GLASSBORO HIGH SCHOOL

HOME OF THE BULLDOGS

EST. 1908

STUDENT HANDBOOK

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MISSION STATEMENT

Empowering students to be unique, exceptional citizens
through a culture of character and learning.

VISION STATEMENT

Building model citizens

GHS ADMINISTRATION

Dr. Monique Stowman-Burke - Principal
Mr. Christian Lynch - Director of Athletics
Mrs. Chelsea Brown – Assistant Principal

Glassboro High School
560 Joseph Bowe Blvd
Glassboro, NJ 08028
Website: www.gpsd.us
GHS PHONE #: 856-652-2700
FAX #: 856-307-1189
School closing #: 805

DISCLOSURE -The information in this handbook serves as a snapshot of the procedures, policies, and regulations that most often affect the students of Glassboro High School. For a full list of policies and regulations, please visit the District Website.

SCHOOL HISTORY

SCHOOL SEAL

The crest of Glassboro Public School District is emblematic of our values and legacy. The book within the crest symbolizes a commitment to our rigorous, diverse academic programming. The maroon and gold colors, the Bulldog, and the varsity letter "G," which are all embedded within the crest, represent our school pride and extensive, excellent extracurricular programming, which tie the school and the greater Glassboro community together. The joined hands demonstrate our rich diversity within our community as well as our commitment to our community.

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

ACADEMICS

SEMESTER TIMELINE

The academic calendar is divided into two semesters. Please check the district website for these timelines, as they are subject to change due to unforeseen circumstances.

POWERSCHOOL AND STUDENT PROGRESS

Parents may access their child's grades through the district website. A username and password are required to access the system. Parents may contact the guidance department if they need additional assistance or misplace the username and password information.

PARKING PRIVILEGES

Glassboro High School issues parking spaces according to established protocols. Students wishing to apply for a parking space must meet all eligibility requirements: they must be free of all obligations (fines and disciplinary actions) and have no disciplinary points. In addition, students must submit proof of insurance, a valid driver's license, and vehicle registration.

Note: Violations of the aforementioned requirements will result in forfeiture of the privilege of parking on school grounds. Please keep in mind that driving is a privilege, not a right. **UNREGISTERED VEHICLES OR VEHICLES PARKED IN AN UNAUTHORIZED AREA WILL BE TOWED AT THE OWNER'S EXPENSE AND RUN THE RISK OF LOSS OF PRIVILEGES.**

PARKING REQUIREMENTS:

1. All seniors and juniors with Gold Renaissance Cards 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 with the assigned number clearly visible.
3. Students must park in his/her designated spot. Under no circumstances are students permitted to park in faculty lots and/or visitor parking.
4. Students are not to occupy automobiles or congregate in the parking lot.
5. All cars must be locked to ensure their safety against any theft or property loss while on school grounds. The driver bears full responsibility for any such theft or loss.
6. Student drivers are responsible for the conduct of passengers and the contents of the car. Alcohol, drugs, etc., within the car are considered personal possessions by law; as such, administrative action will be taken where appropriate.
   Note - All vehicles are subject to the possibility of being searched if necessary.
7. **Parking decals are <u>not</u> transferable.** Any student who gives their parking sticker to another student will lose their privileges for the remainder of the school year.
8. All authorized vehicles must carry liability and property damage insurance. The Insurance Identification card must be submitted at the time of registration.
9. **Illegally parked vehicles will be ticketed and/or towed at the owner's expense.**
10. **Students with excessive absences (10+) and tardies(25 pts) will lose their parking privileges.**

Note - Those 11th and 12th grade students who are not eligible for a parking permit are limited to parking on the southbound (school) side of Carpenter Street.

GRADUATION AND CREDIT ACCUMULATION

Glassboro School District Board of Education Policy 5460

To graduate from Glassboro High School, a student shall have completed one hundred and thirty (130) units of credit, which must include the following:

9th	10th	11th	12th
PE/Health	PE/Health	PE/Health	PE/Health
English I	English II	English III	English IV
Mathematics	Mathematics	Mathematics	
Science	Science	Science	
World History	U.S. History I	U.S. History II	

ADDITIONAL GRADUATION COURSE REQUIREMENTS (20 CREDITS):

- Visual and Performing Arts – 5 credits
- World Languages - 5 credits
- 21st Century Life and Careers or Career Technical Education - 5 credits
- Financial, Economic Business, and Business Literacy – 5 credits

GRADUATION AND YEARBOOK FEES

Glassboro Public School Board of Education – Regulation 5466

GHS Seniors participating in graduation ceremonies will be assessed a fee of $100 to cover the cost of graduation regalia. The graduation fee must be paid in order to participate in the graduation ceremony.

NUMERICAL GRADING SYSTEM

- **90-100 = A** Excellent; work characterized by neatness, accuracy, originality, and thorough understanding of course objectives.
- **80-89 = B** Above average; work characterized by a high record of achievement based on course objectives.
- **70-79 = C** Average; work characterized by satisfactory completion of minimum requirements based on course objectives.
- **60-69 = D** Below average; work characterized by attainment of minimum requirements. This is the conditional passing mark.
- **0-59 = F** Failure. No credit allowed.

Incomplete work must be made up according to the attendance policy. **The amount of time for this work is equal to the amount of time missed.**

When unusual or unforeseen circumstances make it impossible to implement the above policy requirements in the best interest of the pupil and school, the administrative staff shall review the situation and render an appropriate decision based on the known facts and circumstances. See Policy 5460, High School Graduation Requirements, for the administrative review procedure and application for early graduation. N.J.S.A. 18A:35-4.9.

HONOR ROLL AND ACADEMIC EXCELLENCE

Glassboro School District Board of Education – Regulation 5440

Students earn Honor Roll status upon achieving a weighted GPA of 3.0 (or higher) and Academic Excellence (High Honors) upon receiving a weighted GPA of 3.5, calculated at the end of each semester.

NATIONAL HONOR SOCIETY

The National Honor Society is an honorary organization to which students are elected on the basis of four qualifications: Character, Scholarship, Leadership, and Service. The function of the NHS is to provide service to the school community. Students are eligible to apply for membership in the NHS in the 11th or 12th grade, provided they have a clear disciplinary record, fewer than 10 unexcused absences from the previous year, a cumulative GPA of 3.5, and participation in various extracurricular organizations and service activities. The applicant must also present two letters of recommendation, one supporting character and one supporting leadership, excluding recommendations from family members.

NJSIAA ATHLETIC ELIGIBILITY/ACADEMIC ELIGIBILITY

1. To be eligible for athletic competition during the first semester (September 1 to January 31), a pupil must have passed 30 credits of the 120 credits required by the State of New Jersey for graduation during the immediately preceding academic year.
2. To be eligible for athletic competition during the second semester (February 2 to June 30), a pupil must have passed 15 credits of the 120 credits required by New Jersey for graduation at the close of the preceding semester (February 1). Full-year courses shall be equated as one-half of the total credits to be gained for the full year to determine credits passed during the immediately preceding semester.
3. An athlete becomes ineligible for high school athletics if he/she attains the age of 19 prior to September. However, any student attaining the age of 19 after September 1 shall be eligible for the ensuing school year.
4. No students shall be eligible for high school athletics after the expiration of eight consecutive semesters following their entrance to the ninth grade.

PARTICIPATION AND ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES, ATHLETICS & EVENTS

Students who are academically ineligible are not permitted to participate in school-sponsored clubs and sports until the completion of the first semester of the school year and until they obtain academic eligibility. Additionally, students who have been placed on Principal's Probation (fifty disciplinary points or more) will not be permitted to participate in or attend school-sponsored activities, including, but not limited to, athletics, extracurricular activities, and school-sponsored events such as senior trips, homecoming, and prom. All decisions are at the discretion of the building administration.

Furthermore, if a student has ten (10) unexcused absences or is chronically absent, which is defined as having eighteen (18) absences (excused or unexcused), the student will become ineligible for all school-sponsored events and activities until proper documentation has been submitted and/or credit recovery is complete.

HIGH SCHOOL BELL SCHEDULE

HOMEROOM	7:30 – 7:36	6 MIN
PERIOD 1	7:36 – 8:16	40 MIN
PERIOD 2	8:19 – 8:59	40 MIN
PERIOD 3	9:02 – 9:42	40 MIN
PERIOD 4	9:45 – 10:25	40 MIN
PERIOD 5/LUNCH	10:28 – 11:08	40 MIN
PERIOD 6/LUNCH	11:11 – 11:51	40 MIN
PERIOD 7/LUNCH	11:54 – 12:34	40 MIN
PERIOD 8	12:37 – 1:17	40 MIN
PERIOD 9	1:20 – 2:00	40 MIN

SCHOOL POLICIES

CLOSING/DELAYED OPENINGS & EMERGENCY ANNOUNCEMENTS

Should an emergency arise or severe weather conditions make roadways impassable, we may need to close schools or have a delayed opening. Notice of such closing or delayed opening will be made via telephone, posted on the website, and broadcast over radio/television stations starting at 6:00 AM.

The Glassboro Public Schools code number for school closing/delayed opening is 805.

To ensure you receive these messages and others, please be sure the guidance department is kept up to date with your current phone numbers and contact information.

TRANSPORTATION

School bus service is maintained to provide transportation to and from school for eligible students. Please arrive at the bus stop ten (10) minutes prior to the scheduled pickup time and wait until ten (10) minutes after the scheduled pickup time before leaving the bus stop. During the commute to and from school, students **are to remain seated at all times and refrain from disruptive behavior. Failure to follow the directives of the bus driver and/or causing a disruption will result in discipline and/or removal from the bus.**

Note: Students are to ride only on their assigned bus and not on any other bus unless there is an emergency that has been brought to the attention of the administration and transportation.

ALTERNATE TRANSPORTATION IN AN EMERGENCY

Any student requesting permission to ride home on another student's bus or any other alternate form of transportation must have notes of approval from his/her parent/guardian and the parent/guardian of the student with whom he/she will be riding home. Students must present their notes at the main office. Requests will be granted based on the nature of the emergency and the occupancy of the bus.

Note: These procedures apply to **emergency situations only,** as we are not in a situation to honor requests for social conveniences. Telephone calls and emails will not be accepted.

LATE BUS

Afternoon buses are provided for students staying after school. However, they do not travel the same route as the regular bus. Door-to-door transportation is not possible; therefore, a perimeter route has been designed to drop off students.

CAFETERIA AND LUNCH PROCEDURES

As part of an allergy management plan, students are prohibited from bringing food into the Media Center and/or eating in class. Food is only to be consumed in the cafeterias. More information on Glassboro High School's Allergy Management Plan can be found in Board Policy #5331, Management of Life-Threatening Allergies in Schools.

SAFETY AND SECURITY

DRILLS AND EMERGENCY EVACUATIONS

NJ State Law 18A:41-1 states that every school shall have at least one fire drill and one school security drill each month.

VISITORS/STUDENT PICK UP

Visitors must present a valid ID to enter the building. Parents/guardians wishing to pick up their child must be listed in PowerSchool as the parent/guardian of record. If someone other than a parent/guardian is picking up a child, written documentation and identification will be required, and the adult must be listed as an emergency contact in PowerSchool. Except in cases of emergency, parents/guardians are encouraged to notify the school in advance of their arrival. Note - Glassboro High School uses a visitor management system as an added layer of security. All visitors will have their IDs scanned upon entering the school.

PARENT ITEM DROP OFF

In order to minimize disruptions to the academic environment and promote students' personal responsibility, it is respectfully requested that parents attempt to avoid dropping off food items during the school day. Instructional time will not be interrupted for routine issues or to ask a student to come pick up forgotten food items. In addition, the main office does not have a secure place to leave such items. For emergencies, Glassboro High School has implemented the following with regard to items dropped off at school by parents:

- Student lunches that are delivered after the start of the school day will be able to be claimed by the student at the start of his/her lunch period.
- At no time will fast food, pizza, beverages, and/or any other items from restaurants or outside vendors be accepted, even if dropped off by a parent/guardian.

Thank you for your support, assistance, and understanding, as Glassboro High School seeks to maintain a productive and distraction-free classroom environment. If a child forgets his/her lunch, the cafeteria will provide the student with lunch to be charged to the student's account. No student will be refused a meal if one is needed.

HEALTH SERVICES

Glassboro School District Board of Education – Policy 5310

There is a certified school nurse available during the school day to address the health care needs of students. In the event a student is ill or injured during the school day, the school nurse will evaluate the student to determine whether he/she is able to return to class, needs

to go home, or requires immediate medical attention. Medical treatment will be administered according to standing orders from the school physician.

A certified athletic trainer is available after school for medical care or emergencies. Athletic injuries that occur on campus after school hours are to be reported to the athletic trainer for immediate attention and insurance documentation.

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 that 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 Ms. Erin Perewiznyk. T: 856-652-2700 ext.1311 or by email at EPerewiznyk@gpsd.us.

SCREENINGS

- Blood Pressure, Height, and Weight – Grades Pre-K through 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.)

MEDICATION IN SCHOOL

Glassboro School District Board of Education – Policy #5530

Medication will only be administered to students in school by the school physician, a certified or non-certified school nurse, a substitute school nurse employed by the district, the student's parent, a student who is approved to self-administer in accordance with N.J.S.A. 18A:40-12.3 and 12.4, and school employees who have been trained and designated by the certified school nurse to administer epinephrine in an emergency pursuant to N.J.S.A. 18A:40-12.5 and 12.6.

Self-administration of medication by a student for asthma or other potentially life-threatening illness or a life-threatening allergic reaction is permitted in accordance with the provisions of N.J.S.A. 18A:40-12.3.

Note - New Jersey State law prohibits the administration of any medication, including Tylenol, Advil, or any other "over-the-counter" medication, without a doctor's order and without written consent from a parent/guardian. **Any medication taken by a student on his/her own in school that does not meet the above specifications shall be subject to disciplinary action by the administration. Reference: Policy 5330.**

ATHLETIC PHYSICAL EXAMINATIONS

Preparticipation Physical Evaluation (PPE)

A preparticipation physical evaluation (PPE) must be submitted prior to participation in school-sponsored interscholastic and intramural sports. According to N.J.A.C. 6A:16-2.2(h)1ii(4), an incomplete form shall be returned to the student's medical home for completion unless the missing information is available from health screenings completed by the school nurse or physician within the prior 365 days. Note - A medical home is described as a health care provider's practice site chosen by the student's parent/guardian for the provision of health care. If the student does not have a "medical home," the district may provide the examination in the Health Office by the School Medical Officer.

In addition, according to N.J.A.C. 6A:16-2.2(h)1iv and N.J.A.C. 6A:16-2.3(a)3iv, each district shall provide to the parent written notification signed by the school physician stating approval of the student's participation in athletics based upon the PPE or the reasons for the school physician's disapproval of the student's participation. Further, in accordance with N.J.A.C. 6A:16-2.3(a)3iii, the school physician may conduct student physical examinations in the physician's office or another comparably equipped facility for students who do not have a medical home or whose parent has identified the school physician as the medical home for the purpose of the sports physical examination.

All required forms for participation in sports are available on the Health Services webpage or may be downloaded from the Glassboro High School website: Athletic Forms.

STUDENT ACTIVITIES

Glassboro School District Board of Education - Policy 2431

The Board of Education recognizes the value of athletic competition as an integral part of the total school experience. Game activities and practice sessions provide opportunities to learn the values of competition and good sportsmanship.

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 (NJSIAA).

Glassboro High School offers a comprehensive and diversified athletic program.

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

LETTERS

Deserving athletes are awarded letters in recognition of their sports performance. To be awarded a varsity letter, a student must participate in at least 50% of the Varsity games.

CARE OF SCHOOL PROPERTY

Respect is an important foundational factor in the development and maintenance of a healthy learning environment. Respectful learning environments are achieved when students respect each other and adults. Respecting the school environment is just as important. Students who damage or deface school property will face disciplinary consequences, which can include restitution, suspension, and expulsion.

OBLIGATIONS

Students are responsible for all obligations. Obligations include, but are not limited to, lost or damaged textbooks and library books, debt to the cafeteria, musical instruments, and school-issued computers. In order to participate in extracurricular events or activities, students must resolve all fines. Obligations follow students through high school and may prevent them from graduating until all outstanding obligations are met. Students transferring out of the school district must rectify outstanding obligations in order to ensure the timely transfer of school records.

CELL PHONE POLICY

Cell phones, earbuds/headphones, smart watches, gaming devices, etc. are prohibited on campus. Students who violate this policy will be held accountable pursuant to the code of conduct.

LOCKERS AND SCHOOL-ISSUED LOCKS

At the beginning of each school year, students are assigned lockers and issued locks. **Lockers are property of Glassboro High School and reasonable suspicion warrants them to be searched without notice.** Lockers may also be searched in the interest of school safety, sanitation, enforcement of school regulations, and by law enforcement officials on the presentation of a proper warrant. **When items are stored in a student's locker, the student takes ownership of said items. Therefore, the sharing of lockers is prohibited.**
Note - Lockers secured with an unissued lock will be cut at the owner's expense. Locks that are lost or misplaced will be billed at a cost of $10.00.

Note - Unlocked lockers can be searched at any time without warning. Items found within unlocked lockers are subject to removal and inspection.

Restitution of lost or stolen property is not the responsibility of the school. Therefore, ***valuable items are not to be brought and/or stored in school.***

Physical Education Lockers

Students are permitted to use the lockers in the locker rooms during their physical education class. Students utilizing said lockers are encouraged to bring a lock to school to secure their physical education locker during class. Lockers are not permitted to be used and/or secured for a time period exceeding the students' PE class.

Sport Lockers

These are assigned for a single season. At the conclusion of the season, all materials must be removed, and the lock removed. If the lock is not removed, maintenance will remove it to free up the locker.

STUDENTS' RIGHTS

Click here for a full list of BOE Policies Concerning Student Rights

DRESS CODE

Glassboro Public Schools Board of Education – Policy 5511
Glassboro Public Schools Board of Education – Regulation 5511

Acceptable attire:

- Clothing must cover from the collarbone to mid-thigh.
- Shirts must cover the torso. Tube tops, crop tops, and midriff shirts are not permitted.
- Shirts should not expose the upper chest, and the neckline should be no lower than 2 inches from the collarbone.
- Pants, jeans, or the equivalent need to be worn at the hips or higher.
- To measure the appropriate length for shorts, the wearer's arms are to be at their side in a relaxed position, with a closed fist. Shorts should not be above this length.
- Hats, hoods, and head coverings are not to be worn in the building, with an exception for religious head coverings.
- Open-toed shoes and sandals, except in specific cases when requested by the teacher for safety reasons (gym class, science labs, etc.).

Unacceptable attire:

- Shirts that expose the midsection or chest (i.e., tube tops, midriff shirts, halter tops, crop tops, and spaghetti straps).
- Pants or jeans that sit below the hip, exposing the midsection.
- Sunglasses (unless prescribed by a doctor and a doctor's note is provided).
- Shorts, skirts, and dresses that are above the first length.
- Clothing or accessories with offensive, distasteful, or suggestive images or language. (e.g. profanity, hate speech, and erotic language/images.)
- Clothing or accessories that denote, suggest, display, or reference alcohol, drugs, or related paraphernalia, weapons, or other illegal conduct or activities.
- Clothing or accessories that will interfere with the operation of the school, disrupt the educational process, invade the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights.
- Accessories that could be considered dangerous or could be used as a weapon.
- Robes, blankets, and pillows.
- Pajamas pants and slippers
- Outerwear and head coverings (heavy jackets, overcoats, rain gear, gloves, hoods, hats, baseball caps, bandanas).
- Face masks without a note from a medical provider

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

ATTENDANCE

LATE ARRIVAL AND EARLY DISMISSAL

Glassboro School District Board of Education – Policy #5230

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

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

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

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

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

Late to School (LTS) and Late to Class (LTC)

Students must be in class and ready to learn by 7:30. Students not in their first bell class (homeroom) by 7:30 are considered late to school (LTS). Note: Students who arrive after 7:30 are subject to disciplinary action, which may result in a loss of privileges.

Note – Lateness to school is communicated daily through our automated messaging system.

To alleviate loitering in the halls between classes and hold students accountable for lateness to class, the following procedure for late to class (LTC) has been established: **Teachers are to record in PowerSchool all students who are LTS and/or LTC. Upon the third offense of LTS or LTC, the teacher will submit a referral in which the administration will administer consequences in accordance with the Student Code of Conduct.** Once a student reaches fifty (50) points, he/she will become ineligible for athletics, extracurricular activities, and all school-related functions until the student's point total reduces to fifteen points and has gone thirty (30) days without earning additional points/discipline.

GHS ATTENDANCE Q&A

Glassboro School District Board of Education – Policy #5200

Why is my student's attendance calculated and tracked at Glassboro High School?

Pursuant to *N.J.S.A. 18A:38-25 and 26 and N.J.A.C. 6A:32-8.3.,* Glassboro High School calculates and tracks a student's (1) daily attendance and (2) period attendance for the purposes of determining promotion, retention, truancy, grades/course credit, and violations of the school Code of Conduct.

What is the difference between daily and period attendance?

Daily attendance is the frequency of days that a student attends school. Period attendance is how often a student attends class. *Note – Students who are marked absent in two or more classes during the course of the school day without a verified A.M. or P.M. excused absence will be marked absent for the full school day.*

What happens if my child is persistently absent from school?

Pursuant to N.J.S.A. 18A:38-28 through 31, truancy is defined as ten (10) unexcused absences, and chronically absent is defined as being absent ten percent or more of the school year (18+ days). Note - State excused absences do not count towards truancy or a student's total absences.

Students who accumulate ten (10) unexcused absences will have to attend a credit completion program.

Once a student reaches eighteen (18) absences (excused or unexcused), they will be placed on no-credit status and will have to repeat the entire year, regardless of earned grade.

What counts as an excused absence?

The following are the five allowable reasons for a state-excused absence:

- Religious observance (N.J.A.C. 6A:32-8.3(h));
- A college visit (up to 3 days per school year for students in grades 11 and 12);
- "Take Our Children to Work Day" or other rule issued by the Commissioner;
- Participation in observance of Veterans Day (N.J.S.A. 18A: 36-13.2) or district board of election membership activities (N.J.S.A. 18A: 36-33); or
- The closure of a busing district that prevents a student from having transportation to the receiving school.

Note – Glassboro Public Schools will take into consideration absences related to a documented chronic illness, court-ordered appearances, death in the immediate family, medical quarantine, and days relating to sickness/well-being as documented by a licensed medical practitioner. However, these days are subject to credit recovery.

What happens if my child has excessive daily absences?

For cumulative, unexcused absences of ten (10) or more, the student between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-27, and the school district shall make a mandatory referral to the court program required by the NJ Administrative Office of the Courts. In addition, as per NJ State mandate a student with ten (10) consecutive unexcused absences will be removed from the rolls after a designated investigation period.

ABSENTEEISM

Students are required to attend school each day. **In order to be eligible to participate in extracurricular activities or school events, a student must be present and on time for the full school day or have a documented AM/PM absence (Ex, physician note or court documents).** Students absent from school are not permitted to be on school property for any reason.

PERFECT ATTENDANCE

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

CHRONIC ILLNESS

Parents should submit a doctor's note to the health office indicating the nature of the chronic illness and how it may affect a student's school attendance. The doctor's note should be filed with the school at the beginning of the school year or at such a time when a chronic illness is identified. After the doctor's note has been submitted to the school, parents must verify each absence pursuant to the following guidelines in order to have the absence recorded as excused: (1) after a chronic illness note from a physician is on file, a parent may write up to ten single-day absence notes. (2) After ten single-day absences have been documented by a parent's note, all subsequent absences must be verified by a physician's note. (3) All multi-day absence events must be documented by a physician's note. (4) Any parent or physician's note that relates to a chronic illness must be specific in nature, i.e. the note must state the chronic condition as the reason for the absence. (5) Should the status of the chronic illness change, the parent must notify the health office. (6) The chronic illness diagnosis must be renewed annually, at the beginning of the school year, by the physician. The chronic illness may be verified by the school nurse and/or school doctor.

All notes must be submitted on the day the student returns to school from an absence. Only original doctor's notes will be accepted. Photocopies are not permitted. Chronic illness notes submitted three school days following an absence will not be retroactively excused. In questionable circumstances, the school reserves the right to request an updated doctor's note for the chronic condition or confirmation that the diagnosing doctor is still treating the student for the chronic condition.

VACATION

Please be advised that a vacation taken while school is in session will be considered an unexcused absence.

DROPPED FROM THE SCHOOL ROLLS

A pupil above the compulsory school age of sixteen (16) who is absent more than ten (10) non-consecutive days and/or who establishes a pattern of inconsistent attendance, and who 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.

LOSS OF COURSE CREDIT FOR ABSENCES

Once a student reaches ten (10) unexcused absences or eighteen (18) total absences, excused or unexcused, in a single class or overall, they must repeat the course/year.

For the purpose of record-keeping, a grade point average of 50 (No Credit) will be issued regardless if the earned grade is higher than 50. 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 NC for the fourth quarter.

ATTENDANCE LETTERS

- Once a student accumulates five (5) unexcused absences**,** a warning letter detailing our attendance policy will be sent home.
- Upon reaching ten (10) unexcused absences, a loss of credit letter will be mailed home, and a meeting will be scheduled with the student to develop a Credit Recovery Plan. In addition, pursuant to N.J.S.A. 18A:38-27, a Truancy Officer will visit the residence, and a mandatory referral for truancy charges will be made pursuant to N.J.S.A. 18A:38-25.
- At fifteen (15) absences (excused or unexcused), a letter will be sent warning the parent/guardian that eighteen absences will result in loss of credit and alternative placement.
- Once students reach **eighteen (18) absences**, they will lose credit for the year regardless of earned grade. In addition, the student will be placed in an alternative educational setting.

EARLY DISMISSAL

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

UNEXCUSED TIME OUT OF CLASS

Cutting class and/or being out of class for ten (10) minutes or more without prior authorization for such an extended period of time will be marked absent from said class and will receive discipline in accordance with the student code of conduct. **Unexcused absences accrued due to cutting class cannot be made up by attending Credit Recovery.**

ABSENCE NOTES

Notes for absences must be submitted to the attendance office within two (2) days of the absence(s).

MAKE-UP WORK

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

CREDIT RECOVERY

Students who attend Credit Recovery earn credit for unexcused absences. A total of five (5) school days may be made up. For each unexcused absence, a student must attend two (2) credit recovery sessions from 2:00 – 4:00 P.M. The number of days in which a student is able to schedule Credit Recovery (CR) is limited. Therefore, administration strongly encourages students to schedule and attend CR upon reaching eight (8) unexcused school days to prevent truancy charges being filed upon reaching ten (10) unexcused days.

EIGHTEEN-YEAR-OLD STUDENTS

At no time will 18-year-old students be permitted to sign out of school without officially declaring the age of majority and demonstrating his/her emancipation from his/her parent(s)/guardian(s). Please note that once a student declares the age of majority, i.e. 18, and effectively demonstrates his/her emancipation, the school will sever all educational ties with the student's parent(s)/guardian(s), and will deal directly with the student regarding all educational matters. Students may declare majority status by expressing in writing their wish to exercise their rights to the high school principal. **It will then be up to the student to demonstrate his/her emancipation to the administration by providing evidence of his/her financial and living independence from his/her parent(s)/guardian(s).** Upon receipt of the student's declaration of the age of majority, the administrative staff will contact the student's parent(s)/guardian(s) to advise them of the declaration, as well as the age of majority and emancipation. Any parent wishing to object to such a declaration may do so in writing to the Glassboro High School Principal.

CODE OF CONDUCT

BEHAVIORAL INTERVENTION OPTIONS

Administrative Lunch Detention (ALD)

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

After School Detention (ASD)

Tuesday and Thursday from 2:00 – 3:00 P.M.

ASD is provided by the school as an intermediate step prior to an extended school day or more serious measures and serves to warn students that continued misbehavior will result in consequences that are more serious. Assignments to ASD are made by administrators. ASD begins at 2:00 P.M. and concludes at 3:00 P.M. Tardiness is not permitted; thus, failure to report on time is treated as a "no show," and the student may be assigned additional days or suspended (repeat offenses). A student who fails to report to or cooperate while in ASD will be referred to an administrator and disciplined with appropriate consequences that may include additional dates in ASD or an ESD.

Extended School Day (ESD)

Tuesday and Thursday from 2:00 – 4:00 P.M.

An ESD is provided by the school for students who commit serious infractions that warrant more than ASD or for those who are repeat offenders. Assignments to ESD are made by administrators. Students assigned to ESD will attend school and follow their regular schedule from 7:30 a.m. to 2:00 P.M. After the regular school day ends, these students will report to the designated ESD classroom (as determined by the administration). ESD is an additional two hours of school; it begins at 2:00 P.M. and concludes at 4:00 P.M. Students are responsible for providing their own transportation home. Tardiness is not permitted; thus, failure to report on time is treated as a "no show," and the student may be assigned additional days or suspended (repeat offenses). A student who fails to report or cooperate while in ESD will be referred to an administrator and disciplined with appropriate consequences that may include additional dates in ESD or possible suspension from school. ESDs are held on Tuesdays and Thursdays. **While assigned to an ESD, students are not allowed to practice or participate in any extracurricular activities, e.g., athletics, clubs, concerts, field trips, etc.**

Out-of-School Suspension (OSS)

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

Upon return from a suspension, the student will have an equal number of days out to make up all work missed and reschedule any missed assessments; however, class participation will not be possible, and grades will not be recorded. All assignments and assessments are to be given full credit if completed within the time allotted.

If a student is suspended from school for any reason, he or she is not permitted to participate in any school activities, including, but not limited to, athletic events, practices, clubs, concerts, field trips, etc., nor is the student to be on school property on the date(s) of suspension. This also includes any weekend or holiday that may fall within the days of suspension. If the student

is found on school property without administrative permission, he/she is subject to additional disciplinary action and possible trespassing charges. If school is closed due to inclement weather or another emergency on a day of suspension, the day is excluded from the count, and the suspension will continue on the day school resumes.

PASS RESTRICTION

Students who continually violate the code of conduct will be placed on pass restriction. Pass restriction lasts for a period of thirty (30) school days, during which time students may not leave the classroom without an escort.

ALTERNATIVE EVENING HIGH SCHOOL PLACEMENT

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

Students attending our AEHS report to school from 2:30 PM to 6:30 PM. **Please note that our AEHS course offerings are limited.**

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

1. Five (5) Tier II offenses and/or Two (2) Tier III offenses
2. Out-of-school suspensions (OSS) totaling more than eight (8) school days and/or suspension from school on three different occasions (regardless of tier).
3. Excessive absences/tardies
4. Failures in two (2) or more classes
5. **A discipline point total of fifty (50) points or more for a period lasting more than 45 school days. This includes points accrued from lateness to school.**

REMOVAL OF PUPILS FROM REGULAR EDUCATION

NJSA 2C; U.S.C.921

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

- Possessing a firearm on any school property, on a school bus, or at a school-sponsored function or committing a crime while possessing a firearm.
- Any pupil who assaults a pupil, teacher, administrator, board member, or other school district employee with a weapon other than a firearm 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.

PRINCIPAL'S PROBATION

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

Principal's probation will be imposed for, but not limited to, a student who accumulates fifty (50) points or more. Students are placed on principal's probation for a minimum of fifteen (15) school days. For students committing Tier III or Tier IV infractions, principal's probation begins on the date of the student's return to school from suspension. Academic activity such as after-school help or academic support is permitted while on probation but requires administrative approval.

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

POINT SYSTEM

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

- Tier I Violation = Zero (0) points
- Tier II Violation = Ten (10) points
- Tier III Violation = Twenty-Five (25) points
- Tier IV Violation = Forty (50) points

POINTS ROLLBACK

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

POINTS AND PRIVILEGED ACTIVITIES/EVENTS

Students must be mindful of the fact that if a disciplinary infraction occurs prior to an event such as graduation, prom, awards assemblies, a performance, sporting event, or even a playoff game, the consequence(s) may result in a loss of attendance and/or participation in such

events. Students are to attend school each day, arrive on time, and follow school rules. This will ensure they are eligible for all events and activities.

POINTS SYSTEM BENCHMARKS

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

Fifty (50) points: Once a student accumulates fifty (50) points, he/she will be placed on Principals Probation and will become ineligible for athletics, extracurricular activities, and school-related functions. In order to be eligible for reinstatement, a student's point total must drop to fifteen points or less, and he/she must go fifteen consecutive school days without incident/points. Upon reaching the aforementioned benchmarks, eligibility can be reinstated pending a meeting with a student's assistant principal.

Note – Lateness to school is communicated daily through our automated messaging system. Students and their families are responsible for monitoring point totals and lateness to school. For infractions of the code of conduct not related to attendance and lateness, discipline points are noted on referrals.

PUPIL DISCIPLINE/CODE OF CONDUCT

Glassboro School District Board of Education – Policy #5600

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

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

GLASSBORO HIGH SCHOOL CODE OF CONDUCT

RESTORATIVE JUSTICE & CHARACTER EDUCATION

As part of Glassboro's Character Education Program, students can earn points for attending Restorative Justice workshops. For each workshop attended, students earn ten points. The workshops focus on strengthening our school culture by encouraging students to repair harm, build healthy relationships, resolve conflicts peacefully, and become positive contributors to the school community. Through the character-based learning component, students develop the social-emotional skills necessary to thrive academically, socially, and personally.

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: 2:00-4:00 PM (2 hrs.)
FTS - Failure to Serve/Appear
OSS - Out of School Suspension

PRINCIPALS PROBATION

Once a student reaches fifty (50) points, he/she will become ineligible for athletics, extracurricular activities, and all school-related functions until the student's points are cleared and he/she has gone fifteen school days (15) without earning any additional points/discipline.

VIOLATIONS BEYOND THE CODE

Unfortunately, violations can occur in the school setting beyond what is described below. When these violations occur, they must be dealt with more severely, as they can affect the safe and orderly operation of our school. For such incidents, discipline will begin at the third offense.

Tier I – INFRACTIONS RELATING TO ATTENDANCE & SCHOOL RULES

REPEAT OFFENDERS WARRANT A HEIGHTENED RESPONSE	**Number of Offenses**		
	1	**2**	**3**
A. Dress Code Violation	Warning	Tier II. – Defiance/Insubordination	
B. Solicitation/Sale of Goods and Services without Administrative Approval. *Note – For Drugs and Alcohol, see Tier III. I*	Warning	Tier II. – Defiance/Insubordination	
C. Academic Integrity (See Plagiarism/Academic Integrity Code) *Pursuant to District Policy 5701.*	Zero on an assignment + Five (5) pts per infraction *Note: Students who distribute copies of assessments, assessment questions, and/or answers will warrant a heightened response of two (2) ESD and ten (10) points per infraction.*		
D. Late to School (LTS) Note – Disciplinary obligations take priority over extracurriculars, athletics, and social events.	10th - ALD	15th - ASD	20th - ESD
	After the 20th offense, every 5th lateness will result in an ESD.		
E. Late to Class (LTC) *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.*	ALD (1)	ASD (1)	ESD (1)
F. ALD - Failure to Serve	ASD (1)	ESD (1)	
G. ASD - Failure to Serve	ESD (1)	OSS (1)	
H. ESD - Failure to Serve	OSS (1)	OSS (2)	

Tier II – INFRACTIONS RELATING TO SAFETY AND SECURITY Points – 10 pts. per infraction			
Level of discipline may vary depending on the nature of the offense. ****Possibility of police charges, restitution for loss, and board action.***			
REPEAT OFFENDERS WARRANT A HEIGHTENED RESPONSE	**Number of Offenses**		
	1	**2**	**3**
A. Cutting Class – Including, but not limited to, leaving class without permission, being out of the room, or being late to class for over 10 minutes.	ALD (1)	ASD (1)	ESD (1)
B. General Misconduct - Including, but not limited to, profanity, loitering, running in the halls, riding an unauthorized bus, eating in class, and littering.	ALD (2)	ASD (2)	ESD (2)
C. Unauthorized Electronic Device - Including but not limited to the use, or public display of, a cell phone, earbuds/headphones, smart watches, handheld gaming systems, etc. ***DEVICES MAY BE CONFISCATED BY FACULTY AND/OR ADMINISTRATION, AND PARENTAL PICKUP MAY BE REQUIRED.***	ALD (1)*	ASD (1)*	ESD (1)*
	4TH OFFENSE – OSS (1)*	5TH OFFENSE – OSS (2)*	
	***STUDENTS WHO REFUSE TO TURN IN DEVICES/TECHNOLOGY WILL BE SENT HOME (1 DAY OSS + 25 PTS.)**		
D. Restricted Area/Unauthorized Entry – Including, but not limited to, misuse of a hall pass, and being in the building after school without a coach/advisor.	ASD (2)*	ESD (2)*	OSS (2)
E. Disturbance to the School and/or Learning Environment - Larger Population; Ex – Hallway Misconduct, Lunchrooms, Assemblies, etc.	ASD (2)*	ESD (2)*	OSS (2)
F. 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. Note – For failure to comply with administration, see Tier IV.G.	ASD (2)	ESD (2)	OSS (2)
G. Falsification of Records/Alerting of Documents	ASD (2) *	ESD (2) *	OSS (2)
H. Parking in an Unauthorized Area and/or Unregistered Spot.	ASD (2)	ESD (2)*	
I. Leaving School Grounds without Proper Authorization/Cutting School	ESD (2)*	OSS (2)*	
J. Destruction of School Property (≤ $25). Ex – Breaking crayons, pencils, and rulers. Note – For Graffiti and items with a value over $25, see Tier III. N – Vandalism.	ESD (2)	OSS (2)	
	RESTITUTION FOR DAMAGED ITEMS		

Tier II – INFRACTIONS RELATING TO SAFETY AND SECURITY Points – 10 pts. per infraction ** Level of discipline may vary depending on the nature of the offense.* ***Possibility of police charges, restitution for loss, and board action.*			
REPEAT OFFENDERS WARRANT A HEIGHTENED RESPONSE	**Number of Offenses**		
	1	**2**	**3**
K. Inappropriate, Rude, and/or Disrespectful Comments that cause a disruption to the school or learning environment and/or impede the learning of a student. **Comments related to race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, mental, physical, or sensory disability, or any distinguishing characteristic or sexual remarks are not applicable.** ***See Tier III.B Violating the Rights of Others***	ESD (2)*	OSS (2)*	
L. Gambling **	ESD (2)*	OSS (2)*	
M. Jeopardizing the Safety of Others -Including, but not limited to, putting others in danger of harm, failure to report hazardous/reckless conduct, tampering with locks, livestreaming or recording without administrative approval, or opening perimeter doors without authorization.	ESD (2)*	OSS (2)*	
N. Trespassing **	ESD (2)*	OSS (2)*	
O. Distribution/Possession of Pornographic Material. *For incidents relating to child pornography, see Tier IV F.*	ESD (2)*	OSS (2)*	
P. Misuse of School Computers - Use of school computers for activities unrelated to academics. Including, but not limited to, gaming, shopping, social media, music, movies, or internet hangouts/chats.	ESD (2)*	OSS (2)*	
Q. 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.	ESD (2)*	OSS (2)*	

<table>
<tr><th colspan="5">Tier III -MISDEMEANORS
Points – 25 pts. per infraction</th></tr>
<tr><td colspan="5">* Level of discipline may vary depending on the nature of the offense.
**Possibility of police charges, restitution for loss, and board action.</td></tr>
<tr><td rowspan="2">REPEAT OFFENDERS WARRANT A HEIGHTENED RESPONSE</td><td colspan="2">Disciplinary Action
Number of Offenses</td><td rowspan="2">Complaint filed with Glassboro Police Department.</td><td rowspan="2">Principal's Hearing & Probation</td></tr>
<tr><td>1</td><td>2</td></tr>
<tr><td>A. Theft, Distribution, and/or Possession of Stolen Goods or Counterfeit Funds**</td><td>OSS (2)*
(≤ $200)</td><td>OSS (4)*
(> $200)</td><td>X</td><td>X</td></tr>
<tr><td>B. 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.</td><td>OSS (2)</td><td>OSS (4)</td><td>X</td><td>X</td></tr>
<tr><td colspan="4">INCIDENTS THAT CAUSE A DISRUPTION TO THE SCHOOL AND/OR COMMUNITY WARRANT A HEIGHTENED RESPONSE OF EIGHT (8) DAYS OSS AT MINIMUM</td></tr>
<tr><td>C. Gross Disrespect - Inappropriate language or gestures directed to, at, or about Faculty & Staff</td><td>OSS (2)</td><td>OSS (4)</td><td>X</td><td>X</td></tr>
<tr><td>D. Verbal Argument and/or Incitement to Fight – Including, but not limited to, screaming and cursing at or about another student and/or verbal or electronic threats.</td><td>OSS (2)</td><td>OSS (4)</td><td>X</td><td>X</td></tr>
<tr><td>E. False Accusations. <u>Pursuant to District Policy 5512.01., Section J. Consequences and Appropriate Remedial Action for False Accusation</u></td><td>OSS (2)</td><td>OSS (4)</td><td>X</td><td>X</td></tr>
<tr><td rowspan="2">F. Smoking on School Grounds and/or Possession of a vape/cigarette/cigar/lighter

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 III.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."</td><td>OSS (2)</td><td>OSS (4)</td><td>N/A</td><td>X</td></tr>
<tr><td colspan="4">• Confiscated devices/product(s) turned over to law enforcement.
• Mandatory drug screening. Screening must occur <u>immediately (i.e., checked in within 15 min)</u> following pick-up from school.
• Student must report for drug screening and receive medical clearance before returning to school. Noncompliance will result in a referral to DCP&P and may result in alternative placement.
• Min. of three (3) sessions with the SAC (in accordance with the provisions of N.J.A.C. 6A:16-4.1(c)7).</td></tr>
<tr><td rowspan="2">G. Distribution of Over-the-Counter Medicine that is improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.</td><td>OSS (4)</td><td>OSS (8)</td><td>N/A</td><td>X</td></tr>
<tr><td colspan="4">Mandatory counseling sessions will be scheduled for students struggling with substance abuse.</td></tr>
</table>

<table>
<tr><th colspan="5">Tier III -Misdemeanors
Points – 25 pts. per infraction</th></tr>
<tr><td colspan="5">* Level of discipline may vary depending on the nature of the offense.
**Possibility of police charges, restitution for loss, and board action.</td></tr>
<tr><td rowspan="3">REPEAT OFFENDERS WARRANT A HEIGHTENED RESPONSE</td><td colspan="2">Disciplinary Action
Number of Offenses</td><td rowspan="2">Complaint filed with Glassboro Police Department.</td><td rowspan="2">Principal's Hearing & Probation</td></tr>
<tr><td>1</td><td>2</td></tr>
<tr><td>H. Under the Influence of Alcohol or a Controlled Dangerous Substance – Including, but not limited to, cocaine, heroin, PCP, methamphetamines, LSD, marijuana, and ecstasy. <u>Pursuant to District Policy 5530. Section C – Substance Abuse.</u></td><td>OSS (2)</td><td>OSS (4)</td><td>N/A</td><td>X</td></tr>
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• Student must report for drug screening and receive medical clearance before returning to school. Noncompliance will result in a referral to DCP&P and may result in alternative placement.
• Min. of three (3) sessions with the SAC (in accordance with the provisions of N.J.A.C. 6A:16-4.1(c)7).</td></tr>
<tr><td rowspan="2">I. Solicitation/Distribution or Possession of Alcohol, Prescription Medicine, Drugs, and/or Paraphernalia. (Paraphernalia includes any equipment, product, accessory, or material that is modified for making, using, or concealing drugs or alcohol). In addition, the possession of two or more electronic cigarettes/vapes and/or a bottle of e-juice.) <u>Pursuant to District Policy 5530. Section C – Substance Abuse.</u></td><td>OSS (4)+</td><td>OSS (8)+</td><td>X</td><td>X</td></tr>
<tr><td colspan="4">THE LEVEL OF DISCIPLINE IS DEPENDENT ON THE NATURE OF THE OFFENSE.
• Vapes, e-juice, drugs, alcohol, and/or paraphernalia will be confiscated and turned over to law enforcement.
• Min. of three (3) sessions with the SAC (in accordance with the provisions of N.J.A.C. 6A:16-4.1(c)7).
• Mandatory drug screening. Screening must occur immediately (i.e., checked in within 15 min) following pick-up from school.
• Student must report for drug screening and receive medical clearance before returning to school. Noncompliance will result in a referral to DCP&P and may result in alternative placement.</td></tr>
<tr><td rowspan="2">J. Possession of a Look-a-Like Weapon (i.e., paintball gun, water gun), Fireworks, or Hazardous Materials – Including, but not limited to, flammable liquid (lighters).

Note – For replicas that look real or appear to be genuine, see Tier IV. C.</td><td>OSS (4)+</td><td>OSS (8)+</td><td>X</td><td>X</td></tr>
<tr><td colspan="4">INCIDENTS THAT CAUSE A DISRUPTION TO THE SCHOOL AND/OR COMMUNITY WARRANT A HEIGHTENED RESPONSE OF EIGHT (8) DAYS OSS AT MINIMUM</td></tr>
<tr><td>K. Fighting – (Physical Altercation) – Including, but not limited to, "unsanctioned boxing".</td><td>OSS (4)</td><td>OSS (8)</td><td>X</td><td>X</td></tr>
<tr><td>L. Inappropriate Physical Contact - Including, but not limited to, intentional and non-consensual use of physical force or violence against another person. (i.e., One-sided pushing or slapping someone)</td><td>OSS (4)</td><td>OSS (8)</td><td>X</td><td>X</td></tr>
</table>

Tier III -Misdemeanors Points – 25 pts. per infraction				
**** Level of discipline may vary depending on the nature of the offense. **Possibility of police charges, restitution for loss, and board action.***				
REPEAT OFFENDERS WARRANT A HEIGHTENED RESPONSE	**Disciplinary Action Number of Offenses**		**Complaint filed with Glassboro Police Department.**	**Principal's Hearing & Probation**
	1	2		
M. 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			
N. Vandalism - Vandalism charges carry serious and potentially life-altering consequences in New Jersey. If you are caught destroying or damaging property, you can be convicted of a crime under N.J.S.A. 2C:17-3.	OSS (4)+	OSS (8)+	X	X
	THE LEVEL OF DISCIPLINE IS DEPENDENT ON THE NATURE OF THE OFFENSE.			

Tier IV – MAJOR OFFENSES Points – 50 pts. per infraction			
Tier IV Offenses will result in mandatory counseling sessions with the Student Assistant Counselor.			
REPEAT OFFENDERS WARRANT A HEIGHTENED RESPONSE	**Disciplinary Action**	**Complaint filed with Glassboro Police Department.**	**Removal from Activities**
A. Assault – knowingly and purposely intending to cause **serious** bodily injury.	OSS -Minimum of Eight (8) Days	X	X
	Date of Return: *Pending Safety Evaluation*		
B. Act of Aggression and/or Threat towards a School Employee ***Pursuant to NJ Rev Stat § 18A:37-2.1***	OSS -Minimum of Eight (8) Days	X	X
	Date of Return: *Pending Safety Evaluation*		
C. Possession of a Weapon or Weapon-related Paraphernalia with or w/o the intent to threaten/harm, including, but not limited to, a pocketknife and/or taser. ***Pursuant to NJ Rev Stat § 18A:37-7***	OSS -Minimum of Eight (8) Days	X	X
	Date of Return: *Pending Safety Evaluation*		
D. Terroristic Threat (written, verbal, or electronic) *Note: A threat made with reckless disregard of a third party with the intent to cause fear or panic and could conceivably be carried out.*	OSS -Minimum of Eight (8) Days	X	X
	Date of Return: *Pending Safety Evaluation*		
E. Distribution/Possession of Child Pornography	OSS (8)	X	X

Tier IV – MAJOR OFFENSES *Points – 50 pts. per infraction*			
Tier IV Offenses will result in mandatory counseling sessions with the Student Assistant Counselor.			
REPEAT OFFENDERS WARRANT A HEIGHTENED RESPONSE	**Disciplinary Action**	**Complaint filed with Glassboro Police Department.**	**Removal from Activities**
F. Breach of Security – Including, but not limited to, tampering with fire alarms and/or cameras, installing VPNs, tampering with web filters, adding or deleting programs, and/or hacking or altering the system and school-issued devices in any manner.	OSS (8)	X	X
G. Refusal to Comply with Administration Including, but not limited to, refusing to be searched, using a cell phone during or immediately following an incident, and refusing to follow directives relating to safety and security.	OSS (8)	X	X
H. Reckless or Physically Dangerous Conduct that results in the allocation of school and/or community resources, creates public alarm, and/or fearful third party, and/or puts staff, students, and the community at risk. Including, but not limited to, public disturbance, inciting a riot, and tampering with or concealing evidence. (Ex – posting/sharing photos of weapons).	OSS (8)	X	X
I. Discharging of an Irritant – Including, but not limited to, Pepper Spray, Mace, a Fire Extinguisher, or any other air disruptor (ex, “Fart Spray”)	OSS (8)	X	X
DUE TO THE NATURE OF THE OFFENSE, ***TIER IV INFRACTIONS MAY RESULT IN ALTERNATIVE PLACEMENT.***			

DUE PROCESS/APPEAL PROCEDURES

A student has the right to appeal a disciplinary infraction resulting in an out-of-school suspension (OSS) when there is a belief that the code of conduct was not followed and that the discipline imposed does not match the infraction.

Appeals are not based on subjective opinion; they are based on whether or not the incident occurred and whether the discipline imposed matches the infraction outlined in the code of conduct. Appeals are decided on a preponderance of the evidence standard, meaning more likely than not, the student committed the alleged violation (N.J.A.C. 6A:16-7.3(a)(10)(iv).

Note – School officials have the authority and right to question students without parental presence. This includes having students write statements as part of the investigation process.

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.

Appeal to the Commissioner of Education: Within ninety (90) days of the Board'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.

STUDENTS WITH DISABILITIES

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

SUBSTANCE ABUSE

Glassboro School District Board of Education – Policy #5530

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

SMOKING/USE OF TOBACCO AND/OR ELECTRONIC SMOKING DEVICES

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

BREATHALYZERS

Glassboro School District Board of Education – Policy #5535

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.*

METAL DETECTORS

Glassboro School District Board of Education – Policy #7444

The Board of Education is committed to protecting the health, safety, and welfare of all children, staff, and visitors of the school district. The Board authorizes the school district administration to use walk-through and/or hand-held metal detectors at any school district activity and in the school district's buildings or on "school grounds". These metal detectors may be used for entrance into a school building, on "school grounds", as defined in N.J.A.C. 6A:16-1.3, or at any school district activity where the Superintendent or his/her designee believes a

security threat may be present. **Note – Metal detectors may also be used during a search when the administration believes that a student may be concealing unauthorized paraphernalia or a threat is present.**

SEARCH AND SEIZURE

Glassboro School District Board of Education – Policy #5570

School officials maintain the right to search a student's person and/or personal effects or vehicle whenever a school official has reasonable suspicion. **A search may be based on suspicion of either a criminal offense or a violation of school rules** [T.L.O., 469 U.S. 325 (1985)]. The extent or scope of the search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the pupil and the nature of the infraction.

As a reminder, **Yondr pouches and student lockers are school property and can be searched without notice, without student consent, and/or without a search warrant**. To aid in maintaining the safety and well-being of our students, and the safety of our campus, K-9 officers (drug dogs) may be used to sweep hall lockers or cars parked on school property.

REASONABLE SUSPICION

Alcoholic Beverages and Controlled Dangerous Substances

Procedures:

1. If there is reasonable suspicion that a student may possibly be under the influence or impaired (slurred speech, excessive sleepiness, erratic behavior, decreased motor skills, etc.), that student is referred immediately to the school principal or designee.
2. Pursuant to *NJSA 18A:40A-12 and NJAC 6A: 16-4.3(a)2ii,* the student is given a brief examination by the school nurse to ensure he or she is not in immediate danger. Refusing the required medical examination will be considered an admission of use.
3. Upon examination, if reasonable suspicion exists,
   i) Administration has the right to require a student to undergo a drug screening and to search the student as well as his or her belongings.
   ii) The parent/guardian will be contacted and must transport the student to the District's contracted vendor for a drug test and full examination immediately following pickup from school. Note - The parent/guardian may choose to use his or her own physician to conduct the test and examination at parent/guardian expense.
4. **A positive screening will result in discipline, as outlined by the code of conduct and principal's probation. A diluted result, inconclusive outcome, or untestable specimen will be treated as a positive result.**
5. If a student is suspected of being under the influence and admits use, the above procedures will continue to be carried out to ensure the health and well-being of the student. As a result of admission, the student will be disciplined according to District policy and procedures.

6. **Failure to comply with district policy and procedures will result in immediate suspension according to Board Policy and Student Code of Conduct and may result in alternative placement.**
7. A Principal's Meeting will be scheduled upon reentry to school to discuss further expectations and actions.

HARASSMENT, INTIMIDATION, AND BULLYING (HIB)

Glassboro School District Board of Education – Policy #5512
Glassboro School District Board of Education – Policy #5512.02

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

To report an incident of Harassment, Intimidation, and Bullying, or if you have questions or concerns regarding a HIB case or the district policy, please contact **Ms. Alayna Harrison (AHarrison@gpsd.us).**

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

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

PLAGIARISM/ACADEMIC INTEGRITY CODE

Glassboro School District Board of Education – Policy #5701

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

Academic dishonesty includes, but is not limited to:

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

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

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