

# **GLEN RIDGE MIDDLE SCHOOL**

## **Student Handbook**

**2020/2021**



200 Ridgewood Avenue

Glen Ridge, NJ 07028

973.429.8303

# Glen Ridge Public Schools

## Board of Education

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## Glen Ridge High School

200 Ridgewood Avenue  
Glen Ridge, NJ 07028  
973.429.8303

### Principal

John W. Lawlor

### High School Vice Principal

Tim Liddy

### Middle School Vice Principal

Keisha Harris

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Updated: September 1, 2020

## STUDENT HANDBOOK: 2020/2021

Welcome to the 2019/2020 school year! Our team is committed to provide students with a positive experience at **Glen Ridge Middle School**. We offer a host of activities to extend the educational experience beyond the classroom. There are opportunities available for students interested in academics, the arts, community service, or taking on leadership roles in the building. We also organize numerous field trips and special events throughout the year for 7th and 8th graders.

Middle School is a challenging time for both students and their parents. We host numerous events to assist with the transition from Ridgewood Avenue School: class visits, orientation, Move-Up Day, parent nights, and a scavenger hunt just prior to the start of the new school year. We have a team of professionals (p.7) to support students' academic, social, and emotional development. Communication (p.10) between home and school is vital to ensure success. We encourage students and parents to reach out to our team for assistance.

The closing of schools due to the Coronavirus pandemic has presented new challenges for our students and school community. Please visit the GRHS website to review the "Restart & Recovery Plan" and Frequently Asked Questions (FAQs) document on the GRHS website for more information about our distance learning plan and hybrid model: <https://www.glenridge.org/Domain/108>

Sincerely,

John W. Lawlor  
Principal

## MISSION STATEMENT

Partnered with a supportive community, the Glen Ridge Public Schools will provide all students the opportunity to achieve their full individual potential through a dynamic, stimulating and challenging educational program, aligned to the New Jersey Learning Standards, that fosters respect, prepares students for life-long learning and enables students to contribute as citizens in an ever-changing, global society.

## BELL SCHEDULES

### REGULAR DAY

Warning Bell	7:55
Period 1	8:00–8:42
Announcements	8:42–8:51
Period 2	8:55–9:37
Period 3	9:41–10:23
Period 4	10:27–11:09
Period 5	11:13–11:55
Lunch A	11:59–12:30
Period 6A	11:59–12:41
Period 6B	12:33–1:15
Lunch B	12:45–1:15
Period 7	1:19–2:01
Period 8	2:05–2:47
Period 9	2:50–3:15

Students should not report to school prior to 7:15 am.

**PERIOD 9** The Remedial Period is an integral part of an academic high school day. This period runs from 2:50-3:15 and may be used for science labs, band period, or student extra help.

Students should not make any after-school commitments until 3:30 so that they can use this period effectively.

### EARLY DISMISSAL

Warning Bell	7:55
Period 1	8:00–8:26
Announcements	8:26–8:31
Period 2	8:35–9:01
Period 3	9:05–9:31
Period 4	9:35–10:01
Period 5	10:05–10:31
Period 6	10:35–11:01
Period 7	11:05–11:31
Period 8	11:35–12:01

Students should not report to school prior to 7:15 am. **PERIOD 9** is cancelled.

**Lunch is NOT served in the cafeteria. Students may bring food to eat during their assigned lunch period.**

### 90-MINUTE DELAYED OPENING

Warning Bell	9:25
Period 1	9:30–10:00
Announcements	10:00–10:08
Period 2	10:12–10:42
Period 3	10:46–11:16
Period 4	11:20–11:50
Period 5	11:54–12:29
First Lunch	12:33–1:03
Period 6A	12:33–1:08
Period 6B	1:08–1:41
Second Lunch	1:11–1:41
Period 7	1:45–2:15
Period 8	2:19–2:49
Period 9	2:53–3:15

Students should not report to school prior to 9:00 am. Lunch is served in the cafeteria.

### 2-HOUR DELAYED OPENING

Warning Bell	9:55
Period 1	10:00–10:27
Announcements	10:27–10:32
Period 2	10:36–11:03
Period 3	11:07–11:34
Period 4	11:38–12:05
Period 5	12:09–12:41
First Lunch	12:45–1:15
Period 6A	12:45–1:16
Period 6B	1:20–1:50
Second Lunch	1:20–1:50
Period 7	1:54–2:21
Period 8	2:25–2:52
Period 9	2:55–3:15

Students should not report to school prior to 9:30 am. Lunch is served in the cafeteria.

## SCHOOL CALENDAR: 2020/2021

September 1	Tuesday	School re-opens for virtual instruction
September 7	Monday	School closed Labor Day
September 28	Monday	School closed Yom Kippur
October 12	Monday	Schools closed for students/ Staff Professional Day
November 5 & 6	Thursday/Friday	School closed NJEA Convention
November 25	Wednesday	12:00PM dismissal Thanksgiving Recess*
November 26 & 27	Thursday/Friday	School closed Thanksgiving Recess
December 23	Wednesday	12:00PM dismissal Holiday Recess*
January 4	Monday	School re-opens
January 18	Monday	School closed Martin Luther King, Jr. Day
February 12	Thursday	12:00PM dismissal Winter Recess/ Professional Day for Staff*
February 12 & 16	Friday & Tuesday	School closed Winter Recess
February 15	Monday	President's Day school closed
March 15	Monday	Half-day for students/ Professional Day for Staff*
April 2	Friday	School closed Good Friday
April 12-16	Monday–Friday	School closed Spring Recess
May 31	Monday	School closed Memorial Day
June 17	Friday	12:00PM dismissal Last Day of school
June 18	Friday	7:00PM Graduation

## STUDENT SUPPORT SERVICES

### DEPARTMENT OF GUIDANCE & COUNSELING SERVICES

*Counselor:* Jill Landgraber

*Administrative Assistant:* Erin Follet

Being a grades 7-12 school, the Middle School Guidance Program is critical to assisting students with transitions, and preparing them for high school. The goal of services at this level is promoting social emotional well-being, developing autonomy, and adjusting to the rigors of the academic programs. Students are also introduced to Naviance by completing the personality and career assessments.

Ms. Landgraber has worked as school counselor at Glen Ridge High School since 2009. She started as a high school counselor and now works with the 7<sup>th</sup> and 8<sup>th</sup> grade middle school students. She is a graduate of Fairfield University, and then went on to get a Master's Degree in School Counseling from Rider University and then another Master's Degree in Educational Leadership from Montclair State University. She oversees the Middle School Intervention and Referral Services committee, as well as all scheduling and testing for middle school students.

### STUDENT ASSISTANCE COUNSELOR

*Student Assistance Counselor:* Heather Kobylnski

The Student Assistance Counselor (SAC) is the primary counseling and intervention specialist in most New Jersey schools. The SAC is trained to assist students in coping with emotional, psychological, or behavioral issues. Students can schedule appointments with the SAC to discuss issues such as: self-esteem and image, academic motivation, family problems, depression, suicidal thoughts, self-injury, school problems, bullying, relationship issues, eating disorders, stress, drug/alcohol issues, or any other topic. Students can also be referred by parents, teachers, guidance counselors, administrators, school nurses, or friends. All services are confidential.

### CHILD STUDY TEAM

*Director of Special Services:* John DeWitt

*School Psychologist:* Heather Sinton

*Learning Consultant:* Arlene Non

*Social Worker:* Caitlin Holden

The GRHS Department of Student Support Services plays an integral role in helping students, their families, and our school community. They provide academic support, assist with college and career planning, and promote social/emotional well-being. CST case managers are advocates for students with special needs who help guide them through a successful high school experience. The goal is to ensure that each student can maximize their potential, advocate for themselves, and are prepared for life upon graduation from GRHS.

### EFFECTIVE SCHOOL SOLUTIONS (ESS)

*Regional Director:* Dawn Ortiz

*Senior Coordinator:* Carol Tudor

*Clinician:* Jennifer Pittman

Effective School Solutions partners with our district to develop whole school systems to support the mental and behavioral health of all students. They do this through a multi-tiered approach that marries the educational environment with mental health best practices. This includes the provision of group, individual, and family therapies, as well as parent support group.

### INTERVENTION & REFERRAL SERVICES (I&RS)

*Middle School I&RS Coordinator:* Jill Landgraber

The intervention and referral services procedure was developed by the State Board of Education providing standards for the delivery of Intervention and Referral Services for pupils in the general education program. Under N.J.A.C.6:26-2.1(a) school districts are required to provide building-based functions in support of Intervention and Referral Services for general education pupils. By design, the I&RS team invites requests for assistance from school staff or parents, rather than referrals by the team. I&RS programs are intended to be used as a primary mechanism in a school building for assisting general education staff and expanding their skills and abilities to successfully accommodate the needs of increasing numbers of students in the general education program who are at risk for school failure.

Requests for help from the I&RS team for educational problems can be made by any individual who works with students on behalf of the school district, as well as parents.

### SECTION 504

*504 Coordinator:* Jill Landgraber

The Rehabilitation Act of 1973, section 504 is a Federal Civil Rights statute which protects the rights of persons with disabilities. Section 504 prohibits discrimination against handicapped persons, including both students and staff members, by school districts receiving federal financial assistance.

## ACADEMIC POLICIES & PROCEDURES

### SCHEDULING PROCESS & TIMELINE

The scheduling process at GRHS begins after the completion of **Midterm Exams**. Teachers enter course recommendations for next year. Class Meetings are held in early February to discuss the scheduling process and to present new courses, information, and procedures. In February, student's course selections are available on Skyward Family Access. Parents should review the course selections with their child.

Beginning in March, the guidance counselors will be meeting with students to discuss the following year's course options and to distribute the course selection sheets. Counselors meet with students individually to review the course offerings and finalize their course selection.

Some students may not be able to be scheduled for all their course choices. Due to scheduling constraints (enrollment, number of electives, etc.), students may have conflicts that cannot be resolved or be closed out of courses. Every effort will be made to accommodate the student's requests.

Schedules for the 2020-2021 school year will be available to students through Family Access in June.

Move up day is scheduled for **June 17th**, where students will have an opportunity to walkthrough their 2021/2022 schedule and meet teachers.

### STUDENT RECORDS

Student records will be kept on file for one year after a student leaves or graduates from **Glen Ridge High School**. During that year a parent or adult student may secure a copy of the record by making a written request to the guidance department. At the end of one year, all records will be destroyed except the records indicating attendance, academic progress, and health.

### NEW STUDENTS

New students will be placed in courses per their transcript upon enrollment in **Glen Ridge High School**. Students will be monitored by their counselors and teachers and adjustments will be made if necessary.

### HONOR ROLL

#### HIGH HONOR ROLL

Students on the high honor roll must have all "A's" in all subjects.

#### HONOR ROLL

Students on the honor roll must earn nothing lower than "B's" in any subject.

### MARKING PERIODS

**Marking Period 1: November 4**

**Marking Period 2: January 27**

**Marking Period 3: April 9**

**Marking Period 4: June 17**

In arriving at a final yearly average, each of the four marking periods shall be given an equal weight of 25 percent. Grades are typically posted in Skyward Family Access one week after the marking period closes.



## MIDTERM EXAMS

**Glen Ridge High School** transitioned from quarterly assessments to Midterm Exams in 2019/2020, which will be administered at the end of the second marking period. The purpose is to reduce the number of high stakes tests that result in stress and anxiety for students, while also helping students prepare for high school and post-secondary education. It will also provide time for staff to grade assessments and provide meaningful feedback.

Midterm exam scores will be factored into Marking Period 2, not exceeding 20 percent of the grade. Each exam will not exceed one hour.

Exams will be administered in Mathematics, Language Arts, Social Studies, Science, and World Language classes.

### Schedule

**To be determined based on circumstances impacted by COVID-19. A schedule will be posted by the end of Marking Period 1 if we are administering Midterm Exams this school year.**



## COMMUNICATION

The **Glen Ridge High School** faculty and administration communicates information to students and parents through a variety of platforms.

### **EMAIL**

Staff can be contacted via email utilizing their first initial and last name and glenridge.org For example: John Lawlor = [JLawlor@glenridge.org](mailto:JLawlor@glenridge.org) All students are issued a Glen Ridge School District Gmail account. For example: John Lawlor = [John.Lawlor@glenridge.org](mailto:John.Lawlor@glenridge.org). This should be used for communicating with staff and setting up accounts during the college application process. Please review the Acceptable Use Policy on page 35 for guidelines when using the GRHS Gmail account.

### **GOOGLE CLASSROOM**

Teachers, counselors, club advisors, and coaches invite students to join their Google Classroom sites for managing assignments sharing announcements. Students are also encouraged to join the Google Classroom page for their class to receive important information from the administration including security updates, and upcoming school events.

### **SKYWARD FAMILY ACCESS**

Parents and students can keep track of their progress by monitoring Skyward. Teachers' gradebooks, student attendance, and report cards can be viewed through the student information system .

<https://skyward.iscorp.com/scripts/wsisd.dll/WService=wseduglenridgenj/fwemnu01.w>

### **PARENT-TEACHER CONFERENCES**

GRHS hosts parent-teacher conferences in the Fall and Spring. Broadcasts are sent in the weeks leading up to conferences with information to sign up with your child's teachers.

October 15th, 6:30pm - 9pm  
October 22nd, 6:30pm - 9pm  
March 18th, 4:00pm - 6:30pm

### **DAILY BROADCASTS**

The District and GRHS send daily email broadcasts to parents at 2pm about upcoming events, deadlines, fundraisers, and other important school news.

### **GRHS WEBSITE**

Visit the link below for the staff directory, monthly updates, access to forms, information about athletics, and more.  
<https://www.glenridge.org/Domain/108>

### **SOCIAL MEDIA**

The GRHS Administration monitors and posts updates to the High School-Middle School Facebook page:  
<https://www.facebook.com/groups/418191291576334/>

### **COMMUNICATION PROTOCOLS**

Effective communication between parents and Glen Ridge Staff is an important goal as we work together on behalf of our students. Please review the charts below to ensure you are connecting with the appropriate staff and understand who is responsible for resolving issues and concerns.

<https://docs.google.com/document/d/123DW4KMBYQ8gYdBPIqFlhcfBJRTAt1mhCnfYe3ZHF4g/edit?usp=sharing>

## **GENERAL INFORMATION**

### **PERIOD 9**

Students are to immediately leave the building during Period 9 unless they are involved in an activity, club, sport, using the media center, or receiving help from a teacher.

### **FIELD TRIPS**

The **Glen Ridge High School** faculty and administration support field trips as opportunities to extend learning beyond the building. However, attending field trips is considered a privilege and requires a student to be in good standing with academics, attendance, and conduct. Eligibility will be confirmed by the Assistant Principal before permission slips are distributed. Students are to have permission slips signed by their parents and all of their teachers. All students are responsible to hand in any work due in their classes prior to the field trip. Students are also to be held accountable for work missed while they attend the field trip. No extended time on assignments will be granted when class is missed for a field trip.

### **FINES**

Students are held responsible for school items issued to them throughout the year (i.e. textbooks, library books, sporting equipment). If these items are lost or stolen the student must pay for the replacement of these items. Students who owe fines will not receive their final transcript until the fine is paid.

### **GYMNASIUM**

Students are only allowed to use the gym when there is a faculty member supervising the activity.

### **LEAVING SCHOOL BUILDING/GROUNDS**

Students are not to leave the school grounds or building during the day. Only students who are excused by the nurse for illness or doctor's appointments and seniors with lunch/study privileges may request an exception. Seniors will be permitted to leave the building during lunch periods and Study Hall periods that take place immediately before/after lunch, or Periods 1 & 8 only upon written permission from parents. Please see discipline guidelines for leaving school grounds without permission. Students are not to go outside in order to get from one floor to another floor.

### **LOITERING ON SCHOOL GROUNDS**

After daily obligations have been fulfilled, students are expected to leave the building. There will be other times when students will be asked to clear the halls or leave the building. Any student found loitering in the halls or any part of the building and/or property without cause will be liable to disciplinary action. Students are not permitted in the building prior to 7:15 a.m.

Half-day students are expected to leave the grounds and school vicinity following their last assigned class. The purpose of their early dismissal is to go to a work assignment. If the job does not require early dismissal, the student should be in class and not leaving early.

### **MEDIA CENTER**

The GRHS Media Center is generally open to students on school days for a short period before classes begin and an extended period after school. Students are expected to follow the behavior guidelines developed by the Media Specialist. Failure to follow the guidelines will result in a loss of privilege of using the media center.  
**Hours- 2:45-4:00, Monday–Friday**

### **NURSE'S OFFICE**

The nurse's office is only for students who need medical attention. No student should report to the nurse without a pass from a teacher. Students are not allowed to report to the nurse while in between classes. A parent must pick up students who are to be dismissed from school for illness. No student will be allowed to walk home.

**Any student who needs the use of crutches, a sling, a cast or any other medical apparatus must bring a written doctor's note to the nurse stating so prior to reporting to class**

### **OPENING OF SCHOOL BUILDING**

No student should arrive to school prior to 7:15 am. The school will have its doors locked until that time.

### **POSTERS & HANDOUTS**

All posters and/or handouts must have the approval of the Director of Student Activities and Club Advisor prior to display or distribution.

## **STUDENT FEES**

Student fees are now paid online using the MySchoolBucks® School Store. This online payment service provides an easy way to pay for the following items using your credit/debit card or electronic check:

- **Field Trips**
- **Library Fines and Book fines at the end of year**

If you are already using MySchoolBucks to pay for school meals, your account is already set-up. Just login and click on School Store. If you don't have an account follow the steps below:

1. Go to [www.MySchoolBucks.com](http://www.MySchoolBucks.com) and register for a free account.
2. Add your students using their school name and student ID.
3. Make purchases with your credit/debit card or electronic check.

*A program fee may apply. You will have the opportunity to review any fees and cancel if you choose, before you are charged.*

If you have any questions, contact MySchoolBucks directly:

[support@myschoolbucks.com](mailto:support@myschoolbucks.com)

(855) 832-5226

Visit [myschoolbucks.com](http://myschoolbucks.com) and click "Help"

## **WORKING PAPERS AND REGULATIONS**

Students between the ages of 14 and 18, require working papers for employment. Forms are available in the Main Office. These are presented to the employer who completes the Promise of Employment portion of the form. The form is brought back to the Main Office along with the student's Birth Certificate. The employment certificate is then signed in the Main Office after which time it is sent to Trenton. Some general rules about student employment:

- Students under the age of 14 can only work at an agricultural job or delivering papers after school.
- Students under the age of 16 may only work after school and during vacation.
- Until the age of 18, students cannot hold "hazardous" jobs such as those involving moving machinery or flammable materials or other dangerous conditions.

## **STORAGE**

### **BACKPACKS**

The school is not responsible for student backpacks or their contents. Students are reminded not to leave their backpacks unsupervised throughout the school facility. (It is recommended that students not carry any valuables in their backpacks).

### **BICYCLES**

Racks are provided for parking bicycles by the faculty parking lot. Vehicles should be locked securely, the school cannot guarantee their safety.

## ATTENDANCE POLICIES & PROCEDURES

In order for the Board of Education to fulfill its responsibility to provide a thorough and efficient education for each pupil, the complete cooperation of parents, guardians, and pupils is required to maintain the highest level of school attendance.

The frequent absence of pupils from classroom learning experiences or tardiness to class disrupts the continuity of the instructional process and limits the ability of pupils to complete the prescribed curriculum requirements successfully. Regular attendance is important in establishing a good pattern for adult life.

A pupil must be in attendance at school in order to be considered to have successfully completed the instructional program requirements of the grad/course to which he/she is assigned. When accumulated absences reach 20 or more days, successful completion of those programs may be affected.

### ABSENCES

Each absence is classified as either excused or unexcused absences that count toward truancy.

#### Excused Absences

- Religious holidays as prescribed by the State Department of Education
- The student's illness supported by a written letter from the parent upon student's return to school
- The student's required attendance in court
- Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans, and individualized health care plans
- The students' suspension from school
- Family illness or death supported by a written letter from the parent upon the student's return to school
- Visits to post-secondary educational institutions. Prior notification to the student's Guidance Counselor and documentation from college is required
- Interviews with a prospective employer or with an admissions officer of an institution of higher education
- Examination for a driver's license
- Necessary and unavoidable medical or dental appointment that cannot be scheduled at a time other than the school day. Medical documentation required
- Take Our Children to Work Day
- An absence is considered excused by a New Jersey Department of Education rule
- An absence for a reason not listed above, but deemed excused by the Principal, upon a written request by the student's parent stating the reason for the absence to be excused

#### Unexcused Absences That Count Toward Truancy

An unexcused is a student's absence from school for a full or a portion of a day for any reason that is not an excused absence as defined in part one of this section. This includes:

- An absence not supported with documentation
- Personal and family vacations and trips
- Cutting class defined as a student absent from class when they do not have permission from a teacher, administrator, or parent or guardian to be absent
- Leaving school without permission
- Unexcused tardiness to school after the first twenty (20) minutes of class will be recorded as a class absence

#### Truancy

Truancy means ten or more cumulative unexcused absences that count toward truancy of a student between the ages of six and sixteen as determined by the board's Attendance Policy and Regulations (5200).

- **Students who cut class or are truant are not entitled to make up the work that they have missed. Students with excessive cuts risk the loss of academic credit.**

*Staff Intervention: The Principal or designee shall make a reasonable attempt to notify the student's parent and discuss actions to address patterns of unexcused absences for up to nine unexcused absences that count toward truancy. Parents or guardians and students will be reminded of the risk of loss of credit and will be invited to have a conference. The Child Study Team, Pupil Assistance Committee, counselors, staff members, administration, and parents or guardians will review patterns of unexcused absences in order to reverse the trend. The school will notify law enforcement and other authorities and agencies, as appropriate.*

If a student has unexcused absences for five consecutive school days, the attendance clerk will notify the principal and the absences will be investigated. If the investigation leads the Principal to believe the child has been abused or neglected, Child Protection and Permanency (formerly DYFS) will be notified for its determination as to whether action is warranted. The Principal or designee shall make a determination regarding the need for a court referral when a student up to the age of sixteen has accumulated ten or more unexcused absences that count toward truancy. The staff will continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance.

## TARDIES

The Board of Education believes that promptness is an important element of school attendance. Pupils who are late to school or to class miss essential portions of the instructional program and create disruptions in the academic process for themselves and other pupils. **Any student who is not in their assigned Period 1 class by 8:00 a.m. is tardy.**

**Three instances of unexcused tardiness will equal one unexcused absence.**

Any student with an unexcused tardy who arrives at a Period 1 class after 8:20 a.m. will receive an unexcused absence in that class and in any other class that is missed as a result of that tardiness. *If a student is tardy 3 times in a marking period, a Saturday Detention will be assigned. For every time a student is tardy after their 3rd tardy in a marking period, a student will receive a lunch detention. If a student is tardy in multiples of 5, a Saturday Detention will be assigned for each. Students arriving late are responsible to report to Period 9 for earlier classes missed.* Car problems, oversleeping, and insupportable personal reasons will not be accepted.

## ATTENDANCE PROCEDURES

- Parents or guardians are required to notify the attendance officer of an absence or tardiness prior to the start of the school day, please call attendance at **973-429-4872**. This will not be considered as an excused absence or tardy. Rather, it will serve to notify the school as to the whereabouts of the student for accountability and safety. A telephone call shall not be considered as a substitute for the written note referred to below.
- Students who are absent shall present, upon returning to school, a note signed by their parent or guardian setting forth the reason for the absence and the date of the absence.
- Written notes for absences must be presented upon returning to school. If not received, the absence shall be considered unexcused counting towards truancy.

### ATTENDANCE AT SCHOOL FUNCTIONS

School policies and rules apply at all school functions. Any student who is absent from school and does not return to school before Period 4 begins or leaves school because of illness and does not return to school before the end of the day is not permitted to participate in any athletic or co-curricular activity that day or night. At least a four-hour presence is required to be considered eligible for the day. Students must arrive prior to Period 4 in order to partake in after school activities.

### EARLY DISMISSAL PROCEDURE

Due to certain situations, a student may have to leave school before 2:45 p.m., i.e. medical appointments or family emergencies. The procedure is as follows:

- A note from home must be brought to the Attendance Officer before Period 1 on the day the student is to leave early.
- The student will be given a Student Pass, which will indicate whether or not the early dismissal is approved and the time he/she is to leave.
- **The student must be picked up by a parent/guardian in the Main Lobby. No student will be allowed to meet a parent in the parking lot.**
- In every instance of early dismissal, students are responsible for completing any class work, homework, and/or tests. The teacher will set a reasonable period of time to complete the work.

**Students, under no circumstance, are to leave school grounds without permission. Please see the infraction table for disciplinary consequences.**

### LATE TO CLASS

A student who is late to class, activity, or study hall will not be sent to the office for a late slip. Teachers will assign teacher detention to students who are late to class for one-half hour after school. Chronic cases (3 or more) will result in one Saturday Detention for each additional offense.

### MAKE-UP WORK

School work missed for excused or unexcused absences may be made up. Responsibility for make-up rests with the student. A student is allowed one (1) school day to make up work for each school day absent, but not to exceed five (5) school days unless authorized by an administrator. Only when a student is out for three or more consecutive days should their Guidance Counselor be contacted in order to collect assignments from the student's teachers. Students encouraged to contact their teachers and monitor Google Classroom pages for updates.

### VACATIONS

Students are responsible for all work missed due to vacation time taken while school is in session. Students can access their assignments through teacher web pages.

## STUDENT ACTIVITIES

### CLUBS AND ORGANIZATIONS

**Glen Ridge High School** offers a wide variety of clubs and organizations consistent with the mission of an academic high school. By providing expressive opportunities for all students, these activities help furnish a balanced school experience.

Please refer to the Activities Calendar for meeting times and locations:

<https://sites.google.com/glenridge.org/ridgernation/clubs?authuser=0>

### DANCES

Attendance at dances is a student privilege. Students are expected to follow the rules established for dances or risk losing their privilege.

- Students must be in school the day of the dance in order to attend the dance. Any student who is dismissed early may not attend the dance unless they have a doctor's note for the early dismissal.
- Students are expected to arrive on time to the dance. Any student who will be late by more than a half-hour must notify the administration during the school day and have a parent drop them off in the gym lobby. Otherwise, the student will not be allowed to attend the dance.
- Students must dress appropriately.
- Dances are only for students who are enrolled in the Glen Ridge School District.
- Some students leave dances early; once a student leaves the dance they will not be permitted to return.
- We will allow only one student in the bathroom at a time. It is our hope and mission to provide school activities that are alcohol and drug free. We make every attempt to monitor students while in our care. I ask your assistance to discuss this with your child. Your child's health and safety is our primary concern. If you have any questions, please feel free to contact the GRHS Administration.



## **SAFETY & SECURITY**

The Glen Ridge School District is committed to ensuring the safety of students, staff, and guests. Our team works closely with law enforcement to improve training, procedures, and securing the building.

### **FIRE & SAFETY DRILLS**

One fire and one safety drill are held each month in accordance with state laws and coordination with the Glen Ridge Police Department. Each classroom is provided with an emergency exit sign, which indicates the nearest exit for emergency evacuation. Staff are routinely trained on a variety of scenarios. All drills are taken very seriously any students who are uncooperative or disruptive will face appropriate disciplinary action.

### **PARENTS/GUARDIANS**

For school safety and security, all parents and guardians must scan a government issued ID card at the Visitor Management System prior to entering the building each time they enter the school facility regardless of the nature of the visit. Parents will then be instructed to report directly to the security desk for an ID pass.

### **VISITORS**

For school safety and security, there will be no visitors admitted unless they are part of a school program. All visitors must scan a government issued ID card at the Visitor Management System prior to entering the building. Parents will then be instructed to report directly to the security desk for an ID pass. Students are not permitted to bring friends or relatives to accompany them throughout the school day.

### **AM ARRIVAL**

Students are required to enter the building through the Main Entrance upon arriving each morning.

### **PATIO**

The Patio is off limits for all students, except for seniors with privileges. Seniors with privileges are allowed to use the patio during their lunch periods only.

### **DELIVERIES**

The school will not accept deliveries for students. Students should not have food or flowers delivered to the school.

### **ELECTRONIC SURVEILLANCE IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS**

The Board of Education authorizes the use of electronic surveillance monitoring devices in school buildings and on school grounds. Therefore, all school buildings and school grounds within this school district may be monitored using such devices in accordance with Board Policy.

### **PARKING LOT**

Students may pass through the Faculty parking lot, but are not allowed to delay or loiter in this area. Students will be held accountable for any damage that occurs. Students are not permitted to park on school grounds until after 3:30 p.m. each day. Students will lose privileges if they park in the lot. Students are responsible for their own vehicles when parking on the road.

### **OUT-OF-BOUNDS**

Certain areas of the school grounds are out-of-bounds to students in order to eliminate the disturbance of classes during school. The front portion of the building, including the lawn, wall and sidewalk areas, and the area on the north side of the gym and behind the gym are "out-of-bounds." Students may pass through these areas coming to or leaving school.

### **LOCKS AND LOCKER ROOM**

The school is not responsible for student possessions in their locker or the gym locker rooms before, during or after school hours. The school provides each student with two locks and lockers, in the gym locker room and the hallway, in order to provide the student with a secure location for personal belongings. It is unwise to keep any valuables or expensive jewelry, etc. inside any school locker. The school cannot be held responsible for any theft, students are responsible for their own possessions.

Each student will be assigned a locker. Your school locker must be locked at all times with your school issued. Use only the locker assigned to you for the storage of personal items and books. This locker is school property and is only loaned to you. As such, it may be periodically inspected. It should not be defaced or marked in any way.

*Students are responsible for the locks issued to them. Students must replace the lock if lost or stolen at a cost of \$5.00 per lock.*



## STUDENT CONDUCT/DISCIPLINE

Students are expected to exercise self-discipline and to behave in a mature, courteous, and responsible manner at all times. Improper behavior will lead to disciplinary action including, but not limited to, removal or exclusion from participation in student activities (e.g., school trips, assemblies, teams and clubs, leadership positions, proms, special events, the National Honor Society, award presentations, commencement exercises, graduation year activities, etc.), detention, suspension, and expulsion.

**Examples of unacceptable behavior are:**

- Truancy
- Unauthorized absence from classes (cutting)
- Tardiness to school or classes
- Failure to follow the attendance procedure
- Leaving the school or school grounds before the end of the school day without proper authorization
- Possessing, consuming, selling, or distributing drugs or alcohol in any form while at school, on school grounds, participating in co-curricular and extra-curricular programs and activities, attending a school-related function on or off campus, or coming to or going from school on a school bus. (In accordance with N.J.S.A. 18A: 40A-12, students are subject to medical examinations, exclusion from student activities, and possible legal penalties beyond school sanctions for drug-related offenses on or off school grounds.)
- Smoking or possessing cigarettes, tobacco products, or smoking materials (e.g., matches, lighters, rolling paper, e-cigarettes)
- Possession or use of dangerous or illegal substances
- Fighting
- Disrespectful actions, including harassment, discourtesy, and the use of inappropriate language and gestures directed toward staff or students
- Engaging in criminal actions such as assault, threats, extortion, theft, robbery, arson, initiating a false fire alarm or a bomb scare, or tampering with or damaging school property or the property of staff or students (Note: Parents or guardians are financially liable for the cost of repairs or replacement of damaged property.)
- Continued disobedience, insubordination, or the use of profanity or abusive language
- Academic dishonesty
- Public displays of affection
- Possession and/or use of a firearm or other facsimile weapon;
- Failure to return school books, materials, uniforms, etc.;
- Demonstrating any other behavior or possessing any item which does or could endanger the health, safety, or welfare of any members of the school community.

### **CONDUCT IN THE CAFETERIA**

- Follow all instructions given by the personnel supervising the cafeteria.
- All students should be able to eat in healthful surroundings. Students are responsible for making certain that their tables are cleaned before they leave. All garbage is to be placed in the containers provided; nothing is to be thrown on the floor.
- Never throw anything, stand or sit on tables, or cut in on the lunch line.
- **Students who behave improperly in the cafeteria will lose their cafeteria privileges and face other disciplinary action.**

### **VANDALISM**

Deliberate damage to school property is a most serious offense. Students found to have broken or defaced school materials and equipment will make restitution of its full replacement value. All incidents of vandalism will be reported to the police. Graffiti in any area of the school is not permitted.

### **GAMBLING**

Gambling is prohibited on school grounds. Items (cards, technology) used for the purpose of gambling will be confiscated and the student subject to disciplinary action.

### **AEROSOL CANS**

Aerosol/Spray cans are not allowed in school. They are a health risk for students with asthma problems and when sprayed affect the surrounding students.

## DRESS CODE

All students are expected to dress appropriately while attending school. Anyone who dresses in an inappropriate manner will be told to change their clothing. If a student does not have a change of clothing, parent/guardian will be contacted to provide clothes. A student who fails to comply with these standards will be liable for disciplinary actions. School policy prohibits pupil dress or grooming practices that:

- Are hazardous to health or safety
- Interfere with school work
- Disrupt the educational program
- Advocate illegal or unhealthy behavior
- Contain inappropriate pictures or words
- Cause excessive wear or damage to school property

The following types of dress are INAPPROPRIATE:

- ▶ Clothing which is torn or dirty;
- ▶ Clothing deemed offensive by any member of the school community
- ▶ The following types of dress are prohibited: *bare midriffs, short-shorts or short skirts (short shorts and short skirts must be one hand-length above knee), underwear as an outer garment or exposed, and pants/ skirts/ shorts with writing or symbols across the backside or anything else deemed provocative*
- ▶ Inappropriate body adornments, including but not limited to, body piercing jewelry that may jeopardize the safety and well-being of the students and others
- ▶ At no time will any form of jewelry be worn in Physical Education Classes (this includes, but is not limited to: watches, earrings, rings, bracelets, necklaces, etc.)
- ▶ Appropriate footwear must be worn (slippers are not proper foot-wear)
- ▶ Headwear (i.e. hats, caps, bandanas) may not be worn inside classrooms or any other academic settings

## SMARTPHONES

We recognize the positive applications of smartphones and other electronic devices can have in a classroom setting. Teachers have the professional autonomy to utilize these devices as they see fit. Students are expected to adhere to the policy designated by each teacher.

- Students must turn off smartphones and other communication devices during all class periods and school functions (such as assemblies, class meetings, guidance meetings, etc.)
- Unless specifically directed to use them by a staff member. Teachers may ask students to present and put aside cell phones.
- Smartphones and other electronic devices may be safely and responsibly used for time checking, texting, recording homework, listening to music with headphones, and other silent activities at any time other than those described above or at a staff member's discretion.
- Phone calls are not to take place in the school building unless a student has staff member's permission. Phone calls should only occur in school offices or the main lobby.
- Students may not use their smartphones to record another student or staff member without their permission.
- The school is not responsible if these items are reported missing or stolen on school grounds.

## VIOLATIONS

**First Offense:** Warning

**Second Offense:** Confiscation until the end of the day, student can pick up the phone from the Assistant Principal (student refusal to hand over the phone is insubordinate behavior and in addition the student will receive a Saturday Detention).

**Third Offense:** Confiscation until the end of the following day, a parent must come to school to pick up the phone from the Assistant Principal

**Subsequent violations will be dealt with on a case-by-case basis.**

## INFRACTION TABLE

<u><i>Infraction</i></u>	<u><i>1st Offense</i></u>	<u><i>2nd Offense</i></u>	<u><i>3rd Offense</i></u>
Late to class (periods 2 - 8)	Teacher Detention	Teacher Detention	Central Detention. Additional lates will be considered excessive and result in exclusion from attending field trips.
Misconduct in halls or cafeteria	Central Detention	Saturday Detention	Saturday Detention
Eating outside the cafeteria	Warning	Central Detention	Saturday Detention
Disruptive behavior ** A lunch detention will be assigned to all students removed from a class during the school day	Central Detention	Saturday Detention	Saturday Detention
Insubordinate behavior	Saturday Detention	Saturday Detention	In-School Suspension
Disrespectful behavior	Central Detention	Saturday Detention	Saturday Detention
Plagiarism/Cheating	Zero on assignment	Zero on assignment Saturday Detention	Zero on assignment; In-School Suspension; *Removal from academic honor society, leadership positions
Failure to lock school assigned locker	Warning	Central Detention	Saturday Detention
Failure to report to teacher detention	Central Detention	Saturday Detention	In-School Suspension
Failure to report to Central Detention	Saturday Detention	In-School Suspension	In-School Suspension
Misconduct during an assembly	Removal from the assembly; Saturday Detention	Removal from the assembly; Saturday Detention	Removal from the assembly; In-School Suspension; Principal Conference
Leaving the building and/or school grounds	2 Saturday Detentions; Police notification; Zero grade for all missed work	In-School Suspension; Police Notification; Zero grade for all missed work	2 days In-School Suspension; Police Notification; Zero grade for all work missed
<b>Failure to wear a mask</b>	<b>Warning Sent to Nurse for a mask</b>	<b>Parent contacted Sent to nurse for a mask</b>	<b>Placed on virtual instruction</b>
Photo/Video of student or staff member without their permission	Saturday Detention; Parent contacted; Phone confiscated	1 day In-School Suspension; Parent contacted; Phone confiscated	1 day Out-of-School Suspension; Parent contacted; Phone confiscated
Possession of inappropriate photo	1 day In-School Suspension; Parent contacted; Police notified; Phone confiscated	1 day Out-of-School Suspension; 1 day In-School Suspension; Parent contacted; Police notified; Phone confiscated	3 days Out-of-School Suspension; Parent contacted; Police notified; Phone confiscated; Phone restriction
Distribution of inappropriate photo	3 days Out-of-School Suspension; Parent contacted; Police notified; Phone confiscated	3 days Out-of-School Suspension; 1 day in-school suspension; Parent contacted; Police notified; Phone confiscated; Phone restriction	4 days Out-of-School Suspension; 1 day In-School Suspension; Parent contacted; Police notified; Phone confiscated; Phone restriction; Mandatory counseling
Acceptable Use Policy violation	Conference with administrator; Parent Contact	Saturday Detention; Parent Contact; Limitations on network access	In-School suspension; Parent Contact; Network access suspended

## INFRACTION TABLE (continued)

<u>Infraction</u>	<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>
Smoking/Using or Possession of tobacco, tobacco products, vaping devices	Out-of-School Suspension; Medical examination: including blood and/or urine testing; Referral to SAC for smoking cessation assistance; Parents contacted/ conference suggested; Complaint filed with police	2 days Out-of-School Suspension; Medical examination: including blood and/or urine testing; Referral to SAC for smoking cessation assistance; Complaint filed w/Health Dept.; Summons to appear in court	5 days Out-of-School Suspension; Medical examination: including blood and/or urine testing; Referral to Municipal Court for maximum fine Recommendation for 10 hours of community service; Parent conference
Threats	Consequence determined by administration; Police notification; Referral for threat assessment; Parent conference	Consequence determined by administration; Police notification; Referral for threat assessment; Parent conference	Consequence determined by administration; Police notification; Referral for threat assessment; Parent conference
Fighting	Out-of-School Suspension; Parent Conference	Out-of-School Suspension; Police notification; Referral for threat assessment; Parent Conference	Out-of-School Suspension; Police notification; Referral for threat assessment; Parent Conference
Vandalism	In-School Suspension; Police notification; Restitution; Parent Conference	3 days Out-of-School Suspension; Police notification; Restitution; Parent Conference	5 days Out-of-School Suspension; Police notification; Restitution; Parent Conference

## CONSEQUENCES

### CENTRAL DETENTION

Students can be assigned a Central Detention. Central Detention will run from 3:15PM - 4:00PM.

### LUNCH DETENTION

Students can be assigned lunch detention. Lunch detentions will run during scheduled lunches in a designated area.

### SATURDAY DETENTION

1. Students must be on time. Detentions start at 8:00AM and run until 10:00AM. If you are late, you will not be admitted.
2. Students must bring books to do homework or bring reading materials with them.
3. There will be no talking or sleeping while serving detention.
4. If you do not respond when your name is called, you will be considered absent.
5. No food or drink is permitted during Saturday Detention.
6. No student will be permitted to leave the room. Bathroom facilities should be used prior to the start of detention.

### IN-SCHOOL SUSPENSION (ISS)

1. Students must report to the Main Office by 8:00AM when assigned an ISS.
2. School assignments will be provided. Students need to bring all textbooks to ISS. They will not be allowed to their locker.
3. Students are to bring their own lunch. They will not be permitted to use the cafeteria.

### OUT-OF-SCHOOL SUSPENSION

Suspended students will be permitted to make-up work with no points off their average, but are not allowed to attend any school functions during the suspension. If a student is suspended on a Friday, this includes weekend activities and events.

Note: All detentions and suspensions are assigned at the expense of school activities, athletics and employment.

### SUSPENSION OF PRIVILEGES

Students who receive more than four disciplinary referrals are subject to having privileges suspended. This includes, but is not limited to: participation in clubs, activities, or athletics, field trips, special events, senior privileges, and removal from leadership positions.

## DRUG & ALCOHOL POLICY

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.

**Note:** Drug, alcohol, and smoking/using tobacco products infractions will be in effect when the student is enrolled in the Glen Ridge High School Facility until they leave prior to, or at, graduation. These infractions will not be cleared annually.

These policies are in effect when a student is on school property, including non-school events, or at a school function. Fields leased by the school, Hurrell, Sherman Avenue, Forest Avenue and Carteret, are considered to be school grounds. Any incidents occurring on these fields at any time during the school year will be treated as incidents on school grounds.

### POSSESSION / CONSUMPTION / DISTRIBUTION OF ALCOHOLIC BEVERAGES OR DRUGS (SUBSTANCE ABUSE)

Any student who is suspected to be under the influence of drugs and/or alcohol will immediately be reported to the Principal. The Principal shall notify the parent/guardian and the Superintendent and immediately, arrange for a mandatory medical examination and drug and alcohol evaluation including a urine and drug screen of the student regardless of their admission to use. Refusal or failure of a student to comply with the provisions of N.J. S. A. 18 A: 40 A-12 shall be treated as a policy violation and handled accordingly.

Any violation of Board rules prohibiting the use, possession and/or distribution of a substance is a serious offense, and the pupil who violates a substance abuse rule will be disciplined accordingly. Repeated violations are more severe offenses and warrant stricter disciplinary measures. Pupils who violate the substance abuse rules will be disciplined as follows:

#### FIRST OFFENSE

- Automatic suspension from school. (4 Out-of-School and 1 In-School Suspension).
- Students will lose the privilege to attend after-school activities for 30 days from the date of the infraction. (For example: dances, prom, school theatrical productions, athletic competitions (as a spectator), and field trips outside the school day or not directly tied to the curriculum).
- Tuition students will be removed from school.
- Seniors will lose all senior privileges for the remainder of the school year.
- Students will not be eligible or will be removed from positions of leadership on any of our competitive teams or activities while a student at Glen Ridge High School.
- Formal legal charges (complaint) will be filed against the student.
- Students will lose the privilege of co-curricular participation (per the training rules: first week-no contact with team, second week-practice only). The two-week rule will apply for fourteen days consecutive or aggregate days (depending on how often the activity meets).

#### SECOND OFFENSE

- Automatic suspension from school (4 Out-of-School and 1 In-School Suspension).
- Students will lose the privilege to attend after-school activities for 30 days from the date of the infraction. (For example: dances, prom, school theatrical productions, athletic competitions (as a spectator), and field trips outside the school day or not directly tied to the curriculum).
- Students will be removed from and/or not be eligible for any honor group, elected office, position of leadership or selected activity for a year (for example: Peer Leadership, Honor societies, etc.) Note: the selection process for most of these activities starts in the junior year, thus students will not be eligible if they violate this rule.
- Seniors will lose all senior privileges for the remainder of the school year.
- Students will not be eligible or will be removed from positions of leadership on any of our competitive teams or activities.
- Formal legal charges (complaint) will be filed against the student.
- Students will lose the privilege of athletic participation (per the training rules: first week-no contact with team, second week- practice only). For students in other extra-curricular activities, the training rules will apply. The two-week rule will apply for fourteen days consecutive or aggregate days (depending on how often the activity meets).

*While we make every attempt to enforce our rules and procedures evenly, we are well aware that all infractions are not always officially brought to our attention. We can only act on information we can verify. Thank you for your understanding in this area.*

## DRUG & ALCOHOL POLICY (continued)

### BOROUGH OF GLEN RIDGE TOWN ORDINANCE Chapter 9.20 Offenses by or against Minors

Sections:

9:20.010	Possession of alcohol by minors.
9.20.020	Providing alcohol to minors.
9.20.030	Serving alcohol to minors - Allowing consumption.
9.20.040	Consumption of alcohol by minors

## SMOKING/USE OF TOBACCO PRODUCTS

Smoking/using tobacco products infractions will be in effect from when the student is enrolled in the Glen Ridge School Facility until they leave prior to, or at, graduation. **This includes the possession and/or use of electronic smoking devices, and vaping products.** These infractions will not clear annually.

*The Town of Glen Ridge has created a Smoke -Free School Zone. It is illegal for anyone under the age of 18 to smoke within 1000 feet of school property.*

Disciplinary consequences (p.27) will include:

- ▶ Suspension
- ▶ Referral for drug test
- ▶ Municipal complaint
- ▶ Smoking cessation program



## HARASSMENT, INTIMIDATION & BULLYING

The Board of Education prohibits acts of harassment, intimidation, or bullying of a student. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Harassment, intimidation, or bullying is unwanted, aggressive behavior that may involve a real or perceived power imbalance. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

### **New Jersey Statutory Definition (adopted January 2011; effective September 2011)**

"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 disability, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function, on a school bus, or off school grounds as provided for in section 16 of P.L.2010,c.122 (C18A:37-15.3), that substantially disrupts or interferes with the orderly operation of the school or the rights of others 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 a reasonable fear of physical or emotional harm to his person or damage to his property;
- b. has the effect of insulting or demeaning any student or group of students; or
- c. creates a hostile environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

L.2002, c.83, s.2; amended 2007, c.129, s.1; 2010, s.11.

*\*"Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to telephone, cellular phone, computer, or pager.*

### **STUDENT REPORTING PROCEDURES**

- If you have been a victim or witness of HIB, please immediately inform any school personnel member who may include a teacher, a school counselor, school administrator or any other trusted adult that works at the school.
- The School Anti-Bullying Specialist, a School Administrator, Teacher or Counselor will follow up on your report and will meet with you to clarify the details for an investigation and to ensure your safety.
- Parents of all students involved will be notified by the school principal or designee.
- Parents and students will be informed after the investigation of the findings, discipline and any remedial measures recommended correcting the behavioral problem and preventing future occurrences of HIB.

## REMEDIAL MEASURES

Remedial measures for a student who commits an act of HIB must be designed to correct the problem behavior and prevent another occurrence of the problem. The remedial measures for students may include, but are not limited to, the examples listed below:

- Restitution and restoration
- Peer support group
- Recommendations of a student behavior, ethics council or school safety teams
- Corrective instruction or other relevant learning or service experience
- Supportive student interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A: 16-8
- Behavioral assessment or evaluating, including, but not limited to, a referral to the Child Study Team, as appropriate
- Behavior management plan, with benchmarks closely monitored
- Involvement of school disciplinarian
- Student counseling
- Parent conferences
- Alternative placements
- Short-term counseling
- Participation in group counseling
- Student treatment or therapy

## ACADEMIC HONESTY

Glen Ridge High School recognizes that societal forces and academic pressures tempt or even encourage students to cheat. It is our goal to encourage students to earnestly embrace an academic ethic. The faculty assumes students will be honest in their academic work. Academic work represents not only what we have learned about a subject, but also how we have learned it. Therefore, it is unethical and a violation of academic integrity to copy the work of others or to submit their work as one's own. Cheating, falsifying research or stealing the words or ideas of another damages the educational process. As we strive to reinforce ethical values and practices, the Glen Ridge High School faculty will not tolerate cheating, and to this end, will minimize opportunities for students to cheat and will enforce serious consequences for students who are caught cheating.

Cheating includes, but is not limited to: copying homework, having parents or tutors write papers, plagiarizing, copying answers on a test, using illegal information stored on calculators/computers during a test, passing information during a test, presenting false or forged excuse notes, reusing past papers for a new course, lying to teachers, including substitutes, leaving a test paper exposed to others' view and doing others' assignments for them.

An ethic against cheating, like all values, is formed primarily at home; still, the school clearly has an interest in academic honesty and students who are honestly committed to doing their own best work. The health of the school community and the integrity of each student's sense of self and accomplishment depend upon this ethic.

## CHEATING

In schools, cheating is wrong for several reasons. Cheating . . .

▶ **Distorts educational priorities.** Cheating is based upon the idea that competing for a grade, not mastering materials or skills, is what really matters, nonetheless, cheating both destroys the basis and meaning of competition and gives the cheater an unfair advantage over those who are honest about their achievements.

▶ **Interferes with assessment and instruction.** Cheating makes it harder for a teacher to identify students' real strengths and their real depth of knowledge and understanding.

As a result, teachers are also less able to identify when and how to help their students master information and develop skills.

▶ **Destroys educational experience.** Cheating helps a student avoid real challenges - real learning and growth - thus defeating the whole purpose of schooling.

▶ **Threatens an atmosphere of trust.** Cheating undercuts the trust and openness that underlie the thoughtful collaboration and sincere debate, which are the basis of true education.

### EXAMPLES

■ Discussing homework with other students is encouraged, but copying homework from another student, their Google Drive, or from your textbook is unacceptable. Homework must be written in your own words.

■ Copying another student's assessments is cheating. You must avoid even the appearance of cheating by putting away all notes, keeping your eyes on your own paper, working in silence and refraining from leaving your seat.

■ Submitting another student's work for credit in a VHS class.

■ Offering or receiving specific or general information about the content of tests or quizzes is not permitted.

■ Often assignments and experiments are collaborative in nature. Such collaboration should bear the names of all the students who participated. Your teacher will specifically state whether an assignment is independent or collaborative.

■ Getting extra help or tutoring is allowed, but should be brought to the attention of the teacher. It is important that your work be an accurate representation of your own idea, effort and ability. Our goal is to help each of you become independent and responsible learners.

## PLAGIARISM

In its brochure, "Academic Honesty Misconduct - Stop and Think," Ohio University defines plagiarism as "the presentation of the ideas or the writing of someone else as one's own work." It includes the following:

▶ Reproducing another person's work, whether published or unpublished, including using materials from companies that sell research papers.

▶ Submitting as your own any academic exercise prepared totally or in part by another.

▶ Allowing another person to alter or revise your work substantially and submitting it as your own.



## PLAGIARISM (continued)

- ▶ Using another's written ideas or words without properly acknowledging the source. If a student uses the words of someone else, he or she must put quotation marks around the passage and add indication of its origin. Simply changing a word or two while leaving the organization and content substantially intact and failing to cite the source is plagiarism. Students should also take note that failure to acknowledge study aids such as Cliff Notes or common reference sources constitutes plagiarism.
- ▶ All sources, including the sources of ideas, must be acknowledged and cited in ways appropriate to one's discipline. Electronic sources, such as found on the Internet or on the World Wide Web, must also be cited.
- ▶ Failure to acknowledge sources is plagiarism, regardless of intention.

### EXAMPLES

You have found the following passage in Thomas Kiernan's 1979 work, *The Intricate Music: A Biography of Jon Steinbeck*.

*"The Red Pony, a minor American classic about a boy's discovery of the accidental but uncompromising cruelty of nature, was a tale that Steinbeck simply had to write, given his own boyhood perceptions. The story, as in all of Steinbeck's works, was nothing more than a vehicle for his larger theme, a theme that runs like a unifying thread through most of his literature: the eternal struggle between man as a fated, helpless component of that order."*

*The following are three ways in which this material may be used unethically within the student's work:*

**Plagiarism through undocumented, verbatim use of Mr. Kiernan's actual words:** The story, as in all of Steinbeck's works, was nothing more than a vehicle of this larger theme: the eternal struggle between man as a unique deviation from mindless natural order, and man as a fated, helpless component of that order.

**Plagiarism through undocumented, verbatim use of Mr. Kiernan's actual words:** The novel is only yet another way for Steinbeck to express his recurring and overriding theme, that humanity is caught between two contradictory relationships to nature.

**Plagiarism through undocumented use of Mr. Kiernan's main idea:** Therefore, the major theme in Steinbeck's work surfaces in *The Red Pony*. As in most of his other novels, the author is preoccupied with the adverse role of humanity in relation to the natural world.

*Here are two correct ways of dealing with Mr. Kiernan's work:*

**Correct documentation of verbatim quotation:** According to Thomas Kiernan, Steinbeck's *The Red Pony* "was nothing more than a vehicle for his larger theme . . . the struggle between man as a unique deviation from mindless natural order, and man as a fated, helpless component of that order."

**Correct documentation of a specific idea from Kiernan's book:** The major theme of *The Red Pony*, therefore, as Kiernan has suggested, seems to be the same as is to be found in Steinbeck's other novels: the examination of humanity's relationship to nature.

## CONSEQUENCES

The academic consequences for cheating and plagiarism are clear: Students will not receive credit for the work in question. Failure to acknowledge sources is plagiarism, regardless of intention. The teacher will speak to the student, contact the parents and a "zero" will be averaged into the student's grade. There will be no exception to a zero grade. A zero grade will be calculated into a student's grade regardless of weighted value, whether homework, quiz, test, project, term paper, midterm exam or any form of assessment assigned by our faculty. Refer to infraction table for additional disciplinary consequences.

Please be advised that the faculty and staff will work together in meeting the expectations detailed in this document. Therefore, a staff member other than the teacher who issued the assignment may report any incident. In addition, the faculty and administration reserve the right to conference and pursue further disciplinary action should it be deemed necessary.

## CONSEQUENCES

Consequences for a student who commits an act of HIB must be varied and graduated according to the nature of the behavior, the developmental stage of the student and the student's history of the problem behaviors and performance, and must be consistent with the district board of education's approved of student conduct, pursuant to N.J.A.C.6A:16-7.1, Code of student conduct (CSC). Consequences for a student who commits one or more acts of HIB may range from positive behavioral interventions up to and including suspension or expulsion of students, as set forth in the CSC, including those identified below.

- Temporary removal from the classroom
- Admonishment
- Deprivation of privileges
- Classroom or administrative detention
- Referral to disciplinarian
- In-school suspension during the school week or weekend
- After-school programs
- Out-of-School suspension (short-term or long-term)
- Legal action
- Bans from providing services, participating in school district sponsored programs or being in school buildings or on school grounds
- Expulsion

Our School Anti-Bullying Specialist is **Mrs. Heather Kobylinski**

The District Anti-Bullying Coordinator is: **Mr. John DeWitt**, Director of Student Services

Please visit our website at [www.GlenRidge.org](http://www.GlenRidge.org) to view more detailed information regarding HIB including district policies, procedures, timelines and parent and student rights and the appeal process.



## ACCEPTABLE USE POLICY

Agreement: In exchange for the use of Glen Ridge High School's computers, computer accounts, and network/Internet access I accept the following:

- ▶ The use of the computers and computer accounts are a privilege with may be revoked by the school administration at any time for abusive/inappropriate or illegal conduct. Such conduct would include, but not be limited to, the altering of system software, the placing of unlawful information; computer viruses or harmful programs on or through the computer system whether public or private files or messages. The media center staff, system administrator and/or administration reserves the right to remove files, limit or deny access and refer students for other disciplinary action.
- ▶ Parents/Students are financially responsible for any repairs or costs resulting from any willful misuse of the computer system.
- ▶ Glen Ridge High School reserves all rights to any materials stored in files which are generally accessible to others and will remove any material with the administration, at their sole discretion, believes unlawful, obscene, pornographic, abusive, or otherwise may be considered objectionable. Users will not use the computers or computer accounts to obtain, view, download, or otherwise gain access to such materials.
- ▶ All information services and features contained on the Glen Ridge High School computer systems are intended for private use of its patrons, and any use of these resources for commercial or other unauthorized purposes, in any form is forbidden.
- ▶ The use of Glen Ridge High School Computers and computer accounts are for the purpose of (in order of priority): a.) academic support; b.) communication; c.) general information; d.) recreational purposes (based of school curriculum).
- ▶ The use of Glen Ridge High School computers for the purpose of harassment or cyberbullying, in any form is expressly forbidden. Cyberbullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening another person by sending or posting inappropriate or hurtful e-mails messages, instant messages, text messages, digital pictures or images, or web site postings (blogs). Students who violate this policy will be subject to disciplinary consequences determined by the school administration.
- ▶ Glen Ridge High School does not warren that the functions of the system will meet any specific requirements you may have, or that it will be error free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or profits) sustained or incurred in connection with the use, operation, or inability to use the system.
- ▶ In consideration for the privilege of using the Glen Ridge High School computers and computer accounts, I hereby release Glen Ridge High School, its operators and administrators, from any and all claims of any nature arising from my use, or inability to use the Glen Ridge High School computers or computer accounts.
- ▶ I will also abide by such rules and regulations of system usage as may be further added from time to time by the administrators of the system.
- ▶ Glen Ridge High School will not be held responsible for any lost, stolen, or broken personal computer equipment.

## RIGHTS & RESPONSIBILITIES OF STUDENTS

The following are excerpts from the state handbook on students' rights and responsibilities.

- You have the right and responsibility to live by the rule of law and to equal protection under the law, in school as in the larger society. It is your responsibility to obey school regulations and the school authorities that enforce them. This responsibility extends to your conduct to and from school as well as in the building itself. Public information such as state school law, decisions by the Commissioner of Education, rulings by the State Board, and county and district by-laws, and directives are available to you as students at your local board of education office.
- New Jersey law requires you to show respect for the flag of the United States of America. If you are conscientiously opposed to the pledge or salute, you may abstain from these ceremonies.
- Your right to assemble and circulate petitions carries with it the equal responsibility to respect the orderly operation of the school. School authorities have a right to restrict the time and places of such activities and may require advance notice when necessary to avoid conflicts and to ensure the protection of the school community.
- Your parents are entitled to inspect the official or permanent school records (those which are retained after you leave school) relating to you. This means that they themselves have the right to inspect the actual record, and not merely have items selected from the record by school officials. However, school authorities may withhold items of information which, in their judgment, are of a confidential nature or in which the applicant for such information has no legitimate interest. School authorities may determine the time and manner of presentation of this information; for example, they may suggest that a counselor, qualified to interpret data in the records, be present.
- Under the Constitution, all citizens are protected from unreasonable searches and seizures. However, this does not mean you are legally protected from search or seizure of any materials in your locker, which is school property.
- Students that are eighteen years old can take legal responsibility for themselves. If a student desires to have the responsibility, he/she must sign an affidavit declaring that they are now assuming the rights of being eighteen. A parent must sign this affidavit. Once the completed form is turned into the main office, all notes and permission slips by the eighteen-year-old student will be honored as long as they are within the guidelines of the district attendance policy.
- In order that teachers and parents will have a clear understanding of the rights and responsibilities under the eighteen-year-old law, it is the policy of the school that no student may withdraw from school without his parent's/ guardian's signature.

## AFFIRMATIVE ACTION STATEMENT

It is the policy of the Glen Ridge Board of Education not to discriminate on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, domestic partnership orientation, gender, religion, disability, or socioeconomic status in education programs, activities or employment practices, pursuant to N.J.A.C. 6A:7. Inquiries regarding compliance should be directed to the district **Affirmative Action Officer, John Dewitt**. The district affirmative action grievance procedure is available through Mr. Dewitt. The grievance procedure may be utilized by any student, parent, staff or community member who has a concern arising from the application of policies or administration decisions arising from prejudice or discrimination on the basis of the aforementioned items.