

# Bowe Code of Conduct and Restorative Practices

<b><i>Tier One: Non-Violent, Uncooperative, Non-Compliant Behaviors</i></b>
<ul style="list-style-type: none"> <li>• Teacher implements classroom-based student support interventions (re-state classroom expectations, give verbal warnings of next step, loss of privilege)</li> <li>• Teacher/ staff member holds individual student conference with student</li> <li>• Teacher contacts parent/ guardian via phone and/or email</li> <li>• Record of behavior and parent contact on infraction tracker for anecdotal records</li> </ul>
<b><i>Tier Two: Non-Violent, Disruptive, Disorderly Behaviors (or &gt;5 Tier 1 Incidents)</i></b>
<ul style="list-style-type: none"> <li>• Teacher reviews classroom-based student support interventions and implements additional supports and/ or loss of privilege</li> <li>• If additional supports are needed: referral to counselor/ nurse/ case manager/ I&amp;RS Team</li> <li>• Teacher/ staff member holds conference with parent/ guardian to collaborate on how best to support the student's success</li> <li>• Possible in-school disciplinary consequences (lunch detention, administrative detention, denial of participation in extracurricular activities and/ or school functions)</li> <li>• Possible Restitution (Students may be required to make restitution to the school district or individuals. Such restitution may include, but not be limited to: financial reimbursement, apologies or school service)</li> </ul>
<b><i>Tier Three: Injurious, Harmful, and/or Habitual Behaviors</i></b>
<ul style="list-style-type: none"> <li>• Teacher/ staff member refers incident to administration or designee (not sent through email)</li> <li>• Mandatory referral to counselor/ nurse/ case manager (depending upon need)</li> <li>• Parent/ guardian contact by administration</li> <li>• Record of parent/ guardian contact in <i>PowerSchool</i> by administration</li> <li>• Possible in-school disciplinary consequences, Saturday detention or suspension (depending on infraction)</li> <li>• Referral to guidance for mediation or restorative conference with affected parties</li> <li>• Restitution</li> <li>• Return from an out of school suspension requires a hearing with the principal</li> </ul>
<b><i>Tier Four: Infractions that are highly serious or cause imminent danger to self or others</i></b>
<ul style="list-style-type: none"> <li>• Immediate referral to administration (not sent through email)</li> <li>• STAR Threat Assessment completion by administration or guidance</li> <li>• Parent/ guardian contact by administration</li> <li>• Record of parent/ guardian contact in <i>PowerSchool</i> by administration</li> <li>• Disciplinary consequences (depending on infraction)</li> <li>• Contact SRO officer as per Memorandum of Agreement by administration</li> <li>• Referral to mediation if appropriate and/ or restorative conference with affected parties</li> <li>• Restitution</li> <li>• Possible suspension</li> <li>• If drugs or alcohol are expected a drug screening will be required</li> <li>• Possible threat and/or psychiatric evaluation may be required for return to school</li> </ul>

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

***Level One Infractions: Non-Violent, Uncooperative, Non-Compliant Behaviors***

<b>Infractions</b>	<b>Descriptions or Remarks</b>	<b>First Infraction</b>	<b>Second Infraction</b>	<b>Third Infraction</b>	<b>Fourth Infraction</b>
<i>Lateness to school</i>	reported by main office attendance secretary	5th lateness Lunch Detention (1)	10th lateness Admin Detention (1)	15th lateness Admin Detention (2)	20th lateness Admin Detention (3)
<i>General misconduct</i>	use of profanity, running in the hallway, consistently out of seat	Tier One Response	Tier One Response	Tier Two Response  Disciplinary Consequence: Lunch Detention (1)	Tier Two Response  Disciplinary Consequence: Admin Detention (1)
<i>Disruptive behavior</i>	conduct which interrupts the educational process and/ or interferes with teaching or learning	Tier One Response	Tier Two Response  Disciplinary Consequence: Lunch Detention (1)	Tier Two Response  Disciplinary Consequence: Admin Detention (1)	Tier Three Response  Disciplinary Consequence: Saturday Detention (1)

<i>Defiance/ Insubordination</i>	failure to respond or follow directions; failure to remain in authorized area	Tier One Response	Tier Two Response  Disciplinary Consequence: Lunch Detention (1)	Tier Three Response  Disciplinary Consequence: Admin Detention (2)	Tier Three Response  Disciplinary Consequence: Saturday Detention (1)
<i>In unauthorized area</i>	in an area without permission from staff or teacher; leaving the classroom or building	Tier One Response	Tier Two Response  Disciplinary Consequence: Lunch Detention (1)	Tier Three Response  Disciplinary Consequence: Admin Detention (2)	Tier Three Response  Disciplinary Consequence: Saturday Detention (1)
<i>Misconduct during emergency drills</i>	any behavior that interrupts emergency drills or impacts the safety of students/ staff	Tier One Response	Tier Two Response  Disciplinary Consequence: Lunch Detention (2)	Tier Three Response  Disciplinary Consequence: Admin Detention (2)	Tier Three Response  Disciplinary Consequence: Saturday Detention (1)
<i>Unauthorized use of cell phones, headphones, electronic equipment or recording devices</i>	including but not limited to: texting, social media posting, taking photos, recording students/ staff	Tier One Response	Tier Two Response  Disciplinary Consequence: Lunch Detention (2)	Tier Two Response  Disciplinary Consequence: Admin Detention (2)	Tier Three Response  Disciplinary Consequence: Saturday Detention (1)

<i>Minor misuse use of school technology</i>	including but not limited to: inappropriate websites, incorrect website, downloading inappropriate photographs; any violations of Glassboro's acceptable use policy	Tier One Response	Tier Two Response  Disciplinary Consequence: Lunch Detention (2)	Tier Two Response  Disciplinary Consequence: Admin Detention (2)  Loss of privilege (5 days)	Tier Three Response  Disciplinary Consequence: Saturday Detention (1)  Loss of privilege (10 days)
<i>Dress Code Violations</i>	students will be required to go to the nurse to receive alternative clothing or to call home	Tier One Response	Tier Two Response  Disciplinary Consequence: Lunch Detention (1)	Tier Two Response  Disciplinary Consequence: Admin Detention (1)	Tier Two Response  Disciplinary Consequence: Admin Detention(2)
<i>Eating or drinking on the bus</i>		Tier One Response	Tier Two Response  Disciplinary Consequence: Lunch Detention (1)	Tier Two Response  Disciplinary Consequence: Admin Detention (1)	Tier Two Response  Disciplinary Consequence: Admin Detention (2)

<b><i>Level Two: Non-Violent, Disruptive, Disorderly Behaviors (or &gt;5 Tier 1 Incidents)</i></b>					
<b>Infractions</b>	<b>Descriptions or Remarks</b>	<b>First Infraction</b>	<b>Second Infraction</b>	<b>Third Infraction</b>	<b>Fourth Infraction</b>
<i>Inappropriate language or actions toward student</i>	inappropriate language or gestures; name calling	Tier Two Response  Disciplinary Consequence: Lunch Detention (2)	Tier Two Response  Disciplinary Consequence: Admin Detention (2)	Tier Three Response  Disciplinary Consequence: Saturday Detention (1)	Tier Three Response  Disciplinary Consequence: Saturday Detention (2)
<i>Inappropriate language or actions toward staff</i>	inappropriate language or gestures; name calling	Tier Two Response  Disciplinary Consequence: Lunch Detention (2)	Tier Two Response  Disciplinary Consequence: Admin Detention (2)	Tier Three Response  Disciplinary Consequence: Saturday Detention (1)	Tier Three Response  Disciplinary Consequence: Saturday Detention (2)
<i>Cutting detention</i>	not attending lunch detention or administrative detention	Tier Two Response  Disciplinary Consequence: Admin Detention (1)	Tier Two Response  Disciplinary Consequence: Admin Detention (2)	Tier Three Response  Disciplinary Consequence: Saturday Detention (1)	Tier Three Response  Disciplinary Consequence: Saturday Detention (2)

<i>Cutting Saturday detention</i>	not attending Saturday detention	Tier Two Response  Disciplinary Consequence: Saturday Detention (1)	Tier Three Response  Disciplinary Consequence: Saturday Detention (2)	Tier Three Response  Disciplinary Consequence: Out of School Suspension (1)	Tier Three Response  Disciplinary Consequence: Out of School Suspension (2)
<i>Jeopardizing the safety of others</i>	any conduct that endangers, or reasonably appears to endanger, the health or safety of other individuals	Tier Two Response  Disciplinary Consequence: Admin Detention (2)	Tier Two Response  Disciplinary Consequence: Admin Detention (3)	Tier Three Response  Disciplinary Consequence: Saturday Detention (1)	Tier Three Response  Disciplinary Consequence: Saturday Detention (2)
<i>Major misuse of school technology</i>	any violations of the district's network servers including but not limited to hardware and data without authorization; major violation of Glassboro's acceptable use policy	Tier Two Response  Disciplinary Consequence: Admin Detention (2)  Loss of privilege (5 days) Restitution	Tier Three Response  Disciplinary Consequence: Saturday Detention (1)  Loss of privilege (15 days) Restitution	Tier Three Response  Disciplinary Consequence: Saturday Detention (2)  Loss of privilege (20days) Restitution	Tier Three Response  Disciplinary Consequence: Out of School Suspension (1)  Loss of privilege (25days) Restitution
<i>Defacing or destroying school property</i>	any action that causes destruction to areas within the school property	Tier Two Response  Disciplinary Consequence: Admin Detention (2)  Restitution	Tier Three Response  Disciplinary Consequence: Saturday Detention (1)  Restitution	Tier Three Response  Disciplinary Consequence: Saturday Detention (2)  Restitution	Tier Three Response  Disciplinary Consequence: Out of School Suspension (1)  Restitution

<i>Extortion</i>	applying pressure to take another's property	Tier Two Response  Disciplinary Consequence: Admin Detention (2)  Restitution	Tier Three Response  Disciplinary Consequence: Saturday Detention (1)  Restitution	Tier Three Response  Disciplinary Consequence: Saturday Detention (2)  Restitution	Tier Three Response  Disciplinary Consequence: Out of School Suspension(1)  Restitution
<i>Theft of Property</i>	taking the property of any individual without permission of the owner	Tier Two Response  Disciplinary Consequence: Admin Detention (2)  Restitution	Tier Three Response  Disciplinary Consequence: Saturday Detention (1)  Restitution	Tier Three Response  Disciplinary Consequence: Saturday Detention (2)  Restitution	Tier Three Response  Disciplinary Consequence: Out of School Suspension (1)  Restitution
<i>Possession of Distribution of pornographic materials</i>		Tier Two Response  Disciplinary Consequence: Lunch Detention (2)  SRO notification	Tier Two Response  Disciplinary Consequence: Admin Detention (1)  SRO notification	Tier Three Response  Disciplinary Consequence: Admin Detention (2)  SRO notification	Tier Three Response  Disciplinary Consequence: Saturday Detention (1)  SRO notification
<i>Conduct on the bus that jeopardizes the safety of others</i>	Any behavior that jeopardizes the safety of others, including but not limited to standing on the bus, moving around the bus while it is in motion, throwing objects	Tier Two Response  Disciplinary Consequence: Lunch Detention (2)	Tier Two Response  Disciplinary Consequence: Admin Detention (1)	Tier Three Response  Disciplinary Consequence: Admin Detention (2)  Loss of transportation (2 days)	Tier Three Response  Disciplinary Consequence: Saturday Detention (1)  Loss of transportation (4 days)

***Level Three: Injurious, Harmful, and/or Habitual Behaviors***

<b>Infractions</b>	<b>Descriptions or Remarks</b>	<b>First Infraction</b>	<b>Second Infraction</b>	<b>Third Infraction</b>	<b>Fourth Infraction</b>
<i>Leaving school grounds without permission</i>	leaving the school building or outside area without permission	Tier Three Response  Disciplinary Consequence: Saturday Detention (1)	Tier Three Response  Disciplinary Consequence: Saturday Detention (2)	Tier Three Response  Disciplinary Consequence: Out of School Suspension (1)	Tier Three Response  Disciplinary Consequence: Out of School Suspension (2)
<i>Incitement/Instigating Fighting</i>	activity that encourages others to partake in a physical altercation	Tier Three Response  Disciplinary Consequence: Admin Detention (1)	Tier Three Response  Disciplinary Consequence: Admin Detention (2)	Tier Three Response  Disciplinary Consequence: Saturday Detention (1)	Tier Three Response  Disciplinary Consequence: Saturday Detention (2)
<i>Assault of student</i>	to physically cause harm to another person including punching, smacking, or any action involving bodily harm	Tier Three Response  Disciplinary Consequence: Out of School Suspension (2)  SRO notification	Tier Three Response  Disciplinary Consequence: Out of School Suspension (3)  SRO notification	Tier Three Response  Disciplinary Consequence: Out of School Suspension(4)  SRO notification	Tier Three Response  Disciplinary Consequence: Out of School Suspension(5+ )  SRO notification



<i>Fighting</i>	(as defined by the NJ Violence and Vandalism Regulations)	Tier Three Response  Disciplinary Consequence: Out of School Suspension (1)	Tier Three Response  Disciplinary Consequence: Out of School Suspension (2)	Tier Three Response  Disciplinary Consequence: Out of School Suspension (3)  Superintendent /SRO notification	Tier Three Response  Disciplinary Consequence: Out of School Suspension (4)  Superintendent /SRO notification
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***Level Four: Infractions that are highly serious or cause imminent danger to self or others***

<b>Infractions</b>	<b>Descriptions or Remarks</b>	<b>First Infraction</b>	<b>Second Infraction</b>	<b>Third Infraction</b>	<b>Fourth Infraction</b>
<i>Possession of tobacco or tobacco related products, including but not limited to electronic devices, (vaporizers , e-cigarettes) and/ or related devices</i>		Tier Four Response  Disciplinary Consequence: Admin. Detention (2)	Tier Four Response  Disciplinary Consequence: Saturday Detention (1)	Tier Four Response  Disciplinary Consequence: Saturday Detention (2)	Tier Four Response  Disciplinary Consequence: Out of School Suspension (2)
<i>Use of tobacco products or tobacco-related products including but not limited to, electronic devices, (vaporizers , e-</i>		Tier Four Response  Disciplinary Consequence: Saturday Detention (1)  Required Drug Screening	Tier Four Response  Disciplinary Consequence: Saturday Detention (2)  Required Drug Screening	Tier Four Response  Disciplinary Consequence: Out of School Suspension (2)  Required Drug Screening	Tier Four Response  Disciplinary Consequence: Out of School Suspension (3)  Required Drug Screening

<i>cigarettes) and/ or related devices</i>					
<i>Possession of alcohol or illegal controlled substance</i>		<p>Tier Four Response</p> <p>Disciplinary Consequence: Out of School Suspension(5 - 9 days)</p> <p>Drug Screening Superintendent /SRO notification</p>	<p>Tier Four Response</p> <p>Disciplinary Consequence: Out of School Suspension(10 + days)</p> <p>Drug Screening Superintendent /SRO notification</p>		
<i>Use of alcohol or illegal controlled substance</i>		<p>Tier Four Response</p> <p>Disciplinary Consequence: Out of School Suspension (5 - 9 days)</p> <p>Drug Screening Superintendent / SRO notification</p>	<p>Tier Four Response</p> <p>Disciplinary Consequence: Out of School Suspension (10+ days)</p> <p>Drug Screening Superintendent /SRO notification</p>		

<i>Possession of medication without school notification</i>		Nurse notification	Tier Four Response  Disciplinary Consequence: Admin. Detention (2)	Tier Four Response  Disciplinary Consequence: Saturday Detention (1)  SRO notification	Tier Four Response  Disciplinary Consequence: Saturday Detention (2)
<i>Distribution of illegal or controlled substances</i>		Tier Four Response  Disciplinary Consequence: Out of School Suspension (Indefinitely)  Drug Screening  Superintendent/ SRO notification	Tier Four Response  Disciplinary Consequence: Out of School Suspension (Indefinitely)  Drug Screening  Superintendent/ SRO notification		
<i>Possession of hazardous materials</i>		Tier Four Response  Disciplinary Consequence: Saturday Detention (1)  SRO notification	Tier Four Response  Disciplinary Consequence: Saturday Detention (2)	Tier Four Response  Disciplinary Consequence: Out of School Suspension(2)	Tier Four Response  Disciplinary Consequence: Out of School Suspension (3)
<i>Use of hazardous materials</i>		Tier Four Response  Disciplinary Consequence: Out of School Suspension (2)  SRO notification	Tier Four Response  Disciplinary Consequence: Out of School Suspension (3)  SRO notification	Tier Four Response  Disciplinary Consequence: Out of School Suspension(4)  SRO notification	Tier Four Response  Disciplinary Consequence: Out of School Suspension(5+)  SRO notification

<i>Possession/ Use of firearms or weapons</i>		<p>Tier Four Response</p> <p>Disciplinary Consequence: Out of School Suspension (Indefinitely) Superintendent/ SRO notification Board Action</p>			
<i>Possession/ use of look- a-like weapon or drugs</i>		<p>Tier Four Response</p> <p>Disciplinary Consequence: Out of School Suspension (2)</p> <p>Superintendent /SRO notification</p>	<p>Tier Four Response</p> <p>Disciplinary Consequence: Out of School Suspension (4)</p> <p>Superintendent /SRO notification</p>		
<i>Possession of weapons other than firearms</i>		<p>Tier Four Response</p> <p>Disciplinary Consequence: Out of School Suspension (4)</p> <p>Superintendent /SRO notification</p>	<p>Tier Four Response</p> <p>Disciplinary Consequence: Out of School Suspension (5 - 9 days)</p> <p>Superintendent and SRO notification</p>	<p>Tier Four Response</p> <p>Disciplinary Consequence: Out of School Suspension(10 + days)</p> <p>Superintendent /SRO notification</p>	

<i>Assault of staff</i>	to physically cause harm to another person including punching, smacking, or any action involving bodily harm	Tier Four Response  Disciplinary Consequence: Out of School Suspension (5 - 9 days)  Superintendent /SRO notification	Tier Four Response  Disciplinary Consequence: Out of School Suspension (10+ days)  Superintendent /SRO notification		
<p><b><i>HIB Violations - 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: 5 New HIB Definition 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.</i></b></p>					
<p><b>The following infractions include behaviors/actions that not only violate our code of conduct expectations but <u>may</u> also be violations of our HIB Policy. In addition to the disciplinary investigation, a HIB investigation conducted by our Anti-bullying specialist will be initiated by the principal to determine if a violation of the HIB Policy has occurred. Disciplinary consequences resulting from the disciplinary investigation may be administered at any time. Please note that additional discipline may be administered at the conclusion of the HIB investigation based upon the recommendations of the HIB specialist.</b></p>					
<b>Infractions</b>	<b>Descriptions or Remarks</b>	<b>First Infraction</b>	<b>Second Infraction</b>	<b>Third Infraction</b>	<b>Fourth Infraction</b>
<i>Acts of discrimination</i>	as described above	HIB investigation to be completed as per NJ state law  Disciplinary Consequence: Admin Detention (2)	HIB investigation to be completed as per NJ state law  Disciplinary Consequence: Saturday School (2)	HIB investigation to be completed as per NJ state law  Disciplinary Consequence: Out of school suspension (2)	HIB investigation to be completed as per NJ state law  Disciplinary Consequence: Out of school suspension (4)

<i>Violating the Rights of Others</i>	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.	HIB investigation to be completed as per NJ state law  Disciplinary Consequence: Admin Detention (2)	HIB investigation to be completed as per NJ state law  Disciplinary Consequence: Saturday Detention (1)	HIB investigation to be completed as per NJ state law  Disciplinary Consequence: Saturday Detention (2)	HIB investigation to be completed as per NJ state law  Disciplinary Consequence: Out of school suspension (2)
<i>Sexual Harassment (physical)</i>		HIB investigation to be completed as per NJ state law  Disciplinary Consequence: Out of school suspension (2)  Superintendent /SRO notification	HIB investigation to be completed as per NJ state law  Disciplinary Consequence: Out of school suspension (4)  Superintendent /SRO notification	HIB investigation to be completed as per NJ state law  Disciplinary Consequence: Out of school suspension (5 +) Superintendent/ SRO notification	
<i>Unauthorized Social Media Posting (Including but not limited to, images taken within the school and/or of the staff and student body.</i>	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)	HIB investigation to be completed as per NJ state law  Disciplinary Consequence: Admin Detention (2)	HIB investigation to be completed as per NJ state law  Disciplinary Consequence: Saturday School (2)	HIB investigation to be completed as per NJ state law  Disciplinary Consequence: Out of school suspension (2)	HIB investigation to be completed as per NJ state law  Disciplinary Consequence: Out of school suspension (4)

**Infraction Tracker**

**Student Name:** \_\_\_\_\_ **Teacher:** \_\_\_\_\_

**Student Name:**\_\_\_\_\_ **Teacher:**\_\_\_\_\_

[illegible]