

## 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, custodial staff, 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 from a class/activity, he/she is to report directly to the Vice Principal's Office or be escorted by security. 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.

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).

### **ADMINISTRATIVE AND 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/current school year.
2. A minimum of four 3--7 program or two external suspensions from the previous/current school year.
3. Any additional circumstances as deemed necessary by the administration.

#### **Discipline Action:**

1. Discipline referrals will be directed to the designated Vice Principal.
2. Corrective actions by the designated Vice Principal may be taken other than those prescribed by the Disciplinary Code.
3. The student's record will be referred to the GHS Principal for review.
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. Students on academic probation, school parking, or Bulldog Block lunch privileges.
6. Continued misconduct may result in the student's placement on the Administrative Restriction List

#### **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 letter 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 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/current school year
2. A minimum of five 3-7 programs or three external suspensions from the previous/current year
3. Any additional circumstances as deemed necessary by the administration

#### **Discipline Action:**

1. Discipline referrals will be directed to the designated Vice 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 designated Vice Principal may be taken other than those prescribed by the Disciplinary Code.
4. The student's record may be referred to the Principal, Superintendent and/or Board of Education.
5. Students restrictions may not receive, school parking, or Bulldog Block lunch privileges.
6. Continued misconduct may result in the student's placement in the Alternative Evening high school or another education placement.

**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 letter to the principal stating his/her request for removal immediately following the marking period in which that student was referral free.***

**ALTERNATIVE EVENING HIGH SCHOOL PLACEMENT**

The Alternative Evening High School is a unique program designed especially for the purpose of meeting the needs of students with special circumstances that would warrant a student's placement into the program for a probationary period (minimum of one semester). **Students may be placed in AEHS for disciplinary, attendance or academic reasons.** 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.**

Students will be removed to AEHS for the following reasons:

1. A minimum of 15 referrals from previous/current school year
2. Serving at least five (5) 3—7 or three (3) external suspensions from the previous/current year.
3. Continued excessive absences/truancies.
4. Failures in two (2) out of four (4) courses in a semester or three (3) out of eight (8) in an academic school year.
5. Two consecutive marking periods on Administrative Restriction, without a marked improvement (5 or less discipline referrals).
6. Any additional circumstances that would be deemed necessary by the GHS Administration.

**ADDITIONAL DISCIPLINE PROCEDURES:**

- Students **will not** be automatically removed from the restriction or the probation list upon placement into the Alternative Evening High School Program. They are required to complete the above stated process in order to be removed from any disciplinary placement.

**DISCIPLINE CODE KEY**

3-7	Students referred to 3PM-7PM program (The number in parenthesis equals the number of days assigned.)
AD	Administrative detention
AP	Assistant Principal
AW	Administrative Warning
BA	Recommended Board Action to exclude, reassign, or directs extended suspension and hearing before the Board of Education.
BB	Bulldog Block
C	Complaint Signed with Glassboro PD
I&RS	Referral to I&RS committee
LD	Lunch Detention/Bulldog Block
LP	Loss of Privileges (Senior/Junior with Gold Card, Internet and Bulldog Block)
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

**\*\* SENIORS AND JUNIORS WITH OPEN LUNCH PASSES AND PARKING PASSES WILL HAVE THESE PRIVILEGES REVOKED BASED UPON THE NATURE OF THE INFRACTION FOR A SPECIFIC TIME.**

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.**

#### **APPEAL PROCESS FOR DISCIPLINARY INFRACTIONS/CONSEQUENCES**

Parents and students are entitled to an appeal with the building Principal within 3 days with no further discipline referral after the imposition of the consequence. It will be the student and/or parent's responsibility to initiate this process. At that time, the student, parent, and Principal will review the current discipline record, grades, and attendance. A decision to either continue or rescind the suspension or to establish the conditions for future participation may be made at that time. Parents have the right to move forward with the appeal process to the Superintendent and Board of Education. Due process rights are guaranteed to all students upon the imposition of a suspension.

### SCHOOL DISCIPLINE CODE OF CONDUCT

**\*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	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>
1. Late to School	AW AP	1--LD AP/PN	2--LD AP/PC	3-LD AP/PC	1-AD AP/GU/ PC I&RS	1--SS AP/GU/P PC
2. Late to Class	AW AP	1--LD AP/PN PAR 2 WEEKS	2--LD AP/PN PAR 3 WEEKS	3-LD AP/PC PAR MONTH	1--AD AP/GU/ PC PAR MP	1--SS AP/GU/PC PAR SEMS
3. Cut Class	2 LD AP/PN PAR1 week	3-LD AP/PC PAR- - 2 weeks	1-AD AP/PC- PAR--1 MONTH	1-SD AP/PC PAR-- 1 MP	1-SS AP/PC PAR- SEM	(2) SS AP/PC PAR-year
4. Cut TD	LD AP/PN PAR 1 WEEK	2--LD AP/PN PAR 2- WEEKS	1--AD AP/PN PAR--1 MONTH	1--SD AP/PC PAR-- MP	1--SS AP/PC PAR-- SEM	2--SS AP/PC PAR-YEAR
5. Cut AD	(2 )AD AP/PN PAR- 1 WK	1--SD AP/PN PAR--2 WK	1--SS AP/PN PAR--1 MONTH	2--SS AP/PC PAR-- MP	3--SS AP/PC PAR-- SEM	4--SS AP/PC PAR--YR.
Cut SD	1 SD AP/PN PAR--1 WEEK	1--SS AP/PN PAR--2 WEEKS	2--SS AP/PC PAR-- 1 MONTH	3--SS AP/PC IR&S PAR MP	4--SS AP/PC PAR-- SEM	4--SS AP/PC AEHS PAR--YEAR
7. Cut SS	1--SS AP/PN PAR--1 WEEK	2--SS AP/PC PAR--2 WEEKS	3--SS AP/PC PAR--1 MONTH	4--SS AP/PC I&RS PAR MP	4--SS AP/PC PAR SEM	4--SS AP/PC PAR YEAR
8. Truancy	SS AP/PN PAR 1 WEEK	2--SS AP/PC PAR	3--SS AP/PC PAR-- MP IR&S TR C	4-SS AP/PC PAR SEM AEHS CONF		
	LD	2--LD	3--LD	1--AD	1--SD	1--SS

9 Breach of Security	PAR—1 week AP/PN	PAR—2 weeks AP/PN	PAR—1 MONTH AP/PC	PAR—1 MP AP/PC	PAR--SEM AP/GU/PC	PAR—YEAR AP/PC
10. Gross Misconduct, disrupting the activities taking place <i>(excessive noise, food or beverage, dress code, etc.)</i>	LD AP/PN PAR 1 WEEK	2—LD AP/PN PAR—2 WEEKS	3LD AP/PN PAR—1 MONTH	1—AD AP/PC IR&S PAR MP	1—SS AP/PC PAR—SEM	2—SS AP/PC PAR—SEM AEHS CONF
11. In an unauthorized area without permission (wandering halls)	AW AP/PN	LD PAR 2 weeks	2—LD PAR 3 weeks AP/PC	3—LD PAR—1 MON AP/ PC	1—SD PAR--MP AP/PC	1—SS PAR SEM AP/PC IR&S
12. Misconduct during Bulldog BB	3—LD 10 LP BB PAR-	5—LD 20 days LP BB	7—LD 30 days LP BB	10—LD 60 days LP BB		
13. Misconduct during Lunch Detention	2—LD AP/PN 10 Loss of Bulldog Block	3—LD AP/PC 15 Loss of Bulldog Block	5—LD AP/PC 20--Loss of Bulldog Block	SS AP/PC Loss of Bulldog Block--MP	2—SS AP/PC Loss of Bulldog Block--SEM	3—SS Loss of Bulldog Block--YEAR
14. Misconduct during fire drills and other emergency situations	SS AP/PN SRO PAR—1 WEEK	2-SS AP/Pc SRO PAR—2 WEEKS	3—SS AP/PC SRO—PAR—1 MONTH	4--SS AP/P SRO-C PAR—1--MP	4SS- AP/P SRO-C PAR SEM	4—SS AP/P SRO-C IR&S PAR--YEAR
15. Smoking on school grounds AND/OR vaping on school premises, and possession of tobacco, paraphernalia, and testing	SD AP/PC SAC PAR 1 week	SS AP/PC/SAC PAR—2 weeks	2---SS AP/PC/SAC PAR—1 month	3--SS AP/PC SAC PC PAR--MP	4—SS AP/PC SAC PC IR&S PAR--SEM	4—SS AP/PC SAC PC PAR--YEAR

negative for CDS						
16. Providing false information or forged notes	LD AP/GU/P N PAR—1 WK	2--LD AP/PC PAR—2WK	3--LD AP/PC PAR—1 MONTH	1—SD AP/PC PAR—1 MP	1--SS AP/PC PAR-- SEM	2—SS AP/PC PAR--YEAR
17. Plagiarism	SS 0 for assignme nt PC	2SS 0 for assignment PC				
18. Insubordination (Refusal to respond)	LD AP/PN PAR—1 WEEK	2 LD AP/PC PAR—2 WKS	3 LD AP/PC PAR—1 MONTH	4--LD AP/PC PAR-- MP	1—SS AP/PC PAR-- SEM	2—SS AP/PC IR&S
19. Theft, , solicitation of unauthorized items, 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 /PC SRO/C R	3—3-7 AP/PC SRO/C R	1—OSS AP/PC SRO/C R AEHS			
20. Defacing or destroying the property of the school or individuals	1--SS AP/PC R PAR— 1WK	2--SS AP/P/PC R SRO-C	1--OSS AP/P/PC R SRO-C AEHS			
21. Possession or use of fire- works, and hazardous materials (matches, lighters, snowballs, water pistols, laser pens/pointers)	3—3-7 AP/PC SRO-C PAR— MP	1—OSS AP/P/PC AEHS SRO-C	2—OSS AP/PC SRO-C SUP BA			
22. Unauthorized audio or visual recording of staff and/or students	SS AP/PN RTP PAR—1 WEEK	2—SS AP/PC RTP PAR—2 WEEKS	3--SS AP/PC RTP PAR—1 MONTH	4--SS AP/PC RTP PAR— MP C	4--SS AP/PC RTP PAR-- SEM	
23. Possession, and/or consumption of alcoholic	4—OSS & 4—3-7 AP/PC	10--OSS AP/P SAC				

beverages or being under the influence of alcoholic beverages or controlled dangerous substances, which may include vaping.	SAC SRO I&RS Mandatory drug testing packet will be provided to parent with instructions & other details	SUP/BA SRO-C				
24. Selling, distributing or purchasing of CDS while on school premises	10--OSS SRO/C SAC SUP/BA Suspension pending Board Action					
25. Setting Off Alarms	1--OSS AP/P/PC SRO C	3--OSS AP/PC SRO C AEHS				
26. Minor Misuse of Network Computers (Inappropriate web sites and unauthorized use of the Internet or computers)	2--LD LP--5 Days AP/PN	1--SD LP 10 days AP/PC	1--SS LP 30 Days AP/PC I&RS	2--SS LP Sem. AP/PC	3--3-7 LP Year AP/PC	
27. 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/PN PAR--1 WK	2--SS AP/PC PAR--2 WEEKS	3--SS AP/PC I&RS PAR--1 MONTH	4--SS AP/PC AEHS CONF		
28. Verbal Assault - Obscene language, threats, name-calling, and	SS AP/PC PAR--1	2--SS AP/PC PAR--2 WEEKS	3--SS AP/PC PAR--1 MONTH	4--SS AP/PC I&RS PAR--		

gross misconduct	WK			MP		
29. Incitement to fight	1--SS AP/GU/PC C MM PAR—1 WK	2--SS AP/P/C MM PAR—2 WEEKS	3--SS AP/PC MM PAR—1 MONTH	4—SS AP/PC I&RS PAR— MP	4—SS AP/PC AEHS CONF	
30. Fighting	3—3-7 AP/PC MM	5—3-7 AP/PC MM	1—OSS AP/PC AEHS			
31. HIB— HARASSMENT, INTIMIDATION AND BULLYING(Verbal , Physical and Cyber Bullying)	3—3-7 AP/PC SRO SUP	5—3-7 AP/PC SRO-C SUP	1--OSS AP/PC SRO-C SUP	4--OSS AP/PC SRO-C SUP		
32. Assault or actions that intentionally subjects another student to injury or bodily harm	3—OSS AP/PC SRO-C	4--OSS AP/PC SRO/C AEHS **Suspension pending Board Hearing to begin				
33. Minor Sexual Misconduct	1—SS AP/PC SRO PAR— MP	2--SS AP/PC SRO--C PAR—SEM IR&S &/OR CST	3--SS AP/PC SRO—C AEHS CONF			



34. Major Sexual Misconduct	10—OSS AP/PC SUP SRO-C					
35. Threats or acts that intentionally subjects or assault of faculty members to injure or cause bodily harm (threat could be verbal, written or electronic)	10-- OSS** PC/P SRO-C BA **** Pending Board Hearing					
36. Threats or acts that intentionally subjects or assault of student to injure or cause bodily harm (threat could be verbal, written or electronic)	4—OSS AP/PC SRO-C	8—OSS AP/PC SRO-C *** Pending Board Hearing				
37. Possession/Use of Weapons other than Firearms:	10—OSS AP/GU/P/ PC CST/TA AEHS SRO-C SUP/BA					
39. Possession of Look-a-like weapon	3—OSS AP/PC SRO-C	4—OSS AP/PCSUP SRO-C				

40. Use or display of a Look-a-like weapon (Referred for Assessment by Gloucester County School Violence)	3--OSS AP/PC SRO/C TA BA AEHS	10--OSS AP/PC SRO/C SUP BA				
41. Bomb Threats	10--OSS SRO-C SUP					
42. 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 10 Days AP/PC	5--3-7 LP 20 days AP/PC/SRO C I&RS	2--OSS LP Sem. AP/PC SRO-C SUP	4-- OSS LP Year AP/PC SRO C SUP BA		
<p>43. Possession of Firearms: Nja2c: 1F and 18 U.S.C. 921 will result in the 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 program pending a hearing from the Board of Education:</p> <ul style="list-style-type: none"> <li>• Possession of a fireman on school property, on a school bus or at a school sponsored function</li> <li>• Commision of a crime while possessing a firearm</li> </ul>						

### TRANSPORTATION CODE OF CONDUCT

Students who utilize Glassboro School District buses are subject to disciplinary action for infractions while on the bus. Any student in violation of any code of conduct will receive a referral from the bus driver. The GHS Administration will apply disciplinary consequences that are aligned with the GHS Student Code of Conduct. Consequences for disciplinary infractions may also be subject to bus suspensions depending on the severity of the misconduct. Students suspended from buses will need to make arrangements for transportation to/from school and extra-curricular activities until the bus suspension is served. STUDENTS ARE REMINDED THAT RIDING A BUS IS NOT A RIGHT, BUT A PRIVILEGE THAT SHOULD BE TREATED AS SUCH.

*The administration reserves the right to use judgement on the severity of the following infractions (taking into consideration student age/grade for all offenses).*

**ANY INFRACTION RESULTING IN LOSS OF BUS PRIVILEGE WILL BE REVIEWED ON A QUARTERLY BASIS. ALL PARENT CONFERENCES WILL INCLUDE THE DRIVER, TRANSPORTATION SUPERVISOR/DESIGNEE, ASSISTANT PRINCIPAL, PARENT AND STUDENT.**