

# GLASSBORO HIGH SCHOOL CODE OF CONDUCT

## RESTORATIVE JUSTICE

As part of Glassboro’s SEL Program, twice a month, students may earn ten (10) points for attending Restorative Justice workshops (**20 pts. per month**). Restorative Justice workshops cover a wide range of topics to help students with mindfulness, building community and strengthening relationships, among other topics that benefit their social-emotional well-being. Please note that workshops are voluntary. In addition, students wanting to participate must be clear of any outstanding discipline. *Ex – Attend two Restorative Justice workshops (-20 pts) + 30 days’ discipline free (-10 pts) = -30 pts in one month*

## CONSEQUENCES AND HOURS

- ALD** - Administrative Lunch Detention: (30 min.)
- ASD** - After School Detention: 2:00-3:00 P.M. (1 hr.)
- ESD** - Extended School Day: 2:00-5:00 P.M. (3 hrs.)
- FTS** - Failure to Serve/Appear
- OSS** - Out of School Suspension

## PRINCIPALS PROBATION

Once a student reaches twenty-five (25) points, he/she will become ineligible for athletics, extra-curricular activities, parking, early release, and all school related functions until the student’s point total reduces to fifteen points and the student has gone thirty days without earning any additional points/discipline.

## VIOLATIONS BEYOND THE CODE

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

### Tier I – INFRACTIONS RELATING TO ATTENDANCE and SCHOOL RULES & PROCEDURES

#### Points – 5 pts per infraction

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

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<b>Tier I – INFRACTIONS RELATING TO ATTENDANCE and SCHOOL RULES &amp; PROCEDURES</b>			
<b>Points – 5 pts. per infraction</b>			
<i>REPEAT OFFENDERS WARRANT A HEIGHTENED RESPONSE</i>	<b>Number of Offenses</b>		
	<b>1</b>	<b>2</b>	<b>3</b>
H. Academic Integrity (See Plagiarism/Academic Integrity Code) <i>Pursuant to District Policy 5701.</i>	Zero on an assignment + Five (5) pts per infraction <i>Note - Students who distribute copies of assessment/assessment questions and/or answers will warrant a heightened response of two (2) ESD and ten (10) points per infraction.</i>		
I. Late to School (LTS)	<b>Five (5) Pts. Per Infraction</b> As a reminder <b>25 pts. = Loss of Privileges</b>		
J. Late to Class (LTC) <i>Note – A student is referred to administration after he/she has been LTC on three (3) occasions, and their teacher of record has already addressed the issue.</i>	ALD (2)	ASD (2)	ESD (2)
K Cutting Class (leaving without permission & lateness/missing from class for over ten minutes.	ASD (1)	ASD (2)	ESD (2)
L. Teacher Detention - Failure to Serve	ALD (2)	ASD (1)	
M. ALD - Failure to Serve	ASD (1)	ESD (1)	
N. ASD - Failure to Serve	ESD (1)	OSS (1)	
O. ESD - Failure to Serve	OSS (1)	OSS (2)	
P. Inappropriate Use of Technology - Including but not limited to use of cell phones, smart watches, etc.	ALD (2)	ASD (2)	
	DEVICES MAY BE CONFISCATED BY FACULTY AND/OR ADMINISTRATION AND PARENTAL PICKUP MAY BE REQUIRED		
Q. Failure to Follow Rules and/or General Misconduct on School Transportation	ALD (2)	ASD (2)	
R. General Misconduct [Including, but not limited to: profanity, loitering, running in the halls, and public display of affection (intimate touching and/or kissing)]	ALD (2)	ASD (2)	
<b>Tier II – INFRACTIONS RELATING TO SAFETY AND SECURITY</b>			
<b>Points – 10 pts. per infraction</b>			
<i>* Level of discipline may vary depending on the nature of the offense.</i> <i>**Possibility of police charges, restitution for loss, and board action.</i>			
<i>REPEAT OFFENDERS WARRANT A HEIGHTENED RESPONSE</i>	<b>Number of Offenses</b>		
	<b>1</b>	<b>2</b>	<b>3</b>
A. Restricted Area/Unauthorized Entry – Including, but not limited to failure to report to the attendance office upon arrival after the bell and/ or in an unauthorized area without permission/supervision.	ASD (2)*	ESD (2)*	OSS (2)
B. Disturbance to the School and/or Learning Environment - Larger Population; Ex – Hallway Misconduct, Lunchrooms, Assemblies, Etc...)	ASD (2)*	ESD (2)*	OSS (2)

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Points – 10 pts. per infraction			
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** <i>Possibility of police charges, restitution for loss, and board action.</i>			
<i>REPEAT OFFENDERS WARRANT A HEIGHTENED RESPONSE</i>	Number of Offenses		
	1	2	3
C. Defiance/Insubordination - Failure to follow directives and/or rules and expectations including, but not limited to the academic environment/classroom, after school activities, school sponsored events, ALD, ASD and ESD).	ASD (2)	ESD (2)	OSS (2)
D. Falsification of Records/Alerting of Documents	ASD (2)*	ESD (2)*	OSS (2)
E. Leaving School Grounds without Proper Authorization/Cutting School	ASD (2)*	ESD (2)*	OSS (2)*
F. Parking in an Unauthorized Area and/or Unregistered Spot.	ASD (2)	ESD (2)*	
G. Inappropriate, Rude, and/or Disrespectful Comments that cause a disruption to the school or learning environment and/or impedes the learning of a student.  <b>Comments related to race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical, or sensory disability, or any distinguishing characteristic or sexually remarks are not applicable. See Tier III.C Violating the Rights of Others</b>	ESD (2)*	OSS (2)*	
H. Gambling **	ESD (2)*	OSS (2)*	
I. Breach of Security – Violation of regulations, requirements, procedures or guidelines that comprise the safety and security of staff and students. <i>Ex - Opening perimeter doors without authorization</i>	ESD (2)*	OSS (2)*	
J. Tampering with Locks and/or Magnetic Strips - Including, but not limited to theft of lockdown magnet.	ESD (2)*	OSS (2)*	
K. Trespassing **	ESD (2)*	OSS (2)*	

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<i>**Possibility of police charges, restitution for loss, and board action.</i>				
<i>REPEAT OFFENDERS WARRANT A HEIGHTENED RESPONSE</i>	<b>Number of Offenses</b>			
	<b>1</b>	<b>2</b>	<b>3</b>	
L. Distribution/Possession of Pornographic Material. <i>For incidents relating to child pornography see Tier IV F.</i>	ESD (2)*	OSS (2)*		
M. Theft and/or Possession of Stolen Goods ** <b>(Less than \$10 in value)</b>	ESD (2)*	OSS (2)*		
N. Use of school computers for activities unrelated to academics. Including, but not limited to, gaming, shopping, social media, music, movies or internet hangout/chats.	ESD (2)*	OSS (2)*		
O. Filming, recording, Facetimeing/video chatting and/or livestreaming as well as <i>making or accepting phone calls</i> (with or without video) <i>without prior authorization from administration.</i>	ESD (2)*	OSS (2)*		
<b>Tier III -MISDEMEANORS</b>				
<b>Points – 25 pts. Per infraction</b>				
<i>* Level of discipline may vary depending on the nature of the offense.</i>				
<i>**Possibility of police charges, restitution for loss, and board action.</i>				
<i>REPEAT OFFENDERS WARRANT A HEIGHTENED RESPONSE</i>	<b>Disciplinary Action</b>		<b>Complaint filed with Glassboro Police Department.</b>	<b>Principal's Hearing &amp; Probation</b>
	<b>Number of Offenses</b>			
	<b>1</b>	<b>2</b>		
P. Theft, Distribution, and/or Possession of Stolen Goods or Counterfeit Funds** <b>(More than \$10 in value)</b>	OSS (2)*	OSS (4)*	<b>X</b>	<b>X</b>
B. Jeopardizing the Safety of Others and/or Hazardous, Reckless, or Physically Dangerous Conduct; Including, but not limited to misuse of staff and security, administrative resources, putting others in danger of harm, or failure to report hazardous/reckless conduct	OSS (2)	OSS (4)	<b>X</b>	<b>X</b>
C. Violating the Rights of Others [physically, sexually, and verbally (spoken, written or electronic)], including but not limited to hazing, harassment, ridicule, embarrassment, inflammatory statements, hate speech, slurs, and derogatory comments.	OSS (2)	OSS (4)	<b>X</b>	<b>X</b>
	INCIDENTS THAT CAUSE A DISRUPTION TO THE SCHOOL AND/OR COMMUNITY WARRANT A HEIGHTENED RESPONSE OF EIGHT (8) DAYS OSS AT MINIMUM			
D. Refusal to Comply with Administration	OSS (2)	OSS (4)	N/A	<b>X</b>
E. Physically Resisting Detainment	OSS (2)	OSS (4)	<b>X</b>	<b>X</b>

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** <i>Possibility of police charges, restitution for loss, and board action.</i>				
<i>REPEAT OFFENDERS WARRANT A HEIGHTENED RESPONSE</i>	Disciplinary Action		Complaint filed with Glassboro Police Department.	Principal's Hearing & Probation
	Number of Offenses			
	1	2		
F. Failure to Disperse –refusal to disperse when ordered to do so by staff due to engagement in behaviors that are disrupting, inappropriate and/or likely to cause alarm and/or harm. Including, but not limited to failure to follow directives during a fight/riot or safety drill.	OSS (2)	OSS (4)	X	X
G. Tampering with Fire Alarms or Cameras and/or False Public Alarm	OSS (2)		X	X
H. Inappropriate Language and/or Gestures Directed at Faculty & Staff and/or Gross Disrespect to Faculty & Staff	OSS (2)	OSS (4)	X	X
I. Incitement to Fight – verbal or electronic threats and/or battery (unwanted physical contact). (ie., One-sided pushing/shoving of another student)	OSS (2)	OSS (4)	X	X
J. False Accusations. <u><a href="#">Pursuant to District Policy 5512.01., Section J. Consequences and Appropriate Remedial Action for False Accusation</a></u>	OSS (2)	OSS (4)	X	X
K. Possession of a knife, Look-a-Like Weapon (ie., paintball gun, water gun), Fireworks or Hazardous Materials	OSS (2)	OSS (4)	X	X
	INCIDENTS THAT CAUSE A DISRUPTION TO THE SCHOOL AND/OR COMMUNITY WARRANT A HEIGHTENED RESPONSE OF EIGHT (8) DAYS OSS AT MINIMUM			
L. Fighting (Physical or Verbal Altercation)	OSS (4)	OSS (8)	X	X
M. Distribution of Over the Counter Medicine <i>Note: Over-the-counter medications that are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.</i>	OSS (4)	OSS (8)	N/A	X
	<i>Mandatory counseling sessions will be scheduled for students struggling with substance abuse.</i>			
N. Unauthorized Social Media Posting (Including but not limited to, images taken within the school and/or of the staff and student body. Additionally, unauthorized postings include but are not limited to, posting commentary, content, video or images that are defamatory, harassing, or misrepresent/slander the district, school, staff or student body and/ or create a hostile environment)	OSS (4)	OSS (8)	X	X
	INCIDENTS THAT CAUSE A DISRUPTION TO THE SCHOOL AND/OR COMMUNITY WARRANT A HEIGHTENED RESPONSE OF EIGHT (8) DAYS OSS AT MINIMUM			

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**Possibility of police charges, restitution for loss, and board action.				
REPEAT OFFENDERS WARRANT A HEIGHTENED RESPONSE	Disciplinary Action		Complaint filed with Glassboro Police Department.	Principal's Hearing & Probation
	Number of Offenses			
	1	2		
O. Vandalism **	OSS (4)	OSS (8)	X	X
<p>P – Smoking on School Grounds – Included, but not limited to electronic devices (vaporizers/e-cigarettes) and/or possession of cigarettes.</p> <p><b>Note – The possession of two or more electronic cigarettes/vapes and/or a bottle of e-juice will be classified as intent to distribute. Tier IV. E.</b></p> <p><i>Pursuant to the “New Jersey Smoke-Free Air Act (Act), N.J.S.A. 26:3d-55, et. Seq., Persons found to be in violation of the Act are subject to fines and penalties established by the act of \$250 for a first offense, \$500 for a second offense, and \$1,000 for each subsequent offense.”</i></p>	OSS (4)	OSS (8)	X	<ul style="list-style-type: none"> <li>• Mandatory counseling with the Student Assistant Counselor</li> <li>• Confiscated devices/product turned over to law enforcement.</li> <li>• Complaint filed with Glassboro Police Department.</li> <li>• Mandatory drug screening for possession or use of electronic devices and/or related juice/wax/oil. <i>Note – Refusal to test will be recorded as a positive test; Positive results will require mandatory enrollment in an appropriately recognized and certified prevention/education program or a drug/alcohol rehabilitation program.</i></li> </ul>
<p>Q. Under the Influence of Alcohol or a Controlled Dangerous Substance – Including, but not limited to cocaine, heroin, PCP, methamphetamines, LSD, marijuana, and ecstasy. <u><a href="#">Pursuant to District Policy 5530. Section C – Substance Abuse.</a></u></p> <p><b>Note – The possession of two or more electronic cigarettes/vapes and/or a bottle of e-juice will be classified as intent to distribute. Tier IV. E.</b></p>	OSS (4)	OSS (8)	N/A	X
				<ul style="list-style-type: none"> <li>• Min. of three (3) sessions with the SAC</li> <li>• Confiscated devices/product turned over to law enforcement.</li> <li>• Mandatory drug screening. <i>Note – Positive results will require mandatory enrollment in an appropriately recognized and certified prevention/education program or a drug/alcohol rehabilitation program within seven calendar days of the confirmed positive test result. Refusal to test will be recorded as a positive test.</i></li> </ul>

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

# GLASSBORO HIGH SCHOOL CODE OF CONDUCT

## DUE PROCESS/APPEAL PROCEDURES

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

### Timeline:

Appeal to Principal: Within forty-eight (48) hours of the Assistant Principals decision.

Appeal to Superintendent: Within five (5) days of the Principals decision

Appeal to Board of Education: Within five (5) days of the Superintendent's decision.

*Note – Response time is equal to appeal time.*

### **When requesting an appeal, the following information is required:**

1. Name:
2. Date of decision and/or incident that you are appealing:
3. Briefly describe the reason you are appealing the decision in this matter. Cite relevant laws, policies, or regulations that you believe have been violated:
4. Provide a detailed statement with supporting facts and evidence to support your appeal of the disciplinary decision. The district will not consider additional evidence and/or claims at subsequent levels.
5. Please indicate the remedy or outcome you are seeking: