

STUDENT CODE OF CONDUCT OVERVIEW

Philosophy & Intent

This section of the handbook has been developed by Glassboro Schools for the purpose of delineating school rules, practices & consequences. **It is meant to be a general guide for students, teachers, and administrators. Certain situations may warrant measures different from those prescribed herein. In such instances, administrative discretion will prevail.**

Bowe School would like to provide the best educational environment possible for your children. Cooperation of staff, parents and students is essential in obtaining our goal. Structure and discipline are needed to ensure that all students are given the opportunity to learn in a safe, healthy environment. Consistent rules and consequences will help students learn that there are logical consequences for not following expectations, and are used to help students to better solve their problems through character building interactions with our school faculty. Parental support is also critical in teaching appropriate school behavior; therefore, parent communication is expected from all staff to ensure that children receive the same message from both home and school.

It is our hope that this guide will assist parents, students and teachers in the identification of unacceptable behaviors and provide a clear and consistent explanation of consequences such behavior will merit. **As a listing, it is not intended to be all-inclusive.** The intent is to identify commonly recognized behaviors that are unacceptable in the educational setting. The school administration and/or Board of Education have the right to administer discipline for any other offense that is in violation of the law of school district policy or procedures, or in violation of acceptable standards of conduct for our students.

| Student Rights & Responsibilities | Expectations for Student Behavior |
|--|---|
| <ul style="list-style-type: none">• Equal opportunity & equal treatment are provided for every student without discrimination.• No disciplinary action will exceed the degree of seriousness of the offense, and will take into consideration the history & background of each student.• Standards of conduct forbid injury to persons or property.• The teaching & learning process takes place in an orderly educational environment with open communication, self-discipline, and clearly understood lines of authority and control. | <p><i>Students are expected to:</i></p> <ul style="list-style-type: none">• Come to school ready to learn.• Show respect for people and property.• Take responsibility for their own behavior and learning• Use time and other resources responsibly.• Share responsibilities when working as members of a group. <p><i>In "student-friendly" terms all students are expected to:</i> Take care of yourself, your friends & your school.</p> |

Expectations for Parent Involvement

The Code of Conduct is meant to be a general guide for students, teachers, and administrators. Certain situations may warrant measures different from those prescribed herein. In such instances, administrative discretion will prevail. Parents are expected to:

- Review & discuss the *Code of Conduct* with their children.
- Understand and support the need for appropriate rules and regulations with regard to safety and conduct.

- Understand that all students are expected to adhere to the *Code of Conduct* and that interventions will reflect that student's age, maturity level, and behavioral history/background.
- Participate in conferences as requested by teacher(s) and/or administration.

Teacher Statement of Responsibilities

Teachers have the responsibility to make every effort to treat each instance with fair and impartial judgment reflecting the age, maturity level and behavioral history/background of their students. Teachers have a responsibility to make sure that every student understands his/her obligation to the school community by instilling social responsibility and self-governance. Students must be given the necessary information in order to understand the need for rules and the application of them. In the enforcement of the policies, the teacher must make every effort to apply the *Code of Conduct* with consistency, reasonableness and common sense. Once a student has been referred to the office, the administrator's discretion will prevail. **Rules of confidentiality must be followed in all circumstances.** Teacher expectations and responsibilities include:

- Conferencing with parents and/or principal. **It is essential that parents are made aware of the problem in a timely fashion and are asked for their help in eliminating the problem.**
- Teachers understand that all students are expected to adhere to the *Code of Conduct* and that interventions will reflect that student's age, maturity level, and behavioral history/background. Harsh or unusual punishment will not be implemented.
- Teachers must notify administration of repeated violations of the *Code of Conduct* as well as prior intervention efforts (including parent contact) via Office Discipline Referral forms.
- All staff will model positive and professional behaviors.

Consequences for most behaviors are addressed by classroom teachers at the classroom level. Teacher-imposed consequences may include (but are not limited to) the following:

- Reinforce desired behaviors
- Conference w/teacher
- Apology
- Reteach rule/expectation
- Loss of privilege
- Return room/materials to original condition
- Parent contact
- Time-out/Reset
- Teacher lunch detention

In the case of more extreme behaviors that interfere with safety, general well-being, or the learning of our students, more serious consequences may be necessary. In these cases, the school Principal and/or his/her designee will work directly with the student and their family to help ensure appropriate conduct. Consequences for “office managed behaviors” include (but are not limited to) the following:

- Parent contact
- Loss of privilege
- Time in office
- Conference w/the principal and/or assistant principal
- Individualized instruction
- Time out/Reset
- Return room/materials to original condition
- Lunch or administrative detention
- Bus suspension
- Out-of-school suspension
- HIB investigation

(when applicable, as defined by the Anti-bullying Bill of Rights Act)

*Our School Resource Officer (SRO) and the Glassboro Police will immediately be contacted in the event that a disciplinary infraction elevates to the level of posing a threat to the safety and security of the student and/or others.

Procedure for Suspension from School

Pupils may be suspended by the building administration for violations listed in the *Code of Conduct*.

In most cases, **suspension** time begins at the end of the school day on the day that the suspension is issued. However, the administration has the right to suspend a pupil from school immediately when it is determined that waiting until the end of the school day will jeopardize the safety and well-being of the student and/or other pupils. If this is the case and a parent/designated adult cannot be reached, police and/or DCP&P contact may take place.

Parents will be notified of the suspension by telephone (if available in the home) and in writing. **In cases that result in suspension from school, a parent conference with the principal and/or his/her designee is required upon the child’s return to school.**

Disciplinary Chain of Command

In the event that the principal and assistant principal are out of the building, another staff member is designated as the building lead and is authorized to handle any disciplinary issues that may

arise. This person is granted discretionary power to handle the situation until the administrator returns or is able to act.

1. Principal
2. Assistant Principal
3. District Administrator/Supervisor
4. Guidance Counselor
5. Lead Teacher (in the absence of an administrator)

Disciplining Students with an IEP (Individualized Education Program)

For any student who misbehaves, a school should decide what action is most likely to correct the misconduct. In the case of a student with an IEP, the decision may need to take into account the student's disability. For students whose disabilities have behavioral aspects, for example, preventative measures (such as behavior modification plans) should be considered and facilitated through the IEP. It is essential to work cooperatively to address concerns when signs of misconduct by students with disabilities first appear, before more serious responses become necessary.

If these steps are not successful, the appropriate use of measures such as time-outs or restrictions in privileges should also be considered, provided they are not inconsistent with a student's IEP.

No prior determination of whether the misconduct was a manifestation of the student's disability is required before any of the above measures can be implemented.

When a student is suspended or is to be suspended, the case manager will be notified. A copy of the suspension letter sent to parents/guardians should be sent to the Director of Special Services. This letter should contain the reason for the suspension and the number of days of the suspension.

If the misconduct is such that more significant measures would be called for, the case manager should review the student's current program/placement and consider whether a change in placement would be an appropriate measure to address the misconduct.

Where educators believe that more significant measures are called for, a student with an IEP may be removed from the school for more than ten days only if the following steps are taken: First the case manager is informed. The case manager convenes a "manifestation determination" meeting with a group of professionals knowledgeable about the student. The group could consist of the case manager, other members of the CST, principal & student's teacher. The parent must also be invited to the meeting. At the meeting, this group will *determine* whether the student's misconduct was a *manifestation* of his/her disability.

If the group determines that the misconduct was not a manifestation of the student's disability, the student may be expelled or suspended from school for more than ten days, provided applicable procedural safeguards have been followed and educational services continue during the period of disciplinary removal.

If the group determines that a student's misconduct was a manifestation of his/her disability, the student may not be expelled or suspended from school for more than ten school days. Educators can still address the misconduct through appropriate instructional and/or behavioral management strategies, students and teacher training initiatives (measures such as study carrels, time-outs or other restrictions in privilege, for example), so long as they are not inconsistent with the student's

IEP, or (as a last resort) through change of placement procedures in accordance with IDEA. Moreover, the school district has the option of seeking a court order at any time to remove the student from school or to change the student's placement if it believes that maintaining the student in the current educational placement is substantially likely to cause injury.

THOMAS E. BOWE MIDDLE SCHOOL CODE OF CONDUCT

The Code of Conduct applies in all settings and schedules, i.e. in-person, hybrid, and virtual.

CONSEQUENCES, HOURS, AND LOCATIONS

ALD - Administrative Lunch Detention (Room TBD)

ASD - After School Detention: 3:15pm-4:15pm (Room TBD)

FTS - Failure to Serve/Appear

OSS - Out of School Suspension

LOSS OF GOOD STUDENT STANDING/CONSEQUENCES

All students will begin the school year with status known as "Good Student Standing". A student with "Good Student Standing" may attend or be eligible for any extracurricular activity offered by Thomas E. Bowe Middle School.

If a student receives a discipline referral, in addition to the discipline code, the student may lose their "Good Student Standing." Loss of "Good Student Standing" means the student will be denied the privilege to attend all extracurricular activities for the number of school days explained in this policy. These days are immediately following the completion of the disciplinary consequence. (NOTE: If a student activity occurs on a weekend or a holiday, the student MUST be in good student standing in order to participate).

Activities in this policy include: all clubs and sports, school sponsored tournaments, dances, plays, musicals, non-curricular field trips, and any other special extracurricular activity that may be scheduled. Administrative approval is required prior to attending an academic activity, such as after school tutoring/support.

Loss of "Good Student Standing" **five times or more** in a school year renders the student ineligible to attend the end of year field trip/activity and after school activities for the remainder of the school year. In addition, egregious behavior at a Tier III and IV level, from June 1 up to and including the last day of school will result in a loss of student privileges such as attendance at the end of year field trip.

| Administrative Discipline Per Code (Total Cumulative Days) | Number of Days Loss of "Good Student Standing" |
|---|---|
| 4 to 10 days of ASD | 5 days per offense |
| 11 or more days of ASD | 10 days per offense |
| 1-4 days of OSS | 30 days per offense |
| 5 or more days of OSS | 60 days per offense |

T.E. Bowe Middle School Code of Conduct and Restorative Practices

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

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

VIOLATIONS BEYOND THE CODE-Unfortunately, violations can occur in the middle school setting beyond what is described below. 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.

| Tier I – INFRACTIONS RELATING TO ATTENDANCE and SCHOOL RULES & PROCEDURES | | | |
|---|--|--------------|--------------|
| <i>REPEAT OFFENDERS WARRANT A HEIGHTENED RESPONSE</i> | Number of Offenses/Action | | |
| | 1 | 2 | 3 |
| A. Improper use of a Hall Pass | Warning | 1 ALD | 2 ALD |
| B. Dress Code Violation | Warning | 1 ALD | 2 ALD |
| C. Littering | Warning | 1 ALD | 2 ALD |
| D. Unauthorized use of Earbuds/Headphones (Hallway, assemblies, etc.) <i>Note - Classroom violations see Tier I.P</i> | Warning | 1 ALD | 2 ALD |
| E. Riding an Unauthorized Bus without Administrative Approval. | Warning | 1 ALD | 2 ALD |
| F. Solicitation/Sale of Goods and Services without Administrative Approval. <i>Note – For Drugs and Alcohol see Tier IV.E</i> | Warning | 1 ALD | 2 ALD |
| G. Eating in Non-Designated Areas. | Warning | 1 ALD | 2 ALD |
| H. Academic Integrity (See Plagiarism/Academic Integrity Code) Pursuant to District Policy 570I. | Zero on an assignment <i>Note - Students who distribute copies of assessment/assessment questions and/or answers will warrant a heightened response of two (2) ASD, zero on assignment, and LGSS for 10 days.</i> | | |

| Tier I – INFRACTIONS RELATING TO ATTENDANCE and SCHOOL RULES & PROCEDURES | | | |
|--|---|-------|-------|
| REPEAT OFFENDERS WARRANT A HEIGHTENED RESPONSE | Number of Offenses/Action | | |
| | 1 | 2 | 3 |
| I. Late to Class (LTC) (3 LTC equals 1 offense) <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 with a teacher imposed consequence and a call home to parents.</i> | 1 ALD | 1 ASD | 2 ASD |
| J. Cutting Class (leaving without permission & lateness/missing from class for over ten minutes). | 1 ALD | 1 ASD | 2 ASD |
| K. Teacher Detention - Failure to Serve | 1 ALD | 2 ALD | 1 ASD |
| L. ALD - Failure to Serve | 2 ALD | 1 ASD | 2 ASD |
| M. ASD - Failure to Serve | 2 ASD | 3 ASD | 4 ASD |
| N. Inappropriate Use of Technology - Including but not limited to use of cell phones, smart watches, etc. | 1 ALD | 1 ASD | 2 ASD |
| | Devices may be confiscated by faculty and/or administration and parental pickup may be required | | |
| O. Failure to Follow Rules and/or General Misconduct on School Transportation | 1 ALD | 2 ALD | 1 ASD |

| | | | |
|--|-------|-------|-------|
| P. General Misconduct [Including, but not limited to profanity, loitering, running in the halls, and public display of affection | 1 ALD | 2 ALD | 1 ASD |
|--|-------|-------|-------|

| Tier II – INFRACTIONS RELATING TO SAFETY AND SECURITY | | | | |
|--|---------------------------|--------|--------|--|
| <i>* Level of discipline may vary depending on the nature of the offense.</i> | | | | |
| REPEAT OFFENDERS WARRANT A HEIGHTENED RESPONSE | Number of Offenses/Action | | | Possibility of complaint filed with Glassboro PD, restitution for loss, and board action |
| | 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. | 1 ASD* | 2 ASD* | 1 OSS* | N/A |
| B. Disturbance to the School and/or Learning Environment - Larger Population; Ex – Hallway Misconduct, Lunchrooms, Assemblies, etc...) | 1 ASD* | 2 ASD* | 1 OSS* | N/A |
| C. Failure to Follow Directions-failure to follow directives and/or rules and expectations including, but not limited to the academic environment/classroom, after school activities, school sponsored events, | 1 ASD* | 2 ASD* | 1 OSS* | N/A |

| Tier II – INFRACTIONS RELATING TO SAFETY AND SECURITY | | | | |
|--|---------------------------|--------|--------|---|
| <i>* Level of discipline may vary depending on the nature of the offense.</i> | | | | |
| REPEAT OFFENDERS WARRANT A HEIGHTENED RESPONSE | Number of Offenses/Action | | | Possibility of complaint filed with Glassboro PD, restitution for loss, and board action |
| | 1 | 2 | 3 | |
| D. Falsification of Records/Alerting of Documents | 1 ASD* | 2 ASD* | 1 OSS* | N/A |
| E. Inappropriate Language or Actions toward Student | 2 ALD* | 1 ASD* | 2 ASD* | N/A |
| F. Inappropriate Language or Actions toward Faculty/Staff | 2 ALD* | 1 ASD* | 2 ASD* | N/A |
| G. Leaving School Grounds without Proper Authorization/Cutting School | 1 ASD* | 2 ASD* | 1 OSS* | N/A |
| H. Inappropriate, Rude, and/or Disrespectful Comments that cause a disruption to the school or learning environment and/or impedes the learning of a student. For 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, See Tier III.C Violating the Rights of Others | 1 ASD* | 2 ASD* | 1 OSS* | N/A |

| Tier II – INFRACTIONS RELATING TO SAFETY AND SECURITY | | | | |
|--|---------------------------|--------|--------|---|
| <i>* Level of discipline may vary depending on the nature of the offense.</i> | | | | |
| REPEAT OFFENDERS WARRANT A HEIGHTENED RESPONSE | Number of Offenses/Action | | | Possibility of complaint filed with Glassboro PD, restitution for loss, and board action |
| | 1 | 2 | 3 | |
| I. Gambling ** | 1 ASD* | 2 ASD* | 1 OSS* | N/A |
| J. 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> | 2 ASD* | 1 OSS* | 2 OSS* | N/A |
| K. Tampering with Locks and/or Magnetic Strips - Including, but not limited to theft of lockdown magnet. | 2 ASD* | 1 OSS* | 2 OSS* | N/A |
| L. Trespassing | 2 ASD* | 1 OSS* | 2 OSS* | X |
| M. Distribution/Possession of Pornographic Material. <i>For incidents relating to child pornography see Tier IV F.</i> | 2 ASD* | 1 OSS* | 2 OSS* | N/A |
| N. Theft and/or Possession of Stolen Goods ** (Less than \$10 in value) | 2 ALD* | 1 ASD* | 2 ASD* | N/A |

| Tier II – INFRACTIONS RELATING TO SAFETY AND SECURITY | | | | |
|--|--------|--------|--------|-----|
| O. Use of school computers for activities unrelated to academics. Including, but not limited to, gaming, shopping, social media, music, movies, or internet hangout/chats. | 2 ALD* | 1 ASD* | 2 ASD* | N/A |
| P. Filming, recording, Facetiming/video chatting and/or live streaming as well as <i>making or accepting phone calls</i> (with or without video) <i>without prior authorization from administration.</i> | 2 ALD* | 1 ASD* | 2 ASD* | N/A |
| Q. Filming/recording/Facetiming/Use of electronics during school emergency | 2 ASD* | 1 OSS* | 2 OSS* | N/A |

| Tier III -Misdemeanors | | | | |
|---|---|--------|--|------------------------------------|
| * Level of discipline may vary depending on the nature of the offense. | | | | |
| REPEAT OFFENDERS WARRANT A HEIGHTENED RESPONSE | Disciplinary Action | | SRO/ Glassboro Police Department notification. Potential complaint filed. | 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) | 2 ASD* | 1 OSS* | 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 | 2 OSS* | 4 OSS* | X | X |
| | INCIDENTS THAT CAUSE A DISRUPTION TO THE SCHOOL AND/OR COMMUNITY WARRANT A HEIGHTENED RESPONSE. | | | |
| 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. | 2 OSS* | 4 OSS* | X | X |
| | INCIDENTS THAT CAUSE A DISRUPTION TO THE SCHOOL AND/OR COMMUNITY WARRANT A HEIGHTENED RESPONSE. | | | |

| Tier III -Misdemeanors | | | | |
|--|---------------------|--------|--|------------------------------------|
| * Level of discipline may vary depending on the nature of the offense. | | | | |
| REPEAT OFFENDERS WARRANT A HEIGHTENED RESPONSE | Disciplinary Action | | SRO/ Glassboro Police Department notification. Potential complaint filed. | Principal’s Hearing & Probation |
| | Number of Offenses | | | |
| | 1 | 2 | | |
| D. Refusal to Comply with Administration | 1 OSS* | 2 OSS* | N/A | X |
| E. Physically Resisting Detainment | 1 OSS* | 2 OSS* | 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 or safety drill. | 1 OSS* | 2 OSS* | X | X |
| G. Tampering with Fire Alarms or Cameras and/or False Public Alarm | 2 OSS* | | X | X |
| H. Inappropriate Language and/or Gestures Directed at Faculty & Staff and/or Gross Disrespect to Faculty & Staff | 1 OSS* | 2 OSS* | X | X |
| I. Incitement to Fight – verbal or electronic threats and/or battery (unwanted physical contact). (i.e., One-sided pushing/shoving of another student) | 1 OSS* | 2 OSS* | X | X |

| Tier III -Misdemeanors | | | | |
|--|---|--------|--|---------------------------------------|
| <p><i>* Level of discipline may vary depending on the nature of the offense.</i></p> <p><i>**Possibility of police charges, restitution for loss, and board action</i></p> | | | | |
| REPEAT OFFENDERS WARRANT A HEIGHTENED RESPONSE | Disciplinary Action | | SRO/ Glassboro Police Department notification. Potential complaint filed. | Principal’s Hearing & Probation |
| | Number of Offenses | | | |
| | 1 | 2 | | |
| J. False Accusations. <i>Pursuant to District Policy 5512.01., Section J. Consequences and Appropriate Remedial Action for False Accusation</i> | 1 OSS* | 2 OSS* | X | X |
| K. Possession of a knife, Look-a-Like Weapon (i.e., paintball gun, water gun), Fireworks or Hazardous Materials | 1 OSS* | 2 OSS* | X | X |
| | INCIDENTS THAT CAUSE A DISRUPTION TO THE SCHOOL AND/OR COMMUNITY WARRANT A HEIGHTENED RESPONSE. | | | |
| L. Fighting (Physical or Verbal Altercation) | 4 OSS* | 8 OSS* | 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>). | 4 OSS* | 8 OSS* | N/A | X |
| | Mandatory counseling sessions will be scheduled for students struggling with substance abuse. | | | |

| Tier III -Misdemeanors | | | | |
|---|--|--------|--|---------------------------------------|
| <p><i>* Level of discipline may vary depending on the nature of the offense.</i></p> <p><i>**Possibility of police charges, restitution for loss, and board action</i></p> | | | | |
| REPEAT OFFENDERS WARRANT A HEIGHTENED RESPONSE | Disciplinary Action | | SRO/ Glassboro Police Department notification. Potential complaint filed. | Principal's Hearing & Probation |
| | Number of Offenses | | | |
| | 1 | 2 | | |
| 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) | 2 OSS* | 4 OSS* | X | X |
| INCIDENTS THAT CAUSE A DISRUPTION TO THE SCHOOL AND/OR COMMUNITY WARRANT A HEIGHTENED RESPONSE. | | | | |
| O. Vandalism ** | 4 OSS* | 8 OSS* | X | X |
| P – Smoking on School Grounds – Included, but not limited to electronic devices (vaporizers/e-cigarettes) and/or possession of cigarettes. | 4 OSS* | 8 OSS* | X | X |
| <p>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.</p> <p><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></p> | <ul style="list-style-type: none">• Mandatory counseling with the counselor.• Confiscated devices/product turned over to law enforcement.• 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 | | | | |
|---|---------------------|--------|--|---------------------------------------|
| <p><i>* Level of discipline may vary depending on the nature of the offense.</i></p> <p><i>**Possibility of police charges, restitution for loss, and board action.</i></p> | | | | |
| REPEAT OFFENDERS WARRANT A HEIGHTENED RESPONSE | Disciplinary Action | | SRO/ Glassboro Police Department notification. Potential complaint filed. | Principal's Hearing & Probation |
| | Number of Offenses | | | |
| | 1 | 2 | | |
| <p>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></p> <p>Note – The possession of two or more electronic cigarettes/vapes and/or a bottle of e-juice will be classified as intent to distribute. See Tier IV. E.</p> | 4 OSS* | 8 OSS* | N/A | X |
| <ul style="list-style-type: none">• Min. of three (3) sessions with counselor.• 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 | | | |
|--|--|--|--|
| <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 | | |

| | | | |
|---|--|----------|----------|
| <p>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></p> | <p>8 OSS</p> | <p>X</p> | <p>X</p> |
| | <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. Refusal to test will be recorded as a positive test.</i> | | |
| <p>F. Distribution/Possession of Child Pornography</p> | <p>8 OSS</p> | <p>X</p> | <p>X</p> |
| <p>G. Breach of Security (Technology)– Including, but not limited to, installation of VPN's, tampering with web filters, adding and deleting programs. and/or hacking or altering the system and school issued devices in any manner.</p> | <p>8 OSS</p> | <p>X</p> | <p>X</p> |

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.

Timeline:

Appeal to Principal: Within forty-eight (48) hours of the Assistant Principal's decision.

Appeal to Superintendent: Within five (5) days of the Principal's decision.

Appeal to Board of Education: Within five (5) days of the Superintendent's decision.

Note – Response time is equal to appeal time.

When requesting an appeal, the following information is required:

1. Name:

2. Date of decision and/or incident that you are appealing:

3. Briefly describe the reason you are appealing the decision in this matter. Cite relevant laws, policies, or regulations that you believe have been violated:

4. Provide a detailed statement with supporting facts and evidence to support your appeal of the disciplinary decision. The district will not consider additional evidence and/or claims at subsequent levels.

5. Please indicate the remedy or outcome you are seeking.