

GLASSBORO HIGH SCHOOL

HOME OF THE BULLDOGS



2020-2021
STUDENT HANDBOOK

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MISSION STATEMENT

The Glassboro Public School district creates a culture that values learning and prepares all to think, achieve, and succeed.

VISION STATEMENT

We see a partnership of the Board of Education, staff, all students, parents, and community that provides optimum opportunities for access, learning, and high achievement.
This partnership is responsible for the execution of our Mission Statement

MEMBERS OF THE BOARD OF EDUCATION

Mr. Pete Calvo, President
Ms. Elizabeth Volz, Vice President
Mr. Chris Esgro
Mr. Ryan Hughes
Ms. June Longley
Ms. Michele Ricci
Ms. Liz Roth
Mr. Ben Stephens
Dr. Stacie Tattersdill

ADMINISTRATION

Dr. Mark Silverstein - Superintendent of Schools
Dr. Robert Preston - Chief Academic Officer
Ms. Lisa Ridgway - Business Administrator
Ms. Catherine Torbik - Director of Special Education
Mr. George Weeks- Director of Technology
Mr. Richard Booth- Supervisor of Building & Grounds
Mrs. Brandi Sheridan - Instructional Supervisor
Ms. Susan Kornicki - Instructional Supervisor
Mr. Andrew Kerns-Pancoast - Instructional Supervisor
Ms. Amy Masso – BSI Coordinator
Ms. Erin Williams- Database/Systems Coordinator

GHS ADMINISTRATION

Dr. Monique Stowman-Burke—Principal
Mr. Christian Lynch—Director of Athletics
Ms. Yuna Park – Assistant Principal

Glassboro High School
560 Joseph Bowe Blvd
Glassboro, NJ 08028
Website: www.gpsd.us
GHS PHONE #: 856-652-2700
FAX #: 856-307-1189
School closing #: 805

Dear Parents, Guardians, and Students,

Welcome to Glassboro High School! 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,

The Glassboro High School Administrative Team

DISCLOSURE - This information contained in this handbook serves as a snapshot of the procedures, policies, and regulations that most often affect the students of Glassboro High School. For a full list of policies and regulations, please visit the [District Website](#).

SCHOOL HISTORY

SCHOOL SEAL

The crest of Glassboro High School symbolizes our culture, values, and legacy. Our academics and various courses of study are represented by the book. Our pride and history are captured by our school colors - maroon and gold, our mascot - the bulldog, and "G" representing our extracurricular programs. The joined hands represent our diversity and commitment to the community.

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

ACADEMICS

SEMESTER TIMELINE

The academic calendar is divided into two semesters. Please check the district website for these timelines as they are subject to change due to unforeseen circumstances (weather).

POWERSCHOOL AND STUDENT PROGRESS

Parents may access their child's grades through the district website. A username and password, which is mailed home during the summer, are required to gain access to the system. Parents may contact the guidance department (Ms. Nancy Sapanara, ext. 1211 or NSapanara@gpsd.us) if they need additional assistance and/or misplace the username and password information.

PARKING PRIVILEGES

Glassboro High School issues parking spaces according to established protocols. Students wishing to apply for a parking space must meet all eligibility requirements: free of all obligations (fines and discipline) and clear of points (disciplinary & tardy). In addition, students must submit proof of insurance, a valid driver's license, and vehicle registration.

Note - Violations of these aforementioned requirements will result in forfeiture of the privilege of parking on school grounds. Please keep in mind that driving is a privilege, not a right.

UNREGISTERED VEHICLES OR VEHICLE'S PARKED IN AN UNAUTHORIZED AREA WILL BE TOWED AT THE OWNER'S EXPENSE AND RUN THE RISK OF LOSS OF PRIVILEGES.

PARKING REQUIREMENTS:

1. All seniors and juniors with Gold Renaissance are required to apply and register their cars in the Vice Principal's office in order to receive a parking placard.
2. Each car must have a parking placard properly displayed and with the assigned number clearly visible.
3. Students must park in his/her designated spot. Under no circumstance are students permitted to park in faculty lots and/or visitor parking.
4. Students are not to occupy automobiles or congregate in the parking lot.
5. If a student is dismissed from school and has a car, the student must leave the school grounds immediately with the car.
6. All cars must be locked to ensure their safety against any theft or property loss while on school grounds. The driver bears full responsibility for any such theft or loss.
7. Student drivers are responsible for the conduct of passengers, and the contents of the car, (alcohol, smoking, drugs, etc.) will be considered personal possessions, as such, administrative and other action will be taken where appropriate. **Note - All vehicles are subject to the possibility of being searched if necessary.**
8. **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.**
9. 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.
10. **Illegally parked vehicles will be ticketed and/or towed at the owner's expense.**
11. **Students who have been cited for lateness and excessive absences (due to lateness more than 10 minutes) will lose their parking privileges.**

Note - Those 11th and 12th grade students who are not eligible for a parking permit are limited to parking on the southbound (school) side of Carpenter Street.

GRADUATION AND CREDIT ACCUMULATION

[Glassboro School District Board of Education Policy 5460](#)

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

9 th	10 th	11 th	12 th
English I	English II	English III	English IV
Mathematics	Mathematics	Mathematics	
Science	Science	Science	
World History	U.S. History I	U.S. History II	
PE/Health	PE/Health	PE/Health	PE/Health

ADDITIONAL GRADUATION COURSE REQUIREMENTS (20 CREDITS):

- Visual and Performing Arts – 5 credits
- World Languages - 5 credits
- 21st Century Life and Careers or Career Technical Education - 5 credits
- Financial, Economic Business and Business Literacy – 5 credits

GRADUATION AND YEARBOOK FEES

[Glassboro Public School Board of Education – Regulation 5466](#)

GHS Seniors participating in graduation ceremonies will be assessed a fee of \$75 to cover the cost of graduation regalia. The graduation fee must be paid in order to participate in the graduation ceremony.

NUMERICAL GRADING SYSTEM

- **90-100 = A** Excellent; work characterized by neatness, accuracy, originality, and thorough understanding of course objectives.
- **80-89 = B** Above average; work characterized by a high record of achievement based on course objectives.
- **70-79 = C** Average; work characterized by satisfactory completion of minimum requirements based on course objectives.
- **60-69 = D** Below average; work characterized by attainment of minimum requirements. This is the conditional passing mark.
- **0-59 = F** Failure. No credit allowed.

Incomplete work must be made up according to the attendance policy. **The amount of time for this work is equal to the amount of time missed.**

When unusual or unforeseen circumstances make it impossible to implement the above policy requirements in the best interest of the pupil and school, the administrative staff shall review the situation and render an appropriate decision based upon the known facts and circumstances. [See Policy 5460](#), High School Graduation Requirements, for the administrative review procedure and application for early graduation. N.J.S.A. 18A:35-4.9.

HONOR ROLL AND ACADEMIC EXCELLENCE

[Glassboro School District Board of Education – Regulation 5440](#)

Students earn Honor Roll status upon achieving a weighted GPA of 3.0 (or higher) and Academic Excellence (High Honors) upon receiving a weighted GPA of 3.5, calculated at the end of each semester.

NATIONAL HONOR SOCIETY

The National Honor Society is an honorary organization to which students are elected on the basis of four qualifications: Character, Scholarship, Leadership, and Service. The function of the NHS is to provide service to the school community.

Students are eligible to apply for membership in the NHS in the 11th or 12th grade, given a minimum cumulative GPA of 3.0 and participation in a variety of extracurricular organizations and service activities. The applicant must also present two letters of recommendation, excluding letters from teachers or family members. Inductions are held in the fall of an accepted applicant's junior or senior year.

RENAISSANCE PROGRAM

A National Commitment to Excellence in Education

The mission of Renaissance is to promote and achieve academic excellence in effect, to create a "renaissance" in education. Renaissance is a partnership between business and education, bringing ideas and people together to find ways for students to experience the true joy of learning and to recognize educators as dedicated and valued professionals. The purpose of the Renaissance program is to recognize and reward those students who are achieving excellence.

NJSIAA ATHLETIC ELIGIBILITY/ACADEMIC ELIGIBILITY

1. To be eligible for athletic competition during the first semester (September 1 to January 31), a pupil must have passed 30 credits of the 120 credits required by the State of New Jersey for graduation during the immediately preceding academic year.
2. To be eligible for athletic competition during the second semester (February 2 to June 30), a pupil must have passed 15 credits of the 120 credits required by New Jersey for graduation at the close of the preceding semester (February 1). Full-year courses shall be equated as one-half of the total credits to be gained for the full year to determine credits passed during the immediately preceding semester.
3. An athlete becomes ineligible for high school athletics if he/she attains the age of 19 prior to September. However, any student attaining the age of 19 after September 1 shall be eligible for the ensuing school year.
4. No students shall be eligible for high school athletics after the expiration of eight consecutive semesters following their entrance to the ninth grade.

PARTICIPATION AND ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES, ATHLETICS & EVENTS

Students who are academically ineligible are not permitted to participate in school-sponsored clubs and sports until the completion of the first semester of the school year, and until they obtain academic eligibility. Additionally, students who have been placed on Principal's Probation (twenty-five disciplinary points or more) will not be permitted to participate in, or attend, school-sponsored activities including, but not limited to, athletics, extracurricular activities and school-sponsored events such as senior trips, homecoming, and prom. All decisions are at the discretion of the administration.

Furthermore, if a student exceeds eight (8) unexcused absences, the student will become ineligible for all school-sponsored events and activities until proper documentation has been submitted and/or credit recovery is complete.

HIGH SCHOOL BELL SCHEDULE

HOMEROOM	7:50-7:59	9 MIN
BLOCK 1	7:59-9:23	84 MIN
BLOCK 2	9:28-10:52	84 MIN
LUNCH A	10:57-11:27	30 MIN
BLOCK 3B	11:32-12:56	84 MIN
BLOCK 3A	10:57-12:21	84 MIN
LUNCH B	12:26-12:56	30 MIN
BLOCK 4	1:01-2:25	84 MIN

SCHOOL POLICIES

CLOSING/DELAYED OPENINGS & 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 (the automated phone system), posted on the GPS website (www.gpsd.us) and social media pages, and broadcast over radio/television stations frequently starting at 6:00 AM.

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.

To ensure you receive these messages and others, please be sure the guidance department is kept up to date with current phone numbers and contact information.

TRANSPORTATION

School bus service is maintained to provide transportation to and from school for eligible students. Please arrive at the bus stop ten (10) minutes prior to the scheduled pickup time and wait until ten (10) minutes after the scheduled pickup time before leaving the bus stop. During the commute to and from school, students **are to remain seated at all times and refrain from disruptive behavior. Failure to follow the directives of the bus driver and/or causing a disruption will result in discipline and/or removal from the bus.**

Note: Students are to ride only on their assigned bus and not on any other bus unless there is an emergency that has been brought to the attention of the administration and transportation.

ALTERNATE TRANSPORTATION IN AN EMERGENCY

Any student requesting permission to ride home on another student's bus or any other alternate form of transportation must have notes of approval from his/her parent/guardian and the parent/guardian of the student with whom he/she will be riding home. Students must present their notes at the main office. Requests will be granted based on the nature of the emergency and the occupancy of the bus.

Note: These procedures apply to emergency situations only as we are not in a situation to honor requests for social conveniences. Telephone calls and emails will not be accepted.

LATE BUS

Afternoon buses are provided for students staying after school. However, they do not travel the same route as the regular bus. Door-to-door transportation is not possible; therefore, a perimeter route has been designed to drop off students.

CAFETERIA AND LUNCH PROCEDURES

As part of an allergy management plan, students are prohibited from bringing food into the Media Center and/or eating in class. Food is only to be consumed in the cafeterias. More information on Glassboro High School's Allergy Management Plan can be found in [Board Policy #5331 Management of Life Threatening Allergies in Schools](#).

SAFETY AND SECURITY

DRILLS AND EMERGENCY EVACUATIONS

[NJ State Law 18A:41-1](#) states that every school shall have at least one fire drill and one school security drill each month.

VISITORS/STUDENT PICK UP

Visitor's must present a valid ID to enter the building. Parents/guardians wishing to pick up their child must be listed in PowerSchool as the parent/guardian of record. If someone other than a parent/guardian is picking up a child, written documentation and identification will be required, and the adult must be listed as an emergency contact in PowerSchool. Except in cases of emergency, parents/guardians are encouraged to notify the school in advance of their arrival. Note - Glassboro High School uses LobbyGuard as its visitor management system and as an added layer of security. All visitors will have his/her ID's scanned upon entering the school.

PARENT ITEM DROP OFF

In order to minimize disruptions to the academic environment and promote students' personal responsibility, it is respectfully requested that parents attempt to avoid dropping off food items during the school day. Instructional time will not be interrupted for routine issues or to ask a student to come pick up forgotten food items. In addition, the main office does not have a secure place to leave such items. For emergencies, Glassboro High School has implemented the following with regard to items dropped off at school by parents:

- Student lunches that are delivered after the start of the school day will be able to be claimed by the student at the start of his/her lunch period.
- At no time will fast food, pizza, beverages, and/or any other items from restaurants or outside vendors be accepted, even if dropped off by a parent/guardian.

Thank you for your support, assistance, and understanding, as Glassboro High School seeks to maintain a productive and distraction-free classroom environment. If a child forgets his/her lunch, the cafeteria will provide the student with lunch to be charged to the student's account. No student will be refused a meal if one is needed.

HEALTH SERVICES

Glassboro School District Board of Education – Policy 5310

There is a certified school nurse available during the school day to address the health care needs of students. In the event a student is ill or injured during the school day, the school nurse will evaluate the student to determine whether he/she is able to return to class, needs to go home, or requires immediate medical attention. Medical treatment will be administered according to standing orders from the school physician.

A certified athletic trainer is available after school for medical care or emergencies. Athletic injuries that occur on campus after school hours are to be reported to the athletic trainer for immediate attention and insurance documentation.

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, 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 by contacting: GHS Nurse, Mrs. Erin Perewiznyk. T: 856-652-2700 ext.1311 or by email at - eperewiznyk@gpsd.us.

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.)

MEDICATION IN SCHOOL

[Glassboro School District Board of Education – Policy #5530](#)

Medication will only be administered to students in school by the school physician, a certified or non-certified school nurse, a substitute school nurse employed by the district, the student's parent, a student who is approved to self-administer in accordance with N.J.S.A. 18A:40-12.3 and 12.4, and school employees who have been trained and designated by the certified school nurse to administer epinephrine in an emergency pursuant to N.J.S.A. 18A:40-12.5 and 12.6.

Self-administration of medication by a student for asthma or other potentially life-threatening illness or a life-threatening allergic reaction is permitted in accordance with the provisions of N.J.S.A. 18A:40-12.3.

Note - New Jersey State law prohibits the administration of any medication, including Tylenol, Advil, or any other "over-the-counter" medication without a doctor's order and without written consent from a parent/guardian. **Any medication taken by a student on his/her own in school and not meeting the above specifications shall be subject to disciplinary action by the Administration. Reference: Policy 5330.**

ATHLETIC PHYSICAL EXAMINATIONS

[Preparticipation Physical Evaluation \(PPE\)](#)

A preparticipation physical evaluation (PPE) must be submitted prior to participation in school-sponsored interscholastic and intramural sports. According to N.J.A.C. 6A:16-2.2(h)1ii(4), an incomplete form shall be returned to the student's medical home for completion unless the missing information is available from health screenings completed by the school nurse or physician within the prior 365 days. Note - A medical home is described as a health care providers' practice site chosen by the student's parent/guardian for the provision of health care. If the student does not have a "medical home," the district may provide the examination in the Health Office by the School Medical Officer.

In addition, according to N.J.A.C. 6A:16-2.2(h)1iv and N.J.A.C. 6A:16-2.3(a)3iv, each district shall provide to the parent written notification signed by the school physician stating approval of the student's participation in athletics based upon the PPE or the reasons for the school physician's disapproval of the student's participation. Further, in accordance with N.J.A.C. 6A:16-2.3(a)3iii, the school physician may conduct student physical examinations in the physician's office or another comparably equipped facility for students who do not have a medical home or whose parent has identified the school physician as the medical home for the purpose of the sports physical examination.

All required forms for participation in sports are available on the [Health Services](#) webpage or may be downloaded from the Glassboro High School website: [Athletic Forms](#).

STUDENT ACTIVITIES

[Glassboro School District Board of Education - Policy 2431](#)

The Board of Education recognizes the value of athletic competition as an integral part of the total school experience. Game activities and practice sessions provide opportunities to learn the values of competition and good sportsmanship.

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 \(NJSIAA\)](#).

Glassboro High School offers a comprehensive and diversified athletic program.

BOYS	GIRLS
BASEBALL—JV, V	BASKETBALL—JV, V
BASKETBALL—JV, V	CHEERLEADING—V
FOOTBALL—JV, V	FIELD HOCKEY—JV, V
CO-OP GOLF	SOCCER—JV, V
SOCCER—JV, V	CO-OP SWIMMING--V
CO-OP SWIMMING—V	SOFTBALL—JV, V
CO-OP TENNIS—V	CO-OP TENNIS—V
TRACK—V	TRACK—V
CO-OP WRESTLING—JV, V	WINTER TRACK—V
WINTER TRACK—V	

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.

SCHOLAR ATHLETE

Students who earn a cumulative GPA of 3.0 will be awarded a certificate and pin, distinguishing them as Scholar-Athletes.

CARE OF SCHOOL PROPERTY

Students are always to maintain respect for school property. Damage or destruction of school property is covered under the Discipline Code.

OBLIGATIONS

Students are responsible for all obligations. Obligations may include, but are not limited to, the following: new student physical, lost/missing/damaged textbook, debt to the cafeteria, lost/missing/damaged library book, musical instruments and/or school-issued computers. Students wishing to participate in extracurricular events and/or activities must resolve any and all outstanding fines. Obligations continue to follow a student through high school and may ultimately ban the student from graduation until all outstanding obligations are met. Students transferring from the school district must rectify outstanding obligations in order to ensure the timely transfer of school records.

CELL PHONE POLICY

Students are required to silence their phones/devices and put them away during instructional time. Students may only use their phones if they obtain express permission from the teacher for an educational benefit. Students who violate this policy will be held accountable pursuant to the code of conduct.

LOCKERS AND SCHOOL ISSUED LOCKS

At the beginning of each school year, students are assigned lockers and issued locks. **Lockers are property of Glassboro High School and reasonable suspicion warrants them to be searched without notice.** Lockers may also be searched in the interest of school safety, sanitation, enforcement of school regulations, and by law enforcement officials on presentation of a proper warrant. **When items are stored in a student's locker, the student takes ownership of said items. Therefore, the sharing of lockers is prohibited.**

Note - Lockers secured with an unissued lock will be cut at the owner's expense. Locks that are lost or misplaced will be billed at a cost of \$5.00.

Restitution of lost or stolen property is not the responsibility of the school. Therefore, ***valuable items are not to be brought and/or stored in school.***

Physical Education Lockers

Students are permitted to use the lockers in the locker rooms during their physical education class, students utilizing said lockers are encouraged to bring a lock to school to secure their physical education locker during class. Lockers are not permitted to be used and/or secured for a time period exceeding the students' PE class.

Sport Lockers

These are assigned for a single season. At the conclusion of the season, all materials must be removed, and the lock removed. If the lock is not removed, maintenance will remove it to free up the locker.

STUDENTS' RIGHTS

[Click here for a full list of BOE Policies Concerning Student Rights](#)

DRESS CODE

[Glassboro Public Schools Board of Education – Policy 5511](#)

[Glassboro Public Schools Board of Education – Regulation 5511](#)

The Student Dress Code is designed to support equitable educational access and should not increase marginalization or oppression of any group based on race, gender, ethnicity, religion, sexual orientation, socioeconomic status, or cultural observance.

While we believe that the primary responsibility for a student's attire resides with the student and his or her parent(s) or guardian(s), the school takes its responsibility to establish and enforce a dress code that:

- does not interfere with the health or safety of any student;
- does not contribute to a hostile or intimidating school environment;
- respects the District's intent to sustain a community that is inclusive of a diverse range of identities; and,
- affords students opportunities for responsible decision making.

Acceptable attire:

- Shirts that touch a pants waistband when in a relaxed position.
- Pants/jeans or the equivalent worn at the hips or higher (i.e. sweatpants, skirt, non-sheer leggings or yoga pants, shorts).
- Shirts that cover the front, back, and sides (i.e. Tank tops, including spaghetti straps, off-the-shoulder shirts, and halter tops are permitted);
- Religious headwear and/or headwear worn for purposes that administration has provided advanced approval
- Silk scarves for the hair.
- Sheer-transparent garments worn over acceptable outer garments – not underwear;
- Open-toed shoes/sandals, except in specific cases when requested by teacher for safety reasons (gym class, science labs, etc.).

Unacceptable attire:

- Clothing or accessories with offensive, distasteful, or suggestive images or language. (e.g. profanity, hate speech, and erotic language/images.)
- Clothing or accessories that denote, suggest, display or reference alcohol, drugs or related paraphernalia, weapons or other illegal conduct or activities.
- Clothing or accessories that will interfere with the operation of the school, disrupt the educational process, invade the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights.
- Shorts, skirts, dresses that are above fist length.
- Tube tops, midriff baring shirts, crop tops and/or pants/jeans that sit below the hip exposing the midsection.
- Sunglasses (unless prescribed by a doctor and a doctor's note is provided).
- Accessories that could be considered dangerous or could be used as a weapon.
- Robes, blankets and/or pillows.

- Outerwear & head coverings (heavy jackets, overcoats, rain gear, gloves, hoods, hats, baseball caps, bandanas). Note - Silk scarves may be worn.

Students are expected to abide by the dress code expectations noted above, and teachers will enforce compliance in a manner that is fair and consistent and aligns with the District's communicated philosophy, ensuring there is not an increase in marginalization or oppression of any group based on race, gender, ethnicity, religion, sexual orientation, socioeconomic status or cultural observance.

MISCELLANEOUS

EMPLOYMENT PAPERS

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 employment. Working papers can be obtained in the guidance office.

ATTENDANCE

LATE ARRIVAL AND EARLY DISMISSAL

[Glassboro School District Board of Education – Policy #5230](#)

The Board of Education requires that pupils attend the full school day in order to benefit from the instructional program. That requirement will be waived only when compelling circumstances require that a pupil be late to school or dismissed from school before the end of the school day.

The Principal may excuse for cause the late arrival and early dismissal of a pupil on the prior written request of the pupil's parent(s) or legal guardian(s). Good cause may include, but need not be limited to, medical and dental appointments that cannot be scheduled outside the school day, medical disability, a motor vehicle driver's test, interviews for college entrance or employment, and court appearances.

No pupil under the age of eighteen will be permitted to leave the school before the end of the school day except in the presence of the pupil's parent(s) or legal guardian(s), or an agent of the parent(s) or legal guardian(s) who has written authorization, or in the custody of agents of the state acting in their legal capacity.

The Principal shall maintain a record of each pupil's parent(s) or legal guardian(s). If one parent has been assigned custody of the pupil by court order or separation agreement and wishes to limit the non-custodial parent's access to the pupil, the parent in custody must inform the Principal of any such limitation and may request that his/her authorization be required before the noncustodial parent is granted access. In the absence of such notice, the Principal will presume that a pupil may be released into the care of either parent.

A pupil who suffers an incapacitating medical disability will be released from school only in the presence of an adult.

Late to School (LTS)

Students who are not in their first bell class by 7:50 are considered late to school. Once the 7:50 bell rings, any student in the halls or entering the building must report to the Attendance Desk for a late pass. The lateness will be entered into our system and the student will be issued five (5) discipline points. Once a student reaches twenty-five points, he/she will become ineligible for athletics, extracurricular activities and all school related functions until the student's point total reduces to fifteen points and the student has gone forty-five days without earning any additional points/discipline.

Late to Class (LTC)

To alleviate loitering in the halls between classes and hold students accountable for lateness to class, the following procedure for LTC has been established: **Teachers are to record in PowerSchool all students who are LTC. Upon the third offense, the teacher will submit a referral in which the administration will administer consequences in accordance with the Student Code of Conduct.**

GHS ATTENDANCE Q&A

[Glassboro School District Board of Education – Policy #5200](#)

Why is my student's attendance calculated and tracked at Glassboro High School?

Pursuant to *N.J.S.A. 18A:38-25 and 26 and N.J.A.C. 6A:32-8.3.*, Glassboro High School calculates and tracks a student's (1) daily attendance and (2) period attendance for the purposes of determining promotion, retention, truancy, grades/course credit, and violations of the school Code of Conduct.

What is the difference between daily and period attendance?

Daily attendance is the frequency of days that a student attended school. Period attendance is how often a student attended class. *Note – Students who are marked absent in two or more classes during the course of the school day without a verified A.M. or P.M. excused absence will be marked absent for the full school day.*

What happens if my child is persistently absent from school?

Students that accumulate an excess of eight (8) unexcused absences during the course of the school year shall be placed on No Credit Status and may not earn credit for the school year.

What counts as an excused absence?

Participation in New Jersey's "Take Your Child to Work Day, religious observance, documented chronic illness, court ordered appearances, death in the immediate family, medical quarantine, and days relating to sickness/wellbeing as documented by a licensed medical practitioner.

Note – Vacation days and sick days without a note from a licensed medical practitioner are considered unexcused.

Are there any other circumstances that could be considered an excused absence?

Upon review and prior approval from Administration, college visitation or a meeting with a military recruiter will be excused upon receipt of proper documentation (up to 3 days per school year, only for students in grades 11 and 12). In addition, emergencies or other unusual circumstances will be considered at the discretion of the Principal. *Note – A motor vehicle driver's test, doctor/dentist appointment, or job interview will be considered an A.M. or P.M. excused absence pending proper documentation ([Board Policy 5230](#)).*

What happens if my child has excessive daily absences?

Any pupil who is absent for ten (10) consecutive unexcused school days and does not appear on homebound instruction, and/or is not under the care of a physician, shall be considered truant (*N.J.A.C.6A:16-1.3*) and will be issued a written notification to report back to school within five (5) school days. Failure to comply with the provision of the law may cause the parent to be deemed a disorderly person and subject to a fine (*N.J.S.A. 18A:38-28 through 31*); Pupils above the compulsory age who do not comply with the notice and who do not return to school after five (5) days shall be dropped from the rolls of the school.

ABSENTEEISM

Students in grades 9-12 are required to attend each class every day that school is in session. **In order to be eligible to participate in extracurricular activities, a student must arrive at school prior to 10:25 A.M., or have a documented A.M./P.M. excused absence.** Students who are absent from school are not permitted to be on school property for any reason.

PERFECT ATTENDANCE

Perfect attendance means a child is present every day school is in session during the school year. The child must be present for each class; therefore, a child cannot have any tardies or early dismissals to have perfect attendance. A certificate of perfect attendance will be presented at the end of the school year. **With the exception of religious holidays, excused absences void perfect attendance.** *Note - Any pupil absent from school because of a religious holiday that is listed/approved by the NJ Department of Education will not be deprived of any award because of such absence.*

CHRONIC ILLNESS

Parents should submit a doctor's note to the health office indicating the nature of the chronic illness and how it may affect a student's school attendance. The doctor's note should be filed with the school at the beginning of the school year or at such a time when a chronic illness is identified. After the doctor's note has been submitted to the school, parents must verify each absence pursuant to the following guidelines in order to have the absence recorded as excused: (1) after a chronic illness note from a physician is on file, a parent may write up to ten single-day absence notes. (2) After ten single-day absences have been documented by a parent's note, all subsequent absences must be verified by a physician's note. (3) All multi-day absence events must be documented by a physician's note. (4) Any parent or physician's note that relates to a chronic illness must be specific in nature, i.e. the note must state the chronic condition as the reason for the absence. (5) Should the status of the chronic illness change, the parent must notify the health office. (6) The chronic illness diagnosis must be renewed annually, at the beginning of the school year, by the physician. The chronic illness may be verified by the school nurse and/or school doctor.

All notes must be submitted on the day the student returns to school from an absence. Only original doctor's notes will be accepted. Photocopies are not permitted. Chronic illness notes submitted three school days following an absence will not be retroactively excused. In questionable circumstances, the school reserves the right to request an updated doctor's note for the chronic condition or confirmation that the diagnosing doctor is still treating the student for the chronic condition.

VACATION

Please be advised that **vacation taken while school is in session will be considered as an unexcused absence.**

DROPPED FROM THE SCHOOL ROLLS

A pupil above the compulsory school age of sixteen (16) who is absent more than ten (10) non-consecutive days and/or who establishes a pattern of inconsistent attendance, and who 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.

LOSS OF COURSE CREDIT FOR ABSENCES

Any student attending Glassboro High School who exceeds five (5) unexcused absences in a semester, forfeits the opportunity to gain course credits for all classes attempted. Additionally, a student will not be granted credit if his/her unexcused absences exceed the following limits:

- Full-year course - 8 days
- Semester course- 5 days
- Physical Education - 3 days
- Health Education - 2 days

For the purpose of record-keeping, a grade point average of 50 (No Credit) will be issued regardless if the earned grade was higher than a 50. If a student earns 45 for a marking period for which he/she received an NC, that NC will equate to a 45. A numerical score of zero (0) will be assigned to an NC. for the fourth quarter.

ATTENDANCE LETTERS

- When a student reaches **three (3) unexcused absences**, a warning notice will be sent home, and a phone call will be made to the parent/guardian to inquire about accrued absences.
- Upon reaching **five (5) unexcused absences**, a notice will be sent home detailing our attendance policy, and a meeting with the student will be scheduled.
- Students **exceeding five (5) unexcused absences** in any one semester will be sent a Loss of Credit Letter, and a meeting with a parent/guardian will be required to develop a Credit Recovery Plan.
- **Eight (8) unexcused absences** will result in a Truancy Warning Letter, informing parents/guardians that additional absences will be brought to the attention of the court.
- **Ten (10) or more absences (excused or unexcused) will result in truancy charges and a scheduled court appearance.**

Note - Absences that exceed eight (8) days (excused or unexcused) will result in a home visitation from the Glassboro Public Schools Truancy Officer, at which time truancy officer can recommend truancy charges pursuant to NJSA 18A:38-25.

EARLY DISMISSAL

Students who sign out prior to 11:30 a.m. will be considered absent for the day.

UNEXCUSED TIME OUT OF CLASS

Cutting class and/or being out of class for ten (10) minutes or more, without prior authorization for such an extended period of time, will be marked absent from said class and will receive discipline in accordance with the student code of conduct. **Unexcused absences accrued due to cutting class cannot be made up by attending Credit Recovery.**

ABSENCE NOTES

Notes for absences must be submitted to the attendance office within two days of the absence(s).

MAKE-UP WORK

The deadline for make-up work is equal to the consecutive number of days a student was absent from school. A student who missed an assessment because of an excused absence shall be offered an opportunity to take the assessment or an alternative assessment. The rescheduled date shall not exceed the number of days absent.

CREDIT RECOVERY

Students may attend Credit Recovery in effort to earn credit for unexcused absences. A total of five (5) school days may be made up. For each unexcused absence, a student must attend two (2) credit recovery sessions from 2:30 to 5:30. The number of days in which a student is able to schedule Credit Recovery (CR) is limited. Therefore, administration strongly encourages students to schedule and attend CR within thirty days of exceeding eight (8) unexcused school days.

EIGHTEEN-YEAR-OLD STUDENTS

At no time will 18-year-old students be permitted to sign out of school without officially declaring the age of majority and demonstrating his/her emancipation from his/her parent(s)/guardian(s). Please note that once a student declares the age of majority, i.e. 18, and effectively demonstrates his/her emancipation, the school will sever all educational ties with the student's parent(s)/guardian(s), and will deal directly with the student regarding all educational matters. Students may declare majority status by expressing in writing their wish to exercise their rights to the high school principal. **It will then be up to the student to demonstrate his/her emancipation to the administration by providing evidence of his/her financial and living independence from his/her parent(s)/guardian(s).** Upon receipt of the student's declaration of the age of majority, the administrative staff will contact the student's parent(s)/guardian(s) to advise them of the declaration, as well as the age of majority and emancipation. Any parent wishing to object to such a declaration may do so in writing to the Glassboro High School Principal.

CODE OF CONDUCT

BEHAVIORAL INTERVENTION OPTIONS

Teacher Lunch Detention (TLD)

Teacher Lunch Detention (TLD) is designed to give teachers the use of another corrective measure to change a student's behavior with regard to classroom misconduct and tardiness. Teachers may assign lunch detention as necessary to address inappropriate behavior. In accordance with the Code of Conduct, failure to report to TLD or follow the established guidelines will result in further disciplinary action.

Administrative Lunch Detention (ALD)

Administrative Lunch Detention (ALD) is the primary behavioral intervention used to address most Tier I and Tier II discipline code violations. *Note - In accordance with the Code of Conduct, failure to report to ALD or follow the established guidelines will result in further disciplinary action.*

After School Detention (ASD)

Tuesday and Thursday from 2:30- 3:30 P.M.

ASD is provided by the school as an intermediate step prior to an extended school day or more serious measures and serves to warn students that continued misbehavior will result in

consequences that are more serious. Assignments to ASD are made by administrators. ASD begins at 2:30 P.M. and concludes at 3:30 P.M. Tardiness is not permitted; thus failure to report on time is treated as a "no show," and the student may be assigned additional days or suspended (repeat offenses). A student who fails to report to or cooperate while in ASD will be referred to an administrator and disciplined with appropriate consequences that may include additional extra dates in ASD or an ESD.

Extended School Day (ESD)

Tuesday and Thursday from 2:30 to 5:30 P.M.

An ESD is provided by the school for students who commit serious infractions that warrant more than ASD or for those who are repeat offenders. Assignments to ESD are made by administrators. Students who are assigned ESD will attend school and follow their regular assigned schedule from 7:50 a.m. to 2:25 P.M. After the regular school day is over, these students will then report to the designated ESD classroom (as determined by administration). ESD is an additional three hours of school; it begins at 2:30 P.M. and concludes at 5:30 P.M. Students are responsible for providing their own transportation home from ESD. Tardiness is not permitted; thus, failure to report on time is treated as a "no show," and the student may be assigned additional days or suspended (repeat offenses). A student who fails to report or cooperate while in ESD will be referred to an administrator and disciplined with appropriate consequences that may include additional extra dates in ESD or possible suspension from school. ESDs are held on Tuesdays and Thursdays. **While assigned to an ESD, students are not allowed to practice or participate in any extracurricular activities, e.g. athletics, clubs, concerts, field trips, etc.**

Out-of-School Suspension (OSS)

Students who commit major and serious infractions or who are repeat offenders may face out-of-school suspension (OSS), which is a denial of school attendance and of participation in or attendance at school-sponsored activities. Such suspensions are made by the administration in accordance with the policies of the Glassboro School District. All suspensions may be appealed to the Principal and are subject to Due Process Procedure.

When a student is suspended outside of school, a parent conference will be scheduled upon reentry. Upon return, the student will have the number of days equal to the number of days suspended to make up all work missed and to reschedule any missed assessments; however, making up class participation will not be possible, and grades will not be recorded. All assignments and assessments are to be given full credit if completed within the time allotted.

If a student is suspended from school for any reason, he or she is not permitted to participate in any school activities including, but not limited to, athletic events, practices, clubs, concerts, field trips, etc., nor is the student to be on school property on the date(s) of suspension. This also includes any weekend or holiday that may fall within the days of suspension. If the student is found on school property without administrative permission, he/she is subject to additional disciplinary action and possible trespassing charges. If school is closed due to inclement

weather or another emergency on a day of suspension, the day is excluded from the count, and the suspension will continue on the day school resumes.

PASS RESTRICTION

Students who continually violate the code of conduct will be placed on pass restriction. Pass restriction lasts for a period of thirty (30) school days, during which time students may not leave the classroom without a staff escort.

ALTERNATIVE EVENING HIGH SCHOOL PLACEMENT

The Alternative Evening High School program is designed to meet the needs of students who are unable to navigate within the traditional school setting and who face academic, behavioral and/or attendance challenges that limit his/her success. The decision to place students into our AEHS is made in cooperation with the Child Study Team (if necessary), Guidance and Administration and/or recommendation by a parent or guardian.

Students attending our AEHS report to school from 3:00 PM to 7:00 PM. **Please note, that our AEHS course offerings are limited available.**

Students are placed into the AEHS for reasons including, but not limited to:

1. Three (3) or more Tier III offenses and/or two (2) or more Tier IV offenses.
2. Out of school suspensions (OSS) totaling more than ten (10) school days.
3. 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. **A discipline point total of fifty points or more for a period lasting more than 45 school days. This includes points accrued from lateness to school.**

REMOVAL OF PUPILS FROM REGULAR EDUCATION

NJSA 2C; U.S.C.921

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 firearm 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.

PRINCIPAL'S PROBATION

Students who display a pattern of behavior that is not reflective of our discipline code expectations will be placed on Principal's Probation and will be prohibited from participating in and/or attending extracurricular activities, including, but not limited to dances/prom, clubs, athletic events, field trips/senior trip, shows, etc.

Principal's Probation will be imposed for, but not limited to, a student who accumulates twenty-five (25) points or more. Students are placed on principal's probation for a minimum of thirty (30) calendar days. For students committing Tier III or Tier IV infractions, Principal's Probation begins on the date of the student's return to school from suspension. Academic activity such as after school help or academic support is permitted while on probation but requires administrative approval.

NOTE: Any student found in violation of Principal's Probation is subject to additional disciplinary action, including suspension and possible trespassing charges. All disciplinary actions taken are at the discretion of the principal or designee. Any student who is subject to Principal's Probation for the remainder of the school year may appeal the probationary period to the principal. **The Principal's decision is final.**

POINT SYSTEM

A points system is utilized to hold students accountable for their behavior and provide suggested guidelines for disciplinary action. The points system allows administration and staff to ensure that students conduct themselves in a responsible manner. When a student is found in violation of the Code of Conduct, he/she is given points according to the tier in which the violation is listed. These points accumulate through the course of the year. The numeric value of each tier is listed below:

- Tier I Violation = Five (5) points
- Tier II Violation = Ten (10) points
- Tier III Violation = Twenty-Five (25) points
- Tier IV Violation = Forty (40) points

POINTS ROLLBACK

For every thirty (30) consecutive days without incident/points, ten (10) points will be deducted from a student's yearly accumulated point total until the point total is zero. **When a student ends the current school year, all points will be rolled back to zero (0) for the next school year with the exception of any points accrued during the last thirty (30) calendar days of school.** These will be held over to the following school year on the individual's point record.

POINTS ROLLBACK AND PRIVILEGED ACTIVITIES/EVENTS

If there is a disciplinary infraction prior to a privileged event such as graduation, prom, awards assemblies, etc., and that there is not sufficient time for disciplinary points to rollback (i.e. less

than 30 days prior to the event) then the consequence(s) may result in a loss of attendance and/or participation in events such as graduation, prom, assemblies, etc.

POINTS SYSTEM BENCHMARKS

As a student accumulates discipline points through the course of the year, disciplinary action will be taken in the following ways:

Fifteen (15) points: A written notice will be mailed to the parent/guardian.

Twenty-five (25) points:

Once a student accumulates twenty-five (25) points, he/she will be placed on Principals Probation and will become ineligible for athletics, extracurricular activities, and school related functions. In order to be eligible for reinstatement, a student's point total must drop to fifteen points or less, and he/she must go thirty consecutive days without incident/points. Upon reaching the aforementioned benchmarks, eligibility can be reinstated pending a meeting with a student's assistant principal.

The parent/guardian will be notified via a telephone call, a written notice will be mailed home, and the athletic director/extracurricular coach/advisor will be notified of the student's ineligibility.

PUPIL DISCIPLINE/CODE OF CONDUCT

[Glassboro School District Board of Education – Policy #5600](#)

The discipline code is intended as a guideline for interpreting the possible disciplinary action to be taken by faculty and/or administration for various disciplinary offenses. This discipline code is not all-inclusive and may be altered, modified, or applied in response to student conduct or events at any time deemed by the administration.

The discipline code can be applied progressively or at the discretion of the administration and may result in placement in the district's alternative program. It must be emphasized that actions taken by teachers and/or administrators are intended to remediate problems and provide a safe and secure environment for learning. Teachers are urged to contact parents about student disciplinary issues in the classroom in conjunction with teacher warnings, teacher detentions, and administrative referrals.

GLASSBORO HIGH SCHOOL CODE OF CONDUCT

BULLDOG BLOCK

Bulldog Blocks are part of Glassboro's SEL Program and a Restorative Justice component of our Code of Conduct. Twice a month, students may earn ten (10) pts for attending school-sponsored workshops (**max 20 pts. per month**). Please note that workshops are voluntary. In addition, students wanting to participate must be clear of any outstanding discipline.

Ex – Attend two Bulldog Blocks (-20 pts) + 30 days' discipline free (-10 pts) = -30 pts in one month.
(Students may not attend Bulldog Blocks if they have infractions that have yet to be served)

CONSEQUENCES, HOURS, AND LOCATIONS

ALD - Administrative Lunch Detention: (30 min.)

ASD - After School Detention: 2:30-3:30 (1 hr.)

ESD - Extended School Day: 2:30-5:30 (3 hrs.)

FTS - Failure to Serve/Appear

OSS - Out of School Suspension

PRINCIPALS PROBATION

Once a student reaches twenty-five (25) points, he/she will become ineligible for athletics, extracurricular activities, parking, early release, and all school related functions until the student's point total reduces to fifteen points and the student has gone thirty days without earning any additional points/discipline.

VIOLATIONS BEYOND THE CODE

Unfortunately, violations can occur in the high school setting beyond what is described above. When these violations occur, they need to be dealt with more severely because of the implications they can have and for the safe, orderly operation of our school. Discipline will begin at a minimum of the third offense.

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

Points – 5 pts per infraction

<i>REPEAT OFFENDERS WARRANT A HEIGHTENED RESPONSE</i>	Number of Offenses		
	1	2	3
A. Improper use of a Hall Pass	Warning	Five (5) Pts. Per Infraction	
B. Dress Code Violation	Warning	Five (5) Pts. Per Infraction	
C. Littering	Warning	Five (5) Pts. Per Infraction	
D. Unauthorized use of Earbuds/Headphones (Hallway, assemblies, etc.) <i>Note - Classroom violations see Tier I.P</i>	Warning	Five (5) Pts. Per Infraction	
E. Riding an Unauthorized Bus without Administrative Approval.	Warning	Five (5) Pts. Per Infraction	
F. Solicitation/Sale of Goods and Services without Administrative Approval. <i>Note – For Drugs and Alcohol see Tier IV.E</i>	Warning	Five (5) Pts. Per Infraction	
G. Eating in Non-Designated Areas.	Warning	Five (5) Pts. Per Infraction	

Tier I – INFRACTIONS RELATING TO ATTENDANCE and SCHOOL RULES & PROCEDURES			
Points – 5 pts. per infraction			
REPEAT OFFENDERS WARRANT A HEIGHTENED RESPONSE	Number of Offenses		
	1	2	3
H. Academic Integrity (See Plagiarism/Academic Integrity Code) <i>Pursuant to District Policy 5701.</i>	Zero on an assignment + Five (5) pts per infraction <i>Note - Students who distribute copies of assessment/assessment questions and/or answers will warrant a heightened response of two (2) ESD and ten (10) points per infraction.</i>		
I. Late to School (LTS)	Five (5) Pts. Per Infraction As a reminder 25 pts. = Loss of Privileges		
J. Late to Class (LTC) <i>Note – A student is referred to administration after he/she has been LTC on three (3) occasions, and their teacher of record has already addressed the issue.</i>	ALD (2)	ASD (2)	ESD (2)
K Cutting Class (leaving without permission & lateness/missing from class for over ten minutes.	ASD (1)	ASD (2)	ESD (2)
L. Teacher Detention - Failure to Serve	ALD (2)	ASD (1)	
M. ALD - Failure to Serve	ASD (1)	ESD (1)	
N. ASD - Failure to Serve	ESD (1)	OSS (1)	
O. ESD - Failure to Serve	OSS (1)	OSS (2)	
P. Inappropriate Use of Technology - Including but not limited to use of cell phones, smart watches, etc.	ALD (2)	ASD (2)	
	DEVICES MAY BE CONFISCATED BY FACULTY AND/OR ADMINISTRATION AND PARENTAL PICKUP MAY BE REQUIRED		
Q. Failure to Follow Rules and/or General Misconduct on School Transportation	ALD (2)	ASD (2)	
R. General Misconduct [Including, but not limited to: profanity, loitering, running in the halls, and public display of affection (intimate touching and/or kissing)]	ALD (2)	ASD (2)	
Tier II – INFRACTIONS RELATING TO SAFETY AND SECURITY			
Points – 10 pts. per infraction			
<i>* Level of discipline may vary depending on the nature of the offense.</i>			
<i>**Possibility of police charges, restitution for loss, and board action.</i>			
REPEAT OFFENDERS WARRANT A HEIGHTENED RESPONSE	Number of Offenses		
	1	2	3
A. Restricted Area/Unauthorized Entry – Including, but not limited to failure to report to the attendance office upon arrival after the bell and/ or in an unauthorized area without permission/supervision.	ASD (2)*	ESD (2)*	OSS (2)
B. Disturbance to the School and/or Learning Environment - Larger Population; Ex – Hallway Misconduct, Lunchrooms, Assemblies, Etc…)	ASD (2)*	ESD (2)*	OSS (2)

Tier II – INFRACTIONS RELATING TO SAFETY AND SECURITY			
Points – 10 pts. per infraction			
<i>* Level of discipline may vary depending on the nature of the offense.</i>			
<i>**Possibility of police charges, restitution for loss, and board action.</i>			
REPEAT OFFENDERS WARRANT A HEIGHTENED RESPONSE	Number of Offenses		
	1	2	3
C. Defiance/Insubordination - Failure to follow directives and/or rules and expectations including, but not limited to the academic environment/classroom, after school activities, school sponsored events, ALD, ASD and ESD).	ASD (2)	ESD (2)	OSS (2)
D. Falsification of Records/Alerting of Documents	ASD (2)*	ESD (2)*	OSS (2)
E. Leaving School Grounds without Proper Authorization/Cutting School	ASD (2)*	ESD (2)*	OSS (2)*
		SENIORS FORFEIT LUNCH/ DRIVING PRIVILEGES. JUNIORS FORFEIT PRIVILEGES FOR S1 OF SENIOR YEAR	
F. Parking in an Unauthorized Area and/or Unregistered Spot.	ASD (2)	ESD (2)*	
		SENIORS FORFEIT DRIVING PRIVILEGES. JUNIORS FORFEIT DRIVING PRIVILEGES FOR S1 OF THEIR SENIOR YEAR	
G. Inappropriate, Rude, and/or Disrespectful Comments that cause a disruption to the school or learning environment and/or impedes the learning of a student. Comments related to race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical, or sensory disability, or any distinguishing characteristic or sexually remarks are not applicable. See Tier III.C Violating the Rights of Others	ESD (2)*	OSS (2)*	
H. Gambling **	ESD (2)*	OSS (2)*	
I. Breach of Security – Violation of regulations, requirements, procedures or guidelines that comprise the safety and security of staff and students. <i>Ex - Opening perimeter doors without authorization</i>	ESD (2)*	OSS (2)*	
J. Tampering with Locks and/or Magnetic Strips - Including, but not limited to theft of lockdown magnet.	ESD (2)*	OSS (2)*	
K. Trespassing **	ESD (2)*	OSS (2)*	

Tier II – INFRACTIONS RELATING TO SAFETY AND SECURITY				
Points – 10 pts. per infraction				
* <i>Level of discipline may vary depending on the nature of the offense.</i>				
** <i>Possibility of police charges, restitution for loss, and board action.</i>				
REPEAT OFFENDERS WARRANT A HEIGHTENED RESPONSE	Number of Offenses			
	1	2	3	
L. Distribution/Possession of Pornographic Material. <i>For incidents relating to child pornography see Tier IV F.</i>	ESD (2)*	OSS (2)*		
M. Theft and/or Possession of Stolen Goods ** (Less than \$10 in value)	ESD (2)*	OSS (2)*		
Tier III -MISDEMEANORS				
Points - 25 pts. per infraction				
* <i>Level of discipline may vary depending on the nature of the offense.</i>				
** <i>Possibility of police charges, restitution for loss, and board action.</i>				
REPEAT OFFENDERS WARRANT A HEIGHTENED RESPONSE	Disciplinary Action		Complaint filed with Glassboro Police Department.	Principal's Hearing & Probation
	Number of Offenses			
	1	2		
A. Theft, Distribution, and/or Possession of Stolen Goods or Counterfeit Funds** (More than \$10 in value)	OSS (2)*	OSS (4)*	X	X
B. Jeopardizing the Safety of Others and/or Hazardous, Reckless, or Physically Dangerous Conduct; Including, but not limited to misuse of staff and security, administrative resources, putting others in danger of harm, or failure to report hazardous/reckless conduct	OSS (2)	OSS (4)	X	X
INCIDENTS THAT CAUSE A DISRUPTION TO THE SCHOOL AND/OR COMMUNITY WARRANT A HEIGHTENED RESPONSE OF EIGHT (8) DAYS OSS AT MINIMUM				
C. Violating the Rights of Others [physically, sexually, and verbally (spoken, written or electronic)], including but not limited to hazing, harassment, ridicule, embarrassment, inflammatory statements, hate speech, slurs, and derogatory comments.	OSS (2)	OSS (4)	X	X
INCIDENTS THAT CAUSE A DISRUPTION TO THE SCHOOL AND/OR COMMUNITY WARRANT A HEIGHTENED RESPONSE OF EIGHT (8) DAYS OSS AT MINIMUM				
D. Refusal to Comply with Administration	OSS (2)	OSS (4)	N/A	X
E. Physically Resisting Detainment	OSS (2)	OSS (4)	X	X
F. Failure to Disperse –refusal to disperse when ordered to do so by staff due to engagement in behaviors that are disrupting, inappropriate and/or likely to cause alarm and/or harm. Including, but not limited to failure to follow directives during a fight/riot or safety drill.	OSS (2)	OSS (4)	X	X
G. Tampering with Fire Alarms or Cameras and/or False Public Alarm	OSS (2)		X	X
H. Inappropriate Language and/or Gestures Directed at Faculty & Staff and/or Gross Disrespect to Faculty & Staff	OSS (2)	OSS (4)	X	X

Tier III -MISDEMEANORS Points - 25 pts. per infraction				
* <i>Level of discipline may vary depending on the nature of the offense.</i> ** <i>Possibility of police charges, restitution for loss, and board action.</i>				
REPEAT OFFENDERS WARRANT A HEIGHTENED RESPONSE	Disciplinary Action		Complaint filed with Glassboro Police Department	Principal's Hearing & Probation
	Number of Offenses			
	1	2		
I. Incitement to Fight - verbal or electronic threats and/or battery (unwanted physical contact). (ie., One-sided pushing/shoving of another student)	OSS (2)	OSS (4)	X	X
J. False Accusations. <u>Pursuant to District Policy 5512.01., Section J. Consequences and Appropriate Remedial Action for False Accusation</u>	OSS (2)	OSS (4)	X	X
K. Possession of a knife, Look-a-Like Weapon (ie., paintball gun, water gun), Fireworks or Hazardous Materials	OSS (2)	OSS (4)	X	X
	INCIDENTS THAT CAUSE A DISRUPTION TO THE SCHOOL AND/OR COMMUNITY WARRANT A HEIGHTENED RESPONSE OF EIGHT (8) DAYS OSS AT MINIMUM			
L. Fighting (Physical or Verbal Altercation)	OSS (4)	OSS (8)	X	X
M. Distribution of Over the Counter Medicine <i>Note: Over-the-counter medications that are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.</i>	OSS (4)	OSS (8)	N/A	X
	<i>Mandatory counseling sessions will be scheduled for students struggling with substance abuse.</i>			
N. Unauthorized Social Media Posting (Including but not limited to, images taken within the school and/or of the staff and student body. Additionally, unauthorized postings include but are not limited to, posting commentary, content, video or images that are defamatory, harassing, or misrepresent/slander the district, school, staff or student body and/ or create a hostile environment)	OSS (4)	OSS (8)	X	X
	INCIDENTS THAT CAUSE A DISRUPTION TO THE SCHOOL AND/OR COMMUNITY WARRANT A HEIGHTENED RESPONSE OF EIGHT (8) DAYS OSS AT MINIMUM			
O. Vandalism **	OSS (4)	OSS (8)	X	X
P - Smoking on School Grounds - Included, but not limited to electronic devices (vaporizers/e-cigarettes) and/or possession of cigarettes. Note - The possession of two or more electronic cigarettes/vapes and/or a bottle of e-juice will be classified as intent to distribute. Tier IV. E. <i>Pursuant to the "New Jersey Smoke-Free Air Act (Act), N.J.S.A. 26:3d-55, et. seq., Persons found to be in violation of the Act are subject to fines and penalties established by the act of \$250 for a first offense, \$500 for a second offense, and \$1,000 for each subsequent offense."</i>	OSS (4)	OSS (8)	X	X
	<ul style="list-style-type: none">• Mandatory counseling with the Student Assistant Counselor• Confiscated devices/product turned over to law enforcement.• Complaint filed with Glassboro Police Department.• Mandatory drug screening for possession or use of electronic devices and/or related juice/wax/oil. <i>Note - Refusal to test will be recorded as a positive test; Positive results will require mandatory enrollment in an appropriately recognized and certified prevention/education program or a drug/alcohol rehabilitation program.</i>			

Tier III -MISDEMEANORS Points - 25 pts. per infraction				
<i>* Level of discipline may vary depending on the nature of the offense. **Possibility of police charges, restitution for loss, and board action.</i>				
REPEAT OFFENDERS WARRANT A HEIGHTENED RESPONSE	Disciplinary Action		Complaint filed with Glassboro Police Department	Principal's Hearing & Probation
	Number of Offenses			
	1	2		
Q. Under the Influence of Alcohol or a Controlled Dangerous Substance - Including, but not limited to cocaine, heroin, PCP, methamphetamines, LSD, marijuana, and ecstasy. <u>Pursuant to District Policy 5530. Section C – Substance Abuse.</u> Note - The possession of two or more electronic cigarettes/vapes and/or a bottle of e-juice will be classified as intent to distribute. Tier IV. E.	OSS (4)	OSS (8)	N/A	X
<ul style="list-style-type: none">• Min. of three (3) sessions with the SAC• Confiscated devices/product turned over to law enforcement.• Mandatory drug screening. <i>Note - Positive results will require mandatory enrollment in an appropriately recognized and certified prevention/education program or a drug/alcohol rehabilitation program within seven calendar days of the confirmed positive test result. Refusal to test will be recorded as a positive test.</i>				
Tier IV – MAJOR OFFENSES Points - 40 pts. per infraction				
<i>Tier IV Offenses will result in mandatory counseling sessions with the Student Assistant Counselor.</i>				
REPEAT OFFENDERS WARRANT A HEIGHTENED RESPONSE	Disciplinary Action		Complaint filed with Glassboro Police Department.	Principal's Hearing & Probation
A. Assault – knowingly and purposely intending to cause <u>serious</u> bodily injury.	OSS -Minimum of Eight (8) Days		X	X
Date of Return: Pending Safety Evaluation				
B. Act of Aggression and/or Threat towards a School Employee <i>Pursuant to NJ Rev Stat § 18A:37-2.1</i>	OSS -Minimum of Eight (8) Days		X	X
Date of Return: Pending Safety Evaluation				
C. Possession of a Weapon or Weapon related Paraphernalia with the Intent to Threaten/Harm; Including but not limited to a pocketknife. <i>Pursuant to NJ Rev Stat § 18A:37-7</i>	OSS -Minimum of Eight (8) Days		X	X
Date of Return: Pending Safety Evaluation				
D. Terroristic Threat (written, verbal or electronic) <i>Note: A threat having the purpose of terrorizing or acting with reckless disregard of a third party and is imminent and can potentially be carried out.</i>	OSS -Minimum of Eight (8) Days		X	X
Date of Return: Pending Safety Evaluation				
E. Solicitation/Distribution or Possession of Alcohol, Prescription Medicine, Drugs, and/or Paraphernalia. (Paraphernalia includes any equipment, product, accessory, or material that is modified for making, using, or concealing drugs or alcohol. In addition, the possession of two or more electronic cigarettes/vapes and/or a bottle of e-juice.) <u>Pursuant to District Policy 5530. Section C – Substance Abuse.</u> <i>Refusal to test will be recorded as a positive test.</i>	OSS (8)		X	X
<ul style="list-style-type: none">• Vapes, e-juice, drugs, alcohol and/or paraphernalia will be confiscated and turned over to law enforcement.• Min. of three (3) sessions with the SAC• Mandatory drug screening. <i>Note - Positive results will require mandatory enrollment in an appropriately recognized and certified prevention/education program or a drug/alcohol rehabilitation program within seven calendar days of the confirmed positive test result.</i>				

Tier IV – MAJOR OFFENSES Points - 40 pts. per infraction			
<i>Tier IV Offenses will result in mandatory counseling sessions with the Student Assistant Counselor.</i>			
REPEAT OFFENDERS WARRANT A HEIGHTENED RESPONSE	Disciplinary Action	Complaint filed with Glassboro Police Department.	Principal's Hearing & Probation
F. Distribution/Possession of Child Pornography	OSS (8)	X	X

DUE PROCESS/APPEAL PROCEDURES

A student has the right to appeal the discipline decision of a school administrator for any infraction resulting in an Out of School Suspension (OSS), and has the right to an advocate during the appeal process. Every effort is made to reach an agreement at the lowest level possible.

1. **Informal Conference:** Within three days of the incident, the student will discuss the problem with the person involved, e.g. staff member, at a time agreed upon by both parties.
2. **Appeal to the Assistant Principal:** Within three days of the informal conference, the student may request a review of the complaint and appeal the decision to the assistant principal.
3. **Appeal to the Principal:** If the problem is still unresolved, the student may appeal to the principal. The student may meet with the principal to seek an informal resolution. If, after fifteen school days, the problem is still unresolved; the student may file a written request for a formal review of the complaint by the principal. The student will be provided with the opportunity to present witnesses and evidence in support of his/her cause. The principal will render a written decision, forwarding a copy to the student, within ten school days of receipt of the written complaint.
4. **Appeal to the Superintendent:** If a student is not satisfied with the written decision rendered by the principal for consequences resulting in out-of-school suspensions (OSS) only, the student may submit a written appeal to the Superintendent's Office within ten school days of receiving the principal's written decision. The appeal must request a review of the complaint, include the principal's decision and all pertinent factual information, and state the remedy requested. Within ten school days of the receipt of the appeal, the Superintendent or his/her designee will render a written decision and send it to the student and principal.
5. **Appeal to the Board of Education:** A student/parent may initiate an appeal of the Superintendent's decision by writing the Board of Education. The appeal must request a review of the complaint, include the decision of the Superintendent/Designee and include all pertinent factual information, and state the remedy requested. The Board of Education will hear the appeal at the next scheduled Board meeting.

STUDENTS WITH DISABILITIES

For students with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. § 1400 et seq., the Individuals with Disabilities Educational Improvement Act, N.J.A.C. 6A:14, and accommodation plans under 29 U.S.C. §§ 794 and 705(20), student discipline and the Code of Conduct shall be implemented in accordance with the components of the applicable plans.

SUBSTANCE ABUSE

[Glassboro School District Board of Education – Policy #5530](#)

The Board of Education recognizes that a student's abuse of harmful substances seriously impedes that student's education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means but will take the necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances.

SMOKING/USE OF TOBACCO AND/OR ELECTRONIC SMOKING DEVICES

Laws 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 workplaces. (Amended the 2006 NJ Smoke-free Air Act). **Students found in violation of this policy will be administered discipline according to the Student Code of Conduct and are subject to a fine of not less than \$250 for the first offense, \$500 for the second offense and \$1,000 for each subsequent offense.**

BREATHALYZERS

[Glassboro School District Board of Education – Policy #5535](#)

The Board authorizes the use of BACTRACK screening device(breathalyzer) 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.*

SEARCH AND SEIZURE

[Glassboro School District Board of Education – Policy #5570](#)

School officials maintain the right to search a student's person and/or personal effects or vehicle whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. Examples of items subject to this regulation include, but are not limited to drugs, drug paraphernalia, weapons, pornography, stolen goods, firearms, explosives, alcohol, tobacco, electronic cigarette devices, or cigarette lighters. Under no circumstances shall a search be conducted based solely upon an anonymous tip and /or a

rumor that contraband is present. The extent or scope of the search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the pupil and the nature of the infraction.

As a reminder, **student lockers are school property and remain at all times under the control of the school. School authorities may conduct periodic general inspections or searches of lockers at any time without notice, without student consent and/or without a search warrant.** To aid in maintaining the safety and well-being of our students, and the safety of our campus, K-9 officers (drug dogs) may be used to sweep hall lockers or cars parked on school property.

REASONABLE SUSPICION

Alcoholic Beverages and Controlled Dangerous Substances

Procedures:

1. If there is reasonable suspicion that a student may possibly be under the influence or impaired (slurred speech, excessive sleepiness, erratic behavior, decreased motor skills, etc.), that student is referred immediately to the school principal or designee.
2. Pursuant to *NJSA 18A:40A-12 and NJAC 6A: 16-4.3(a)2ii*, the student is given a brief examination by the school nurse to ensure he or she is not in immediate danger. Refusing the required medical examination will be considered an admission of use.
3. Upon examination, if reasonable suspicion exists,
 - i) Administration has the right to require a student to undergo a drug screening and to search the student as well as his or her belongings.
 - ii) The parent/guardian will be contacted and must transport the student to the District's contracted vendor for a drug test and full examination immediately following pick up from school. Note - The parent/guardian may choose to use his or her own physician to conduct the test and examination at parent/guardian expense.
 - (a) **The test and complete examination must be conducted within 24 hours of notification.**
4. **A positive screening will result in a four (4) day external suspension and principal's probation. Refusal to comply, a diluted result, inconclusive outcome, or untestable specimen will be treated as a positive result.**
5. If a student is suspected of being under the influence and admits use, the above procedures will continue to be carried out to ensure the health and well-being of the student. As a result of admission, the student will be disciplined according to District policy and procedures.
6. **Failure to comply with district policy and procedures will result in immediate suspension according to Board Policy and Student Code of Conduct.**
7. A Principal's Meeting will be scheduled upon reentry to school to discuss further expectations and actions.

HARASSMENT, INTIMIDATION AND BULLYING (HIB)

[Glassboro School District Board of Education – Policy #5512](#)

[Glassboro School District Board of Education – Policy #5512.02](#)

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.

To report an incident of Harassment, Intimidation, and Bullying, or if you have questions or concerns regarding a HIB case or the district policy, please contact:

Ms. Melissa Muth @ MMuth@gpsd.us
or Mrs. Mary Beth Ragozzino @ MRagozzino@gpsd.us

"Harassment, intimidation or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as **race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory [handicap] disability, or by any other distinguishing characteristic**, that takes place on school property, at any school-sponsored function [or], on a school bus, or off school grounds as provided for in section 16 of P.L.2010, CHAPTER 122, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

- a) a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property; [or]
- b) has the effect of insulting or demeaning any student or group of students [in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school]; or
- c) creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively, causing physical or emotional harm to the student.

PLAGIARISM/ACADEMIC INTEGRITY CODE

Glassboro School District Board of Education – Policy #5701

Pupils are expected to be honest in all of their academic work. It is the intent of the administration and staff to preserve the integrity of all curricular and co-curricular programs. The basis for all integrity is honesty, honor, and truthfulness. Every student is expected to observe the highest standards of integrity in meeting the course requirements of his/her educational program. **Violations of academic honesty such as cheating or plagiarism will result in a grade of zero for the work in question and counselor and parent notification.** In addition, a disciplinary referral will be submitted to the student's assistant principal. When patterns of academic dishonesty emerge, administration reserves the right to apply disciplinary action pursuant to the code of conduct.

Academic dishonesty includes, but is not limited to:

1. Obtaining help from or giving help to another student during an assessment.
2. Submitting or knowingly participating in the submission of a report, paper, essay, homework assignment, or any other product that is not an honest representation of the individual's effort.
3. Using books, notes, or any other unauthorized sources of information during an assessment.
4. Obtaining, receiving, or giving, without authorization, information concerning an assessment that is to be administered, including but not limited to social media, group chats, e-mail or any form of electronic communication.
5. Altering any answers on any assessment or assignment after it has been submitted for grading.
6. Reproducing and distributing copies of assignments, quizzes, or assessments.
7. Unauthorized use of Internet translators.
8. Willfully withholding information (lying).
9. Deliberate erasure or damage to computer software/hardware.
10. Computer tampering, usage, and/or printing unauthorized materials and documents.

Infractions that compromise the educational process will result in further disciplinary action, which may include withholding of credit, detention, suspension, restriction from school activities, disqualification from awards eligibility, and/or scholarship eligibility and exclusion from honorary societies.

NOTE: Students who are members of the National Honor Societies who violate the Plagiarism/Academic Integrity Policy will be granted a hearing before the Faculty Council, at which point a decision will be made regarding whether or not their membership will be revoked.