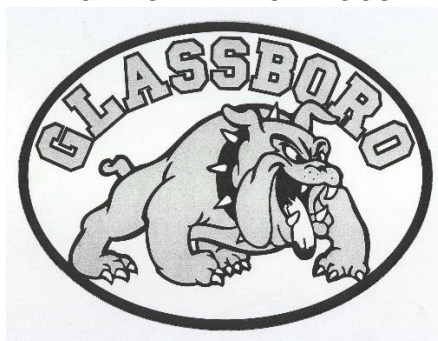


**GLASSBORO HIGH SCHOOL
HOME OF THE BULLDOGS**



**WELCOME TO GLASSBORO HIGH SCHOOL
STUDENT HANDBOOK
2015—2016**

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

Student Signature _____

Parent/Guardian Signature _____

Date _____

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

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

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

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

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

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

MEMBERS OF THE BOARD OF EDUCATION

Pete Calvo, President
June Longley, Vice President
Susette Jones
Edward Keith
Dr. Larry Oksten
Anthony Marino
Melvin McDonald
Ben Stephens
Elizabeth Volz

ADMINISTRATION

Dr. Mark Silverstein—Superintendent of Schools
Danielle Sochor—Chief Academic Officer
Nanci Moore—Supervisor of Special Education
Walter Pudelko—Business Administrator

GHS ADMINISTRATION

Dr. Danielle F. Sneathen—Principal
Cynthia E. Bodden—Assistant Principal
Jeff Cusack—Assistant Principal/Athletic Director

AFFIRMATIVE ACTION/NON-DISCRIMINATION

The Glassboro Board of Education guarantees each students equal student educational opportunity and each employee job opportunity regardless of race, color, creed, religion, gender, ancestry, national origin, sexual orientation, English proficiency, socio-economic status or disability. For information including plans and grievance procedure, contact District Affirmative Action Officer, Mrs. Danielle Sochor at 856-652-2700 ext. 76201.

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education programs or activities. For information in reference to issues of equal access, contact Title IX Coordinator, Mrs. Danielle Sochor ext. 76201.

STUDENT LAST NAME _____
FIRST NAME _____
DOB _____

STUDENT PHOTO RELEASE

GLASSBORO PUBLIC SCHOOLS
856-652-2700

Student Photo Release

From time to time, student activities or achievements warrant public praise or acknowledgement. If pictures are taken of your child, we need YOUR permission to use them for publicity purposes. Please complete the form below and return it to school with your child. The form will be kept on record in the school's main office.

How will photos be used?

Media: The Glassboro Public School District often sends photos and/or news releases to local print media and television stations, which print or air news at their discretion. The District Public Relations Coordinator cannot know when or IF a photo or video will be used. Local newspapers may include but are not limited to :

Philadelphia Inquirer

Courier-Post

South Jersey Times

The Sentinel

The Wire

The *Inquirer* and *Courier-Post* will only print photos taken by their own staff photographers; the others will sometimes print photos sent to them by the District. Newspapers sometimes publish stories and/or photographs to their public web sites.

District:

Publications - The District publishes a weekly electronic newsletter, the *Bulldog Bulletin*, which is sent to staff, parents and community members. Other district publications may include newsletters, reports, brochures, flyers, etc.

Web Site -

Personally identifiable student photographs will not be published on the school and/or District public website without parent permission.

Social Media -

Personally identifiable student photographs will not be published on the school and/or District social media pages without parent permission.

✓	Please check the box and initial on the line to indicate:
<input type="checkbox"/>	Yes, Newspapers, Media, Press Releases
<input type="checkbox"/>	Yes, District Publications
<input type="checkbox"/>	Yes, Glassboro Public School District Official Website (www.glassboroschools.us)
<input type="checkbox"/>	Yes, Social Media
<input type="checkbox"/>	NO, Please do NOT use photos of my child for any of the above.

SIGNATURE OF PARENT/GUARDIAN

DATE

**GLASSBORO STUDENT COMPUTER ACCEPTABLE USE
AGREEMENT**

USER AGREEMENT AND PARENT PERMISSION SIGN-OFF

AS A USER OF THE GLASSBORO COMPUTER NETWORK, I HEREBY
AGREE TO COMPLY WITH THE ABOVE MENTIONED COMPUTER USE
POLICY—COMMUNICATING OVER THE NETWORK IN A RELIABLE
FASHION WHILE HONORING ALL RELEVANT LAWS AND RESTRICTIONS.
I FURTHER AGREE TO ALL OF THE TERMS AND CONDITIONS
PUBLISHED IN THIS STUDENT AGENDA BOOK. I,

_____, HAVE READ THE
ACCEPTABLE USE POLICY FOR THE GLASSBORO SCHOOL DISTRICT.
AS A USER OF THE SCHOOL'S NETWORK, I HEREBY AGREE TO
COMPLY WITH ALL STATED RULES IN THIS POLICY. IN SUMMARY, I
UNDERSTAND THE FOLLOWING:

1. I WILL NOT USE THE INTERNET OR EMAIL FOR ILLEGAL PURPOSES.
2. I WILL NOT USE THE INTERNET OR EMAIL FOR OFFENSIVE OR VULGAR MESSAGES SUCH AS MESSAGES THAT CONTAIN SEXUAL OR RACIAL COMMENTS OR FOR ANY MESSAGES THAT DO NOT CONFORM TO THE DISTRICT'S POLICIES AGAINST HARASSMENT AND DISCRIMINATION.
3. I WILL NOT DOWNLOAD ANY SOFTWARE OR ELECTRONIC FILES.
4. I WILL NOT MAKE OR POST INDECENT REMARKS, PROPOSALS, OR MATERIALS.
5. I WILL NOT UPLOAD, DOWNLOAD OR OTHERWISE TRANSMIT COMMERCIAL SOFTWARE OR ANY COPYRIGHTED MATERIALS BELONGING TO PARTIES OUTSIDE THE DISTRICT.
6. I WILL NOT INTENTIONALLY INTERFERE WITH THE NORMAL OPERATION OF THE NETWORK; INCLUDING PROPAGATION OF COMPUTER VIRUSES AND SUSTAINED HIGH VOLUME NETWORK TRAFFIC, WHICH SUBSTANTIALLY HINDERS OTHERS IN THEIR USE OF THE NETWORK.
7. I WILL NOT EXAMINE, CHANGE, OR USE ANOTHER

PERSON'S FILES, OUTPUT OR USER NAME FOR WHICH I DO NOT HAVE EXPLICIT AUTHORIZATION.

8. I WILL NOT PERFORM ANY OTHER USES IDENTIFIED BY THE DISTRICT AS INAPPROPRIATE.

9. I WILL NOT USE EQUIPMENT OR OTHER RESOURCES FOR ANY PURPOSE OTHER THAN THAT AUTHORIZED BY THE DISTRICT.

10. I WILL NOT WASTE SYSTEM RESOURCES.

11. I WILL NOT SHARE PASSWORDS WITH ANY OTHER USERS.

12. NO PERSON SHALL ATTEMPT TO CIRCUMVENT DATA PROTECTION SCHEMER OR UNCOVER SECURITY LOOPHOLES.

13. I UNDERSTAND THAT IF I VIOLATE ANY CONDITION IN THE ACCEPTABLE USE POLICY, I MAY LOOSE MY PRIVILEGES OF USING THE COMPUTERS, NETWORK, AND/OR THE INTERNET.

14. ADDITIONALLY, I UNDERSTAND THAT I MAY FACE FURTHER PENALTIES AT DISTRICT LEVEL. BASED ON THE SEVERITY OF MY ACTIONS, I UNDERSTAND LEGAL ACTION MAY BECOME NECESSARY.

STUDENT NAME (PRINT) _____

STUDENT ID# _____

PARENT/GUARDIAN
SIGNATURE _____

STUDENT SIGNATURE _____

ADDRESS _____

TELEPHONE _____

WELCOME TO GLASSBORO HIGH SCHOOL

Dear Students, Parents and Guardians,

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

Administration, Faculty and Staff

TRADITIONS

SCHOOL SEAL

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

SCHOOL COLORS

Our school colors are maroon and gold. Athletic team uniforms, choral gowns, band uniforms, and the dress of our cheerleaders, are all in maroon and gold. Additionally, school colors are worn by students on certain occasions throughout the year.

SCHOOL MASCOT

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

ALMA MATER

'Neath the azure Jersey skies

Alma Mater stands.

Hail to thee, dear Alma Mater.

Alma Mater grand.

Name that's ever glorious....

Fame 'twill never die.

Hail to thee, dear Alma Mater; Hail to Glassboro High.

ACADEMIC PROGRAM

PLANNING A PROGRAM OF STUDY

A student's program of study is most important and the selection of courses must be made only after careful planning and deliberation. Students will be scheduled for a conference with their guidance counselors each year at which time the counselors will assist them in the selection of their programs of study. After conferring with teachers, advisors, guidance counselors, and parents, the student should develop an entire high school program of study consistent with definite goals and objectives he/she has established.

Students are to be aware of the following information:

1. Students must elect courses required for graduation as described in the Program Planning guide.
2. All courses listed in the Program Planning Guide may be elected by any student if he/she meets prerequisite course requirements and has the approval of his/her parent, guidance counselor and teacher.
3. Students must elect a sufficient number of courses necessary to meet a yearly minimum requirement forty (40) credits.
4. A student is required to elect one (1) Physical and Health Education course cluster per year.
5. A credit is equal to 1,440 minutes of instruction in a planned course.
6. A student may earn credit only once for a course in pursuit of his/her graduation requirements in the curricular disciplines of English, Mathematics, Social Studies, Science, Physical Education and Health Education.
7. In all sequential curricular disciplines, (Mathematics, Foreign Languages, Business Education etc.), a student must satisfactorily complete (pass) the earlier course before continuing the sequence. Students who do not attain the state minimum standards in mathematics may not enroll in Algebra 1.
Furthermore, it is suggested that the passing grade in the prerequisite course be as described in the Program Planning Guide.
8. The Program Planning Guide lists provisions for independent

study. However, all independent study arrangements must have administrative approval.

9. Every effort will be made to schedule the student for those courses which he/she requests. However, in the event of insufficient registration, the Administration reserves the right to cancel any course.

10. Preference will be accorded seniors and juniors when enrollment in any course needs to be limited.

11. June 1st shall be the deadline for making changes in the course selections except as attendance at summer school affects a student's program.

12. Students will not be scheduled into a course beyond its midpoint for credit.

HIGH SCHOOL GRADUATION AND GRADUATION REQUIREMENTS

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

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

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

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

Graduation Requirements

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

ENGLISH	Twenty (20) Credits
MATHEMATICS	Fifteen (15) Credits

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

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

Physical Education, Health and Safety each year, a minimum of two and one-half (2 ½) hours per week (NJSA 18A: 35-5 to 8).

High school graduation requirements are subject to new State Board of Education guidelines. All diplomas must be state certified diplomas and are issued only if:

- A. The student has met state and local course requirements (required curriculum proficiency sheets will be distributed at the beginning of each course).
- B. Student attendance has complied with state requirements and local Board of Education policy.
- C. The NJDOE has transitioned to a new standardized testing format for students, PARCC (The Partnership for Assessment of Readiness for College and Careers.) The computerized-delivered test will be given to all students in grades 3—11 in Language Arts and Mathematics, and are aligned to the Common Core State Standards. All students are subject to new graduation requirements beginning with the Class of 2016. Students must meet at least one of the criteria using the following tests:
 - PARCC ELA (grades 9—11) and PARCC Algebra 1, Geometry and Algebra

- SAT/ACT/PSAT
- Accuplacer Write Placer/Algebra
- ACT Aspire
- ASVAB-AFQT
- Meet the criteria of the NJDOE Portfolio Appeal

PROMOTION

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

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

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

MARKETING EDUCATION

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

ADVANCED PLACEMENT AND HONORS PROGRAMS

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

DUAL CREDIT

Dual credit courses are offered by Camden County College in World Languages Levels 3 and 4 and Early Childhood Education.

Upon graduation, the student can acquire the transcript from CCC. In many cases, these credits are transferable.

SUMMER SCHOOL EDUCATION

Glassboro School District conducts a program of summer classes to make-up credit. Students desiring information about summer school courses should confer with guidance counselors.

Students enrolling in summer programs of other school districts shall receive full credit if the course meets unit and time requirements for Glassboro High School, and if prior approval of our guidance department has been obtained. Students desiring information about such summer schools and approval to enroll should confer with guidance counselors.

A notation of summer school courses and grades earned will be added to a student's permanent record but does not replace a grade already recorded for that course.

The student who fails a subject due to Excessive Absence of 20% or more is ineligible to take that same course in summer school.

Students who fail a course with a numerical grade of less than 50% in a course during the regular school year are not permitted to take that course in summer school.

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

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

DEFINITION OF ACTIVITIES

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

1. Participating in athletics as players, trainers and cheerleaders. Participation includes membership, practice, being issued equipment or uniforms, being transported with the team or other affiliation signifying team membership.
2. Participating in the following:

- Co-curricular music organizations and drama productions.
- Student Government Association officers and home room representatives.
- Class officers and committee chairpersons for class activities.
- Officers and membership of all clubs and organizations approved by the Glassboro Board of Education but not to include organizations that are curricular offerings (Yearbook, Select Choir, etc.).

**ATTENDANCE REQUIREMENTS:
EXCESSIVE LATENESS TO SCHOOL**

1. Upon the 3rd unexcused lateness to school the student will be ineligible for co-curricular and/or athletic practice or participation for one day.
2. Upon the 6th unexcused lateness to school the student will be ineligible for co-curricular and/or athletic participation for one week.
3. Upon the 8th unexcused lateness to school the student will be ineligible for co-curricular practice and/or athletic participation for one full academic quarter or for the remainder of the season.

EXCESSIVE ABSENCE FROM SCHOOL

1. Upon the 5th unexcused absence from school the student will be ineligible for co-curricular and/or athletic practice or participation for one week.
2. Upon the 9th unexcused absence from school the student will be ineligible for co-curricular and/or athletic practice or participation for one full academic quarter or for the remainder of that season.

**** NUMBERS OF UNEXCUSED LATENESS AND/OR
ABSENCE WILL BE CUMULATIVE FROM QUARTER TO
QUARTER AND FROM SEASON TO SEASON THROUGHOUT
THE ACADEMIC SCHOOL YEAR.**

ACADEMIC REQUIREMENTS

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

1. Pass at least three courses the preceding semester
2. Maintain an academic average of 75 in the preceding semester
 - **Any student who has not satisfied the State requirements (15 credits for first semester & 30 credits for the year)** A student within ten points of the required eligibility is granted one probation period. At the end of the marking period (quarter) the student must have raised his/her average to the accepted standard. Students who are on academic probation must attend a 45 minute after-school study group daily. Failure to attend will jeopardize probation status and will prohibit that student from participation on that day, and possibly for the season.
 - **A student will receive only one probation period per school year.**
 - Incomplete grades at the conclusion of the quarter will be dealt with administratively and must be resolved within two weeks after the end of the quarter.
 - Notification and conferencing with parents/guardians of the probation student is required prior to the start of the probation period to review the eligibility probation process.
 - Students participating in co-curricular activities must attend study group to maintain their eligibility. Academic progress will be monitored weekly and students may be excused if they have a cumulative marking period GPA above 74.5.
 - Students who are eligible and having difficulty, as deemed by their teacher (Interim Progress Report), will be assigned to study groups.
 - Eligibility for pupils who are participating in year- long extracurricular (SGA, home room rep, clubs, etc.) will be evaluated at the conclusion of each semester.

PUPIL CONDUCT REQUIREMENTS

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

suspension.

FUNDRAISING

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

ATTENDANCE POLICY

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

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

GUIDELINES

Excessive Absenteeism - Penalty

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

Parents must call the school nurse (856-652-2700 ext. 71224) when their child is absent. They must also turn in a parental note and/or a Doctor's note to document each absence **within two (2) school days** after the students return from an absence.

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

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

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

ATTENDANCE NOTIFICATION PROCESS

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

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

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

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

ATTENDANCE APPEALS PROCESS

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

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

DEFINITIONS:

Absence: Excused—*an absence is excused only if it occurs because of:*

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

Absence: Unexcused—*All other absences are considered unexcused. Students are allowed a maximum of 5 unexcused absences per SEMESTER. These are not free*

days, but are absences that occur because of family responsibilities and illness NOT documented by a physician.

B. LATE AND EARLY RELEASE

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

Students who sign out prior to 11:30 a.m. will be considered as absent for the day. Students who leave school early or arrive late, must sign in or out with the appropriate attendance officer in accordance with the acceptable reasons as outlined above for excused absences. Notes for early excusal or late arrival must be submitted to the attendance clerk 24 hours in advance except for emergencies.

In case of early release, early dismissal or lateness, only the following reasons will be accepted by the Administration as listed above under resolved absences.

C. TRUANCY AND CLASS CUTTING

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

2. *Class Cutting* - Cuts will be counted per individual class in the unexcused/excessive absences totals per quarter and also referred to the administration for action via the Disciplinary Code.

Class cuts cannot be made-up in Saturday School.

3. Unexcused lateness to class beyond ten (10) minutes is considered an unexcused absence from that class.

D. LATENESS

Any student who signs into school late will be assigned a one hour administrative detention to be served the day of the lateness.

Every 5th (fifth) lateness (up to 10 minutes) will result in a four (4) hour Saturday school session and progresses according to the

discipline code.

ADMINISTRATION OF POLICY

CLASS BY CLASS ATTENDANCE

Class by class attendance refers to the student attendance in each block. The same rules for excused and unexcused absences outline above apply also to class by class attendance. Appeal panel is now made up of the specific classroom teacher instead of the generic teacher, administrator, counselor, student and parent. If for some reason the classroom teacher is unavailable, then the counselor can represent the teacher's concerns.

PROCEDURE

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

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

1. **Consecutive Absences** - Any student, sixteen (16) years of age and above, who misses ten (10) consecutive school days, or establishes a pattern of inconsistent attendance and does not appear on home instruction, and/or is not medically verified as incapacitated, will be issued a written notification to report back to school within five (5) days, and attend regularly thereafter. Failure to do so will result in being dropped from the roll and the presentation of a written petition to the school principal for re-admittance will be required. Each case will be reviewed upon the merits of the petitioner. When pupils under the compulsory age law, below sixteen (16), are absent five consecutive days or establish a pattern of inconsistent attendance, and do not appear on home instruction, and/or are not medically verified as incapacitated, the attendance officer will call the parent or send home a note to be signed by the parent/guardian and returned. In said call or note, the

parent will be notified that further unexcused absences will make it mandatory for a parent to appear in school to discuss the problem before the student may be readmitted to school.

2. **Excessive Absences** - A pupil above the compulsory school age who is absent more than ten (10) non-consecutive days in a school year will be notified by mail that he/she will be dropped from the roll. His/her parents/guardians will also be notified. In order to be readmitted, the student must petition the school principal in writing. Each case will be reviewed upon the merits of the petitioner.

3. A pupil under the compulsory age law, below sixteen (16) years of age, who misses ten (10) non-consecutive days of school, shall be notified along with their parent/guardian that a conference will be required with the school principal within five (5) school days of such notification to determine the reasons for the absences. The first conference shall be with the assistant principal. The parent/guardian will be informed of the compulsory attendance laws by reading from the state law. The next offense shall require both parents to meet with the principal; and in order that the student may be admitted to school, the parent must present a doctor's certificate which should make clear one of the following:

- The child is enjoying good health.
 - The child is subject to a specific illness and must remain at home from time to time for his health.
 - The child's health is such that she/he should be excused from school.
- a) Parents are to be notified at this conference with the Principal that the next offense will be in the hands of the courts.
- b) Parents also are to be notified to call the attendance clerk before 9:00 A.M. in the event of any future absence.

4. **Absence Notes** - Notes for absences must be submitted to the main office within two days of the absence (s).

5. **Make-Up Work** - Students are required to make up missed class work regardless of reason for being absent. Additionally, provisions will be made for any student who is diagnosed with a recurring illness to demonstrate proficiencies in course work missed. Students are expected to arrange make up completion upon the next day of school after an absence.

6. **Appeal Process** - To preserve doctrines of fairness and due process, pupils and their parents or guardians shall have the following appeal rights:

- a. A written request to meet with the Appeal Panel (assistant principal, guidance counselor, faculty member) to explain mitigating circumstances must occur within three (3) school days following receipt of Attendance Failure Notice.
- b. The Appeal Panel has three (3) school days in which to act upon the appeal and submit their findings. Teachers shall be notified of the findings of the panel.
- c. If the parent/guardian wishes to appeal the panel's findings, said appeal must be submitted to the Principal, in writing, within three (3) school days of receipt of the decision.
- d. The Principal has three (3) days to act upon and render a decision.

BELL SCHEDULES

Regular Bell Schedule

SSR	7:50-	8:04
Block 1:	8:04-	9:25
Homeroom:	9:25-	9:28
Block 2	9:31-	10:49
Lunch	10:52-	11:37
Block 3	11:40-	1:01
Block 4	1:04-	2:25

Early Dismissal Schedule

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

Delayed Opening Schedule

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

AM Activity Schedule

SSR	7:50	8:04
Block 1	8:04	9:10
Homeroom	9:10	9:13
Activity	9:13-	10:13
Block 2	10:16-	11:22
Lunch	11:22-	12:07
Block 3	12:10-	1:16
Block 4	1:19-	2:25

PM Activity Schedule

SSR	7:50-	8:04
Block 1	8:04-	9:10
Homeroom	9:10-	9:13
Block 2	9:16-	10:22
Lunch	10:22-	11:07
Block 3	11:10-	12:16
Block 4	12:19-	1:25
Activity	1:25-	2:25

CAFETERIA AND LUNCH PROCEDURES

GHS has an open lunch program where juniors (with a Gold Renaissance Card) and seniors are permitted to sign out or leave the property for lunch. The remaining students and staff take part in Unit Lunch. Students will be permitted to eat in designated lunch areas, which include the cafeterias, the outdoor picnic area (behind the cafeteria, weather permitting), the library and the gymnasium. Students may also eat lunch with a teacher, coach or faculty advisor in their classrooms. Any student found in areas other than the above designated areas will face disciplinary action.

While the lunch period serves an essential function, it is recognized that it is also a social period. However, appropriate

conduct is mandatory, and inappropriate conduct will result in discipline referral. (See Discipline Code)

Students are permitted to use their cell phones and electronic devices during the scheduled lunch break.

Students are not allowed to charge lunches.

CASH AND OTHER VALUABLES

It is strongly recommended that valuables and cash be placed in a secure locker to ensure that all student belongings are safe.

Students are reminded to use their lockers and make sure they are locked at all times. **Lockers are the property of the BOE and the administration reserves the right to perform random searches at any time.**

CELL PHONE AND OTHER ELECTRONIC DEVICES

Students may have a cellular phone in their possession during the school hours. However, the cell phones are not allowed to be turned on, operated or displayed in hallways, classrooms, or other areas of the building, with the exception of the cafeterias during breakfast and lunch. It is the student's responsibility and the school cannot be liable if the student's cell phone, other electronic devices or personal property is stolen.

Cell phones and other electronic devices will not be used in a manner that:

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

CLASS RANK AND AWARDS

Class Rank is the position of any one student in a class, (year of graduation or year of expected graduation), in relationship to all other students in the class based upon a computed grade point average, cumulative to include semesters one through seven.

College and University admissions officers consider Class Rank as one measure of industry and intellectual ability, two basic ingredients for success in college academic work.

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

ability.

METHOD OF CALCULATING CLASS RANK

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

CHAIN OF COMMUNICATION

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

1. Parent/guardian of student communicates concerns to teacher or counselor.
2. Parent/guardian communicates concern to a school

administrator.

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

CONDUCT DURING PERFORMANCES/ASSEMBLIES/PEP RALLIES

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

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

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

DAILY ANNOUNCEMENTS

Announcements of general interest to students are broadcast daily in the morning and at the end of the day and appear in the student notices, a daily publication posted on PowerSchool.

Persons wishing to submit an announcement may obtain appropriate forms in the school office. All announcements must be approved by a faculty member, signed by an administrator and submitted for broadcast and publication by noon of the preceding day. Guidance News is announced every Tuesday morning

during homeroom.

DANCES AND OTHER SOCIAL ACTIVITIES

The social activities including all formal, semi-formal and informal dances, musicals, concerts, dramatic productions and similar events are planned and placed on the school calendar.

Consequently, participation and attendance at any of these functions are to be considered special privileges and should be available to those students who have earned these privileges.

The following requirements must be met in order to participate in all GHS social activities: (Including, but not limited to Semi-formal, informal or formal dances including Junior—Senior Prom and Senior Trip)

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

- 1. Attendance requirements for participation—any student who exceeds 5 unexcused absences or is in “non-credit status” will be ineligible for participation in semi-formal, informal and formal dances.**
- 2. Students must be in attendance on the day of the event or if a weekend event, the last day of school before the event. No student may participate in a program or event related to student activities or athletics who is absent on the above-mentioned days.**
- 3. Any student who has been suspended three times will be ineligible to participation in semi-formal and formal dances including but not limited to the Junior-Senior Prom and Senior Trip.**
- 4. Guests at GHS Social Events—Social events are not part of the thorough and efficient system of education provided by the Glassboro Board of Education. *The GHS administration reserves the right to restrict dance attendance to GHS students on specific occasions, as necessary.* When guests are permitted to attend, the GHS administration has**

the right and responsibility to review and verify that guests are students in good standing at their school. *Guest participation may be denied for disciplinary reasons, academic, attendance matters or other good cause as deemed by the home district.* Any student not enrolled in GHS and not in attendance in another educational program, as well as any student who has been expelled or has been removed from GHS due to excessive absences and/or excessive or serious infractions of the Student Code of Conduct will not be permitted to attend GHS sponsored dances.

5. All guests must be under the age of 21 and must provide proof of age in order to purchase a ticket.

6. No student may attend the semi-formal, informal or formal dances if he/she is on administrative probation or restrictive probation, owes Saturday School hours, or has any disciplinary infraction or attendance issues the administration deems inappropriate for attending the event. Tickets will be sold only after all obligations are completely resolved.

7. Students/Guests arriving one hour after starting time will be denied entrance.

8. Students under suspicion of being under the influence of alcohol or controlled dangerous substances will be subject to all disciplinary and legal actions.

9. Students will not be permitted to leave any exit door after arriving at the social.

10. Dance are an extension of the school. All discipline policies as outlined in the school's discipline code will be enforced.

11. Students will not be permitted to leave prior to the conclusion of the dance.

12. There is no designated smoking area at any school sponsored activity.

13. Those students leaving the activity will not be permitted to re-enter and parents will be notified via telephone.

14. The Board authorizes Passive Breath Alcohol Sensor Device screening before, during, and after school activities/events including, but not limited to: dances, athletic events, proms, class trips, drama productions, graduation ceremonies, or school assemblies when the Building Principal or designee has reason to believe the use of alcohol by pupils may be present. *N.J.S.A. 40A-12; N.J.A.C. 6A:16-4.1 et seq. Adopted: 24 February 2010*

B. Junior-Senior Prom

The Prom is an event sponsored by the Junior Class. **In order to purchase a ticket to the Junior-Senior Prom, a student must meet the previously stated requirements for dances.**

C. Concerts

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

D. Stage Productions

1. Student productions provide opportunities for students to plan and coordinate activities related to the production of a play under directions of a faculty advisor. The cast is instructed in the art and technique of voice control and projection, stage poise, costumes and design, makeup, lighting, and similar techniques and skills. The plays are presented, with students and community residents invited and welcome.

2. In winter the music department sponsors an annual shown during Music in Our Schools Month (MIOSM). Students present solo acts and/or group performances featuring vocal and instrumental talent, readings, dramatizations, etc. The show is presented in the evening with students and community residents invited and welcome.

DISCIPLINE

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

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

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

When a student is sent out of a class/activity, he/she is to report directly to the Main Office. Any student who purposely hinders staff from addressing such a situation will face disciplinary action. Student accountability begins upon leaving home for school and ends upon returning home from school.

Consequently, participation and attendance at any of these functions are to be considered special privileges and should be available to those students who have earned these privileges.

The following requirements must be met in order to participate in all GHS social activities: (Including, but not limited to Semi-formal, informal or formal dances including Junior—Senior Prom and Senior Trip)

B. Junior-Senior Prom

The Prom is an event sponsored by the Junior Class. **In order to purchase a ticket to the Junior—Senior Prom, a student must meet the previously stated requirements for dances.**

ADMINISTRATIVE PROBATION LIST

ADMINISTRATIVE PROBATION

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

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

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

Discipline Action:

1. Discipline referrals will be directed to the Principal.
2. Corrective actions by the Principal may be taken other than those prescribed by the Disciplinary Code.
3. The student's record will be referred to the Superintendent and Board of Education.
4. The student may not attend school social functions i.e. Dances, and/or class trips, or any other school sponsored activities during school hours.
5. No open block, school parking, or open lunch privileges.
6. Continued misconduct may result in the student's placement on the Administrative Restriction List or in the Alternative Evening High School and/or expulsion from Glassboro High School.

Removal:

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

ADMINISTRATIVE RESTRICTION

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

Administrative Restriction:

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

1. A minimum of 12 discipline referrals from the previous school year and/or;
2. A minimum of (4) four 3-7 programs or three external suspensions from the previous school year and/or;
3. Any additional circumstances as deemed necessary

by the administration

Discipline Action:

1. Discipline referrals will be directed to the Principal.
2. No participation in **any** school sport, co-curricular activity or school sponsored activity-before, during or after school hours.
3. Corrective actions by the Principal may be taken other than those prescribed by the Disciplinary Code.
4. The student's record will be referred to the Superintendent and Board of Education.
5. No open block, school parking, or open lunch privileges.
6. Continued misconduct may result in the student's placement on the Administrative Restriction List or in the Alternative Evening high school and/or expulsion from Glassboro High School.

Removal:

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

ADDITIONAL DISCIPLINE PROCEDURES:

- A student who remains on the Administrative Restriction list for two consecutive marking periods, on Administrative Restriction, without a marked improvement (5 or less write-ups) the student will immediately be placed in the Alternative Evening Night School Program upon the first day of the new marking period.
- Students will not be automatically removed from the restriction or the probation list upon placement into the Alternative Evening Night School Program. They are required to complete the above stated process in order to be removed from any disciplinary placement.

- A student with 20 or more discipline referrals will automatically be placed in the Alternative Evening Night School Program upon the completion of a conference with administration. This placement can go into effect at any time throughout the school year.

ALTERNATIVE EVENING HIGH SCHOOL (AEHS)

Glassboro High School offers an alternative education program that addresses the district's commitment to developing the learning potential of every student. With that commitment comes the realization that one system of education does not work for all students. The Alternative Evening High School (AEHS) seeks to meet the needs of those students who, for a variety of reasons (disciplinary, attendance and/or academic reasons) have difficulty within the traditional school program.

This decision is made in cooperation with the Child Study Team (if necessary), Guidance and the GHS Administration. A conference will be held with the student, parent/guardian and AEHS Administrator and GHS Administrator. Those students attending AEHS will report to school from 3:00PM through 7:00PM. *Please be aware that limited course offerings are available. If a student is recommended to AEHS, the student will be admitted for one semester before being eligible to return to the regular school program.*

CLUBS AND ACTIVITIES

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

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

ANIME CLUB

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

APEIRON SCIENCE CLUB

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

BACK STAGE CREW CLUB

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

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

Students are provided the opportunity to explore interests in the culture of African Americans, with opportunities to participate in activities to promote awareness. The students will promote respect for all cultures. The organization will help develop in each

member the following skills: thinking, organization, responsibility, and cooperation with each other and other groups in the school. Students will strive to enhance the awareness of the African American Culture. All students are encouraged to attend the first meeting in September.

DECA

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

ENGINEERING CLUB

This club is designed for students interested in pursuing careers in science, technology, engineering, or mathematics or who just want to learn more about those fields.

ENVIRONMENTAL CLUB

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

FCA (Fellowship of Christian Athletes)

The Fellowship of Christian Athletes is a volunteer group that meets weekly to promote Christianity. One does not have to be an athlete to attend.

FITNESS CLUB

Students participating in the fitness club are able to train in the weight room under the supervision of a faculty member.

INTERACT

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

LIBRARY CLUB

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

MULTI-CULTURAL/ITALIAN, FRENCH AND STUDENT EXCHANGE CLUB

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

RACHEL'S CHALLENGE CLUB

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

RENAISSANCE CLUB

This student club assists the Renaissance advisors in providing school-wide rewards to students who have good grades, attendance and discipline.

SKI CLUB

Students who get involved in the ski club are able to go on the ski trip. Fundraisers are held by the advisors to help students offset the cost of the trip/s.

THESPIAN CLUB

Members of the Thespian Club are interested in the drama program at GHS and the performing arts in general.

VARSITY CLUB

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

YEARBOOK CLUB

Students enrolled in the Publications course work together to

create the annual Maroon and Gold yearbook.

DRESS CODE

Dress code enforcement begins at home. Parents/Guardians have the primary responsibility of making sure that their children understand and adhere to the GHS dress code, and arrive at school appropriately dressed and groomed.

The dress code described below cannot fully predict all circumstances. For that reason, the administration reserves the right to determine whether a student's dress is appropriate for the educational environment. (See Discipline Code for disciplinary action due to dress code violations.)

- No bare midriffs, see-through clothing, halter tops/dresses, tube tops/dresses that expose cleavage or bare backs.
- Tops and bottoms must meet at all time—sitting or standing.
- Pants are to be worn at the waistline with undergarments not exposed.
- No boxer shorts, skin-tight shorts, spandex, pajamas or similar clothing considered “loungewear.”
- Skirts/dresses/shorts must be fingertip length. Leggings or tights must be worn underneath any skirt/dress shorter than fingertip length.
- No chains, spikes, dog collars or any article of clothing/accessories that may pose a danger to the wearer or others.
- No head coverings or headwear of any type are permitted in the building. This includes hats, bandanas, sweatshirt hoods (hoodies), head/sweat bands (unless they are pulling hair back off the face), goggles, and sun glasses.
- No gloves or mittens.
- No blankets, “snuggies”, pillows, stuffed animals or blank like items.
- No clothing, book bags or other possessions that display inappropriate pictures, drawings, wording, or gestures that are offensive.
- No double meanings or crude phrases, references to or

direct display of profanity, sexual or violent activity, racist or sexist symbols, or promotion of harmful or illegal substances—including alcohol and advertisements for taverns/bars, and controlled dangerous substances.

- No bare feet, slippers or other shoes that pose a safety hazard. Sandals may be worn unless other footwear is required by the teacher during a class activity that may pose a potential safety hazard. In such cases, teachers will notify students in advance.
- Clothing must be properly buttoned/zipped.
- All clothing must be clean—not ragged, ripped, frayed or contain holes. If jeans, pants, shorts or skirts have holes in them leggings must be behind each hole and no hole should be higher than fingertip length.

Students in violation of the dress code will be given the opportunity to change their clothes, call a family member to bring a change of clothes, or borrow clothes from a friend. In the event they cannot change their clothes a student will be required to change into GHS sweats and/or t-shirts until the end of the day (which will be returned at the end of the day.) Students are expected to dress appropriately (professional dress) when attending any award or recognition ceremony, which means dress shirt, tie and pants for males and pants, dresses or skirts (must follow dress code guidelines) for our females. If you are not dressed appropriately then you will not be afforded the opportunity to proceed to the recognition ceremony to be honored.

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

EIGHTEEN-YEAR-OLD STUDENTS

A student (18 years old) or emancipated adult must present a court issued affidavit, notarized to possess the full rights of an adult and may authorize those school matters previously handled by parents or guardians. Accordingly, this student shall assume full responsibility for his/her attendance, academic performance and compliance with school rules and regulations. Please note

that the law still allows a school, at their discretion to contact parents/guardians regardless of the student's age. Students (18) years of age or older must follow the same rules and regulations that all other students follow. This includes notes, report cards, signing out, etc.

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

EMAIL

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

NAME	COURSE	EMAIL
Mrs. Christine Abrams	Art	cabrams@glassboroschools.us
Mrs. Christi Baldissero	English	cbaldissero@glassboroschools.us
Mr. Dan Beaver	Mathematics	dbeaver@glassboroschools.us
Mrs. Joan Beebe	Business	jbeebe@glassboroschools.us
Mr. Mike Belh	Social Studies	mbelh@glassboroschools.us
Ms. Robin Boyd	Guidance	rboyd@glassboroschools.us
Mrs. Nancy Brown	Early Childhood	nbrown@glassboroschools.us
Mrs. Janeen Callahan	P.E./Health	jcallahan@glassboroschools.us
Mrs. Joyce Calzonetti	Business	jcalzonetti@glassboroschools.us
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Mrs. Lynn Hartman	English	lhartman@glassboroschools.us
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Mr. Karmin Humes	Social Studies	khumes@glassboroschools.us
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Mrs. Michele Keating	Mathematics	mkeating@glassboroschools.us
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Ms. Melody Olaye	CST	molaye@glassboroschools.us
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Ms. Lee Thomas	Music	lthomas@glassboroschools.us

Ms. Theresa White	Special Education	twhite@glassboroschools.us
Mr. Richard Wisniewski	Mathematics	rwisniewski@glassboroschools.us
Mr. Christopher Wood	English	cwood@glassboroschools.us
Ms. Patricia Yanez	Spanish	pyanez@glassboroschools.us

OFFICE AND OTHER PERSONNEL

Mrs. Jennifer Hunter	Adm. Secretary (Dr. Sneathen)	jhunter@glassboroschools.us
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Mrs. Renee Patrick	Adm. Secretary (Ms. Bodden)	rpatrick@glassboroschools.us
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Mr. Jim Amicone	Security	
Mrs. Linda Barousse	Security	
Mrs. Tina Glackin-Brown	Security	
Mr. Ahmed Shire	Security	

EMERGENCY ANNOUNCEMENTS

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

KYW Radio 1060 A.M.

KYW TV Channel 3

WPVI TV Channel 6

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

EMPLOYMENT

Any student under eighteen years of age must secure working papers if he/she is going to work during the summer, after school, or withdraw for permanent employment. Working papers can be obtained in the guidance office.

To obtain working papers, the student must fulfill four

requirements:

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

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

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

FERPA NOTICE

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

- Inspect and review records
- Requests amendments to records
- Rights to consent to disclosures
- Rights to file a complaint

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

GRADING

Grade Reporting

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

DEFINITION OF GRADES

A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	59& below
NC	50% (No Credit)
I	Incomplete. Class work not finished due to

absence. The grade will be awarded upon completion of work within five (5) school days after pupil's return to school (or end of marking period) or no credit will be earned.

M Medical Excuse. The student is not able to participate in class due to medical reasons (verified by a doctor's note).

W Withdrew from course. No credit earned.

P Passed. Completion of course requirements for courses graded on a pass/no credit basis.

NCE Failure due to Not Taking Final Exam.

0%

COMPUTING FINAL GRADES

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

Since the final exam has a uniform percentage impact on semester grades, all course grades in these major academic subjects will be listed numerically. The teacher must use the numerical equivalent in determining the report card grades. Teachers may give "incomplete" grades at the end of marking periods. **However, a grade must be entered one week after the beginning of the new marking period. In addition, students who have not completed final exams will be issued a zero (0) for the final and a zero (0) for the course.**

CLASS ABSENCE

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

Please refer to District Calendar for dates for the ends of marking periods and distribution of report cards.

EXAMINATIONS

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

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

GRADUATION

HIGH SCHOOL GRADUATION AND GRADUATION REQUIREMENTS

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

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

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

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

Graduation Requirements

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

ENGLISH	Twenty (20) Credits
MATHEMATICS	Fifteen (15) Credits
SOCIAL STUDIES	Ten (10) Credits-US History
	Five (5) Credits-World History

SCIENCE	Fifteen (15) Credits (Biology and 2 Lab Science courses)
PHYSICAL EDUCATION	Fifteen (15) Credits
HEALTH	Five (5) Credits
ELECTIVES	Forty-five (45) Credits and MUST INCLUDE THE FOLLOWING:
	<ul style="list-style-type: none"> a. Fine, practical and/or performing arts—Ten (10) Credits b. World Language—Five (5) Credits c. Financial Literacy—Five (5) Credits

Physical Education, Health and Safety each year, a minimum of two and one-half (2 ½) hours per week (NJSA 18A: 35-5 to 8).

High school graduation requirements are subject to new State Board of Education guidelines. All diplomas must be state certified diplomas and are issued only if:

- The student has met state and local course requirements (required curriculum proficiency sheets will be distributed at the beginning of each course).
- Student attendance has complied with state requirements and local Board of Education policy.
- A student must pass the High School Proficiency Assessment (HSPA) in Language Arts Literacy and Mathematics, in accordance with NJAC 6:8-4.2. Students who perform below state minimum standards in reading, writing, and mathematics shall be required to enroll in Compensatory Education or Basic Skills courses each year.

PROMOTION

To be promoted to the following grades at Glassboro High School,

students must have accumulated the following credits:

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

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

GUIDANCE SERVICES

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

- provide individual counseling so that each student can help him/herself with education, vocational, and personal problems;
- guide students in course selection;
- assist students in vocational and college placement;
- coordinate district and national testing programs;
- establish and maintain a complete permanent record of progress from the time of each student's admission into school.

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

COUNSELORS:

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

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

HARASSMENT, INTIMIDATION AND BULLYING

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

such actions create a substantial disruption in or interference with the orderly operation of the school.

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

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

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

Mrs. Mary Beth Ragozzino, HIB Specialist
mragozzino@glassboroschools.us
856-652-2700

HEALTH SERVICES

HEALTH SCREENING INFORMATION

As part of the School Health Services program provided in the Glassboro Public Schools, children will have screenings performed by the school nurse. Periodic medical screenings are an important health promotion endeavor since they may identify a potential problem, which could have an impact on a child's health and education. Please review the list below to see what screenings your child will receive during this school year. If you are concerned that your child may have a problem and he/she is not due to be screened this year, please contact the school nurse, Erin Perewiznyk, 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.

SCREENINGS

- **Blood Pressure, Height, and Weight – Grades Pre-K thru 12**
- **Vision Screening – Grades Pre-K- 4, 6, 8, 10**
- **Hearing Screening - Grades Pre-K – 3, 7, 11**
- **Scoliosis Screening – Biennially for students between the ages of 10 and 18**

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

ADMINISTERING MEDICATION

Medication Policy (New Jersey State Law Guidelines)

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

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

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

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

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

If the school nurse has any concern about administering the

medication, the school doctor will be contacted for advice/direction.

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

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

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

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

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

HONOR ROLL

REGULAR HONORS

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

PRINCIPAL'S LIST

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

INTERVENTION & REFERRAL SERVICE (I&RS)

The I &RS (Intervention & Referral Services) Committee was developed to provide help to any student who is experiencing

difficulty, in the areas of academic, attendance and/or behavior. The team consists of teachers, a guidance counselor, CST member and school administrator who work in conjunction with the student and his/her parent or guardian to develop a positive action plan. This plan is put in place to assist the student in alleviating the difficulty.

INSURANCE

The Board of Education has purchased an accident medical expense policy for the 2015—2016 school year. Insurance brochures are sent home to the parents in the first mailing in August. Insurance claims may be processed in the health suite.

LIBRARY SERVICE AND MATERIALS

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

Visit the library webpage for further information and news:

www.glassboroschools.us Click on Glassboro High School and then click on link for Library

***GHS Library is a member of the South Jersey Regional Library Cooperative*

LOCKERS

At the beginning of each school year, the student is assigned a hall locker in which to store textbooks, lunches, and outdoor clothing. The sharing of lockers is prohibited. Every student is assigned a lock upon entering GHS. This lock will remain in the possession of the student for the remainder of his/her time as a student at GHS, and will be returned upon graduation or transfer to another school district. Any lock that is lost or misplaced by the student may be replaced in the office for the price of \$5.00.

Lockers and locks are the property of the school and subject to inspection at any time.

It is the responsibility of the student to keep the locker secured, since the loss of property or restitution for lost property is not the responsibility of the school.

Students should refrain from bringing valuables, large sums of money, jewelry, etc. to school. If however, on occasion, it becomes necessary to bring such items to school, they should be brought to the office or given to a teacher/coach where items can be secured safely. Each student shall be assigned a locker for use in conjunction with physical education classes. Locker inspections are made periodically to check the condition of lockers and to clean out refuse.

LOST AND FOUND

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

MAKE-UP WORK

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

**NATIONAL HONOR SOCIETY
GLASSBORO CHAPTER**

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

The National Art Honor Society strives to:

1. Recognize those students who have shown outstanding ability in the field of art.

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

GLASSBORO CHAPTER OF THE NATIONAL HONOR SOCIETY

I. What is NATIONAL HONOR SOCIETY?

The National Honor Society is an honorary organization to which students are elected on the basis of four qualifications:

Scholarship, Leadership, Service, and Character. The function of the NHS is to provide service to the school community.

II. How is NHS membership determined?

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

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

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

Scholarship:

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

Leadership:

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

Service:

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

Character:

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

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

1. Nominees will be determined at the end of the 4th and 6th semesters for 11th and 12th grade students, respectively.

2. Nominees will have a minimum cumulative GPA of **93**.
3. Nominees will be asked to complete an activity profile sheet which will include:
 - a. Offices held in any activity (both school and community)
 - b. Organizations in which the nominee holds active membership, verified by a letter signed by the supervisor/advisor
 - c. Verification of 20 hours of non-remunerated service activities within the school, church, or community
 - d. Awards, honors, and other recognitions of special achievement
 - e. Two letters of recommendation (not from teachers or relatives)
 - f. A cover letter
4. Nominees will be rated by each faculty member in the areas of leadership, service, and character, using a 5 point scale with 1=low and 5=high. An average score of 4 in each category will be necessary for membership.
5. The final determination of membership will be affirmed by a Faculty Council of not less than 5 members, made up of Faculty members and the NHS Advisor.
6. All scores would be rounded to the nearest 10th.

NATIONAL ART HONOR SOCIETY

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

The National Art Honor Society strives to:

1. Recognize those students who have shown outstanding ability in the field of art.
2. Serve as an inspiration for students to strive for higher goals in their work.

3. Foster excellence and a dedicated spirit in the pursuit of art.
4. Encourage the creative abilities and talents of individual students.
5. Assist students in working toward the attainment of their highest potential in the field of art.
6. Bring art to the attention of the school and the community.
7. Increase the awareness of art as a viable area within the total school curriculum.
8. Advance aesthetic awareness in all aspects of the total educational program

TRI-M MUSIC HONOR SOCIETY

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

PASSES

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

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

Tardiness to Class - Any student who is tardy to class must

present an authorized pass from the staff member who detained him/her or be subject to a teacher detention for the tardiness. Teachers will admit students to class but further action will be taken if no pass is obtained.

Library Pass - Any student wishing to attend Library during lunch must obtain a pass from the Library Staff prior to lunch.

PROPERTY AND APPEARANCE

SCHOOL PROPERTY

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

TEXTBOOKS AND SUPPLIES

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

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

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

POSTERS and SIGNS

Posters and other display materials advertising school-related events, dances, plays and musicals may be placed on classroom tack boards in areas designated by the homeroom advisor. All posters/signs must have the student's name, homeroom number, and date to be removed clearly marked on the face of the poster. Posters/signs must have administrative approval and may not be posted in main hallways. It is recommended that all posters are to be hung with masking tape for easy removal.

STUDENT DRIVING

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

1. *ALL STUDENTS APPLYING FOR A PARKING PERMIT*

*MUST ATTEND THE "SHARE THE KEYS" ASSEMBLY.
NO STUDENT WILL BE GRANTED A PARKING
PERMIT IF THEY HAVE NOT ATTENDED THIS
ASSEMBLY.*

2. All seniors and juniors with Gold Renaissance are required to apply and register their cars in the office in order to receive a parking placard.
3. Each car must have a parking placard properly displayed and with the assigned number clearly visible.
4. All students who drive cars to school must park only in the student parking area.
5. There will be a ten-mile per hour speed limit enforced at all times in the parking lot. All other posted limits on school grounds will also be strictly enforced.
6. Students are not to occupy automobiles or congregate in parking lot, especially during school lunch periods, except upon their arrival or any authorized departure before the closing of school.
7. If a student is dismissed from school and has a car, the student must leave the school grounds immediately with the car.
8. All cars must be locked to insure their safety against any theft or property loss while on school grounds. The driver bears full responsibility for any such theft or loss.
9. Student drivers are responsible for the conduct of passengers and the contents of the car, (alcohol, smoking, drugs, etc.) will be considered the personal possessions and administrative and other action will be taken where appropriate. All vehicles parked on school grounds are subject to the possibility of being searched by school administration and/or police.
10. Parking decals are not transferable. Any student who gives their parking sticker to another student will lose their privileges for the remainder of the school year.
11. All vehicles registered for authorized parking must carry liability and property damage insurance. The Insurance Identification card must be submitted at the time of

registration.

12. Illegally parked vehicles will be ticketed and/or towed at the owner's expense.
13. Students who have been cited for lateness and excessive absences (due to lateness more than 10 minutes) will lose their parking privileges.

*** Those 11th and 12th grade students who are not eligible for a parking permit are limited to park on the southbound (School) side of Carpenter Street only.*

SENIOR EVENTS

SENIOR DINNER DANCE

This dance is usually held in the spring at a local establishment. It is open only to seniors, their dates and escorts.

SENIOR TRIP

In late spring, seniors participate in a three- or four-day trip to an educational and/or resort area as a highlight of their senior year.

CLASS NIGHT

Typically held the evening before Commencement, Class Night includes the presentation of awards and the reading of the Class History. Parents are invited and encouraged to attend Class Night activities.

COMMENCEMENT

Commencement is the culminating exercise in a student's high school career. It marks the final school day for seniors.

Participation in graduation ceremony is a privilege. Students not meeting the requirements set forth by the Glassboro BOE and GHS Administration will forfeit their ability to participate in the ceremony.

CLASS RING

Class rings may be purchased by third or fourth year students. There will be a Josten's representative who will be available during Unit Lunch with a large selection of personalized rings.

SCHOOL SAFETY PROGRAM

In an effort to reduce crime in our school district, Glassboro Public Schools have joined forces with the New Jersey School Boards Association in the implementation of the **WeTip School Safety Program**. **The WeTip Safety Program offers an anonymous**

hotline to students and their families to report school related crimes, without fear of reprisal by calling (800)-78-CRIME (800-782-7463).

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

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

2nd FLOOR NEW JERSEY'S YOUTH HELPLINE

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

CYBERBULLYING

By law, New Jersey school districts are required to have and implement policies prohibiting bullying, including cyber bullying, and event that occurs when one or more people use technology to harm, harass, intimidate or reject another person. But cyber bullying is only one of the challenges technology and cyber space pose to school leaders. Developing and implementing effective policies regarding students' use of cell phones, the internet, email and instant messaging are among a school leader's most

challenging responsibilities. No school is unaffected. Research shows that cyber bullying now begins in elementary school, increases in middle school, and decreases in high school. GHS has formulated effective policies and strategies to not only prevent and respond to cyber bullying, but to keep students as safe as possible in cyber space.

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

SCHOOL SAFETY DRILLS

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

SEARCH AND SEIZURE

Searches may be conducted of students' personal effects and belongings when school administrators have **reasonable suspicion** to believe that a student is in possession of or has within easy access any form of drug, drug paraphernalia, weapons, stolen property, contraband, or alcoholic beverages or other dangerous substances or objects. "Reasonable suspicion" shall mean suspicion based on statements of concern by staff or students, and/or physical condition or behavior that indicates possible possession. This includes, but is not limited to, a student's person, backpack, purse, gym bags, locker, or vehicle if parked on school property. A student refusing to cooperate in searches or impeding a search will be subject to disciplinary action and possible police involvement in the incident.

SMOKING/USE OF TOBACCO/ELECTRONIC SMOKING

DEVICES

State law and/or Board of Education Policy do not allow smoking on school property. This also includes while a student is participating in a school-sponsored event/field trip. The use of tobacco and tobacco products (of any form) is prohibited. On January 11, 2010, New Jersey Governor Corzine signed into law A4227/4228, which bans the use of "electronic smoking devices" in public places and work places. (Amended the 2006 NJ Smoke-free Air Act)

DO NOT BRING TOBACCO/ELECTRONIC SMOKING DEVICES INTO THE BUILDING. IT WILL BE CONFISCATED AND DISCIPLINARY ACTION WILL BE TAKEN.

SPORTSMANSHIP POLICY AND GUIDELINES FOR THE GLASSBORO ATHLETIC COMMUNITY

POLICY

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

GENERAL GUIDELINES

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

1. Each athletic program should establish broad and specific policies and procedures relating to sportsmanship and identify responsibilities to ensure their observances.
2. Each athletic program should insist that personnel set good examples of deportment and sportsmanship and correct those individuals who are at fault at a time convenient and in an adequate manner for the situation
3. Each athletic program should utilize all appropriate occasion and means to emphasize desirable deportment and sportsmanship to all athletes and supervisory personnel.
4. The supervision of trips and "away" contests should be such as to assure that the conduct of athletes and coaches brings

credit to themselves, the community, and their sport. To this end, we advocate the full promotion of cooperative “host-guest” relationship between and among teams entering into athletic competition.

SPECIFIC GUIDELINES FOR BEHAVIOR

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

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

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

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

Students will be ineligible for participation in every activity, meeting and school events during the suspension. She/he will

not be permitted on school grounds without prior permission from administration during the suspension may remain ineligible the balance of the season unless:

- A. The student and parent file a written request for a hearing before an administrative committee to show cause why their ineligibility should not remain permanent. Such a committee will be composed of at least two administrators, the advisor or coach and the student's Guidance Counselor. The parent must be present at the hearing.
- B. Following the hearing the Administration may grant the request of the student and reinstate participation privileges. The Administration may also grant the appeal, conditionally, provided that certain conditions relative to student behavior, attendance and academic performances are met. The Administration may also deny the request.
- C. Any student who is suspended twice during a season will remain ineligible for the remainder of the season. The pupil will again become eligible at the end of that season or semester; however, if the student received a two more suspensions they will be ineligible for one calendar year from the date of the fourth suspension.
- D. **Those students who have been suspended FOUR times during the school year will forfeit their opportunity to run for any class office for a calendar year. They will also forfeit the opportunity to attend any school social activities (i.e. Soph Hop, Homecoming, Snowball or Prom) as well as the senior trip.**

INTERSCHOLASTIC ATHLETICS

The interscholastic athletic program is an integral part of

Glassboro High School's total educational experience.

Interscholastic athletics provide wholesome competition against other schools for the athletically talented student in a variety of sports and stimulate school spirit and pride among the student body and school district citizenry.

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

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

BOYS	GIRLS
BASEBALL—JV, V BASKETBALL—JV, V CROSS COUNTRY FOOTBALL—JV, V GOLF—CO-OP SOCCER—JV, V SWIMMING—V TENNIS—V (Co-Op) TRACK—V WRESTLING—JV, V (Co-Op) WINTER TRACK	BASKETBALL—JV, V CHEERLEADING—V CROSS COUNTRY FIELD HOCKEY—JV, V SOCCER—JV, V SWIMMING--V SOFTBALL—JV, V TENNIS—V (Co-Op) TRACK—V WINTER TRACK GOLF (Co-Op)

LETTERS

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

SCHOLAR ATHLETE

Students who earn a cumulative GPA average of 90 will be awarded certificates and a pin distinguishing them as Scholar

Athletes. Averages will not be rounded up.

NEW JERSEY LAWS

State law prohibits the possession of or smoking of tobacco on school premises. Violators are subject to fines up to \$ 1,000 (Chapter 320, Laws of 1981).

State law also provides that any assault against a teacher or school employee shall result in an immediate suspension from school and a Board of Education hearing to determine whether the pupil should be expelled from school (N.S.S. 18A:37-2).

In addition, any assault against a teacher or other employee is an aggravated assault and a crime.

By state law (N.J. S. 2C: 12- 1), a person is guilty of simple *assault* if he or she:

Attempts to cause or purposely, knowingly or recklessly causes bodily injury to another; negligently causes bodily injury to another with a deadly weapon;

Attempts by physical menace to put another in fear of imminent serious bodily injury.

Simple assault is a disorderly person's offense.

N.J.S. 18A:37-2 provides for the suspension or expulsion of pupils from school, and is applicable to this discipline code. This law reads as follows:

18A37-2. Any pupil who is guilty of continued and willful disobedience, or open defiance of the authority of any teacher or person having authority over him, or of the habitual use of profanity or obscene language, or who shall cut, deface or otherwise injure any school property, shall be able to punishment and to suspension or expulsion from school.

N.J.S.A. 2C: 12-1a (l) and N.J.S.A. 2C:39-1 (r) states the principal is responsible for the removal of any pupil for a weapons offense and must immediately report the removal to the chief school administrator. The principal must also notify the appropriate law enforcement agency of the possible violation of the code of

criminal justice.

Students who are placed in the 3—7 or Out of School Suspension will be provided with all class work, homework, etc., assigned by their instructors.

(It is recommended that all work missed by a pupil, who has been assigned to the Restriction Room, 3—7 , or Out of School Suspension, must be submitted to their instructors and verification of such must be submitted to their coach/advisor prior to the student being reinstated as a participant in team or co-curricular activity.)

Conduct which shall constitute good cause for suspension or expulsion of a pupil guilty of such conduct shall include, but not be limited to, any of the following:

- A. Continued and willful disobedience;
- B. Open defiance of the authority of any teacher or person having authority over him;
- C. Conduct of such character as to constitute a continuing danger to the physical well-being of other pupils;
- D. Physical assault upon another pupil;
- E. Taking or attempting to take, personal property or money from another pupil, or from his presence, by means of force or fear;
- F. Willfully causing, or attempting to cause, substantial damage to school property;
- G. Participation in an unauthorized occupancy by any group of pupils or others of any part of any school or other building owned by any school district, and failure to leave such school or other facility promptly after having been directed to do so by the principal or other person in charge of such building or facility.
- H. Incitement which is intended to and does result in unauthorized occupation by any group of pupils or others of any part of a school or other facility owned by any school district;
- I. Incitement which is intended to and does result in truancy by other pupils;

J. Knowing possession or knowing consumption without legal authority of alcoholic beverages or controlled dangerous substances on school premises, or being under the influence of intoxicating liquor or controlled dangerous substances while on school premises.

STUDENT GOVERNMENT

STUDENT GOVERNMENT ASSOCIATION

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

Qualified candidates for SGA class delegates are elected in May.

Write-in balloting for class officers is not permitted.

SGA 2015--2016 Advisor: Mr. John Cino

President— Noah Johnston

Vice President— Cassie Ferrara

Secretary—Alisha Donnell

Treasurer—Lenessa DeFrank

Commissioner of Athletics—NyAsia Brackett

Commissioner of Clubs— JaZahn Hicks

Class Publicist—Megan Ritter

Class of 2016 Advisors: Mr. Beaver & Mrs. Meeks

President—NyAsia Brackett

Vice President—Cassie Ferrara

Secretary— Alisha Donnell

Treasurer— Lenessa DeFrank

Class Publicist—Megan Ritter

Class of 2017 Advisors: Mr. Wisniewski & Ms. Phillips

President— Lindsey Vito

Vice President—Ken Bakely

Secretary—Megan Lord

Treasurer—Lauren Lightcap

Class Publicist—Kali Rogers

Class of 2018 Advisors: Ms. White, Ms. Keefer & Mrs. Hopper

President—Kyra Franklin

Vice President— Connor Johnston

Secretary— Katherine Amrhein
Treasurer—Holly Felker
Class Publicist— Henry Ottenthal
Class of 2018 Advisors: TBA
President – TBA
Vice President –TBA
Secretary—TBA
Treasurer—TBA
Committee Planner—TBA

TEXTBOOKS

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

VIDEO SURVEILLANCE

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

VISITORS

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

DISCIPLINE CODE

KEY FOR LISTED PUNISHMENTS

3-7	Students referred to 3PM-7PM program (The number in parenthesis equals the number of days assigned.)
AD	Administrative Detention
AP	Assistant Principal
BA	Recommended Board Action to exclude, reassigns, or directs extended suspension and hearing before the Board of Education.
C	Complaint Signed
GU	Guidance Counselor
EXH	Expulsion Hearing
I&RS	Referral to IR&S committee
LD	Lunch Detention
LP	Loss of Privileges (Senior/Junior with Gold Card or Internet)
MM	Mandatory Mediation
OSS	Suspension from school. (The number in parenthesis equals the total days assigned.)
P	Principal
PAR	Pass restriction from leaving class.
PN/PC	Parent Notification/Parent Conference. (The administrators may approve a telephone parent conference for the first two (2) offenses. However, for the third (3rd) offense requiring a conference, the parent must hold the conference in the High School.)
R	Restitution or payment for loss
RTP	Returned to Parent/Guardian/Designee
SD	Saturday Detention - 2 hours
SEM	Semester
SS	Saturday School - 4 hours

SUP Referral to Superintendent of Schools.
TD Teacher Assigned detention in classrooms

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

****Removal of Pupils from Regular Education:** Any pupil who is convicted or found to be delinquent for the following offenses shall be immediately removed from the school's regular education program for a period of not less than one calendar year and placed in an alternative education school or program pending a hearing before the district board of education to remove the pupil:
Possessing a firearm, on any school property, on a school bus, or at a school sponsored function; or committing a crime while possessing a firearm.

Any pupil who assaults a pupil, teacher, administrator, board member, or other school district employee with a weapon other than a fire-arm on school property, on a school bus, or at a school sponsored function must be immediately removed from the school's regular education program and placed in an alternative education school or program, pending a hearing before the district board of education.

BUS DISCIPLINE CODE

All students who utilize the Glassboro Public School buses are subject to discipline for any offense which is in violation of law or school district policy or procedures, or in violation of what is deemed accepted standards of conduct for students in the Glassboro School District. The administration reserves the right to use judgment on the severity. Student age/grade level is taken into consideration for all offenses.

SCHOOL DISCIPLINE CODE OF CONDUCT

I. INFRACTIONS RELATING TO SCHOOL ATTENDANCE, CLASS ATTENDANCE, AND PUNCTUALITY

These rules are instituted because school attendance is mandatory (by law), class attendance is required for learning, homeroom is necessary to account for students, and other non-instructional setting are, nevertheless a part of the overall educational program contributing to the student's growth and development.

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

Infractions	1st	2nd	3rd	4th	5th	6th
Late to School	(1)LD- AP/PN	(1)AD AP/PN	(2)AD AP/PC	(1)SD AP/PC	(1)SS AP/GU/ PC I&RS	3-7 AP/GU/P PC
Late to Class	AD Warning	LD AP/PN	(2)LD AP/PN	(1)AD AP/PN	(2) AD AP/GU/PC	(1)SS AP/GU/PC
Cut Class	(1)SS-PAR(1 month)- AP/PN	(2)SS-PAR(1 month)- AP/PC- LP(MP)	3-7 PAR(2 months) AP/PC/LP(YR)	(3)3-7 PAR-90 days AP/PC- LP(YR)	(1)OSS AP/P/PC PAR-(YR) I&RS/AEHS	
Cut TD	LD AP/PN	AD AP/PN	SD AP/PN	SS- AP/PC	(1)3-7 AP/PC	
Cut AD	(2)AD- AP/PN	SS- AP/PN	(2)SS AP/PN	3-7- AP/PC	(2) 3-7 AP/PC	
Cut SD	SS- AP/PN	(2)SS- AP/PN	3-7 AP/PC	(2)3-7 AP/PC	(3)3-7 AP/PC I&RS	
Cut SS	(2)SS-AP/PN	(1)3-7 AP/PC	(2)3-7 AP/PC	(3)3-7 AP/PC/I&RS	OSS AP/GU/PC/AEHS	
Truancy	SS AP/PN	(2)SS AP/GU/PC	(1)3-7 AP/GU/PC I&RS	(2)3-7 AP/GU/PC	(3)3-7 AP/GU/PC C	
Breach of Security	AD PAR(30 days)-AP/PN	SD PAR(SM)- AP/PN	SS- PAR(YEAR) AP/PC	(1)3-7- PAR(YEAR) AP/PC I&RS	(2)3-7-PC- PAR(YEAR)- AP/GU/PC AEHS	

**II. INFRACTIONS AGAINST GOOD ORDER, PROPERTY AND THE NECESSARY
CONDITIONS FOR THE HEALTH AND SAFETY OF STUDENTS**

In a school where hundreds of people are carrying out their various assignments in a different setting, the rights and impulses of one person, or a few, cannot be allowed to violate the rights of others. Also in this setting, the protection and the enforcement of rules for safety are in the best interests of all.

SECTION #2	1	2	3	4	5
1. Gross Misconduct/Class Disruption	LD AP/PN	AD AP/PN	SD AP/GU/PN	SS AP/GU/PN	3-7 AP/GU/PC IR&S
2. Unauthorized area without permission	LD PN PAR 30 days	AD PN PAR 60 days	SD PC PAR 90 days	SS PAR Year AP/GU/PC	(1) 3-7 PAR Year AP/GU/PC IR&S
3. Misconduct during Lunch Detention	2LD/PN	4LD/PC	SD/PC/PAR 30 days	SS/PC/PAR 60 days/AP/GU	(1)3—7 PAR Year/
4. Misconduct during fire drills and other emergency situations	SS AP/GU/PN SRO	3-7 AP/GU/PC PAR 30 days SRO	(2) 3-7 AP/GU/P PC/PAR 60 days/SRO-C	(3) 3-7 AP/GU/P PC/PAR year IR&S/SRO-C	(1)OSS AP/P/SUP AEHS SRO-C
5. a)Smoking and/or possession of tobacco & paraphernalia	3-7 AP/GU/PC PAR 30 days	(3) 3-7 AP/GU/PC PAR 60 days	(4) 3-7 AP/GU/PC PAR SEM	(1)OSS AP/GU/PC PAR Year	(2)OSS AP/GU/P PC /AEHS
6. Providing false information or forged notes	SS AP/GU/PN	(2)SS AP/GU/PC	(1)3—7 AP/GU/PC I&RS	(3) 3—7 AP/GU/PC	(4)3-7 AP/GU/PC AEHS
7. Insubordination/ Refusal to respond	SD AP/GU/PN	SS AP/GU/PN	3-7 AP/GU/PC I&RS	(3) 3-7 AP/GU/PC	(1)OSS AP/GU/P/P AEHS
8. Taking the property of the school or an individual without express permission Applying pressure or threat to do so (includes possession)	(2) 3-7 AP/GU/PC SRO/C R	(3) 3-7 AP/GU/PC SRO/C R IR&S	(4)3-7 AP/GU/PC SRO/C R	(1)OSS AP/GU/P PC SRO/C R AEHS	(2)OSS AP/GU/PC P R/C SUP/BA
9. Defacing or destroying the property of the school/individuals	(3) 3-7 AP/GU/PC R-C	(4) 3-7 AP/GU/PC IR&S R-C	(1)OSS AP/P/PC R-C	(3)OSS AP/P/GU/PC R-C AEHS	(4)OSS AP/P/G/PC SUP BA
10. Possession or use of fire- works, and hazardous activities	(3) 3-7 AP/GU/PC SRO-C	(4) 3-7 AP/GU/PC IR&S SRO-C	(1)OSS AP/P/GU/P C AEHS SRO-C	(2)OSS A/P/GU/PC SRO-C SUP/BA	

11. Use of electronic devices (including cell phones, iPods, etc)	SD AP/PN/RTP	SS AP/PN/RTP	(2)SS AP/PC/RTP	3-7 AP/PC/RTP	(3) 3-7 AP/PC/RTP
12. Possession and/or consumption of alcoholic beverages or being under the influence of intoxicating beverages or controlled dangerous substances on school premises and/or participating in school sponsored act.	(4)OSS & (4)3-7 AP/P/GU/ PC SRO I&RS	(10)OSS AP/GU/P PC AEHS	(10)OSS AP/GU/P SUP/BA SRO-C		
b) Returning to school prior to receipt of drug test results	3-7(until receipt of drug testing results)	3-7(until receipt of drug testing results)	3-7(until receipt of drug testing results)		
13. Selling, distributing, purchasing or possession of controlled substances while on school premises and/or participating in or attending school activities	(10)OSS SRO/C SUP/BA ***Suspension pending Board Action				
14. Setting Off Alarms	(3)OSS AP/GU/P PC/IR&S	(4)OSS AP/GU/P/PC AEHS	(1)3-7 LP Semester AP/GU/PC IR&S		
15. Minor Misuse of Network Computers (Inappropriate web sites and unauthorized use of the Internet or computers)	(2)AD LP 30 days AP/GU/PN	SS LP 60 days AP/GU/PC		(3) 3-7 LP year AP/GU/PC	(4)3-7 LP Year AP/P/PC AEHS

III. INFRACTIONS AGAINST THE PERSON

It is obvious that no learning or growth can take place where the person is not secure against physical threats, verbal assaults, or actual physical harm. This is true for the student, the teacher, the custodian, the bus driver, the administrator - for everyone who hopes to contribute to the educational effectiveness at Glassboro High School. To this end this third category of offenses is by far the more serious.

SECTION #3	1	2	3	4	5
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1. General disorder and disrespectful acts toward faculty members or acts that interfere with school employees who are enforcing any aspect of this discipline code	SS AP/GU/PN	(1)3-7 AP/GU/PC	(3)3-7 AP/GU/PC IR&S	(1)OSS AP/GU/PC	(3)OSS AP/P/GUPC AEHS
2a) Use of offensively loud and indecent speech and/or actions which become disruptive and/or infringement on the rights of others (harassment)	(3) 3-7 AP/GU/PC	(5)3-7 AP/GU/PC	(1)OSS AP/GU/P PC	(2)OSS AP/GU/P PC/SUP/BA	
b) Verbal Assault - Obscene language, threats, name-calling, and gross misconduct	(3) 3-7 AP/GU/PC MM	(4) 3-7 AP/GU/PC MM IR&S	(1)OSS AP/GU/P PC/CST/ TA	(3)OSS AP/GU/P PC/AEHS	
3. a) Incitement to fight	3-7 AP/GU/PC MM	(3)3-7 AP/GU/PC MM/IR&S	(1)OSS AP/GU/PC MM	(3)OSS AP/GU/PC/ MM/AEHS	
3. b) Fighting and/or Hazing	(3)3-7 AP/PC/MM	(3)OSS AP/GU/PC MM/IR&S	(4)OSS (4)3-7 AP/GU/PP MM/AEHS	(10)OSS AP/GU/P SUP/BA	
c) HIB—HARASSMENT, INTIMIDATION AND BULLYING(Verbal, Physical and Cyber Bullying)	(3)3-7 AP/GU/PC SRO	(5)3--7 AP/GU/PC SRO/C I&RS	(3) OSS AP/GU/PC SRO/C SUP/AEHS	(4)OSS AP/GU/P/PC/SRO/C SUP/BA	
4a. Minor Sexual Misconduct-	SS PN	(1)3—7 AP/GU/PC IR&S	(3)3—7 AP/GU/PC AEHS		
4b. Major Sexual Misconduct	(3)OSS AP/GU/PC	(5)OSS AP/GU/PC IRS	(8)OSS AP/P/GU PC/AEHS		
4. Assault or actions that intentionally subjects another student to injury or bodily harm	(3)OSS AP/GU/PC SRO/C/TA I&RS	(4)OSS AP/GU/P PC/SRO/C AEHS	(10)OSS AP/GU/P PC/SRO/C SUP/BA		
5. Threats or acts that intentionally subjects or assault of faculty or staff members to injure or cause bodily harm or injury(threat could be verbal, written or electronic)	(10)OSS PC SRO-C/BA				

6. Threats or acts that intentionally subjects or assault of student to injure or cause bodily harm or injury (threat could be verbal, written or electronic)	(4)OSS AP/GU/PC TA/I&RS SRO-C	(8)OSS AP/GU/P PC/AEHS SRO-C	(10) OSS AP/P/PC/SRO/C SUP/BA	
6. Possession of Firearms	NJ a2c: 1F and 18 U.S.C. 921 - Removal of pupils from Regular Education: Any pupil who is convicted or found to be delinquent for the following offenses shall be immediately removed from the school's regular education program for a period of not less than one calendar year and placed in an alternative education school or program pending a hearing before the district board of education or remove the pupil: Possessing a fire arm on any school property, on a school bus, or at a school sponsored function; or committing a crime while possessing a firearm.			
7. Use of Weapons other than Firearms:	Any Pupil who assaults a pupil, teacher, administrator, board member, or other school district employee with a weapon other than a firearms on school property, on a school bus, or at a school sponsored function must be immediately removed from the school's property.			
8. Possession of Weapons, other than firearms	(10)OSS AP/GU/P/PC CST/TA SRO-C/SUP/ BA			
9. Possession of Look-a-like weapon	(3) 3-7 AP/GU/PC CST/TA SRO-C/I&RS	(3)OSS AP/GU/P/PC SRO/C AEHS	(5)OSS AP/GU/P PC SUP/BA	
10. Use or display of a Look-a-like weapon (Referred for Assessment by Gloucester County School Violence)	(3)OSS AP/GU/PC/SRO TA/ AEHS	(10)OSS AP/GU/P/PC SRO/C/SUP-BA		
11. Bomb threats (Referred for Assessment by Gloucester County School Violence)	OSS SUP/BA/CST TA/SRO-C			
12. Major Misuse of Network Computers and other Electronics (Any violation to the district's network servers, including but not limited to hardware and data without authorization)	(3) 3-7 LP 30 days AP/GU/PC	(5) 3-7 LP Semester AP/GU/P/PC SRO-C	(2)OSS LP Year PC SRO-C/IR&	(4)OSS AP/GU/PPC LP Year SRO-C/ SUP/BA/AEHS

