

THOMAS E. BOWE MIDDLE SCHOOL

CODE OF CONDUCT 2026-2027

The Code of Conduct applies in all settings and schedules.

CONSEQUENCES, HOURS, AND LOCATIONS

ALD - Administrative Lunch Detention (During Scheduled Lunch)	FTS - Failure to Serve/Appear
ASD - After School Detention: 2:45pm–4:00pm	OSS - Out of School Suspension
ESD - Extended School Day 2:45pm-4:30pm	

LOSS OF GOOD STUDENT STANDING / CONSEQUENCES

All students will begin the school year with "Good Student Standing." A student with "Good Student Standing" may attend or be eligible for any extracurricular activity offered by Thomas E. Bowe Middle School.

If a student receives a discipline referral, in addition to the discipline code, the student may lose their "Good Student Standing." Loss of "Good Student Standing" means the student will be denied the privilege to attend all extracurricular activities for the number of calendar days explained in this policy.

Activities in this policy include: all clubs and sports, school sponsored tournaments, dances, plays, musicals, non-curricular field trips, and any other special extracurricular activity that may be scheduled

Loss of "Good Student Standing" five times or more in a school year renders the student ineligible to attend the end of year field trip/activity and after school activities for the remainder of the school year.

Loss of "Good Student Standing" that eclipses the end of the school year will also lead to exclusion from promotion ceremonies.

Administrative Discipline Per Code (Total Cumulative Days)	
Discipline	Days Loss of Good Student Standing
4 to 10 days of ASD	5 calendar days per offense
11 or more days of ASD	10 calendar days per offense
1–4 days of OSS	30 calendar days per offense
5 or more days of OSS	60 days per offense

RESTORATIVE PRACTICES & TIER FRAMEWORK

Tier One: Non-Violent, Uncooperative, Non-Compliant Behaviors

Teacher implements classroom-based student support interventions (re-state classroom expectations, verbal warnings, loss of privilege) Teacher/staff member holds individual conference with student Teacher contacts parent/guardian via phone and/or email Record of behavior on infraction tracker for anecdotal records

Tier Two: Non-Violent, Disruptive, Disorderly Behaviors (or >5 Tier 1 Incidents)

Teacher reviews classroom-based interventions and implements additional supports and/or loss of privilege If additional supports are needed: referral to counselor/nurse/case manager/I&RS Team Teacher/staff member holds conference with parent/guardian Possible in-school disciplinary consequences (lunch detention, administrative detention, denial of extracurricular activities) Possible Restitution

Tier Three: Injurious, Harmful, and/or Habitual Behaviors

Teacher/staff member refers incident to administration (not sent through email) Mandatory referral to counselor/nurse/case manager Parent/guardian contact by administration Record of parent/guardian contact in PowerSchool Possible in-school disciplinary consequences or suspension Referral to guidance for mediation or restorative conference Restitution Return from OSS may require a hearing with the principal

Tier Four: Infractions that are Highly Serious or Cause Imminent Danger to Self or Others

Immediate referral to administration (not sent through email) STAR Threat Assessment completion by administration or guidance Parent/guardian contact by administration Record in PowerSchool by administration Disciplinary consequences (depending on infraction) Contact SRO officer per Memorandum of Agreement Referral to mediation if appropriate and/or restorative conference Restitution Possible suspension If drugs or alcohol are suspected, a drug screening will be required Possible threat and/or psychiatric evaluation may be required for return to school

***The level of discipline may vary depending upon the nature of the offense.**

Tier I – INFRACTIONS RELATING TO ATTENDANCE, SCHOOL RULES & PROCEDURES

REPEAT OFFENDERS WARRANT A HEIGHTENED RESPONSE		1st Offense	2nd Offense	3rd Offense
A. Improper use of a Hall Pass		Warning	1 ALD	2 ALD
B. Dress Code Violation		Warning	1 ALD	2 ALD
C. Littering		Warning	1 ALD	2 ALD
D. Unauthorized use of Earbuds/Headphones (Hallway, assemblies, etc.) Note – Classroom violations see Tier I.P		Warning	1 ALD	2 ALD
E. Riding an Unauthorized Bus without Administrative Approval		Warning	1 ALD	2 ALD
F. Solicitation/Sale of Goods and Services without Administrative Approval. Note – For Drugs and Alcohol see Tier IV		Warning	1 ALD	2 ALD
G. Eating in Non-Designated Areas		Warning	1 ALD	2 ALD
H. Academic Integrity (See Plagiarism/Academic Integrity Code) Pursuant to District Policy 5701.		Zero on assignment. Students who distribute copies of assessment questions/answers: 2 ASD, zero on assignment, LGSS for 10 days.		

I. Late to Class (LTC) – 3 LTC = 1 offense. Student referred after 3 occasions and teacher has already addressed the issue with teacher consequence and call home.		2 ALD	1 ASD	2 ASD
J. Late to School (LTS) – Every 5 latenesses = 1 ASD		1 ASD	1 ASD	1 ASD
K. Cutting Class (leaving without permission or missing from class for over 10 minutes)		2 ALD	1 ASD	2 ASD
L. Teacher Detention – Failure to Serve		1 ALD	2 ALD	1 ASD
M. ALD – Failure to Serve		2 ALD	1 ASD	2 ASD
N. ASD – Failure to Serve		2 ASD	1 ESD	2 ESD
O. Inappropriate Use of Technology – Including but not limited to cell phones, smart watches, airpods, handheld gaming devices, etc. Devices may be confiscated and parental pickup may be required.		1 ALD	1 ASD	2 ASD
4th offense: 1 ESD. 5th offense: 2 ESD. 6th offense: 1 OSS (parental pickup required). Students who refuse to turn in devices will be sent home (1 OSS).				
P. Violation of Technology Acceptable Use Policy		2 ALD	1 ASD (After 2nd, laptop must remain in school)	2 ASD
Q. Failure to Follow Rules on School Transportation		2 ALD	1 ASD	2 ASD / Bus Suspension
R. General Misconduct [Including but not limited to: profanity, loitering, running in halls, public display of affection]		2 ALD	1 ASD	2 ASD
4th: 1 ESD. 5th: 2 ESD. 6th: 1 OSS (parental pickup required).				
S. Failure to Follow SMART PASS Procedures		2 ALD	1 ASD	2 ASD
T. Out of Class for Longer than Allotted SMART PASS Time		2 ALD	1 ASD	2 ASD

Tier II – INFRACTIONS RELATING TO SAFETY AND SECURITY

*Level of discipline may vary depending on the nature of the offense. If students exceed the number of offenses, they could be suspended from school.

REPEAT OFFENDERS WARRANT A HEIGHTENED RESPONSE		1st Offense	2nd Offense	3rd Offense
A. Restricted Area/Unauthorized Entry – Including but not limited to failure to report to office and/or being in an unauthorized area without permission.		2 ASD*	1 ESD*	2 ESD*
B. Disturbance to the School and/or Learning Environment – Larger Population (Ex: Misconduct, Lunchrooms, Assemblies, etc.)		2 ASD*	1 ESD*	2 ESD*
C. Disturbance to the Learning Environment – Classroom		2 ALD	1 ASD	2 ASD
D. Failure to Follow Directions – Including but not limited to the academic environment/classroom, after school activities, school sponsored events.		2 ASD*	2 ASD*	2 ESD* / 4th = OSS
E. Falsification of Records/Altering of Documents		2 ASD*	2 ASD	1 ESD*

F. Inappropriate Language or Actions toward Student		2 ASD*	1 ASD*	2 ASD*
G. Inappropriate Language or Actions toward Faculty/Staff		2 ASD*	1 ESD*	1 OSS*
H. Leaving School Grounds without Proper Authorization/Cutting School		2 ASD*	2 ASD*	1 OSS*
I. Inappropriate, Rude, and/or Disrespectful Comments that cause a disruption to the school or learning environment. For comments related to race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical, or sensory disability – See Tier III.C.		2 ASD*	2 ASD*	1 OSS*
J. Gambling		1 ASD*	1 ESD*	2 ESD*
K. Breach of Security – Violation of regulations, requirements, procedures, or guidelines that compromise the safety and security of staff and students (Ex: opening perimeter doors without authorization)		2 ASD*	1 ESD*	2 ESD*
L. Tampering with Locks and/or Magnetic Strips – Including but not limited to theft of lockdown magnet		2 ASD*	1 OSS*	2 OSS*
M. Destruction/Damage of School Property (Under \$25 in value) Note – For graffiti or damage over \$25, see Tier III.R – Vandalism.		2 ASD	2 ESD	1 OSS*
N. Trespassing		1 ESD*	1 OSS*	2 OSS*
O. Distribution/Possession of Pornographic Material. For incidents relating to child pornography see Tier IV.		2 ASD*	1 ESD*	1 OSS*
P. Theft and/or Possession of Stolen Goods (Less than \$10 in value)		2 ALD*	1 ASD*	2 ASD*
Q. Use of School Computers for Activities Unrelated to Academics – Including but not limited to gaming, shopping, social media, music, movies, or internet hangout/chats		2 ALD*	1 ASD*	2 ASD*
R. Filming, Recording, Facetiming/Video Chatting, and/or Live Streaming, as well as making or accepting phone calls without prior authorization from administration		2 ALD*	1 ASD*	2 ASD*
S. Filming/Recording/Facetiming/Use of Electronics During School Emergency		2 ASD*	1 ESD*	2 ESD*
T. Out of Area: Including but not limited to using the wrong bathroom, being in the wrong hallway or classroom when assigned to another location		2 ASD	2 ASD	1 ESD
U. 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 or safety drill.		2 ASD*	2 ESD*	1 OSS*
V. Inappropriate Physical Contact – Including but not limited to intentional and non-consensual use of physical force against another person (i.e., one-sided pushing or slapping someone).		2 ASD*	1 ESD*	1OSS*

Tier III – Misdemeanors

*Level of discipline may vary depending on the nature of the offense. Possibility of complaint filed with Glassboro PD, restitution, and board action.

REPEAT OFFENDERS WARRANT A HEIGHTENED RESPONSE	1st Offense	2nd Offense	PD / Hearing
A. Theft, Distribution, and/or Possession of Stolen Goods or Counterfeit Funds (More than \$10 in value)	2 ESD*	1 OSS*	X / X

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		2 OSS*	4 OSS*	X / X
C. Violating the Rights of Others [physically, sexually, and verbally (spoken, written or electronic)] – Including but not limited to physical contact, hazing, harassment, ridicule, embarrassment, inflammatory statements, hate speech, slurs, and derogatory comments		2 OSS*	4 OSS*	X / X
D. Incitement to Fight – Verbal or electronic threats and/or battery (unwanted physical contact, i.e. one-sided pushing/shoving of another student)		2 OSS*	4 OSS*	X / X
E. Inciting Others to Fight – Prompting others to fight before, during, or after staff/administrative intervention		1 OSS*	2 OSS*	X / X
F. False Accusations. Pursuant to District Policy 5512.01.		1 OSS*	2 OSS*	X / X
G. Possession of a Look-a-Like Weapon (i.e., paintball gun, water gun), Fireworks, or Hazardous Materials		2 OSS*	4 OSS*	X / X
H. Fighting (Physical Altercation) – Including but not limited to mutual physical altercations		4 OSS*	8 OSS* / Possible AEMS	X / X
I. Filming a Fight		2 OSS*	4 OSS* / Possible AEMS	
J. Filming an Assault		4 OSS*	8 OSS* / Possible AEMS	
K. Distribution of Over the Counter Medicine (OTC medications improperly used to cause intoxication, stupefaction, or dulling of the brain/nervous system)		4 OSS*	8 OSS*	N/A / X
L. Unauthorized Pictures/Video/Social Media Posting – Including but not limited to images taken within the school and/or postings that are defamatory, harassing, or create a hostile environment		2 OSS*	4 OSS*	X / X
M. Vandalism (Damage over \$25 in value or graffiti) Note: Vandalism charges carry serious consequences under N.J.S.A. 2C:17-3.		4 OSS*	8 OSS*	X / X
N. Smoking on School Grounds and/or Possession of a Vape/Cigarette/Cigar. Note: Possession of two or more e-cigarettes/vapes and/or a bottle of e-juice = intent to distribute (see Tier IV).		2 OSS*	4 OSS*	X / X
Minimum 3 SAC sessions. Confiscated items turned over to law enforcement. Mandatory drug screening immediately following pickup. Medical clearance required before return. Noncompliance = DCP&P referral and possible alternative placement.				
O. Under the Influence of Alcohol or a Controlled Dangerous Substance – Including but not limited to cocaine, heroin, PCP, methamphetamines, LSD, marijuana, and ecstasy. Pursuant to District Policy 5530.		2 OSS*	4 OSS*	N/A / X
Minimum 3 SAC sessions. Mandatory drug screening immediately following pickup. Refusal to test = positive test. Medical clearance required before return. Noncompliance = DCP&P referral.				
P. Solicitation/Distribution or Possession of Alcohol, Prescription Medicine, Drugs, and/or Paraphernalia. Possession of two or more e-cigarettes/vapes and/or e-juice = intent to distribute. Pursuant to District Policy 5530.		4 OSS*	8 OSS*	X / X
Confiscated items turned over to law enforcement. Minimum 3 SAC sessions. Mandatory drug screening immediately following pickup. Medical clearance required before return. Noncompliance = DCP&P referral.				

Q. Gross Disrespect to Faculty & Staff – Including inappropriate language and gestures directed to, at, or about faculty and staff.	2 OSS*	4 OSS*	X / X
R. Physically Resisting Detainment	1 OSS*	2 OSS*	X / X
S. Discharging of an Irritant – Including but not limited to pepper spray, mace, a fire extinguisher, or any other air disruptor.	3 OSS*	5 OSS*	X / X
T. 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.	4 OSS	X / X	

Tier IV – MAJOR OFFENSES		
Tier IV Offenses will result in mandatory counseling sessions with the Student Assistance Counselor.		
OFFENSE	Disciplinary Action	PD Complaint / Hearing
A. Assault – Knowingly and purposely intending to cause serious bodily injury.	OSS – Minimum 8 Days Date of Return: Pending Safety Evaluation Possible AEMS Placement	X / X
B. Act of Aggression and/or Threat Towards a School Employee. Pursuant to NJ Rev Stat § 18A:37-2.1	OSS – Minimum 8 Days Date of Return: Pending Safety Evaluation Possible AEMS Placement	X / X
C. Possession of a Weapon or Weapon-Related Paraphernalia with Intent to Threaten/Harm – Including but not limited to a pocketknife and/or taser. Pursuant to NJ Rev Stat § 18A:37-7.	OSS – Minimum 8 Days Date of Return: Pending Safety Evaluation Possible AEMS Placement	X / X
D. Terroristic Threat (written, verbal, or electronic) – 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 8 Days Date of Return: Pending Safety Evaluation Possible AEMS Placement	X / X
E. Distribution/Possession of Child Pornography	8 OSS	X / X

F. Breach of Security (Technology) – Including but not limited to installation of VPNs, tampering with web filters, adding or deleting programs, and/or hacking or altering the system and school-issued devices in any manner.	8 OSS	X / X
G. Reckless or Physically Dangerous Conduct that results in the allocation of school and/or community resources and puts staff, students, and the community at risk – Including but not limited to public disturbance, inciting a riot, and tampering with or concealing evidence.	8 OSS	X / X
H. Tampering with Fire Alarms or Cameras and/or False Public Alarm.	4 OSS*	X / X
DUE TO THE NATURE OF THESE OFFENSES, TIER IV INFRACTIONS MAY RESULT IN ALTERNATIVE PLACEMENT (e.g., AEMS or OOD).		

LATENESS POLICY

Late to School (LTS) – Cumulative Lateness Policy		
Cumulative Latenesses	Consequence	Notes
1–4 Latenesses	Warning / Staff Conference	Parent/guardian notification recommended
Every 5 Latenesses (5, 10, 15...)	1 ASD per every 5 cumulative latenesses	Applies throughout the full school year cumulatively
15+ Latenesses in a school year	Referral to Counselor, I&RS, and/or Parent Conference with Administration	Possible referral to Child Study Team or attendance officer

Late to Class (LTC) – Cumulative Lateness Policy		
Cumulative Latenesses	Consequence	Notes
1–2 Latenesses	Teacher consequence (warning, loss of privilege, etc.)	Teacher contacts parent/guardian
3 Latenesses = 1st LTC Offense	Teacher refers to administration after teacher-level consequence and parent contact	Administrative record created in PowerSchool
1st LTC Offense (3 lates)	2 ALD	
2nd LTC Offense (6 lates)	1 ASD	
3rd LTC Offense (9 lates)	2 ASD	Possible counselor/I&RS referral
4th+ LTC Offense	1 ESD and/or parent conference with administration	Escalating consequences at administrative discretion

Note: Habitual lateness to school or class may result in referral to the I&RS Team, Child Study Team, and/or attendance officer pursuant to NJ compulsory attendance laws. Administration reserves the right to escalate consequences based on patterns.

ABSENCE POLICY

ABSENCE POLICY-Unexcused		
Cumulative Unexcused Absences	Consequence	Notes
1–5 Absences	Warning	Parent/guardian notified from Administration/Administration Assistant
6+ Unexcused Absence	2 Credit Completion Sessions per every 2 additional absences	Parent/guardian contacted from Administration and Guidance Counselor
10 Unexcused Absence	Truancy will be filed	Mandatory In-Person Conference
11+ Unexcused Absence	Possible removal from roll	

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.

Timeline:

- Appeal to Principal: Within forty-eight (48) hours of the Assistant Principal's decision.
- Appeal to Superintendent: Within five (5) days of the Principal's 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:

- Name
- Date of decision and/or incident you are appealing
- Briefly describe the reason for the appeal. Cite relevant laws, policies, or regulations you believe have been violated.
- Provide a detailed statement with supporting facts and evidence. The district will not consider additional evidence at subsequent levels.
- Please indicate the remedy or outcome you are seeking.

Last Updated: June 2026 | Thomas E. Bowe Middle School, Glassboro, NJ