge@gpsd.us
Jennifer Grasso	Drama	jgrasso@gpsd.us
Mary Greening	Music	mgreening@gpsd.us
Lynn Hartman	English	lhartman@gpsd.us
Rob Hemmes	Business	rhemmes@gpsd.us
Brett Hillman	PE/Health	bhillman@gpsd.us
Karmin Humes	Social Studies	khumes@gpsd.us
Barb Jones	Business	bjones@gpsd.us
Gina Keating	CST	gkeating@gpsd.us
Michele Keating	Math	mkeating@gpsd.us
Gin Keefer	Science	gkefer@gpsd.us
Harry Lobby	Social Studies	hlobby@gpsd.us
Greg Maccarone	Social Studies	gmaccarone@gpsd.us
Linda Massari	Science/English	lmassari@gpsd.us
Margaret Mattioli	Guidance	mmattioli@gpsd.us
Anne-Sophie Meeks	World Language	ameeks@gpsd.us
Rachel Melecio	Spanish	rmeleccio@gpsd.us
Michele Memis	Science	mmemis@gpsd.us
Rebecca Metelow	Math	rmetelow@gpsd.us
Maureen Morrison	English/ESL	mmorrisson@gpsd.us
Richard Morrison	Math	rmorrisson@gpsd.us
Art Myers	Music	mmyers@gpsd.us
Melody Olaye	CST	molaye@gpsd.us
Erin Perewiznyk	Nurse	eperewiznyk@gpsd.us
Susan Powers	Science	spowers@gpsd.us
Mary Beth Ragozzino	Guidance	mragozzino@gpsd.us
Linda Rorer	English	lrorer@gpsd.us
Wayne Rulon	Math	wrulon@gpsd.us
Sheila Saphire	English	ssaphire@gpsd.us
Janice Rynkiewicz	Math	jrynkiewicz@gpsd.us
Reiner Schmidt	Science	rschmidt@gpsd.us
Dennis Scheuer	Science	dscheuer@gpsd.us
Andrea Serra	Business	aserra@gpsd.us
Tina Spadafora	Math/Social Studies	tspadafora@gpsd.us
Amy Stewart	Math	astewart@gpsd.us
Thomas Struck	English	tstruck@gpsd.us
Nicholas Tarasevich	Math	ntarasevich@gpsd.us

Richard Wisniewski	Math	rwisniewski@gpsd.us
Christopher Wood	English	cwood@gpsd.us
Patricia Yanez	TV Tech	pyanez@gpsd.us
Cameron Youngblood	Science	cyoungblood@gpsd.us
Tara Zaccardi	English	tzaccardi@gpsd.us
TBA	PE/Health	TBA
TBA	Math	TBA

OFFICE AND OTHER PERSONNEL

Mrs. Jennifer Hunter Administrative Secretary to Principal
Mrs. Kathleen Whittle Administrative Secretary to Athletic Dir.
Mrs. Brandi Burton Administrative Secretary Asst. Prin.
Mrs. Nancy Wait Guidance Secretary
Ms. Laura Holman Library Aide
Mrs. Linda Barousse Security
Mr. Spencer Harden Security
Mr. Mike Massi Security
Mr. Ahmed Shire Security

EMERGENCY ANNOUNCEMENTS

Should an emergency arise or serious weather conditions make roadways impassable, school will be closed or a delayed opening may be necessary. Notice of such closing or delayed opening will be made via telephone through School Messenger service, posted on the GPS website and social media pages, and broadcast over radio/television stations frequently starting at 6:00A.M. The Glassboro Public Schools code number for school closing/delayed opening is 805.

KYW Radio 1060 A.M.
KYW TV Channel 3
WPVI TV Channel 6

The school district's emergency telephone closing number is **856-652-2700 Option 7**. This telephone number will be in service from 6:30 A.M. to 8:00 A.M. on inclement days during the winter months. Please do not telephone the high school office or the local police department.

EMPLOYMENT

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 permanent employment. Working papers can be obtained in the guidance office.

To obtain working papers, the student must fulfill four requirements:

1. Have a Promise of Employment form filled out;
2. Have a doctor's certificate verifying physical fitness;
3. Have a school record form, signed by the principal;
4. A birth certificate;

To obtain agricultural working papers (the student up to 16 years of age) must fulfill two requirements:

1. Complete the special agricultural permit, signed by the parent or guardian;
2. Produce a birth certificate. After 16 years of age, only the birth certificate is necessary.

FERPA NOTICE

In accordance with No Child Left Behind Act of 2001 (NCLB), parents and eligible students have the right to inspect educational records under the Family Educational Rights and Privacy Act. Specifically:

- Inspect and review records
- Requests amendments to records
- Rights to consent to disclosures

- **Rights to file a complaint**

For more information, please contact the GHS Main Office at 856-652-2700 extension 1101.

GRADING

Grade Reporting

Each semester will have two mid-marking period progress reports and two subsequent marking period report cards. Additionally, parents are encouraged to monitor students' grades on Power School. Please contact GHS Guidance Office for username and password.

DEFINITION OF GRADES

A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	59& below
NC	50%
I	Incomplete. Class work not finished due to absence. The grade will be awarded upon completion of work within five (5) school days after pupil's return to school (or end of marking period) or no credit will be earned.
M	Medical Excuse. The student is not able to participate in class due to medical reasons (verified by a doctor's note).
W	Withdrew from course. No credit earned.
P	Passed. Completion of course requirements for courses graded on a pass/no credit basis.

COMPUTING FINAL GRADES

In calculating a final grade, the numerical system will be used. In full-year courses, final examinations count as 10% of the final grade. In cases of excessive absence, students will receive a grade of 50. (Please refer to the Student Attendance Policy.)

Since the final exam has a uniform percentage impact on semester grades, all course grades in these major academic subjects will be listed numerically. The teacher must use the numerical equivalent in determining the report card grades.

Teachers may give "incomplete" grades at the end of marking periods. **In addition, students who have not completed final exams will be issued a zero (0) for the final.**

CLASS ABSENCE

It is believed that academic achievement is considerably affected by class attendance. Therefore, an area is provided on the report card for teachers to indicate the number of class sessions the student has missed. Review Policy on Pupil Absence and Loss of Course Credit regarding this matter.

EXAMINATIONS

Final exams are required in all major academic courses. In these courses, the final exam accounts for 10% of the final grade.

Students are required to take final examinations as scheduled. In those cases of extreme emergencies, the administration may approve absences during examination days. Students, who, for whatever reason, do not take final exams will receive an "NC" grade for that course. Exceptions are those students whose absence has been administratively approved and who will be given make up opportunities on dates to be announced. **If the final exam is not completed on dates announced or the make-up dates the student will receive a zero (0) on the final exam.**

GUIDANCE SERVICES

The Guidance Department serves each student in a variety of ways. Its chief functions are:

- provide individual counseling so that each student can help him/herself with education, vocational, and personal problems
- guide students in course selection
- assist students in vocational and college placement

- coordinate district and national testing programs
- establish and maintain a complete permanent record of progress from the time of each student's admission into school.

Guidance services are always available when a student is reevaluating his/her program and educational plans.

COUNSELORS:

Students are assigned a counselor based according to the first letter of their last name as follows:

Ms. Robin Boyd	9—12	A—F; Academy Students
Ms. Margaret Mattioli	9—12	G—O
Mrs. Mary Beth Ragozzino	9—12	P—Z
Ms. Melody Olaye	9—12	A—L CST Case Manager
Mrs. Gina Keating	9—12	M—Z CST Case Manager

HARASSMENT, INTIMIDATION AND BULLYING

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.

The Glassboro Board of Education and administration believes that educating children is a shared responsibility between the parent/guardian and the school community. Students will not be harassed because of their race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, or mental or physical disability or other distinguishing characteristics.

As per NJ Statute 18A: 37-1 through 19, the consequences for any pupil who commits acts of harassment, intimidation or bullying range from behavioral intervention up to and including suspension or expulsion (in severe cases). However, the Superintendent may modify a pupil's removal on a case-by-case basis. In addition, the appropriate law enforcement agency may be notified.

To ensure that the harassment, intimidation and bullying policy is understood, please see the district policy online at www.gpsd.us. To report an incident of Harassment, Intimidation, and Bullying, please contact or if you have questions or concerns regarding an HIB case or the district policy, please contact:

Mrs. Mary Beth Ragozzino, HIB Specialist
 Glassboro High School
 550 Bowe Blvd.
 Glassboro, NJ 08028
 856-652-2700 ext. 1211
mragozzino@gpsd.us

**HEALTH SERVICES
 HEALTH SCREENING INFORMATION**

As part of the School Health Services program provided in the Glassboro Public Schools, children will have screenings performed by the school nurse. Periodic medical screenings are an important health promotion endeavor since they may identify a potential problem, which could have an impact on a child's health and education. Please review the list below to see what screenings your child will receive during this school year. If you are concerned that your child may have a problem and he/she is not due to be screened this year, please contact the school nurse who will be more than happy to complete the specific screening. Please keep the nurse informed of any Emergency Card phone number changes as well as any changes in your child's health status by contacting GHS Nurse Erin Perewiznyk, at 856-652-2700 ext.1311 or via email at eperewiznyk@gpsd.us.

SCREENINGS

- **Blood Pressure, Height, and Weight – Grades Pre-K thru 12**

- **Vision Screening – Grades Pre-K- 4, 6, 8, 10**
- **Hearing Screening - Grades Pre-K – 3, 7, 11**
- **Scoliosis Screening – Biennially for students between the ages of 10 and 18**

(This is the minimum recommended by the district. Other students may be tested as needed.)

ADMINISTERING MEDICATION

Medication Policy (New Jersey State Law Guidelines)

In order for **any medication** (including over-the-counter drugs such as aspirin, Tylenol, cough syrup, cough drops, etc.) to be administered to a student at school the following conditions must be met:

Parents or guardians may administer medications to their children at school. This should be coordinated by the parent or guardian with the school nurse.

If the parent or guardian is unable to assume this responsibility, only a certified school nurse or physician may administer the medication.

A. For both **prescription** and **non-prescription** drugs, we must have:

1. A **written order from the prescribing physician** which shall state: Child's name, and dosage of medication, time of day to be given, duration of therapy and any special instructions of which the nurse should be made aware.
2. A **signed permission note from the parent or guardian** giving the nurse permission to administer medication to the child as prescribed by the physician.
3. The medication, prescription and non-prescription, **MUST BE brought to the school nurse in the original container**, appropriately labeled by the pharmacy or physician.

If the school nurse has any concern about administering the medication, the school doctor will be contacted for advice/direction.

B. The certified school nurse or parent or guardian is the only one permitted to administer medication in the school.

It is preferred that a certified nurse or parent or guardian be the person to administer medications on school trips. If it is not possible, the parent or guardian must provide written authorization to designate a staff member, school administrator or other identified adult to administer medications. Without this authorization, the student will not be permitted to participate in the school trip.

Parents or guardians should notify the school nurse that the child will be bringing medication to school.

If a prescription medication is to be given on a regular basis (e.g. Ritalin, Asthma or Bee Sting medication, etc.) The doctor's written order and parent note shall be re-evaluated and re-submitted to the nurse at the beginning of each school year.

The school nurse shall maintain a record of students to whom medication may be administered, the names of the prescribing physicians, doses and times of medication. A medication schedule will be established at each school and if a school nurse is not available, parents will be responsible for administering the student medication.

HONOR ROLL

REGULAR HONORS

Honor Roll status is granted to pupils who achieve a quarterly grade point average equivalent to a "B" with no "C's", "D's", "F's" or "NC's," and a passing grade in all courses graded on a Pass/Fail basis. Minimal requirements-- 20 credits.

PRINCIPAL'S LIST

The High Honors status is granted to students who achieve a grade of "A" in all courses so graded and a passing grade in all courses elected on a Pass/No credit basis. Minimal requirements-- 20 credits.

INSURANCE

The Board of Education has purchased an accident medical expense policy for the 2018--2019 school year. Insurance brochures are sent home to the parents in the first mailing in August. Insurance claims may be processed in the Nurse's Office.

INTERVENTION & REFERRAL SERVICE (I&RS)

The I &RS (Intervention & Referral Services) Committee was developed to provide help to any student who is experiencing difficulty, in the areas of academic, attendance and/or behavior. The team consists of teachers, a guidance counselor, CST member and school administrator who work in conjunction with the student and his/her parent

or guardian to develop a positive action plan. This plan is put in place to assist the student in alleviating the difficulty.

LIBRARY SERVICE AND MATERIALS

All GHS students are welcome to use the high school library for research, recreational reading, studying, and completing assignments. The Library staff will help you find what you need from our collection of over 10,000 books, magazines and newspapers. The library also provides access to online databases that you can use for schoolwork or personal interest. Students may use the library according to availability. Students who wish to use the library during lunch must have a pass from the librarian prior to the assigned lunch. You must sign in. If you need to leave the library, you must ask the library staff for a pass. Walking out without a pass is considered a cut. Visit the library webpage for further information and news at www.gpsd.us.

LOCKERS

At the beginning of each school year, the student is assigned a hall locker in which to store textbooks, lunches, and outdoor clothing. The sharing of lockers is **prohibited**. Every student is assigned a lock upon entering GHS. This lock will remain in the possession of the student for the remainder of his/her time as a student at GHS, and will be returned upon graduation or transfer to another school district. Any lock that is lost or misplaced by the student may be replaced in the office for the price of \$5.00. **Lockers and locks are the property of the school and subject to inspection at any time.** It is the responsibility of the student to keep the locker secured, since the loss of property or restitution for lost property is not the responsibility of the school.

Students should refrain from bringing valuables, large sums of money, jewelry, etc. to school. Each student shall be assigned a locker for use in conjunction with physical education classes. Locker inspections are made periodically to check the condition of lockers and to clean out refuse.

LOST AND FOUND

In the event you should lose something in the way of personal possession, please check in the Main Office. Should you find something in the building belonging to someone else, please take it to the Vice Principal's Office.

MAKE-UP WORK

Students need to complete missed assignments upon their return to school. Each student is allowed to make-up the work due to absence. Absence from school due to suspension will follow the same policy. It is the student's responsibility to get and complete all work missed. Students' grades will be determined on work completed while in attendance.

GLASSBORO CHAPTERS OF HONOR SOCIETIES NATIONAL ART HONOR SOCIETY

The National Art Honor Society is an organization to which students are selected on the basis of outstanding artistic scholarship and service to the school and community through the development of artistic endeavors together with a strong moral character. By exemplifying these standards, the individual student members of the society promote an awareness of art and become active participants in the education process in the school and in the community.

The National Art Honor Society strives to:

1. Recognize those students who have shown outstanding ability in the field of art.
2. Serve as an inspiration for students to strive for higher goals in their work.
3. Foster excellence and a dedicated spirit in the pursuit of art.
4. Encourage the creative abilities and talents of individual students.
5. Assist students in working toward the attainment of their highest potential in the field of art.
6. Bring art to the attention of the school and the community.
7. Increase the awareness of art as a viable area within the total school curriculum.
8. Advance aesthetic awareness in all aspects of the total educational program.

GLASSBORO CHAPTER OF THE NATIONAL HONOR SOCIETY

I. *What is the NATIONAL HONOR SOCIETY?*

The National Honor Society is an honorary organization to which students are elected on the basis of four qualifications: **Scholarship, Leadership, Service, and Character.** The function of the NHS is to provide service to the school community.

II. *How is NHS membership determined?*

Students are first eligible for membership during the fall of their *junior* year. Any student with a *cumulative grade point average* of **93** is eligible for nomination to the NHS. These students are then rated by all Faculty members in the areas of Scholarship, Leadership, Service, and Character. The rating scale is a 5- point scale, with 5=high and 1=low. To be nominated, a student must earn an average of 4 in all 4 categories.

III. *What qualities are used to determine excellence in Scholarship, Leadership, Service, and Character?*

Listed below are the criteria used by the Faculty in their ratings. Each student is graded holistically within each category:

Scholarship:

- demonstrates academic initiative
- is a positive, inquisitive, and insightful voice in the classroom
- demonstrates a breadth of academic experience by taking Honors and Advanced Placement courses.

Leadership:

- is resourceful in proposing new problems, applying principles, and making suggestions
- demonstrates leadership in school activities
- exercises positive influence on peers and inspires positive behavior in others
- upholds school ideals and contributes ideas that improve school life
- can delegate responsibilities
- successfully holds school offices or positions of responsibility, conducts business efficiently and effectively, and is reliable and dependable without prodding
- demonstrates positive leadership in the classroom, at work, and in school activities

Service:

- is willing to uphold scholarship and maintain a loyal school attitude
- participates in some outside activity (community, church, volunteer groups, Scouts, etc.)
- volunteers, is dependable and well-organized, is gladly available, and is willing to sacrifice to offer assistance
- cheerfully and enthusiastically renders any requested school service
- is willing to represent the class/school in inter-class/school competition
- does community and staff work w/out complaint
- shows courtesy at all times

Character:

- willingly and graciously accepts criticism and recommendations
- exemplifies desirable personality traits (friendliness, cheerfulness, poise, and stability)
- upholds moral and ethical principles
- cooperates by complying with rules and regulations, both in and out of school

Beginning with the Class of 2016, the following selection process for National Honor Society members will be in effect:

1. Nominees will be determined at the end of the 4th and 6th semesters for 11th and 12th grade students, respectively.
2. Nominees will have a minimum cumulative GPA of **93**.
3. Nominees will be asked to complete an activity profile sheet which will include:
 - a. Offices held in any activity (both school and community)
 - b. Organizations in which the nominee holds active membership, verified by a letter signed by the supervisor/advisor
 - c. Verification of 20 hours of non-remunerated service activities within the school, church, or community
 - d. Awards, honors, and other recognitions of special achievement
 - e. Two letters of recommendation (not from teachers or relatives)
 - f. A cover letter
4. Nominees will be rated by each faculty member in the areas of leadership, service, and character, using a 5-point scale with 1=low and 5=high. An average score of 4 in each category will be necessary for membership.
5. The final determination of membership will be affirmed by a Faculty Council of not less than 5 members, made up of

Faculty members and the NHS Advisor.

6. All scores would be rounded to the nearest 10th.

TRI-M MUSIC HONOR SOCIETY

The Tri-M Music Honor Society is the international music honor society for secondary school (middle/junior high and senior high) students that motivates and recognizes musical achievement. Founded in 1952 by Alexander and Frances Harley, Tri-M has helped young people provide years of service through music in thousands of schools throughout the world. Through nearly 2,900-chartered chapters, thousands of students have received recognition for their efforts and honor for their musical accomplishments. In 1983, Tri-M Music Honor Society became a program of the National Association for Music Education (MENC) an association of nearly 70,000 music education professionals nationwide. It is governed by the Council of Music Honor Society Chairpersons.

PASSES

Hall - The student must secure a pass from the teacher if it is necessary to be in the hall during class periods. No student will be issued by a teacher during the first or last 10 minutes of **ANY** class. Agenda Books will be used for passes. IF a student loses their Agenda book they must purchase a new book for \$5.00 from the school store or in the Vice Principal's Office.

Guidance and Office Passes - From time-to-time a homeroom teacher will give the student a pass to the office or guidance area. At the beginning of the period, the student is to show it to the teacher and report to the appropriate area at the time indicated.

Late to Class - Any student who is late to class must present an authorized pass from the staff member who detained him/her or be subject to a disciplinary action. Teachers will admit students to class but further action will be taken if no pass is obtained.

PLAGIARISM

Plagiarism is a form of academic cheating, and is a violation of ethical behavior and how to be a responsible citizen. When a teacher suspects that a student has plagiarized using the TURN IT IN software, the teacher and a member of the administrative team will convene to review the work. They will confirm to what level plagiarism has occurred and what disciplinary consequences will be applied.

PROPERTY AND APPEARANCE

SCHOOL PROPERTY

The student is held responsible for proper care and use of all books, supplies, apparatus, and equipment furnished by the school.

TEXTBOOKS AND SUPPLIES

Textbooks are issued on an individual basis with additional reference books provided as they are needed.

Each textbook is stamped on the inside cover with space to record the student's name, teacher's name, date of issue, and the condition of the book when issued.

Students must provide a book cover for each textbook. Book covers may be obtained from the school store without charge. Lost books or damage resulting from misuse will be charged against the student.

POSTERS and SIGNS

Posters and other display materials advertising school-related events, dances, plays and musicals may be placed on classroom tack boards in areas designated by the homeroom advisor. Posters/signs must have administrative approval. It is recommended that all posters are to be hung with masking tape for easy removal.

TELEPHONES

A student must secure a pass from a teacher or an administrator to use the office telephone during class periods.

STUDENT DRIVING

Parking privileges are extended based upon good behavior, regular attendance and punctuality, and adherence to all the above rules. Violation of these rules and/or other policies will result in disciplinary action to include suspension and/or forfeiture of the privilege of parking on school grounds.

1. All seniors and juniors with Gold Renaissance are required to apply and register their cars in the Vice Principal's

office in order to receive a parking placard.

2. Each car must have a parking placard properly displayed and with the assigned number clearly visible.
 3. All students who drive cars to school must park only in the student parking area.
 4. There will be a ten-mile per hour speed limit enforced at all times in the parking lot. All other posted limits on school grounds will also be strictly enforced.
 5. Students are not to occupy automobiles or congregate in the parking lot.
 6. If a student is dismissed from school and has a car, the student must leave the school grounds immediately with the car.
 7. All cars must be locked to insure their safety against any theft or property loss while on school grounds. The driver bears full responsibility for any such theft or loss.
 8. Students drivers are responsible for the conduct of passengers and the contents of the car, (alcohol, smoking, drugs, etc.) will be considered the personal possessions and administrative and other action will be taken where appropriate.
- All vehicles are subject to the possibility of being searched if necessary.**
9. **Parking decals are not transferable. Any student who gives their parking sticker to another student will lose their privileges for the remainder of the school year.**
 10. All vehicles registered for authorized parking must carry liability and property damage insurance. The Insurance Identification card must be submitted at the time of registration.
 11. **Illegally parked vehicles will be ticketed and/or towed at the owner's expense.**
 12. **Students who have been cited for lateness and excessive absences (due to lateness more than 10 minutes) will lose their parking privileges.**
- ** Those 11th and 12th grade students who are not eligible for a parking permit are limited to park on the southbound (School) side of Carpenter Street only.**

SENIOR EVENTS

SENIOR DINNER DANCE

This dance is usually held in the spring at a local establishment. It is open only to GHS Seniors.

SENIOR TRIP

In late spring, seniors participate in a three- or four-day trip to an educational and/or resort area as a highlight of their senior year. **Students who are participating must have satisfied all fines prior to Senior Trip.**

BACCALAUREATE

Baccalaureate is a non-denominational ceremony that is sponsored by the Glassboro Ministerium to celebrate and bless our graduates.

CLASS NIGHT

Class Night includes the presentation of scholarship awards. Parents are invited and encouraged to attend Class Night activities.

COMMENCEMENT

Commencement is the culminating exercise in a student's high school career. It marks the final school day for seniors. Participation in graduation ceremony is a privilege. Students not meeting the requirements set forth by the Glassboro BOE and GHS Administration will forfeit their ability to participate in the ceremony.

SCHOOL SAFETY PROGRAM

In an effort to reduce crime in our school district, Glassboro Public Schools have joined forces with the New Jersey School Boards Association in the implementation of the **WeTip School Safety Program**. **The WeTip Safety Program offers an anonymous hotline to students and their families to report school related crimes, without fear of reprisal by calling (800)-78-CRIME (800-782-7463).**

When you call the **WeTip** hotline, the first words you will hear from the operator will be, "This is the **WeTip** hotline, please do not give your name". The operator will then ask a series of questions, designed by law enforcement, to obtain the maximum amount of information about the reported crime. **WeTip** information is immediately conveyed to the appropriate police, fire, and sheriff's agencies. After the information is taken, if the informant requests a reward, a code name and number are assigned to the informant.

Cash rewards of up to \$1000 are given upon verified reports from law enforcement that **WeTip** information was received prior to arrest and that the information was helpful in the arrest and conviction. For more information on the WeTip School Safety Program, you can visit the website at www.wetip.com. You can call **WeTip 24 hours a day at (800) 78-CRIME or (800)-782-7463.**

2nd FLOOR NEW JERSEY'S YOUTH HELPLINE

The New Jersey Youth Helpline, 2nd Floor, is a toll free, anonymous and confidential helpline available 24 hours a day, 7 day a week, 365 days a year to all NJ youth, ages 10-24. **Youth can call 2nd Floor at 1-888-222-2228 to speak with professional and trained volunteers who listen attentively, non-judgmentally and compassionately to issues and problems they are facing.** Visit www.2NDFLOOR.org for more information and try the message board.

CYBERBULLYING

By law, New Jersey school districts are required to have and implement policies prohibiting bullying, including cyber bullying, and event that occurs when one or more people use technology to harm, harass, intimidate or reject another person. But cyber bullying is only one of the challenges technology and cyber space pose to school leaders. Developing and implementing effective policies regarding students' use of cell phones, the internet, email and instant messaging are among a school leader's most challenging responsibilities. No school is unaffected. Research shows that cyber bullying now begins in elementary school, increases in middle school, and decreases in high school. GHS has formulated effective policies and strategies to not only prevent and respond to cyber bullying, but to keep students as safe as possible in cyber space.

The Board of Education prohibits acts of cyber-bullying by school district pupils through the use of any school district owned, operated, and supervised technologies. The Building Principal or designee may report allegations of cyber-bullying to law enforcement authorities, and students engaging in this may be subject to disciplinary consequences.

SCHOOL SAFETY DRILLS

As per state regulations, safety drills are to be held twice a month to prepare students and staff for an actual emergency. Either a fire alarm or an announcement by the administration will signal the unannounced drill. At this signal, the students and staff will follow the procedures for the drill, evacuation or lockdown. It is imperative the students follow teacher directives quickly and quietly. Proper protocol and procedures will be taught to all students at the beginning of each semester. **Students not following proper protocol may receive disciplinary action.**

SEARCH AND SEIZURE

Searches may be conducted of students' personal effects and belongings when school administrators have reasonable suspicion to believe that a student is in possession of or has within easy access any form of drug, drug paraphernalia, weapons, stolen property, contraband, and alcoholic beverages or other dangerous substances or objects.

"Reasonable suspicion" shall mean suspicion based on statements of concern by staff or students, and/or physical condition or behavior that indicates possible possession. **This includes, but is not limited to, a student's backpack, purse, gym bags, locker, or vehicle on school property. A student refusing to cooperate in searches or impeding a search will be subject to disciplinary action and possible police involvement in the incident.**

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 work places. (Amended the 2006 NJ Smoke-free Air Act)

DO NOT BRING TOBACCO/ELECTRONIC SMOKING DEVICES INTO THE BUILDING. IT WILL BE CONFISCATED, STUDENT WILL BE SUBJECT TO CONTROLLED DANGEROUS SUBSTANCE SCREENING, AND DISCIPLINARY ACTION WILL BE TAKEN.

SPORTSMANSHIP POLICY AND GUIDELINES FOR THE GLASSBORO ATHLETIC COMMUNITY

POLICY

The Glassboro Board of Education recognizes the importance of good sportsmanship as an integral part of the total education program. The Glassboro Athletic Community is expected to conduct themselves in a sportsmanship like manner when representing their school and community. Everyone involved has the obligation to clearly see his/her influence and act accordingly.

GENERAL GUIDELINES

The Glassboro Athletic Community has agreed on the following guidelines for behavior during athletic contests in the school community.

1. Each athletic program should establish broad and specific policies and procedures relating to sportsmanship and identify responsibilities to ensure their observances.
2. Each athletic program should insist that personnel set good examples of deportment and sportsmanship and correct those individuals who are at fault at a time convenient and in an adequate manner for the situation
3. Each athletic program should utilize all appropriate occasion and means to emphasize desirable deportment and sportsmanship to all athletes and supervisory personnel.
4. The supervision of trips and "away" contests should be such as to assure that the conduct of athletes and coaches brings credit to themselves, the community, and their sport. To this end, we advocate the full promotion of cooperative "host-guest" relationship between and among teams entering into athletic competition.

SPECIFIC GUIDELINES FOR BEHAVIOR

For the coach - Exemplify high moral character, behavior and leadership; respect the integrity of the individual athlete; abide by and teaching the rules of the game in letter and spirit; set a good example for players and spectators; respect the integrity and judgment of contest officials; display modesty in victory and graciousness in defeat in public and private; make sportsmanship the number one priority, and develop a program that rewards sportsmanship and penalizes un-sportsmanship conduct.

For the athlete - Accept the seriousness of representing the Glassboro community; recognize opponents outstanding play; live up to the standards of sportsmanship established by the community; learn the rules of the game thoroughly; treat the opponents the way you would like to be treated; wish opponents good luck before the contest; congratulate opponents following either victory or defeat, and respect the integrity and judgment of officials.

For the spectators and support groups - Treat opposing players, coaches, spectators and support groups with respect and enthusiasm and conduct themselves as representative of the Glassboro community; respect the integrity and judgment of contest officials; learn the rules of the game in order to understand certain calls/situations; support the coaches' decisions; not be resentful of coaches; criticism and disagreement of coaching methods should be discussed in private; recognize and show appreciation for an outstanding play of either team; be a positive role model through your own actions and censuring those around you whose behavior is unbecoming, and use only those cheers that support and uplift the teams involved.

THE EFFECTS OF STUDENT SUSPENSION FROM SCHOOL ON PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

Students will be ineligible for participation in every activity, meeting and school events during the suspension. She/he will not be permitted on school grounds without prior permission from administration during the suspension may remain ineligible the balance of the season unless:

- A. The student and parent file a written request for a hearing before an administrative committee to show cause why their ineligibility should not remain permanent. Such a committee will be composed of at least two administrators, the advisor or coach and the student's Guidance Counselor. The parent must be present at the hearing.
- B. Following the hearing the Administration may grant the request of the student and reinstate participation privileges. The Administration may also grant the appeal, conditionally, provided that certain conditions relative to student behavior, attendance and academic performances are met. The Administration may also deny the request.

- C. Any student who is suspended twice during a season will remain ineligible for the remainder of the season. The pupil will again become eligible at the end of that season or semester; however, if the student received a two more suspensions they will be ineligible for one calendar year from the date of the fourth suspension.
- D. **Those students who have been suspended FOUR times during the school year will forfeit their opportunity to run for any class office for a calendar year. They will also forfeit the opportunity to attend any school social activities (i.e. Sophomore Dance, Freshmen Lock In, Homecoming, Prom, etc.) as well as the senior trip.**

INTERSCHOLASTIC ATHLETICS

The interscholastic athletic program is an integral part of Glassboro High School’s total educational experience. Interscholastic athletics provide wholesome competition against other schools for the athletically talented student in a variety of sports and stimulate school spirit and pride among the student body and school district citizenry.

Glassboro High School competes in interscholastic athletic contests in accordance with the rules and regulations set forth in the Constitution and By-Laws of the New Jersey State Interscholastic Athletic Association.

Glassboro High School offers a very comprehensive and diversified athletic program for both boys and girls.

BOYS	GIRLS
BASEBALL—JV, V BASKETBALL—JV, V FOOTBALL—JV, V CO-OP GOLF SOCCER—JV, V CO-OP SWIMMING—V CO-OP TENNIS—V TRACK—V CO-OP WRESTLING—JV, V WINTER TRACK—V	BASKETBALL—JV, V CHEERLEADING—V FIELD HOCKEY—JV, V SOCCER—JV, V CO-OP SWIMMING--V SOFTBALL—JV, V CO-OP TENNIS—V TRACK—V WINTER TRACK—V

LETTERS

In recognition of performance in sports, deserving athletes are awarded letters. A student must participate in **at least 50% of the Varsity games** in order to be awarded a Varsity Letter. Letter awards are presented at a program following Fall, Winter and Spring seasons. If a student fails to attend the program without notifying the athletic office prior to the event, they will only receive printed certificates and plaques.

SCHOLAR ATHLETE

Students who earn a cumulative GPA average of 90 will be awarded certificates and a pin distinguishing them as Scholar Athletes. Averages will not be rounded up.

CONDUCT OF STUDENTS ON SCHOOL-SPONSORED TRIPS/SENIOR TRIP

Students on all school-sponsored trips shall be subject to the Disciplinary Code of the school. In addition, students on overnight trips approved by the Glassboro Board of Education, who violate those actions of the school Disciplinary Code, shall be subject to the additional penalties as listed in the school’s Disciplinary Code.

Student violation of any of the sections of the school Disciplinary Code will result in disciplinary action including suspension of trip activities for the student or the student’s being sent home at the expense of the parent upon notification of the parent. The decision as to whether the student is sent home shall be determined by the

circumstances and time factors involved in the incident.

The school administrator shall, in consultation with the school staff, prepare rules, regulations and other general information for approved overnight trips to include these guidelines. Students and parents shall be informed of such rules and regulations.

STUDENT GOVERNMENT

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association is an organization of elected students representing the student body. Stated purposes of the SGA are to inspire and create pride among students in their school, and to further wholesome relationships between students, the faculty and administration.

Qualified candidates for SGA class delegates are elected in May. Write-in balloting for class officers is not permitted.

SGA 2018-2019 Advisors: Mr. Dapp and Mr. Struck

Class of 2019 Advisors: Mr. Scheuer & Mr. Wood

Class of 2020 Advisors: Mr. Hemmes & Mrs. Keating & Mrs. Powers

Class of 2021 Advisors: Mrs. Medora & Mr. Youngblood

Class of 2022 Advisors: Mrs. Massari & Mrs. Serra

TESTING

The NJ DOE has transitioned to a new standardized testing format for students, PARCC (The Partnership for Assessment of Readiness for College and Careers.) The computerized-delivered test will be given to all students in grades 3—11 in Language Arts and Mathematics, and are aligned to the Common Core State Standards.

All students are subject to new graduation requirements beginning with the Class of 2021. Students must meet at least one of the criteria in Language Arts and Mathematics using the following tests:

- PARCC ELA (grades 9—11) and PARCC Algebra 1, Geometry and Algebra 2
- Meet the criteria of the NJDOE Portfolio Appeal for ELA and/or meet the criteria of the NJDOE Portfolio for Math.

ELA and Math Assessment Requirements for the Class of 2022

- First Pathway: Take and pass PARCC ELA 10; take and pass PARCC Algebra 1 Assessments.
- Second Pathway: Meet the criteria of the NJDOE Portfolio Appeal for ELA and/or meet the criteria of the NJDOE Portfolio Appeal for Math. **[This Pathway is only available after a student takes all PARCC tests associated with the high school level courses for which they were eligible].**

CELL PHONES ARE PROHIBITED FROM BEING IN THE TESTING SITE DURING THE STATE ASSESSMENT!

TEXTBOOKS

Textbooks and other school materials are assigned to students on a lending basis. It is expected that the materials are to be returned upon the completion of the course and in the same condition as when issued. Students owing materials or a fine for lost materials will be placed on the Restricted list and prohibited from participation in school events/activities. They are your responsibility. Keep them covered. Lost, stolen, damaged or mutilated books, uniforms and other materials will be charged to the student to whom it was issued. Each teacher, faculty member or coach will issue a fine.

VIDEO SURVEILLANCE

Safeguarding the well-being of all students and staff is a primary concern for the GHS administration. School security cameras are an important tool for ensuring safety on the school grounds. The use of video surveillance cameras, both inside the school building and on the perimeter of the property are an indispensable aid to identifying and resolving issues as they arise. The recordings of the surveillance cameras are the property of the Glassboro Public Schools.

VISITORS

All visitors must report to the Security Office immediately located at the front of the building. Visitors are not permitted during the school day unless an appointment has been set up or is approved by the administration.

DISCIPLINE

(The Discipline Code is found at the end of the Student Handbook)

The following are guidelines, and the administration reserves the right to bypass steps depending on the seriousness and/or sufficient frequency of the incident as to disrupt the safe, orderly operation of the school. Infractions will be dealt with in a cumulative fashion.

Be aware that substitute teachers, instructional aides, guidance counselors, the nurse, custodial staff, the athletic director and security personnel have the same responsibilities for control as regular teaching faculty members and administrators, and the same level of cooperation is expected toward them; therefore, discipline referrals made by any of the above will carry the same disciplinary consequences as listed.

When a student is sent from a class/activity, he/she is to report directly to the Vice Principal's Office or be escorted by security. Any student who purposely hinders staff from addressing such a situation will face disciplinary action. Student accountability begins upon leaving home for school and ends upon returning home from school.

The social activities including all formal, semi-formal and informal dances, musicals, concerts, dramatic productions and similar events are planned and placed on the school calendar. Consequently, participation and attendance at any of these functions are to be considered special privileges and should be available to those students who have earned these privileges. The following requirements must be met in order to participate in all GHS social activities: (Including, but not limited to Semi-formal, informal or formal dances including Junior—Senior Prom and Senior Trip).

ADMINISTRATIVE AND PROBATION LIST

ADMINISTRATIVE PROBATION

Students whose disciplinary records are extensive will be placed on administrative probation.

Students are placed on the Administrative Probation list for the following reasons:

1. A minimum of 10 discipline referrals from the previous/current school year.
2. A minimum of four 3--7 program or two external suspensions from the previous/current school year.
3. Any additional circumstances as deemed necessary by the administration.

Discipline Action:

1. Discipline referrals will be directed to the designated Vice Principal.
2. Corrective actions by the designated Vice Principal may be taken other than those prescribed by the Disciplinary Code.
3. The student's record will be referred to the GHS Principal for review.
4. The student may not attend school social functions i.e. Dances, and/or class trips, or any other school sponsored activities during school hours.
5. Students on academic probation, school parking, or Bulldog Block lunch privileges.
6. Continued misconduct may result in the student's placement on the Administrative Restriction List

Removal:

Any student who wishes to be considered for removal from Administrative Probation must be discipline referral free for one marking period. Then, the student must present a letter to the principal stating his/her request for removal immediately following the marking period in which that student was referral free.

ADMINISTRATIVE RESTRICTION

Students whose disciplinary records are extensive will be placed on Administrative Restriction:

Students will be placed on the Administrative Restriction list for the following reasons:

1. A minimum of 12 discipline referrals from the previous school/current school year
2. A minimum of five 3-7 programs or three external suspensions from the previous/current year
3. Any additional circumstances as deemed necessary by the administration

Discipline Action:

1. Discipline referrals will be directed to the designated Vice Principal.
2. No participation in **any** school sport, co-curricular activity or school sponsored activity-before, during or after school hours.
3. Corrective actions by the designated Vice Principal may be taken other than those prescribed by the Disciplinary Code.

4. The student's record may be referred to the Principal, Superintendent and/or Board of Education.
5. Students restrictions may not receive, school parking, or Bulldog Block lunch privileges.
6. Continued misconduct may result in the student's placement in the Alternative Evening high school or another education placement.

Removal:

Any student who wishes to be considered for removal from Administrative Restriction to Administrative Probation, must be discipline referral free for two marking periods. Then the student must present a letter to the principal stating his/her request for removal immediately following the marking period in which that student was referral free.

ALTERNATIVE EVENING HIGH SCHOOL PLACEMENT

The Alternative Evening High School is a unique program designed especially for the purpose of meeting the needs of students with special circumstances that would warrant a student's placement into the program for a probationary period (minimum of one semester). **Students may be placed in AEHS for disciplinary, attendance or academic reasons.** This decision is made in cooperation with the Child Study Team (if necessary), Guidance and the GHS Administration. A conference will be held with the student, parent/guardian and AEHS Administrator and GHS Administrator. Those students attending AEHS will report to school from 3:00PM through 7:00PM. **Please be aware that limited course offerings are available.**

Students will be removed to AEHS for the following reasons:

1. A minimum of 15 referrals from previous/current school year
2. Serving at least five (5) 3—7 or three (3) external suspensions from the previous/current year.
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. Two consecutive marking periods on Administrative Restriction, without a marked improvement (5 or less discipline referrals).
6. Any additional circumstances that would be deemed necessary by the GHS Administration.

ADDITIONAL DISCIPLINE PROCEDURES:

- Students **will not** be automatically removed from the restriction or the probation list upon placement into the Alternative Evening High School Program. They are required to complete the above stated process in order to be removed from any disciplinary placement.

DISCIPLINE CODE KEY

3-7	Students referred to 3PM-7PM program (The number in parenthesis equals the number of days assigned.)
AD	Administrative detention
AP	Assistant Principal
AW	Administrative Warning
BA	Recommended Board Action to exclude, reassign, or directs extended suspension and hearing before the Board of Education.
BB	Bulldog Block
C	Complaint Signed with Glassboro PD
I&RS	Referral to I&RS committee
LD	Lunch Detention/Bulldog Block
LP	Loss of Privileges (Senior/Junior with Gold Card, Internet and Bulldog Block)
OSS	Suspension from school. (The number in parenthesis equals the total days assigned.)
P	Principal

PAR	Pass restriction from leaving class.
PN/PC	Parent Notification/Parent Conference. (The administrators may approve a telephone parent conference for the first two (2) offenses. However, for the third (3rd) offense requiring a conference, the parent must hold the conference in the High School.)
R	Restitution or payment for loss
RTP	Returned to Parent/Guardian/Designee
SD	Saturday Detention - 2 hours
SEM	Semester
SS	Saturday School - 4 hours
SUP	Referral to Superintendent of Schools.
TD	Teacher Assigned detention in classrooms

**** SENIORS AND JUNIORS WITH OPEN LUNCH PASSES AND PARKING PASSES WILL HAVE THESE PRIVILEGES REVOKED BASED UPON THE NATURE OF THE INFRACTION FOR A SPECIFIC TIME.**

NJSA 2C: 1f and 18 U.S.C.921

****Removal of Pupils from Regular Education:** 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.

APPEAL PROCESS FOR DISCIPLINARY INFRACTIONS/CONSEQUENCES

Parents and students are entitled to an appeal with the building Principal within 3 days with no further discipline referral after the imposition of the consequence. It will be the student and/or parent's responsibility to initiate this process. At that time, the student, parent, and Principal will review the current discipline record, grades, and attendance. A decision to either continue or rescind the suspension or to establish the conditions for future participation may be made at that time. Parents have the right to move forward with the appeal process to the Superintendent and Board of Education. Due process rights are guaranteed to all students upon the imposition of a suspension.

SCHOOL DISCIPLINE CODE OF CONDUCT

****If a student does not attend his/her Lunch/Administrative/Saturday Detention as assigned, and has not previously informed administration of his/her absence on that day, he/she is prohibited from participating in ANY school activities/sports until his/her hours are served.***

Infractions	1 st	2 nd	3 rd	4 th	5 th	6 th
1. Late to School	AW AP	1--LD AP/PN	2--LD AP/PC	3-LD AP/PC	1-AD AP/GU/ PC I&RS	1--SS AP/GU/P PC
2. Late to Class	AW AP	1--LD AP/PN PAR 2 WEEKS	2--LD AP/PN PAR 3 WEEKS	3-LD AP/PC PAR MONTH	1--AD AP/GU/ PC PAR MP	1--SS AP/GU/PC PAR SEMS

3. Cut Class	2 LD AP/PN PAR1 week	3-LD AP/PC PAR- - 2 weeks	1-AD AP/PC- PAR—1 MONTH	1-SD AP/PC PAR-- 1 MP	1-SS AP/PC PAR- SEM	(2) SS AP/PC PAR-year
4. Cut TD	LD AP/PN PAR 1 WEEK	2--LD AP/PN PAR 2- WEEKS	1—AD AP/PN PAR—1 MONTH	1--SD AP/PC PAR-- MP	1—SS AP/PC PAR-- SEM	2--SS AP/PC PAR-YEAR
5. Cut AD	(2)AD AP/PN PAR—1 WK	1--SD AP/PN PAR—2 WK	1—SS AP/PN PAR—1 MONTH	2—SS AP/PC PAR-- MP	3—SS AP/PC PAR-- SEM	4--SS AP/PC PAR--YR.
Cut SD	1 SD AP/PN PAR—1 WEEK	1—SS AP/PN PAR—2 WEEKS	2--SS AP/PC PAR— 1 MONTH	3--SS AP/PC IR&S PAR MP	4--SS AP/PC PAR-- SEM	4—SS AP/PC AEHS PAR--YEAR
7. Cut SS	1—SS AP/PN PAR—1 WEEK	2--SS AP/PC PAR—2 WEEKS	3—SS AP/PC PAR—1 MONTH	4—SS AP/PC I&RS PAR MP	4--SS AP/PC PAR SEM	4--SS AP/PC PAR YEAR
8. Truancy	SS AP/PN PAR 1 WEEK	2—SS AP/PC PAR	3--SS AP/PC PAR— MP IR&S TR C	4-SS AP/PC PAR SEM AEHS CONF		
9 Breach of Security	LD PAR—1 week AP/PN	2—LD PAR—2 weeks AP/PN	3--LD PAR—1 MONTH AP/PC	1-AD PAR—1 MP AP/PC	1—SD PAR-- SEM AP/GU/ PC	1--SS PAR—YEAR AP/PC
10. Gross Misconduct, disrupting the activities taking place <i>(excessive noise, food or beverage, dress code, etc.)</i>	LD AP/PN PAR 1 WEEK	2—LD AP/PN PAR—2 WEEKS	3LD AP/PN PAR—1 MONTH	1—AD AP/PC IR&S PAR MP	1—SS AP/PC PAR— SEM	2—SS AP/PC PAR—SEM AEHS CONF

11. In an unauthorized area without permission (wandering halls)	AW AP/PN	LD PAR 2 weeks	2—LD PAR 3 weeks AP/PC	3—LD PAR—1 MON AP/ PC	1—SD PAR-- MP AP/PC	1—SS PAR SEM AP/PC IR&S
12. Misconduct during Bulldog BB	3—LD 10 LP BB PAR-	5—LD 20 days LP BB	7—LD 30 days LP BB	10—LD 60 days LP BB		
13. Misconduct during Lunch Detention	2—LD AP/PN 10 Loss of Bulldog Block	3—LD AP/PC 15 Loss of Bulldog Block	5—LD AP/PC 20--Loss of Bulldog Block	SS AP/PC Loss of Bulldog Block-- MP	2—SS AP/PC Loss of Bulldog Block-- SEM	3—SS Loss of Bulldog Block-- YEAR
14. Misconduct during fire drills and other emergency situations	SS AP/PN SRO PAR—1 WEEK	2-SS AP/PC SRO PAR— 2 WEEKS	3—SS AP/PC SRO— PAR—1 MONTH	4--SS AP/P SRO-C PAR— 1--MP	4SS- AP/P SRO-C PAR SEM	4—SS AP/P SRO-C IR&S PAR--YEAR
15. Smoking on school grounds AND/OR vaping on school premises, and possession of tobacco, paraphernalia, and testing negative for CDS	SD AP/PC SAC PAR 1 week	SS AP/PC/SAC PAR—2 weeks	2---SS AP/PC/S AC PAR—1 month	3--SS AP/PC SAC PC PAR-- MP	4—SS AP/PC SAC PC IR&S PAR-- SEM	4—SS AP/PC SAC PC PAR--YEAR
16. Providing false information or forged notes	LD AP/GU/P N PAR—1 WK	2--LD AP/PC PAR—2WK	3--LD AP/PC PAR—1 MONTH	1—SD AP/PC PAR—1 MP	1--SS AP/PC PAR-- SEM	2—SS AP/PC PAR--YEAR
17. Plagiarism	SS 0 for assignment PC	2SS 0 for assignment PC				

18. Insubordination (Refusal to respond)	LD AP/PN PAR—1 WEEK	2 LD AP/PC PAR—2 WKS	3 LD AP/PC PAR—1 MONTH	4--LD AP/PC PAR-- MP	1—SS AP/PC PAR-- SEM	2—SS AP/PC IR&S
19. Theft, , solicitation of unauthorized items, taking the property of the school or an individual without express permission Applying pressure or threat to do so (includes possession)	2—3-7 AP /PC SRO/C R	3—3-7 AP/PC SRO/C R	1—OSS AP/PC SRO/C R AEHS			
20. Defacing or destroying the property of the school or individuals	1--SS AP/PC R PAR— 1WK	2--SS AP/P/PC R SRO-C	1--OSS AP/P/PC R SRO-C AEHS			
21. Possession or use of fire- works, and hazardous materials (matches, lighters, snowballs, water pistols, laser pens/pointers)	3—3-7 AP/PC SRO-C PAR— MP	1—OSS AP/P/PC AEHS SRO-C	2—OSS AP/PC SRO-C SUP BA			
22. Unauthorized audio or visual recording of staff and/or students	SS AP/PN RTP PAR—1 WEEK	2—SS AP/PC RTP PAR—2 WEEKS	3--SS AP/PC RTP PAR—1 MONTH	4--SS AP/PC RTP PAR— MP C	4--SS AP/PC RTP PAR-- SEM	
23. Possession, and/or consumption of alcoholic beverages or being under the influence of alcoholic beverages or controlled dangerous substances, which may include vaping.	4—OSS & 4—3-7 AP/PC SAC SRO I&RS Mandatory drug testing packet will be provided to parent with instructions & other details	10--OSS AP/P SAC SUP/BA SRO-C				

24. Selling, distributing or purchasing of CDS while on school premises	10--OSS SRO/C SAC SUP/BA Suspension pending Board Action					
25. Setting Off Alarms	1--OSS AP/P/PC SRO C	3--OSS AP/PC SRO C AEHS				
26. Minor Misuse of Network Computers (Inappropriate web sites and unauthorized use of the Internet or computers)	2--LD LP—5 Days AP/PN	1--SD LP 10 days AP/PC	1--SS LP 30 Days AP/PC I&RS	2--SS LP Sem. AP/PC	3--3-7 LP Year AP/PC	
27. General disorder and disrespectful acts toward faculty members or acts that interfere with school employees who are enforcing any aspect of this discipline code.	SS AP/PN PAR—1 WK	2--SS AP/PC PAR—2 WEEKS	3--SS AP/PC I&RS PAR—1 MONTH	4--SS AP/PC AEHS CONF		
28. Verbal Assault - Obscene language, threats, name-calling, and gross misconduct	SS AP/PC PAR—1 WK	2--SS AP/PC PAR—2 WEEKS	3--SS AP/PC PAR—1 MONTH	4--SS AP/PC I&RS PAR— MP		
29. Incitement to fight	1--SS AP/GU/PC MM PAR—1 WK	2--SS AP/P/C MM PAR—2 WEEKS	3--SS AP/PC MM PAR—1 MONTH	4--SS AP/PC I&RS PAR— MP	4--SS AP/PC AEHS CONF	

30. Fighting	3—3-7 AP/PC MM	5—3-7 AP/PC MM	1—OSS AP/PC AEHS			
31. HIB— HARASSMENT, INTIMIDATION AND BULLYING(Verbal , Physical and Cyber Bullying)	3—3-7 AP/PC SRO SUP	5—3-7 AP/PC SRO-C SUP	1--OSS AP/PC SRO-C SUP	4--OSS AP/PC SRO-C SUP		
32. Assault or actions that intentionally subjects another student to injury or bodily harm	3—OSS AP/PC SRO-C	4--OSS AP/PC SRO/C AEHS **Suspensio n pending Board Hearing to begin				
33. Minor Sexual Misconduct	1—SS AP/PC SRO PAR— MP	2--SS AP/PC SRO--C PAR—SEM IR&S &/OR CST	3--SS AP/PC SRO—C AEHS CONF			
34. Major Sexual Misconduct	10—OSS AP/PC SUP SRO-C					

35. Threats or acts that intentionally subjects or assault of faculty members to injure or cause bodily harm (threat could be verbal, written or electronic)	10-- OSS** PC/P SRO-C BA **** Pending Board Hearing					
36. Threats or acts that intentionally subjects or assault of student to injure or cause bodily harm (threat could be verbal, written or electronic)	4—OSS AP/PC SRO-C	8—OSS AP/PC SRO-C *** Pending Board Hearing				
37. Possession/Use of Weapons other than Firearms:	10—OSS AP/GU/P/ PC CST/TA AEHS SRO-C SUP/BA					
39. Possession of Look-a-like weapon	3--OSS AP/PC SRO-C	4—OSS AP/PCSUP SRO-C				
40. Use or display of a Look-a-like weapon (Referred for Assessment by Gloucester County School Violence)	3--OSS AP/PC SRO/C TA BA AEHS	10--OSS AP/PC SRO/C SUP BA				
41. Bomb Threats	10—OSS SRO-C SUP					

42. Major Misuse of Network Computers and other Electronics (Any violation to the district's network servers, including but not limited to hardware and data without authorization)	3—3-7 LP 10 Days AP/PC	5—3-7 LP 20 days AP/PC/SRO C I&RS	2--OSS LP Sem. AP/PC SRO-C SUP	4— OSS LP Year AP/PC SRO C SUP BA		
<p>43. Possession of Firearms: Nja2c: 1F and 18 U.S.C. 921 will result in the removal of pupils from Regular Education: 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 program pending a hearing from the Board of Education:</p> <ul style="list-style-type: none"> • Possession of a fireman on school property, on a school bus or at a school sponsored function • Commision of a crime while possessing a firearm 						

TRANSPORTATION CODE OF CONDUCT

Students who utilize Glassboro School District buses are subject to disciplinary action for infractions while on the bus. Any student in violation of any code of conduct will receive a referral from the bus driver. The GHS Administration will apply disciplinary consequences that are aligned with the GHS Student Code of Conduct. Consequences for disciplinary infractions may also be subject to bus suspensions depending on the severity of the misconduct. Students suspended from buses will need to make arrangements for transportation to/from school and extra-curricular activities until the bus suspension is served. STUDENTS ARE REMINDED THAT RIDING A BUS IS NOT A RIGHT, BUT A PRIVILEGE THAT SHOULD BE TREATED AS SUCH.

The administration reserves the right to use judgement on the severity of the following infractions (taking into consideration student age/grade for all offenses).

ANY INFRACTION RESULTING IN LOSS OF BUS PRIVILEGE WILL BE REVIEWED ON A QUARTERLY BASIS. ALL PARENT CONFERENCES WILL INCLUDE THE DRIVER, TRANSPORTATION SUPERVISOR/DESIGNEE, ASSISTANT PRINCIPAL, PARENT AND STUDENT.