

GLASSBORO INTERMEDIATE SCHOOLS

September 2018

CODE OF CONDUCT

Self-discipline and understanding are key elements to a productive learning environment.

In order for all students to succeed in an educational environment, it is essential that a safe, positive school climate be established and maintained. Fundamental to accomplishing this is the development of self-discipline strategies. In partnership with the home, the school will work to improve decision-making and problem-solving skills to develop an increased sense of responsibility in each student.

To establish and maintain a positive school setting, staff will assist students in developing high expectations for their own behavior. Every effort will be made to recognize and reward positive behavior. Whenever disciplinary action is necessary, it will be imposed in a fair and consistent manner such that students will be able to accept the consequences of their behavior choices.

Effective September 1, 2010, students who receive alternative placement as a consequence of their behavior choices will be required to report to the Glassboro High School from 3p.m. - 7p.m. for the designated length of their placement. **Attendance is mandatory.** Students who were assigned to serve Saturday Detentions are required to attend the Glassboro High School 8a.m. -12p.m.

KEY FOR IDENTIFIED CONSEQUENCES

AD	Administrative Detention
AP	Assistant Principal
BA	Board Action
C	Complaint signed with legal authorities
DT/ME	Drug Testing/Medical Exam
EH	Expulsion Hearing
SC	School Counselor
LD	Lunch Detention
LP	Lost of Privileges
P	Principal
PNA	Parent Notification by Administrator
PNN	Parent Notification by Nurse
PNT	Parent Notification by Teacher
R	Restitution
RA	Reprimand by Administrator
RT	Reprimand by Teacher
S1-S10	Suspension 1-10 days all suspensions require a parent conference before students return to school
3-7 (1-4)	Alternative Instructional Placement (Attendance as required at Glassboro High School 3pm-7pm)
SD2	Saturday Detention 2 hours (Attendance as required at Glassboro High School 8am-10am)
SS4	Saturday School 4 hours (Attendance as required at Glassboro High School 8am-12pm)
SRO	School Resource Officer
SUP	Superintendent will be consulted
TA	Threat Assessment

Section I Infractions relating to attendance

	1	2	3	4	5	6
1. Lateness to school (As per district policy)	5 th Lateness AD	10 th Lateness SS4 (2), PNA, Pass Restriction 1 Semester	15 th Lateness 3-7 (1), PNA	20 th Lateness 3-7 (3), PNA, Pass Restriction Remainder of school year, AEHS placement possible		
2. Lateness to class	RT	PNT	PNT	LD	AD	SD2
3. Cutting class or detention; including leaving without permission and lateness/missing from class exceeding 10 minutes	AD	SD2	SS4	SS4 (2)	3-7 (1)	3-7 (2)
4. Cutting Saturday Detention 2 hours	SS4	SS4 (2)	3-7 (1)	3-7 (2)	3-7 (3)	S1, P
5. Cutting Saturday detention 4 hours	SS4 (2), SC	3-7 (1), SRO	3-7 (2), AP	3-7 (3), AP	S1, P	S2, SUP
6. Truancy	SS4, SC	SS4 (2), SRO	3-7 (1), AP	3-7 (2), AP	3-7 (3), P	3-7 (4), SUP
7. Leaving school grounds without authorization	SS4, SC	SS4 (2), SRO	3-7 (1), AP	3-7 (2), AP	S1, P	S2, SUP

Section II Infractions relating to safety and security

	1	2	3	4	5	6
1. General misconduct including disruption, profanity, excessive noise, inappropriate conduct, running in hallway, *Agenda violation	RT, PNT	PNT, SC	LD, PNA	AD, PNA	AD (2), PNA	SD2 (2), LD
	*Agenda	violations 1-5	will receive LD	6 or more	will receive AD	
2. Defiance-failure to respond or follow directions of a faculty member; failure to remain in an assigned area; disrespectful acts toward staff; false information, false notes and forged signatures	RT, PNT	PNT, SC	AD (2), PNA	SD2, LD, PNA	SS4, AD, PNA	SS4 (2)
3. In unauthorized area without permission	RA	AD2, PNA	SD2, PNA, SRO	SS4, PNA, P	3-7 (1)	3-7 (2)
4. Misconduct during fire drills or other emergency situation	RA, PNA, LD	AD, PNA, SC	SD2, PNA, SRO	SS4, PNA	3-7 (1), P	3-7 (2), SUP
	1	2	3	4	5	6
5. Taking of property of the school, staff member or another individual without the permission of the owner includes possession of stolen property	3-7(2), R, PNA, SC	3-7(3), R, PNA, SRO	S1, R, C, SRO	S2, R, C, SUP	S3, R, C, SUP	S4, R, C, BA

6. Extortion-applying pressure to take another's property	AD (2), PNA, SRO	SD2, PNA, AP, SRO	SS4, PNA, AP, SRO	S1	S3	S5
7. Defacing or destroying the property of the school, staff or another individual	SS4, R, PNA	SS4 (2), R, PNA, SRO	3-7(1), R, C, SRO	3-7 (2), R, C, SUP	3-7(3), R, C, SUP	S1, R, C, SUP

8. Unauthorized use of Cell Phones, Headsets, Electronic equipment or recording devices	RA, PNA	AD(2)	SS 4	3-7 (1)	3-7 (2)	3-7 (3)
9. Setting off alarms, calling in bomb scares or false emergencies; tampering with communication system	S3, SUP, C, SRO	S4, SUP, C, SRO	S5, SUP, C, SRO	BA, C		
10. Selling, distributing, possession or purchasing alcoholic beverages or illegal/ controlled substance while on the school premises or school activity for any purpose. (*MINIMUM)	S10, SUP, DT/ME, C	S10, BA, C, DT/ME				
11. Possession of prescription or over the counter medication without school notification (*MINIMUM)	PNN	3-7(1), DT/ME	3-7(2), SRO, DT/ME	S1, SUP, DT/ME	S2, BA	
12. Consumption or possession of alcoholic beverage or illegal substance or being under the influence of these substance (*MINIMUM)	*S10, SUP, SRO, DT/ME, C	*S10, SUP, SRO, DT/ME, C	*S10-30, BA, DT/ME, C			
13. Smoking, possession of or distributing cigarettes, tobacco products or over the counter medicine	3-7(1),	3-7(2),	3-7(3),	S1, SC,	S2, P	S3, SUP
14. Sexual harassment (Verbal & Written)	3-7(1), SC	3-7(2), SC	3-7(3), AP	S1, AP	S2, P	S3, SUP
15. Sexual harassment (physical)	3-7(2), SC	3-7(3), C, SRO	S2, SUP, C	S4, SUP, C		
16. Distribution/possession of pornographic materials	SS 4, PNA	SS4 (2), AP, SC	3-7(2), AP, SC	3-7(3), AP	S1, P	S3, SUP
17. Dress Code violations (students will be required to wear their gym uniform if they are in violation of the dress code. If they do not have their gym uniform, they will receive a loaner for the day if available.)	RT, PNA, LD	PNA, AD	PNA, SD2	SS4	3-7 (1)	3-7 (2)
18. Minor misuse of network computers (inappropriate websites and unauthorized use of the internet and computers)	SS4 LP(3) days	SS4 LP(5) days	SS4 (2) LP(10) days	3-7(1), SRO LP(20)	3-7(2), P, SRO, SUP, LP (year)	3-7(3) SUP, BA

19. Major misuse of network computers and other Electronics (any violations to the district's network servers including but not limited to hardware and data without authorization)	3-7(3) LP (10) days AP,SC,C	3-7(5) LP (20) days AP, SC, C, SRO	S(2),LP (30) AP, SC, C, SRO	S(4), LP (20) days AP, SC, C, SRO, LP (year), SUP, BA		
20. Possession of look-a-like weapons, drugs, fireworks, hazardous materials, matches, lighters, rocks	3-7 (3), AP, SC, SRO, TA	S1, P, SRO	S3, SUP, C			
21. Use of firearms or weapons other than firearms (*MINIMUM)	*S10-30, EH, Pending BA, C, TA					
22. Possession of firearms	S10, EH, BA, C, TA					
23. Possession of weapons other than firearms (*MINIMUM)	*S10, P, SUP, BA, C, TA	EH, SUP, BA, C				
24. Use or display of look-a-like weapons, drugs, fireworks, hazardous materials or object, matches, lighters, rocks	S3, AP, SC, SRO, TA	S5, P, C, SRO	S10, SUP, C			

Section III Infractions against persons

	1	2	3	4	5	6
1. Inappropriate language/gesture, profanity, name calling; all toward staff	3-7(1), AP	3-7(3) AP	S1, AP,	S2, P	S3, P	
2. Acts that subject a student to possible injury; inappropriate language/gesture, profanity, name calling; all toward student	SS4, AP	SS4 (2), AP, SC	3-7 (1), AP, SRO	3-7 (2), AP, SRO	3-7 (3), P, SRO	
3. Verbal bullying, (HIB Investigation may begin)	3-7(1), SC	3-7(2), SC	3-7(3), AP	S1, AP	S2, P	S3, SUP
4. Technology Bullying Phone, Computer, Internet (HIB Investigation may begin)	3-7(1), SC	3-7(2), SC	3-7(3), AP	S1, AP	S2, P	S3, SUP
5. Physical bullying (HIB Investigation may begin)	3-7(3), AP, SC	S2, AP, SC	S3, AP, SRO,C	S4, SRO, C, SUP	S5, SRO, C, SUP	
6. Terrorist Acts, threats of bodily harm, bomb threats	S5-10, AP, SRO,TA	S5-10, AP, SUP	S10, C, SUP	S10 ,C, SUP	S10, BA	

7. Acts of racial hatred, racial discrimination, racial harassment (HIB Investigation may begin)	3-7 (2), AP, SC	3-7(3), AP, SRO, SC,TA	S1, P, SUP	S5, P, SUP	S7, BA	
8. Incitement to fight or disorderly conduct	3-7 (1), AP, GC	3-7 (3), AD, GC	S1, AP, SRO	S3, P, SRO	S5, P, SRO	
9. Fighting	3-7(3), AP, SC	S2, AP, SC	S3, AP, SRO,C	S4, SRO, C, SUP	S5, SRO, C, SUP	
10. Assault of student	S3, AP, SRO	S4, AP, SRO	S5, P, C, SRO	S10, P, C, SUP	S10 SUP, C, BA	
11. Assault of staff (District Zero Tolerance Policy)	S10, SUP, C,BA	S10-30, SUP, C, BA				
12. Acts that subject a school employee to possible injury	S3, AP, SC	S4, AP, SC	S5, P, SRO	S10, SUP, C, BA		

Students whose infractions exceed the chart will be disciplined on a level, which in the administrator’s judgment, would fall in sequence. In addition, all students’ disciplinary action is subject to the discretion of the administration.

BUS DISCIPLINE CODE AND CONSEQUENCES

1. Eating or drinking on bus:
 - 1st offense – Verbal warning
 - 2nd offense – Written warning
 - 3rd offense – 1-day bus suspension
 - 4th offense – 3-day bus suspension, parent conference

2. Throwing or shooting objects on bus (to cause harm to someone else):
 - 1st offense – 3-day bus suspension
 - 2nd offense – 5-day bus suspension
 - 3rd offense – Loss of bus privileges

3. Smoking or lighting matches:
 - 1st offense – 3-day bus suspension, parent conference
 - 2nd offense – 5-day bus suspension, parent conference
 - 3rd offense – Loss of bus privileges

4. Fighting on bus:
 - 1st offense – 3-day bus suspension, 1 day 3-7, parent conference
 - 2nd offense – 5-day bus suspension, 2 days 3-7, parent conference
 - 3rd offense – Loss of bus privileges
 - *Individual school code

5. Head, arms or legs out the window:
 - 1st offense – Written warning
 - 2nd offense – 3-day bus suspension
 - 3rd offense – 5-day bus suspension, parent conference

6. Damage to bus:

1st offense – 3-day bus suspension, parent conference, restitution

2nd offense – 5-day bus suspension, parent conference, restitution

3rd offense – Loss of bus privileges

7. Using profane or foul language on bus: 1st offense – Written warning

2nd offense – 1-day bus suspension

3rd offense – 3-day bus suspension, parent conference

8. Will not remain in assigned seat: 1st offense – Verbal warning

2nd offense – Written warning

3rd offense – 1-day bus suspension

4th offense – 3-day bus suspension, parent conference

9. Refusal to follow driver's direction and or general misconduct:

1st offense – Written warning

2nd offense – 1-day bus suspension

3rd offense – 3-day bus suspension, parent conference

10. Consistent tardiness to bus stop: 1st offense – Written warning

2nd offense – 1-day bus suspension,

3rd offense – 2-day bus suspension, parent conference

11. A. Weapons (Any object that can do harm to someone else)

*Individual school code of conduct

11. B. Look-A-Like Weapons

*Individual school code of conduct

12. Physical assault on driver:

*Individual school code of conduct

13. Verbal assault on driver:

1st offense – 3-day bus suspension, parent conference

2nd offense – 5-day bus suspension, parent conference

3rd offense – Lose of bus privileges, refer to superintendent

14. Horseplay:

1st offense – Written warning

2nd offense – 1-day bus suspension

3rd offense – 3-day bus suspension, parent conference

15. Unlisted offenses:

The Administration reserves the right to deal with other offenses that may arise which are not included in the aforementioned list in accordance with the severity of the offense.

16. Special Education Considerations:

The administration reserves the right to deal with Special Education Students on an individual basis.

Any infraction resulting on loss of bus privileges will be reviewed on a quarterly basis.

All parent conferences will include driver, transportation supervisor, principal and parent.