LACEY TOWNSHIP SCHOOL DISTRICT

Student / Family Handbook
2026 – 2027

LACEY TOWNSHIP HIGH SCHOOL
"*Courage, Pride, and Tradition*"

73 HAINES STREET
LANOKA HARBOR, NEW JERSEY 08734
(609) 971-2020

Welcome to Lacey Township High School. This handbook has been published to make the policies of LTHS easier to understand and to provide answers to most questions.

We hope that you will participate in the many programs and activities which have been planned to help and interest you; however, privileges always carry responsibilities. We trust you will assume these responsibilities and uphold the ideals of learning and citizenship for which Lacey Township High School stands.

We encourage you to take advantage of the opportunities existing at LTHS and hope you will enjoy the school year. Respect others, hold honor high, and, in this way, gain respect for yourself. Make friends, gain knowledge, and be a good leader and a good follower. Be a humble winner and a gracious loser. Lacey Township High School can only give you what you want. Show "PRIDE" in your school and community.

"THE PRIDE IS INSIDE!"

BEST WISHES,
THE LACEY TOWNSHIP HIGH SCHOOL
ADMINISTRATION AND STAFF

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BOARD OF EDUCATION

Kimberly S. Klaus, President
Steve Gouin, Vice President
Dan Bell, Board Member
Salvatore Armato, Board Member
Dr. Meg Forney, Board Member
Brandon Hurley, Board Member
Kerry Opitz, Board Member

DISTRICT ADMINISTRATION

Dr. Jeffrey Brewer, Superintendent
William W. Zylinski, Assistant Superintendent
Constance Stewart, Interim Business Administrator/Board Secretary
Joseph Bond, Director of Student Services
Michelle Amos, District Supervisor - Grades K-5
Dr. Mallory Krakovsky, District Supervisor of Grades Preschool - K and Special Education Grades Preschool - 5
Margaret Molloy, District Supervisor - Grades 6-12
Jason England, District Supervisor of Technology
Aimee DelVento, Director of Athletics

HIGH SCHOOL ADMINISTRATION

Jason R. King, Principal
Michele England, Assistant Principal
Edward Subokow, Assistant Principal
Aimee DelVento, Supervisor of Health/PE
Margaret Molloy, Supervisor of Math, Science, & STEM
Jamie Sassano, Ed. D Supervisor of ELA, Social Studies, & LAH
Melissa Franzosi, Supervisor of School Counseling

LACEY TOWNSHIP SCHOOL DISTRICT MISSION STATEMENT

The mission of the Lacey Township School District is to make student achievement its top priority and to educate and graduate responsible, compassionate, lifelong learners who have analytical skills, intellectual resilience, and respect for self and others; who meet or exceed all New Jersey Student Learning Standards at all grade levels; and who are fully prepared to assume productive and personally fulfilling roles in the diverse, ever-changing world of the 21st Century.

To that end, the district will:

- ➔ Create and foster a physically safe and emotionally secure environment that promotes a high level of academic performance.
- ➔ Empower students to be self-directed learners by developing critical thinking skills, building problem solving skills, and fostering intelligent behaviors.
- ➔ Instill in students a sense of accountability for their actions and decisions.
- ➔ Afford every student the opportunity to develop intellectually, ethically, and personally to the fullest extent of his or her capabilities.
- ➔ Prepare students to live and work in a rapidly changing technological world by fully infusing technology in curricula at all levels and in all subjects.
- ➔ Promote respect and appreciation for all cultures and teach students to value diversity.
- ➔ Foster an appreciation of the rights and responsibilities of good citizens and give students the skills and the desire to contribute to their community, their country, and their world.
- ➔ Write and implement educationally sound curricula that are aligned with and promote proficiency in the New Jersey Core Curriculum Content Standards at all grade levels.
- ➔ Provide for ongoing professional development that keeps all staff current in best practices in their fields.
- ➔ Provide for analysis of student performance data that fosters fully informed instructional decision-making.
- ➔ Recruit, hire, and retain superior professional staff.
- ➔ Enlist the support of parents and the community in promoting high academic standards and in providing the resources necessary to meet those standards.
- ➔ Provide administrative leadership that supports and motivates both teachers and students.
- ➔ Secure and utilize resources appropriately in support of this miss

LACEY TOWNSHIP HIGH SCHOOL PHILOSOPHY

We believe that all students can achieve at high levels when given the right support, encouragement, and opportunities. Success is a shared responsibility—families, students, and educators must work in partnership to create the conditions in which students can thrive. High expectations from all stakeholders inspire high performance, helping students reach their full potential.

Every staff member plays a vital role in maintaining a safe and supportive learning environment that fosters academic excellence and personal growth. The involvement and support of our entire community are essential to the success of our schools and students; when students succeed, our whole community benefits and grows stronger.

We are committed to continuous improvement in teaching, learning, leadership, and accountability, recognizing that this ongoing commitment is a critical driver of long-term success. Together, through collaboration and shared purpose, we build a thriving educational community.

LACEY TOWNSHIP SCHOOL DISTRICT
POLICIES ON DISCRIMINATION

The Board of Education directs that all students enrolled in the schools of this district shall be afforded equal educational opportunities in strict accordance with law. No student shall be denied access to or benefit from any educational program or activity or from a co-curricular or athletic activity on the basis of the student's race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation, gender, gender identity or expression, socioeconomic status, or disability.

Section 504 of the Rehabilitation Act
Nondiscrimination on the Basis of Handicap in Programs and Activities

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. The Lacey Township School District is responsible for preventing discrimination in policies, programs, and practice regarding personnel and students.

The Lacey Township School District is responsible for identifying, evaluating, and providing reasonable accommodations for students who are determined eligible under Section 504. Parents/Guardians who disagree with the school's determination may request a hearing with an impartial hearing officer.

Parents/Guardians of children who are believed to have a disability that requires modifications or accommodations to his/her educational program should contact the building principal or submit a written request to Mrs. Melissa Franzosi, District 504 Coordinator, 73 Haines Street, Lanoka Harbor, NJ 08734.

Affirmative Action

Edward Subokow, LTHS Affirmative Action Officer
(609) 971-2020

The Lacey Township Board of Education reaffirms its policy to ensure equal educational opportunity for all students and to prohibit discrimination because of sex, sexual orientation, race, color, creed, religion, ancestry, national origin, social or economic status, or disability in the educational programs and activities, not limited to but including course offerings, athletic programs, guidance and counseling, tests and procedures, parenthood and marital status, through an intensive affirmative action program which shall be an integral part of every aspect of educational policies and programs to the maximum extent possible.

The Lacey Township Board of Education also reaffirms its policy to ensure equal employment opportunity for all persons to prohibit discrimination in employment because of sex, sexual orientation, race, color, creed, religion, national origin, age, domicile, marital status, or non-employment in the public education system of the school district. An intensive affirmative action program shall be an integral part of every aspect of employment, not limited to but including upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay, or other forms of compensation including fringe benefits, employment selection or selection for training and apprenticeship, promotion, or tenure.

Reporting/Grievance Procedures

Complaints alleging violations of the District's Affirmative Action policy shall be reported to the building principal or principal's designee and the school's Affirmative Action/Title IX Officer. Incidents/concerns may be reported to Mr. William W. Zylinski, District Affirmative Action Officer at 200 Western Blvd., Lanoka Harbor, NJ, 08734 or by calling (609) 971-2000.

TELEPHONE DIRECTORY

Superintendent's Office	609-971-2000
LTHS Main Office	609-971-2020
Principal's Office	x2005
Assistant Principal's Office	
Mrs. England (Grades 9 & 11)	x2004
Mr. Subokow (Grades 10 & 12)	x2001
Athletic Office	x2043
Attendance Office	x2025
Child Study Team	x1021
Guidance Office	x2013
Health Office	x2028
Custodian's Office	x2310
Food Services	x2046
Transportation Office	x1043

2026-2027 District Calendar

July 2026

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2026

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23	24	25	26	27	28	29
30	31					

September 2026

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20	21	22	23	24	25	26
27	28	29	30			

October 2026

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18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2026

S	M	T	W	T	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2027

S	M	T	W	T	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2027

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2027

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2027

S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2027

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2027

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

School Hours

	Start Time	Dismissal	Early Dismissal
HIGH SCHOOL	7:05 a.m.	1:35 p.m.	11:05 a.m.
MIDDLE SCHOOL	7:30 a.m.	2:00 p.m.	11:30 a.m.
CEDAR CREEK	8:00 a.m.	2:30 p.m.	12:00 p.m.
FORKED RIVER	9:00 a.m.	3:30 p.m.	1:00 p.m.
LANOKA HARBOR	8:15 a.m.	2:45 p.m.	12:15 p.m.
MILL POND	9:15 a.m.	3:15 p.m.	1:15 p.m.

Key Dates

School Year: For Students
First Day: September 8, 2026
Last Day: June 16, 2027

Schools & Offices Closed

9/7/2026
– *Labor Day*
10/12/2026
– *Columbus Day*
11/5/2026 - 11/6/2026
– *NJEA Convention/Fall Break*
11/26/2026 - 11/27/2026
– *Thanksgiving Break*
12/24/2026 - 1/1/2027
– *Winter Break*
1/18/2027
– *Martin Luther King Jr. Day*
2/15/2027
– *Presidents' Day*
3/26/2027- 4/2/2027
– *Spring Break*
5/28/2027 – 5/31/2027
– *Memorial Day*

Early Dismissal Days

11/25/2026
12/23/2026
2/12/2027 *
6/11/2027 *
6/14/2027 *
6/15/2027 *
6/16/2027 *

*** Students Only**

LTEA Staff in Service

9/1/2026
9/2/2026
9/3/2026
2/12/2027
6/17/2027

Midterms

LTHS 1/26 - 1/29/2027

Early dismissal days are scheduled for:
1/27 – 1/29/2027

Parent/Teacher Conferences

MPS, CCS, FRS, LHS & LTMS (3 days)
1/27 - 1/29/2027

Early dismissal days are scheduled

Inclement Weather Closings

In the event of inclement weather closings, the following will be recalled as Instructional Days w/early dismissal.

1. *May 28th*
2. *March 26th*

Board Approved: February 19, 2026

Lacey Township School District
200 Western Blvd., Lanoka Harbor, NJ 08734
laceyschools.org | (609) 971-2000

A Tradition of Pride and Excellence

*Students arriving before 6:55 a.m. should report to Cafeteria North.

LACEY TOWNSHIP
HIGH SCHOOL

HALF DAY EARLY DISMISSAL

ARRIVAL	6:55 AM
PERIOD 1	7:05 AM – 8:05 AM
PERIOD 2	8:08 AM – 9:05 AM
PERIOD 3	9:08 AM – 10:05 AM
PERIOD 4	10:08 AM – 11:05 AM

NO LUNCHES SERVED ON HALF DAYS.

A TRADITION OF PRIDE – A TRADITION OF EXCELLENCE.

LACEY TOWNSHIP
HIGH SCHOOL
TWO-HOUR
DELAYED OPENING
ARRIVAL
8:55 AM
PERIOD 1
9:05 AM – 10:05 AM
PERIOD 2
10:08 AM – 11:02 AM
PERIOD 3
(TIME DEPENDS ON LUNCH ASSIGNMENT)
11:06 AM – 12:37 PM
PERIOD 4
12:41 PM – 1:35 PM
PERIOD 3 INCLUDES LUNCH
FIRST LUNCH
11:06 AM – 11:36 AM
PERIOD 3
11:41 AM – 12:37 PM
SECOND LUNCH
12:07 PM – 12:37 PM
PERIOD 3
11:06 AM – 12:02 PM
A TRADITION OF PRIDE – A TRADITION OF EXCELLENCE.

GENERAL INFORMATION

Asbestos Hazard Emergency Response Act

A surveillance of asbestos containing building materials in the Lacey Township High School was conducted by AHERA Consultants, Inc. on June 10, 2022. The surveillance did not show any change in asbestos containing building material (floor tiles). The surveillance was conducted in accordance with EPA 40 CFR Part 763, Section 763.92.

Announcements

Any school sponsored group, club, or class desiring to make student or general announcements must have their advisor or coach email WLTS. The administration reserves the right to alter an announcement and to approve requests for the use of the P.A. for the announcement.

Cafeteria

The cafeteria makes available both hot and cold lunches, a-la-carte items, sandwiches, and snacks. Students may also bring their own lunches.

1. The following rules have been established for both cafeterias during lunch periods and for breakfast:
    a. Students are expected to be on time for lunch, stand in line, and wait their turn.
    b. Food can only be purchased during breakfast or an assigned lunch period.
    c. All food and beverages must be consumed only in the cafeteria.
    d. Students must pay for their lunch.
    e. All students are responsible for helping keep the cafeteria clean.
    f. Trays and utensils need to be returned to the designated area.
    g. Reuse shall be disposed of in the proper receptacle.
    h. Students are expected to use good table and eating manners.
    i. Upon leaving the cafeteria, chairs need to be put back in place.
    j. Students are to leave backpacks, jackets, and other personal belongings at their seats.
    k. Stealing food or drink will result in disciplinary actions that may include suspension and/or restitution.
    l. Students are required to follow the reasonable directives of any staff member. This includes aiding in the cleanliness and maintenance of the cafeteria.
    m. Common courtesy is expected as a daily practice.
    n. Seniors are only permitted to go to their cars in the parking lot after asking for permission from the Main Office and then signing out at the front desk.

2. Breakfast
    a. Breakfast is available for purchase by students between 6:55 AM and 7:05 AM.
    b. Students purchasing and/or eating breakfast are still responsible for attending Period 1 **on time**.
    c. Students who violate these rules may be subject to disciplinary action.

Elevator Use

There are two elevators located in the high school: one is in A-Hall near the N-Hall intersection; the other is in the courtyard corridor that connects the West Wing with A-Hall. The elevators may be used by students suffering injuries or disabilities that prevent them from using the stairs. An elevator pass may be obtained from the school nurse before the start of Period 1. Elevator passes must be renewed weekly at the nurse's office.

The following rules for elevator use must be adhered to:

1. Only the student who has been granted permission may ride the elevator (except in those cases where a second student is assisting by carrying books).
2. Keep the elevator clean.
3. Exercise caution and care in the use and treatment of the elevator.
4. Use the elevator only when needed.
5. Report any problems with the elevator to an assistant principal.
6. In the case of fire, DO NOT USE THE ELEVATOR: USE THE STAIRS.
7. If both elevators are out of order and they have a class upstairs, students who are on crutches will report to the Media Center. If a student reports to the Media Center, the procedure will be:
    a. The student's presence is recorded.
    b. The student's teacher is contacted notifying them of the student's presence.
    c. The teacher will be contacted to determine if work is to be sent to the student in the Media Center.
    d. If the student must go to class, then an adult should accompany him/her up the stairs.

NOTE: Failure to comply with the rules for riding the elevator may result in disciplinary action for insubordination.

Emergency Forms

To ensure the administration is able to provide students with any special services required, it is requested that the parent/guardian review and notify the Guidance Department to update their emergency contact information on the Parent Portal.

Emergency School Closing/Delayed Opening

In case of inclement weather which may necessitate the closing of school, students will be notified via an automated phone message. Additionally, students should listen to the radio for school closings or check **official** LTHS social media pages.

The following media outlets are notified if school is closed: Lacey Township Schools District Website, WOBM 92.7 FM, WJLK (AM) 94.3, APP.com, and NEWS12 TV

Fines - Responsibility for Issued Materials

Books, materials, equipment, Chromebooks, chargers, etc. issued to students are to be returned to the teacher who issued those articles. **FINES WILL BE ASSESSED TO STUDENTS NOT RETURNING ISSUED MATERIALS.** The teacher will give the student the fine slip or send it to the student in their homeroom. A record of student fines may be reviewed on the Student and Parent Portals. Fines are to be paid in the Main Office.

STUDENTS WITH OUTSTANDING FINES MAY NOT PARTICIPATE IN CO-CURRICULAR ACTIVITIES OR EVENTS. GRADUATING SENIORS WILL NOT RECEIVE THEIR CAPS AND GOWNS OR DIPLOMAS UNTIL ALL FINES ARE CLEARED.

Fire and Security Drills

Each month, LTHS will conduct one fire drill and one security drill for the safety of the students and faculty. Everyone should know the specific directions for reaching a point of safety from those areas of the building in which he or she may be. For fire drills, this information is posted on a red sign adjacent to or above the exit door of each room. Any specific directions or other information regarding a drill will be announced at the time via the P.A. system or shared by your teacher.

ANY STUDENT WHO PULLS A FALSE ALARM WILL BE SUBJECT TO SERIOUS DISCIPLINARY ACTION, WHICH MAY INCLUDE SUSPENSION FROM SCHOOL AND A POSSIBLE REFERRAL TO THE SUPERINTENDENT WITH A RECOMMENDATION FOR EXPULSION. IN ADDITION, A POLICE COMPLAINT MAY BE FILED.

General Rules for Fire Drills are as follows:

1. All windows and doors must be closed but not locked.
2. Students must follow the designated exit instructions and leave the building in an orderly manner.
3. Students must remain with the class and the teacher.
4. Students will be directed via the P.A. system to return to the building.
5. Students are to be silent throughout the fire drill.
6. Students referred to the office for any violation of the above rules will be subject to disciplinary action for insubordination.

Flag Salute and Pledge of Allegiance

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, but you are required by law to respectfully remain silent.

IN PERIOD 1 EACH MORNING, STUDENTS ARE REQUESTED TO STAND DURING THE FLAG SALUTE AND PLEDGE OF ALLEGIANCE WHEN DIRECTED TO DO SO DURING MORNING ANNOUNCEMENTS.

Hall Passes

Students who wish to be excused from class for any reason **MUST** first secure prior approval from their regularly scheduled teacher and complete the ***Leaving Class Google Form*** **BEFORE** leaving the classroom. All students are required to sign-in and sign-out upon arrival and departure at the location they are visiting. Failure to follow these procedures may result in a disciplinary referral.

Students are not permitted to leave the classroom without permission. Any student found outside of an authorized location or without a pass may be referred to the Main Office for disciplinary action.

Students who are granted permission to use the restroom during class time must proceed directly to and from the restroom without stopping at classrooms, offices, counselors, School Resource Officers, or any other locations unless they have received prior approval from the sending teacher and possess the appropriate pass. Students are expected to return to class promptly and conduct themselves in a manner that does not disrupt instructional time or other school activities.

Students are not permitted to visit other teachers during class time. Any student wishing to visit the Guidance Office, Child Study Team, or other support services must obtain prior permission and have a pass to do so. Students must still complete the ***Leaving Class Google Form*** and sign-in and sign-out upon arrival and departure from the approved location.

Hallway Passing Time

Students are given 4 minutes to change classes, including lunch. Students late for class will be given a warning by the classroom teacher on the first offense, assigned teacher detention on the second offense, and referred to an assistant principal on the third and subsequent offenses.

Items Prohibited on School Grounds

The items listed below are prohibited on school grounds at all times. **Disciplinary action may be taken on the student found to be in possession of any of these.**

A. Animals (except approved service animals)
B. Radios / Wireless Speakers
C. Smokeless Tobacco
D. Skateboards
E. Water Pistols
F. Knives
G. Weapons of Any Type
H. Cigarettes
I. Lighters
J. Electronic Cigarettes / Vaping Devices
K. Illicit Drugs
L. Alcohol
M. Playing Cards
N. Dice

Leaving the Building During the School Day

Students will not be allowed outside the building at any time during the school day. Students are not allowed to leave the building during the change of classes. If a student is found outside of the school building without permission, a parent will be contacted and the student may be assigned in-school consequence. It is everyone's responsibility to assist in maintaining a secure school building. Students leaving the school without permission creates an unsafe school environment.

Lockers

Each student is assigned a hall locker for books and outer garments. The hall locker, which has a combination lock, is assigned at the opening of school by the Period 1 teacher. Students who transfer in after the opening of school will be assigned, through the Attendance Office, a locker at the time of registration. For your protection, students should not give out the combination and should always check to make sure the door is locked.

Students should not share lockers or leave lockers set to open on the last number as this practice could lead to theft. Additionally, padlocks are not permitted on hallway lockers.

The small gym lockers are offered through the Physical Education Department during PE classes. Students are encouraged to purchase a combination padlock. It is imperative that every student lock his/her locker during PE class. **BE SURE THE LOCKER IS LOCKED.** The school is not responsible for lost or stolen items.

Lockers are the property of the school and may be searched by school authorities pursuant to P.L. 1985, Chapter 198 18A:36-19-2. Students are responsible for the care and treatment of the locker. Vandalism or damage to a locker will result in disciplinary action and/or payment of damages.

Lost and Found

Students who have lost any books, clothes, equipment, or other articles should check with Lost and Found, located at the end of C-Hall. Anyone who finds a lost or misplaced article should turn it into the Attendance Office. Articles that are not claimed within a reasonable period of time will be discarded.

Military Recruitment

Military recruiters may have access to student information directories pursuant to NJSA 18A:36-19.1; however, any parent/guardian or adult student may request, in writing to the superintendent of schools, to be excused from participation in recruitment programs or to have their name appear in student information directories for recruitment purposes.

Posters

Students are not permitted to hang or distribute posters anywhere in the building without permission from the administration. Students who do not seek administrative approval may face disciplinary action. Posters will not be permitted that promote non-school sponsored events.

Questioning and Apprehension

In order to protect a student's rights during the time they are under school control, the Lacey Township Board of Education has adopted a policy to deal with student questioning and apprehension by law enforcement agencies during the school day.

If a warrant is available, the principal will attempt to delay the process until the parents/guardians can be contacted. If no warrant is available, the principal shall attempt to defer the proceeding to outside the school day. If the parents/guardians cannot be reached, however, the principal or principal's designee shall remain with the student during questioning.

In cases involving DCP&P, the agent makes the determination regarding parental contact and/or presence. Every effort will be made to maintain a close and cordial relationship with local law enforcement and other agencies while ensuring that the parents/guardians are informed and student rights are protected.

School Store

The LTHS School Store is located next to Cafeteria North. The store is operated and managed by students in the Distributive Education Club of America. Students may purchase school related items such as notebooks, pens, pencils, report covers, paperback books, apparel, etc. Proceeds from the School Store are used to fund the DECA Program.

Search and Seizure - Student Right of Privacy

The Lacey Township Board of Education has adopted a policy dealing with search and seizure. A student's person and possessions may be searched by the administration provided that there are reasonable grounds to suspect that the search will turn up evidence that the student has violated a law or rule of the school. The extent of the search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

Common sense will also dictate that any evidence found in a search shall be recorded in the file. Those involved in the search shall also record the reason for the search, the basis for information leading to the search, the manner in which the search was conducted, who was present, and whether anything was found in the search. See the LTBOE Policy Search on the District Website for the full policy.

Student Lavatories

Student lavatories are located throughout the building for student use. Students who are excused from class to use the lavatory must report directly to the nearest available facility and return to class promptly. Students are not permitted to visit any other classroom, office, or area of the building without prior permission.

To maintain a safe, respectful, and orderly environment, lavatory privileges may be restricted if students fail to follow established procedures or engage in inappropriate behavior. Students may be required to use designated lavatories, follow additional sign-in/sign-out procedures, or receive administrative approval prior to leaving class.

Students who leave class to use the lavatory must sign out using the designated classroom procedure and sign back in upon returning to class. Students are expected to use the lavatory appropriately and respect the privacy and safety of others. Students may not share restroom stalls, congregate in lavatories, or engage in behaviors that disrupt the learning environment or compromise student safety.

For safety and supervision purposes, the number of students permitted in a lavatory at one time may not exceed the number of available stalls. Failure to follow lavatory procedures, misuse of facilities, or leaving an assigned area without permission may result in disciplinary action and/or restriction of lavatory privileges.

Student Use of Cell Phones and Internet/Non-Internet Enabled Devices

The Board of Education prohibits student use of internet and non-internet-enabled devices on school grounds during the school day in accordance with N.J.S.A. 18A:36-40b. The Board adopted Policy and Regulation 5516 pursuant to N.J.S.A. 18A:36-40b and the guidelines developed by the Commissioner of Education concerning student use of internet-enabled devices during regular school hours (bell-to-bell), on a school bus, or during school-sponsored events when the student is under the direct supervision of a teaching staff member or employee of the Board.

Students are prohibited from using a cell phone or other internet or non-internet-enabled device anywhere on school grounds during the school day unless it is during a time that they receive express permission to use such a device by the principal or his/her designee. This includes, but is not limited to, cell phones, iPads, Smart Watches, Meta Glasses, etc. Additionally, photography and videography of any kind is not permitted on school grounds including the bus and bus stop. The use of video calls and/or AirDrop is not permitted.

Under no circumstances is a student permitted to use a cell phone or internet or non-internet-enabled device to communicate or take videos or photographs in a restroom, locker room, shower area, or any other area where any person is removing or changing clothes and/or in any other area or location where a person has a reasonable expectation of privacy. Student use of an internet or non-internet-enabled device for communicating or recording is also subject to the provisions of Policy 5516 and this Regulation.

Students are encouraged not to bring internet or non-internet-enabled devices to school. If a student chooses to bring an internet or non-internet-enabled device(s) to school, the device(s) shall be turned off by the student and passcode protected to prevent any unauthorized use of the device. The internet or non-internet-enabled device

shall remain in the student's backpack/book bag or locker during the school day or in accordance with Policy 5516 and this Regulation.

A classroom or other instructional space may have a designated location where students are required to turn off, ensure the internet or non-internet-enabled device is passcode protected, and store the device until the student leaves the classroom or other instructional space.

The use of cell phones and other internet or non-internet-enabled devices during unauthorized times will result in disciplinary action.

Study Halls

Study periods are designed to provide a quiet, regulated environment in which to complete assignments. Students enrolled in a study hall are encouraged to use this time wisely. Students are expected to follow the rules, regulations, and procedures established for study halls. The study hall teachers will make students aware of those responsibilities at the beginning of the term.

Supplemental Services

Students are eligible for a supplemental services program based on family income and attendance at a school that has been identified as being in need of improvement. Any student who is eligible for a free or reduced lunch is eligible for free supplemental services for the current academic year. These services will be provided before school, after school, and/or during the summer. These services are in addition to the regular instruction that the student receives during the school year. Applications for Free and Reduced Lunch can be accessed through the Parent Portal. For information regarding this program, contact the high school at 609-971-2020.

Thefts

Students must exercise great care to see that all lockers are properly secured to protect public and personal property from theft. Never leave belongings unprotected. Every theft report will be carefully investigated by the administration. Complaints may be filed by the administration against any student possessing stolen property. Reports of thefts should be made on the proper forms available in the Main Office. The school is not responsible for lost or stolen items.

Visitors

Visitors, such as graduates, former students, friends, or relatives of current students who wish to come into school for a day or part of the day are not permitted. Any exceptions to the this rule must be arranged through the administration. ALL VISITORS TO THE BUILDING MUST SIGN-IN AND PRESENT VALID IDENTIFICATION AT THE FRONT SECURITY DESK AND REPORT TO THEIR SPECIFIED LOCATION. Any person who does not have official business with the school will be required to leave the building immediately. A police complaint for trespassing may be filed.

HARASSMENT, INTIMIDATION, & BULLYING

Policy Statement

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.

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.

Reporting Procedure

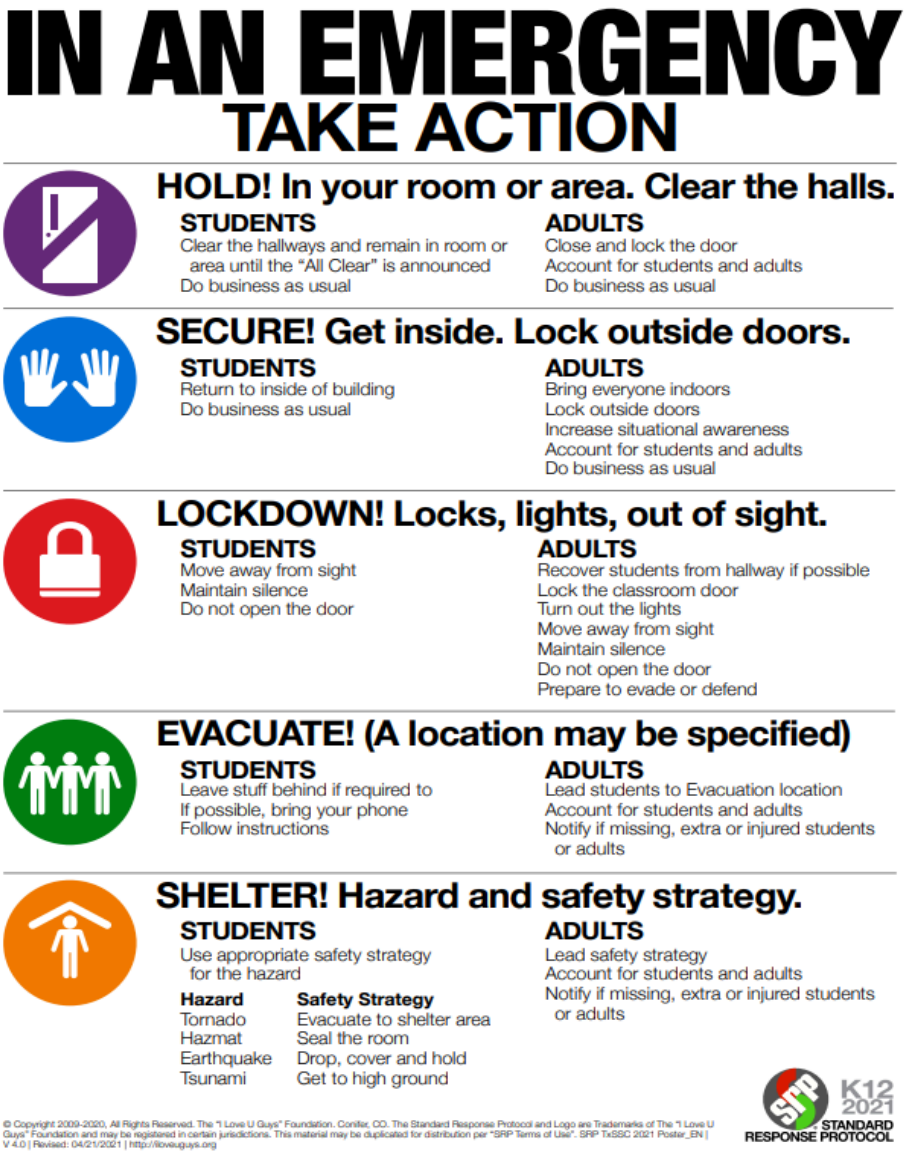
The Board of Education requires the Principal at each school to be responsible for receiving complaints alleging violations of this policy. All Board members, school employees, and volunteers and contracted service providers who have contact with students are required to verbally report alleged violations of this Policy to the Principal or the Principal's designee on the same day when the individual witnessed or received reliable information regarding any such incident. All Board members, school employees, and volunteers and contracted service providers who have contact with students also shall submit a report in writing to the Principal within two school days of the verbal report. The Principal will inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of
counseling and other intervention services.

The Principal, upon receiving a verbal or written report, may take interim measures to ensure the safety, health, and welfare of all parties pending the findings of the investigation. Students, parents, and visitors are encouraged to report alleged violations of this policy to the Principal on the same day when the individual witnessed or received reliable information regarding any such incident. Students, parents, and visitors may report an act of harassment, intimidation, or bullying anonymously. Formal action for violations of the Code of Student Conduct may not be taken solely on the basis of an anonymous report.

Consequences and Remedial Actions

The Lacey Township Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of harassment, intimidation, or bullying, consistent with the Code of Student Conduct. Consequences and appropriate remedial action for a student who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of students, as set forth in the Board's approved Code of Student Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a student who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance, and must be consistent with the Board's approved Code of Student Conduct and N.J.A.C. 6A:16-7, Student Conduct.

STANDARD RESPONSE PROTOCOL TO AN EMERGENCY



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Stay Alert

A critical violent incident can occur at any time. Stay alert to any suspicious activity and use information to make good decisions. Provide as much initial information as possible to as many people as possible. Use any and all available means: Texts, PA, Digital, Signage, Web, Twitter, Facebook, etc.

Continually Inform

Communication is key throughout the incident. Keep an open line to 911 as well as communicating using cell phones and classroom phones with the main office and other classrooms. Provide as much real time information as possible. Use this information to make single or collective decisions as to the best option for survival. Be flexible because the situation will be dynamic and fluid.

HIGH SCHOOL GRADUATION REQUIREMENTS

Basic Skills

Prior to graduation from high school, all students must demonstrate competency in reading, writing, and computation by passing a state examination in these basic skills.

Curriculum Proficiency

Successful completion of the following is required for graduation from high school with a state endorsed diploma:

English 9, 10, 11, 12	20 Credits
US History 1, 2	10 Credits
World History	5 Credits
Physical Education 9, 10, 11, 12	15 Credits
Health 9, 10, 11, 12	5 Credits
Mathematics	15 Credits
Science	15 Credits
Financial, Economic, Business Entrepreneurship	5 Credits
Career/Technical Education	5 Credits
Visual/Performing Arts	5 Credits
Foreign Language	5 Credits
Electives	25 Credits

Credit Hours Per Year

For a student to qualify for graduation, a student will be required to accumulate a total of 120 credit hours.

Early Graduation

The Lacey Township Schools Board of Education views the traditional 4 year program as essential to secure a high school diploma. It is reasonable, however, that academically talented students of the highest caliber may benefit from an early graduation for the purpose of pursuing higher education. The request for early graduation must be filed by students in their sophomore year and be in accordance with the rules and regulations of early graduation. Any student interested in this program should contact his/her guidance counselor.

GRADING POLICY

Marking System

All grades shall be in number form with the following ranges of achievement:

90-100	Outstanding Achievement
80-89	Above Average Achievement
70-79	Average Achievement
65-69	Minimal Achievement
Below 65	Unacceptable
I	Incomplete
M	Medical Excuse
CW	Credit Withdrawal (Attendance Policy)
WP	Withdrawal Passing
WF	Withdrawal Failing

Students will have the opportunity to earn a safety net grade of 55 during the first marking period that a course meets. Grades reflecting the true numeric value of work done by students will be issued during marking periods 2, 3, and 4, as well as the midterm and final examinations. All health and driver education classes will reflect the true numeric value of the work done by the student.

In order to earn the safety net grade of a 55, students and families will be required to meet with teachers, counselors, and administrators.

1. Students in need of their first marking period safety net(s) will be required to attend at least two after-school enrichment tutoring sessions in order to obtain the safety net.

A student may be issued an *incomplete* (I) when course requirements have not been completed. The student will have the opportunity to complete the work by the middle of the following marking period. If the work is not completed within the allotted time, the Incomplete may be changed to a failing grade. An incomplete for the fourth marking period and in place of a final grade may be issued only under the following conditions:

1. The teacher has communicated the student's lack of progress to the student, parent, and counselor in a timely manner. The counselor will also notify the parent.
2. Upon written approval from the principal.

Transfer of Grades and Credits

Students shall receive credit for courses and/or programs from other certified institutions as determined by the LTHS credit system. Students may be granted credit for courses taken in a college or university if prior approval is granted by the superintendent of schools.

Midterm and Final Exams

In a full year course, midterm and final exams are administered. The two grades are then averaged to compute the exam average. The exam average counts for 20% of the final grade. In a semester course, only a final exam is given. The final exam counts for 20% of the final grade.

Seniors who have grades of 90 or higher in each marking period and a midterm grade of 80 or above may opt out of their final exam.

Interim Progress Reports

If midway through a marking period a student is in danger of failing a subject or is not progressing satisfactorily, an interim report will be made available online through the Student/Parent Portal. The progress reporting system has been instituted to give students an opportunity to bring their performance up to a satisfactory or passing level.

The interim reports may also be utilized by the staff to make parents/guardians aware of students who have done outstanding work or have performed beyond the expected level or have demonstrated extra effort and work.

Parents are encouraged to analyze these interim reports when made available and to bring any questions or concerns to the attention of the counselor or teacher involved.

Grade Reporting

There are four (4) marking periods during the school year. Report cards are made available online through the Student/Parent Portal to the students/parents/guardians. Report cards include the grades earned, midterm and final exam grades, and comments related to the student's progress in each course.

Parents are urged to carefully examine all the information included on the report card. It is recommended that any concerns or questions be directed to the child's counselor or, in the case of a specific course, to the teacher.

Class Rank

1. Class rank is determined by the grade point average. Students are ranked within their own grade level only. **Online coursework (LOLA) will carry the academic weight as defined by course level (up to 5 credits/yr).**

2. Grade point average is computed as follows:

$$\text{GPA} = \frac{\text{Total Quality Points}}{\text{Total Credits Attempted}}$$

3. Quality points for each course are determined by multiplying the grade weight by the number of course credits.

AP		Honors		Regular	
Range	Weight	Range	Weight	Range	Weight
90-100	5	90-100	4.5	90-100	4
80-89	4	80-89	3.5	80-89	3
70-79	3	70-79	2.5	70-79	2
65-69	2	65-69	1.5	65-69	1
Below 65	0	Below 65	0	Below 65	0

4. Class rank will be calculated at the conclusion of each year. It will also be calculated at the midyear point for juniors and seniors. Rank calculated at the conclusion of a semester will include the midterm and final exam assessments. For the purposes of determining valedictorian and salutatorian, class rank will be calculated an additional time at the conclusion of the 3rd marking period during a student's senior year.

Honor Roll

1. Honor Roll - Average of 3.0 or better in all subjects with no grade lower than a 77
2. High Honor Roll - Average of 4.0 or better in all subjects with no grade lower than an 84
3. In calculating the average for honor roll, quality points/credits are not utilized.
4. Incomplete (I) and Credit Withdrawal (CW) grades preclude a student from achieving honor roll.

2026-2027 Schedule for Progress/Grade Reports

Progress Reports				
	MP1	MP2	MP3	MP4
Begin Data Entry	9/30/2026	12/09/2026	2/23/2027	5/05/2026
Last Day of Progress Period	10/07/2026	12/16/2026	3/02/2027	5/12/2026
Complete Data Entry	10/15/2026	12/22/2026	3/09/2027	5/19/2026
Portal Available	10/16/2026	12/23/2026	3/10/2027	5/20/2026

Grade Reports				
	MP1	MP2	MP3	MP4
Begin Data Entry	11/03/2026	1/21/2027	4/05/2027	6/07/2027
Last Day of Marking Period	11/12/2026	1/28/2027	4/12/2027	6/16/2027
Complete Data Entry	11/19/2026	2/04/2027	4/19/2027	6/16/2027
Portal Available	11/20/2026	2/05/2027	4/20/2027	6/17/2027

Academic Integrity

Lacey Township High School is committed to fostering a culture of honesty, responsibility, and academic integrity. Students are expected to complete all assignments and assessments honestly and to submit work that is their own unless collaboration has been expressly authorized by the teacher.

Any violation of academic integrity, including, but not limited to, cheating on assignments or assessments, plagiarism, breaking classroom assessment protocol, unauthorized collaboration, copying files, misuse of online learning resources, falsification of work, or unauthorized use of Generative Artificial Intelligence (AI) or other technology, will be addressed in accordance with Board Policies 5701 and 5600. Consequences will be determined at the discretion of the teacher in consultation with school administration, as appropriate.

All verified incidents of academic dishonesty will be documented and may result in a disciplinary referral to school administration. In addition to academic consequences determined by the teacher, disciplinary action may be taken when warranted.

Students should also understand that violations of academic integrity may adversely affect eligibility for academic awards, honors, scholarships, leadership positions, recommendations, membership in honor societies, and other school-sponsored recognitions or opportunities.

Students and parents are encouraged to review the district's Acceptable Use of Generative Artificial Intelligence (AI) guidelines for expectations regarding the appropriate and ethical use of AI tools in academic settings.
ACCEPTABLE USE OF GENERATIVE ARTIFICIAL INTELLIGENCE (AI)

GUIDANCE & STUDENT SERVICES

The main objective of the counseling services is to help each student achieve his/her greatest potential. Assistance is given to students based on needs which are identified by information obtained from standardized test scores, teacher input, and information from parents/guardians. The guidance staff provides the students, parents/guardians, and teachers with a variety of services which enable the student to participate in the educational program.

These services include:

1. Academic/Activity planning
2. Orientation to school
3. Assessment of educational programs
4. Identification of learning problems
5. Development of an individual educational plan for special needs students
6. Career counseling and planning
7. Personal and social/emotional counseling
8. Post-secondary planning and placement
9. Financial aid and scholarship service

Each student is assigned a counselor. Conferences between the students and the counselor are scheduled throughout the year. Any student or parent/guardian requesting an appointment with a guidance/student counseling services staff member will be seen as soon as possible. Students may make appointments to see their counselor by emailing a request to their counselor or by completing an appointment slip, Guidance Office.

Adult Students

Students who have reached the age of 18, while subject to normal school rules and regulations, are adults and, accordingly, will sign all items requiring the signature of a parent/guardian for students under the age of 18. All school records, including I.Q. test scores are available for their inspection. Adult students are further reminded that regulations concerning daily class attendance and other school regulations apply fully to all students regardless of age. For example, permission to leave the building must be sought and granted by the administration, but parent's/guardian's permission is requested. Frequent absenteeism by an adult student, unless for a good cause, is reason for dismissal from school.

Appointments

Students wishing to make an appointment with their school counselor or with student service personnel (psychologist, social worker, learning consultant, etc.) are to request an appointment by email or in the Guidance Office. by stopping before or after school hours.

Change of Phone Number/Address

Parents/Guardians and students are advised to immediately report any changes to their address or phone number to the Guidance Office.

Home Instruction

Parents/Guardians are requested to contact their child's guidance counselor in order to secure home instruction. A parental note requesting home instruction, along with a doctor's certificate indicating that the student will be unable to attend school for at least 10 days, is necessary. The note should include a diagnosis and anticipated dates of absenteeism.

Homework Requests

If a student is absent, the student can sign on to their student portal and their classroom page to get the missed assignments. Parents/guardians should check the Parent/Student Portal for homework/assignments.

Job Placement

The Guidance Office will attempt to assist each student in securing employment if desired by the student during his/her high school years. A current listing of job opportunities will be maintained by the staff in the Guidance Office.

Leaving School/Transferring to Another School

Notification that a student (16 years or older) is withdrawing from school or that a student (any age) is transferring must be made by the parent/guardian in the Guidance Office. Such a student must then complete a Student Withdrawal Checkout Form to be signed by all his/her teachers and other staff as indicated on the form. All books must be returned and any outstanding fines paid and/or district property such as a technological device. In the case of students transferring to another district, parents/guardians should complete a Withdrawal Consent Form. Students withdrawing from school must first have a conference with the principal, or the principal's designee.

Once both forms are completed and signed, they must be returned to the Guidance Office. The Guidance Office then notifies the Attendance Office which deletes the student from the rolls and informs each staff member on the daily attendance sheet.

Intervention and Referral Services

Under N.J.A.C. 6A:14-3.3, district boards of education are required to establish guidelines for the involvement of school staff and community members in each building's system of intervention and referral services. Intervention and Referral Services (I&RS) is a way in which teachers' and students' needs are supported in the general education environment. I&RS does not replace traditional methods or resources for helping students; rather its focus is to align students' needs with available resources in the general education environment.

Lacey Township High School has established an I&RS program to assist students who are experiencing learning, behavioral, or health difficulties and to assist staff regarding ways to address the needs of each student. Parents and students should contact the school's Guidance Department for more information about this program.

A child may be referred to I&RS if he/she is experiencing academic, emotional, and/or behavioral difficulties. Please note that interventions in the general education setting shall be provided to students exhibiting academic difficulties and shall be utilized, as appropriate, prior to referring a student for an evaluation of eligibility for special education and related services [N.J.A.C. 6A-14-3.3(b)]. A direct referral to the Child Study Team may be made when it can be documented that the nature of the student's educational problem is such that evaluation to determine eligibility for special education services is warranted without delay [N.J.A.C. 6A-14-3.3(b)]. The parent may make a written request for an evaluation to determine eligibility for services under this chapter. Such a request shall be considered a referral and shall be forwarded without delay to the Child Study Team for consideration. [N.J.A.C. 6A-14-3.3(d)1]. The team may also determine that an evaluation is not warranted and, if so, determine other appropriate actions. [N.J.A.C. 6A-14-3.3(e)].

Special Education

Students with special education needs are given an opportunity, based on Child Study Team recommendations and their Individual Education Plan, to participate in small group learning. The basic Child Study Team is comprised of a Learning Consultant, School Psychologist, and Social Worker who are on staff to assist teachers, students, and parents/guardians. Eligibility for special education programs is determined by the Team based on a comprehensive evaluation.

Special Education is provided through several programs, which include resource room instruction in English, Mathematics, Science, and Social Studies for up to two periods per day. A departmentalized program may provide direct instruction for a student's entire academic program.

Anyone interested in learning more about these programs should contact Mr. Joseph Bond, Director of Student Services at (609) 971-2000 x1021.

Student Records

School districts are mandated to notify, individually, parents/guardians at least annually of their rights in regard to student records and shall make copies of the applicable state and federal laws and policies upon request.

Student records shall contain only such information as is relevant to the education of the student, and is objectively based on their personal observations or knowledge of the originator of the record. The local school district may not compile any other records except mandated and permitted records.

Mandated student records are those student records, which the school has been directed to compile by New Jersey statute, regulation, or authorized administrative directive. Examples are:

1. Student's name, address, date of birth, name of parent/guardian, citizenship, and sex of student;
2. Record of daily attendance;
3. Description of student's progress;
4. History;
5. Status of physical health compiled in accordance with state regulations;
6. And all other records required to be kept by the state regarding the education of special needs students.

Permitted student records are those which the local Lacey Township School Board of Education has authorized the district to collect by resolution adopted at a regular public meeting to promote the educational welfare of the student. Examples include:

1. Group achievement and intelligence tests;
2. Aptitude tests and interest inventories;
3. Systematically gathered teacher or counselor ratings;
4. Observations and verified reports of serious or recurrent behavior patterns.

As parents/guardians, you and your child have a right to individual privacy and the right to know concerning information gathered by the school. This protection should help you maintain faith and trust in your local school system and will also assist school administrators and other staff members in maintaining effective functioning of our educational institutions.

If you have any questions or desire to examine your child's record file at any time, you may arrange to do so by making an appointment with the principal. Mandated student records will be destroyed after the information is no longer necessary to provide educational services to a student. Such destruction shall be accomplished only after written parental or adult student permission has been granted or after reasonable attempts of such notification and reasonable attempts to secure parental permission have been unsuccessful. A copy of the Lacey Township Schools Board of Education policy and regulations for student records may be obtained by contacting the Superintendent's Office.

Working Papers

Any student under 18 years of age must have working papers in order to obtain employment in accordance with the labor laws as prescribed by the State of New Jersey.

All working paper applications will be completed online by the minor worker, caregiver (parent/guardian) and employer which started June 1, 2023. **Click Here**

STUDENT ASSISTANCE PROGRAM

The Lacey Township School District provides a Student Assistance Program for its students. The program has several components including intervention counselors who serve students in grades 7-12.

Education

The school district has incorporated drug/alcohol education into its Family Life Curriculum K-12. At the high school, the focus on substance abuse awareness is in the freshman and senior year health classes. In addition, assemblies, guest speakers, and special programs are organized and presented to students. Lacey Township High School also has an active chapter of AADA (Association Against Drugs and Alcohol). The PTSA organizations in all schools work closely with the school administration in developing and sponsoring programs, such as Safe-Homes, to combat substance abuse among students.

Prevention and Treatment

The program is designed to provide prevention and treatment for students involved with drugs and alcohol. In addition, the student assistance coordinator conducts in-service for staff, with special emphasis on developing related skills for the counseling staff. The counselor also serves as a resource person for curriculum in the area of substance abuse.

Students involved with drugs/alcohol must be processed through the student assistance coordinators to determine if there is a need for treatment, which could minimally involve regular counseling in school or, if serious, an evaluation at a chemical dependency treatment center. Such an evaluation might result in a residential placement and/or outpatient treatment.

Student Assistance Intervention Program

The Student Assistance Intervention Program will provide substance abuse evaluation, education, and counseling to students who are identified as abusing alcohol or drugs. Students will be provided with academic homebound instruction that will be coordinated with their guidance counselor during the program to maintain their academic status. The program will provide counseling in a structured, safe, and supportive environment that will assist the student and his/her family in understanding the nature of the problem. If necessary, a student may be referred for further assistance. Students placed in this program are participating on a voluntary basis.

SCHOOL HEALTH SERVICES

Dr. Thomas Sargent, School Physician
Terri DiGaetano, School Nurse
(609) 971-2020 x2028

The Health Office is located on the first floor near the front of the building across from the School Store. All students who become ill during the school hours should report to the Health Office after obtaining a pass from their regularly assigned teacher. ***DO NOT GO TO THE LAVATORY IF YOU ARE ILL***, except in an emergency. Students who remain in the lavatory, rather than the Health Office, because they are ill will be subject to disciplinary action.

Students who report to the Health Office must **SIGN IN AND OUT**. The school nurse will decide whether the student should be sent home or rest in the waiting room. If the student is to be sent home, parents/guardians will be notified. Students should not be contacting home on their own to report illness and/or request pick up. In cases of serious illness or injury, parents/guardians will be notified immediately. If a parent/guardian is not available and immediate care is needed, the school will consult the school physician, and hospital respectively. The First Aid squad will be summoned if deemed necessary.

Health Services Provided By The School

1. Emergency care of accidents and illness at school.
2. Counseling and health guidance.
3. Exclusions and re-admission for health reasons.
4. Vision test for grade 10 students, or at the request of a parent/ guardian or special service referral.
5. Hearing test for grade 11 students, or at the request of a parent/ guardian or special service referral.
6. Scoliosis screening for students in grades 9 and 11.
7. Height, weight, and blood pressure evaluations for grade 9-12 students.
8. Maintenance of health records.

Physical Format

All physicals (sports, working papers, and developmental) may be completed by the student's medical home (family physician). If the student does not have a medical home, or at the parent's/guardian's request, the school physician will provide the physical.

Parent Cooperation

Parents/Guardians may cooperate with the Health Office by:

1. Keeping the students home and consulting a doctor if the student has any of the following:
    a. Open or wet sores
    b. Stomach pains
    c. Bare spots on scalp
    d. Sore throat
    e. Running nose or eyes
    f. Fever
    g. Suspicious rash
    h. Diarrhea
    i. Earache
    j. Persistent cough
2. Having contact and emergency information filled out and updated on the parent portal completely with special attention to emergency telephone numbers other than parents.
3. Carefully reading notices sent home.
4. Carefully observing their children's condition.
5. Having regular check-ups by a family doctor.
6. Obtaining a written excuse from a doctor if a student is not to take gym.
7. Making certain that your child has had an adequate breakfast.
8. Notifying the school nurse of any existing medical conditions.
9. Notifying the school nurse if your child is subject to seizures or fainting.
10. Notifying the Health Office when a student is on medication during school hours. All medication during school hours is to be administered by the school nurse upon written instructions of the parent/guardian and private physician.

Medication in School

If it is necessary for a child to take <u>any</u> medication in school, the following procedures MUST be observed:

1. Written documentation must be submitted from the family physician on the school's Medication Administration Form and signed by both the doctor and parent. The following information must be on the form:
    a. Child's diagnosis
    b. Name of medication to be taken
    c. Dosage, frequency, and time that the medication is to be administered
2. Medication that is to be given three times a day can be taken before school, after school with a snack, and before bedtime.
3. The medication must be kept in the Health Office in the original pharmaceutical container.

Immunization

An immunization law has been passed by the New Jersey Department of Health mandating immunization necessary for students enrolled in any school as of September 5, 1975. According to the law, students who have not been immunized will be excluded from school . The immunizations necessary are the following:

1. Oral Trivalent Polio or enhanced IPV - 3 doses
2. Diphtheria/Tetanus Booster - 3 doses (last recommended within 3 years)
3. Measles Vaccine or doctor's certification of disease after 1 year of age - Measles Booster if born after January 1990
4. German Measles Vaccine
5. Mumps Vaccine or doctor's certification of disease if born after January 1973
6. Hepatitis B - 2 doses + Booster

Excuses from Physical Education

- 1 - 2 Days
  Students may be excused by the nurse. A note from the parent/guardian must be submitted to the Health Office PRIOR to the start of the school day.
- 3 Days or More
  Students must have a note or certification from a physician licensed to practice medicine. The statement must indicate the date the student is to return to physical education. The school medical inspector will accept notes from chiropractic physicians excusing students from participating in physical education and/or athletics. This information is filed in the student's health record in the Health Office. The nurse will then give the student the necessary notices for his/her teacher and counselor. During the time the student is medically excused from physical education, there will be an assignment to study hall, where alternate instruction will be provided.

Students excused from physical education may not participate in co-curricular activities that involve physical activity. Students who are chronically seeking one or two-day medical excuses from physical education will be referred to their physician. A physician's note will be required to explain the need for such chronic medical excuses.

Elevator Use

As stated previously, the elevators may be used only by students suffering injuries or disabilities that prevent them from using the stairs. An elevator pass may be obtained from the school nurse before the start of Period 1. Elevator passes must be renewed weekly at the nurse's office.

Failure to comply with the rules for riding the elevator may result in disciplinary action for insubordination.

If both elevators are out of order, students who are on crutches are told by the nurse to report to the media center if they have a class upstairs. If one of these students reports to the media center, the procedure will be:

1. The student's presence is recorded.
2. The student's teacher is contacted via a runner notifying them of the student's presence.
3. The teacher will be contacted to determine if work is to be sent to the student in the media center.
4. If the student must go to class, then an adult should accompany him/her up the stairs.

Injury/Accident Report Forms

The Lacey Township High School Injury Report Form must be completed at the time of an accident or injury, no matter how trivial. Parents/guardians, teachers, and coaches must insist on the student doing this. Forms are available in the Health Office. Once the form is completed, it must be signed by the teacher, coach, or individual supervising the area or activity in which the accident occurred. The completed Injury Report Form must then be filed in the Health Office immediately.

Insurance

The Lacey Township Board of Education has worked with its insurance broker to ensure the families of our district once again have an opportunity to secure coverage directly with the carrier. Coverage will be offered by Arthur J. Gallagher & Co. and is administered by BMI Benefits, LLC.

Families who wish to take advantage of this purchase option are required to complete an online application found on the Lacey Township Schools website.

If you have any questions relating to coverage options, please contact BMI Benefits, LLC at 1-800-445-3126.

MEDIA CENTER

The media center is located in the north corridor at the front of the building. In using the media center, students should note that one door is **ENTRANCE ONLY** and another door is **EXIT ONLY**. Please obey the traffic patterns. **FOOD OR DRINK WILL NOT BE PERMITTED IN THE MEDIA CENTER AT ANY TIME.**

Circulation Rules - Print Materials

1. The LMC program encourages student independent and curricular reading. Students may check out materials by checking them out at the circulation desk.
2. Books, in general, circulate for three weeks. A fine of five cents is charged for each school day a book is overdue. Fines will not be charged when a student is legally absent, provided the book is returned the very next day the student returns to school.
3. Reference books circulate at the end of a school day for overnight use. These materials are due before class at the beginning of the following school day. A fine of twenty-five cents per day will be imposed for an overdue reference book.
4. Overdue notices will be sent to homeroom teachers prior to students being placed on the school fines list. Please distribute these notices to students.
5. Current issues of magazines do not circulate.
6. Students are not to remove books or other materials from the Media Center without checking these items out at the help desk.

Use of the Media Center During the School Day

1. Students may use available computers in the LMC computer lab for curricular purposes only. LOLA/Study Hall teachers need to monitor students using the computer lab and stay with their students during the entire period. LOLA students will have reserved computers. If LOLA/Study Hall students are not using the computers for curricular purposes, they are to sit by the Study Hall/LOLA teacher.
2. Students are welcomed to use the LMC during class time: the need for a quiet study environment, help with research from the LMS, make-up testing, project-based group assignments, printing documents, and borrowing books and other library materials. A regular hall pass should be issued to these students for passage through the halls. Students must sign an attendance list when admitted with a pass from class.
3. Substitutes may not issue passes to students without calling the LMC first.
4. Food may be eaten in the school cafeterias, not the LMC. From time to time there will be programs and events when food will be allowed.
5. Students who cause disciplinary problems will have their Media Center privilege revoked. If the use of the Media Center is necessary during the period of the student's suspension, the teacher should issue a detailed note to the media specialist explaining the need.
6. Briefcases and handbags are subject to examination at the time the student leaves the Media Center.
7. Materials will not be circulated to any student with overdue materials.
8. Periodically it will be necessary to close the Media Center. Students should listen carefully to the morning announcements for such closings.

Equipment and Services

1. Equipment
    a. Staff may borrow equipment from the LMC on a temporary basis. of DVDs, CDs, CD players, DVD/VHS players, document cameras, speakers, iPads, iPods, MP3 players, a video camera, a portable screen, listening station,, external DVD drives, televisions, and LCD projectors.
    b. Staff members who wish to increase the non-print collection should make requests through the Media Specialist. All non-print materials that are to be purchased must be previewed and evaluated.
    c. AV equipment must be requested via the "LMC Equipment Request Form" on the LMC webpage at least one day in advance of need.
    d. Each staff member who checks out equipment or materials is responsible for its security.
    e. Please be courteous by not sending large print jobs to the copy machine during instruction or presentations in the LMC.

2. Chromebooks & Staff Laptops
    a. Students are expected to bring their charged Chromebooks to school everyday. Classroom procedures should address student Chromebook preparedness. Because there are a limited number of extra Chromebooks in the LMC, Chromebooks will only be lent on a period-by-period basis to students after a requesting teacher calls the LMC. These requests should be emergency situations, tests and exams. Ten minutes before the conclusion of that period, the student is to return the borrowed Chromebook to the LMC.
    b. If a student reports their Chromebook is broken or experiencing other problems, send the student with their Chromebook to the LMC. If the Chromebook is insured, the student will receive a loaner Chromebook for the duration of the repair period. If uninsured, the student will need to check-out and return a loaner Chromebook on a daily basis until the Chromebook is replaced/repaired. These students can come directly to the LMC at the start of each school day. Broken Chromebooks will be sent for repairs at the end of the school day and will be returned when repaired.
    c. We are all stakeholders in the 1:1 program. The Chromebooks are school property. As with all school property, if you witness destruction to a Chromebook, please make a referral to the Main Office. If you are unsure in case of a damaged Chromebook, contact the Media Specialist.
    d. Extra staff laptops are available in the LMC for staff use. If a staff member needs a laptop one may be signed out of the LMC. All laptop problems must be reported in "Lacey Web Help Desk" located under the "Staff Resources" tab on the school webpage.

STUDENT TRANSPORTATION INFORMATION

School Bus Safety

Nicci Todaro, Transportation Coordinator
Lacey Township School District
(609) 971-2000 x1043

School bus safety is a matter of parent/guardian and student cooperation. Safety on the school bus is not solely the responsibility of the administration and the bus driver. Safety is a matter of teamwork and requires the constant support and attention of the students and the parents/guardians as well as the school's personnel.

The purpose of these guidelines is to clarify, for the parent/guardian and the student, their responsibility in contributing to the safety of the school program.

"A student may be excluded from the bus for disciplinary reasons by the principal, and the student's parent/guardian shall provide for transportation to and from school during the time of the exclusion." Title 18A:25-2.

Student Bus Guidelines

It is the responsibility of each student to follow the guidelines outlined below. Failure to do so may result in disciplinary consequences, restrictions from extracurricular activities, and/or loss of bus privileges.

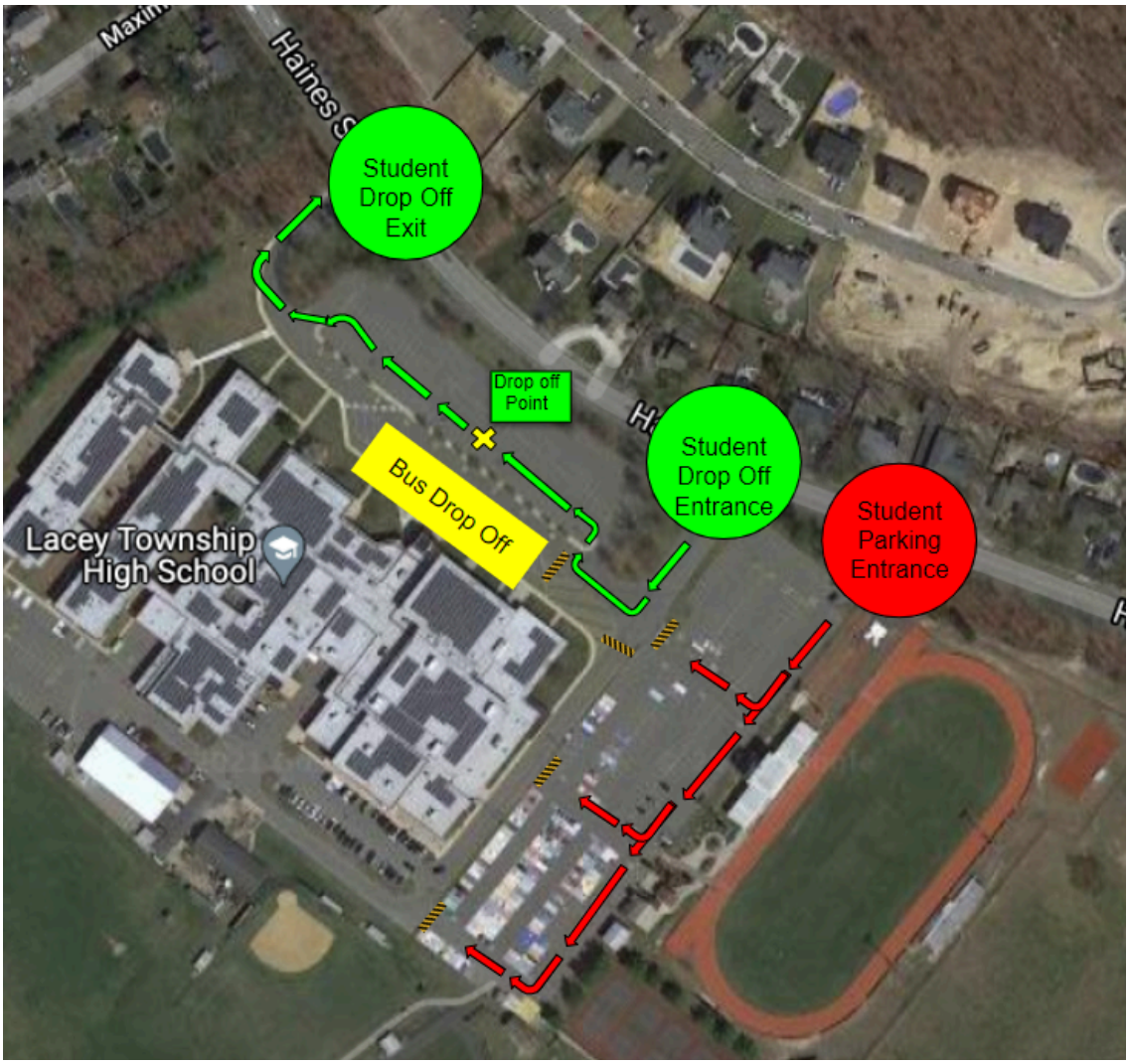
- Any damage to a bus should be reported immediately to the driver.
- In case of a road emergency, remain in your seat until instructions are given by your driver.
- Keep your books, packages, coats, and all other objects out of the aisles. Your life may depend on a clear passage to the emergency door.
- Do not open or close windows without permission of the driver.
- Never throw articles from the bus window.
- Be absolutely quiet when approaching a railroad crossing.
- Smoking and vaping are not permitted on the school bus.
- Learn how to get off the bus quickly in case of an emergency.
- Remain on the bus until 6:55 a.m. upon arrival at school.
- Do not switch buses for any reason.
- Observe classroom conduct.
- Be courteous. Do not use profane language.
- Do not eat or drink on the bus, unless you are a vocational student and cannot eat in school.
- Keep the bus clean.
- Cooperate with the driver.
- Do not damage the bus or equipment.
- Stay in your seat.
- Keep head, hands, and feet inside the bus.
- Do not fight, push, or shove.

- Do not tamper with bus equipment.
- Do not bring items prohibited by the school on the school bus. Consult the assistant principal's office the day prior if you wish to carry something in question on the bus.
- Do not bring flammable material on the bus.
- The bus driver is authorized to assign seats.
- Students shall wait in a quiet, courteous manner at their authorized stop and will not disturb private property.

Private Transportation of Students

All vehicles providing private transportation to or from school must enter the property through the Main Entrance and follow the guidelines below.

1. Parents/guardians dropping off students are required to drive **through the staff parking lot**, use the designated front row for drop-off, and then exit onto Haines Street.
2. For safety reasons, **students may not be dropped off in the second row or in the student parking lot**.
3. Please refer to the map below for specific traffic flow directions and designated drop-off areas.
4. Morning drop-off may begin no earlier than 6:40 a.m.



Students Biking to School

Students may ride their bicycles to and from school. There are multiple bicycle racks installed on our campus to lock bicycles. All bicycles should be locked at all times during the school day. Students riding bicycles are reminded to always wear a helmet. Helmets may be stored in students' lockers. The school district shall not be responsible for lost or stolen bicycles.

As biking students arrive at school, they will enter the building using the Gym Doors. Students may begin entering the building no earlier than 6:40 a.m.

Electric Bicycle and Micromobility Safety, Rules, and Procedures

The following rules and procedures have been established to promote the safe, lawful, and responsible use of electric bicycles (e-bikes) and other micromobility vehicles on school property and adjacent areas. These procedures are intended to protect the safety of students, staff, visitors, motorists, pedestrians, and surrounding neighborhood residents while supporting compliance with New Jersey law. For purposes of this policy, micromobility vehicles include, but are not limited to, bicycles, electric bicycles (e-bikes), electric scooters (e-scooters), skateboards, and kick scooters.

The school district assumes no responsibility or liability for lost, stolen, or damaged bicycles or micromobility vehicles while on school property. Students are expected to know and comply with all applicable federal, state, and local laws governing the operation of e-bikes and micromobility vehicles in addition to all school rules. Only selected provisions are summarized in this handbook.

Students and parents should be aware that New Jersey law classifies e-bikes into different categories based on how they are powered and their maximum assisted speed. State law also establishes registration and equipment requirements, age restrictions, helmet requirements, and rules regarding where e-bikes may be legally operated and who can operate them.

Students are expected to ensure that any e-bike brought to school complies with all applicable New Jersey laws and regulations. Operation of an e-bike that does not meet state legal requirements or that has been unlawfully modified may result in school disciplinary action, notification of parents/guardians, and referral to local law enforcement.

Bringing an ebike or other micromobility vehicle to school is a privilege. Students violating the guidelines and procedures below are subject to disciplinary consequences, including but not limited to, warnings, confiscation of electric bikes and other micromobility vehicles, revocation of the student's permission to ride to school, parental notification, police contact, or other appropriate measures as determined by the school authorities.

- Ebike and other micromobility vehicles must adhere to all rules and regulations, as well as any laws specific to electric bikes and other micromobility vehicles while using them in the proximity of an on school property. Only some of these rules, regulations, and laws are covered in this handbook, but students are expected to know and follow all of them.
- Any student observed violating state or local laws or driving recklessly or dangerously may face disciplinary action and their privilege of riding to school revoked.

- Electric bikes and other micromobility vehicles may be operated on school premises only in designated areas and only in manual mode. Operating an ebike or other micromobility vehicle on school property using peddle assist or throttle is strictly prohibited.
- Designated areas include parking lots and entrance/exit roads on school property. Outside of these areas, all students must walk their electric bike or micromobility vehicle.
- Riding ebikes or micromobility vehicles on sidewalks or grassy areas is always strictly prohibited.
- Electric bikes and other micromobility vehicles should never be used for stunts or tricks, and they should be operated safely and responsibly.

Regarding Speed Limits and Parking:

- While on school premises and in designated areas where it is permissible to ride an electric bike in manual mode, ebikes should not exceed a speed limit of 10 mph.
- On the street surrounding the school campus, ebikes and other micromobility vehicles must follow posted speed limits.
- Electric bikes and other micromobility vehicles are not permitted to be parked in any parking space. They must be parked in the designated bike racks.
- It is highly recommended that students use a bike lock to secure their vehicle to the bike rack.

Other Safety Considerations:

- No charging of micromobility vehicles is permitted on campus.
- Pedestrians always have the right of way, and riders must yield to them at all times while on school property.
- Helmets: by state law, all students under the age of 17 must wear a helmet at all times, including on and off school property and when operating an ebike or riding as a passenger on an ebike.
- Headlamps, tail lights, & reflectors: By state law, all ebikes must be equipped with and use headlamps, taillights, and reflectors during darkness.
- All ebikes and other micromobility vehicles brought on campus must be:
    - Properly maintained and in good working order to ensure safe operation, including, but not limited to brakes, wheels, tires, and batteries. If there is any malfunction or damage, students should stop riding their ebike or micromobility vehicle immediately and seek repairs.
    - Modified ebikes or other micromobility vehicles are prohibited.

STUDENT DRIVING

Driving to school is a Senior privilege. Juniors will be issued parking permits on a first-come, first-served basis.

In order to be granted the driving privilege, a student must:

1. Maintain a good academic standing.
2. Remain within the Lacey Township Schools Board of Education policy guidelines for attendance and tardies.
3. Have a good discipline record.
4. Have no school fines.
5. Be enrolled in the Random Alcohol and Drug Testing Program.

Application

1. An online application form must be completed and submitted to the Main Office.
    a. An application can be found at this link.
2. A copy of the driver's license, insurance card, registration, and license plate number must be attached to the online application. The student must also submit the Random Testing for Student Alcohol or Other Drug Use. The vehicle must be registered in the name of the parent/guardian or student.
    a. Random Testing for Student Alcohol or Other Drug Use Form can be found at this link.
3. A student conference may be scheduled with an assistant principal to review the application.

Parking Space Registration

1. Any student wishing to drive to school must complete the parking registration process.
2. If approved, a parking tag will be issued and must be properly displayed on the vehicle each day.
3. For General Student Parking, the first parking tag is free ($5 for a Second or Replacement Tag).
4. If a student operates two or more cars alternately, all cars must be registered with a properly displayed, valid parking tag. A parking tag for alternate vehicles may be purchased for $5.
    a. Whenever a change in license plate occurs, the student is to immediately notify the Main Office so that the records may be changed.
5. Lost, damaged, or defaced tags will not be replaced; a new tag must be purchased for $5.
6. If a student chooses to buy a parking spot anytime after February 1, 2026, then he or she will be charged $5 for the remainder of the current school year.
7. Students may elect to paint their parking spots; however, these spots will only be painted in the middle rows during the summer months. If a student paints her or his spot, a $25 fee will contribute to the Senior Class.
8. Spots will be numbered and assigned.

Student Parking Expectations

1. All student vehicles must be parked in the east parking lot located by the football field.
2. All parking must be head-on and within the lines of demarcation.
3. Parking on the service roads is not permitted since these are fire lanes and are used for school bus loading and unloading.
4. All persons parking their vehicles on school property do so at their own risk. Students are advised to lock all doors.
5. Parking tags must be displayed on the rearview mirror.

Student Responsibilities and Regulations Regarding Parking

1. Only the student who has been granted the privilege may drive to school. Under no circumstances may a student take on riders unless permission has been obtained from the administration.
2. Students are not permitted to sit in parked cars or to loiter about parked cars at any time. Upon arrival at school, students must park their cars and immediately enter the building.
3. Students may not go to their cars during the school day unless they have received permission from the administration.
4. Students must exercise extreme caution when driving on school grounds. Maximum speed is 10 MPH.
5. Pedestrians have the right of way at all times.
6. Students must not interfere with the progress of school buses.
7. Students going to vocational school may not use their cars unless given prior permission from both the principal of the vocational school and the high school administration. Such permission must be sought at least one day in advance. Passengers are prohibited.
8. All motor vehicle laws of the State of New Jersey apply on school grounds.

Student Parking Violations

1. Misuse of the student driving privilege will result in the suspension or revocation of the student's parking privilege.
2. Other disciplinary action, as deemed necessary by the administration, may also be applied in violations of the driving regulations.
3. Violations of New Jersey State motor vehicle laws may result in the involvement of the police as deemed necessary by the administration.
4. Cars parked illegally and/or without appropriate parking tags may be subject to a police summons and towed away for trespassing.

Students are advised that in cooperation with the Lacey Township Police Department, students cited for moving violations ON OR OFF CAMPUS may lose their parking privileges. A student who is denied their driving privilege may appeal such a decision to the principal. The decision of the principal is final.

DRESS CODE

The Lacey Township School District Board of Education believes that proper etiquette, social customs, good grooming, and appropriate attire are important components of the educational process. Students are expected to wear neat, clean, and appropriate clothing that reflects high standards of personal conduct and contributes to a positive, safe, healthy, and productive learning environment.

Responsibility for student dress and appearance rests primarily with students and their parents/guardians. While fashion trends and personal styles may vary, some attire that may be appropriate in other settings is not appropriate for school. Students are expected to dress in a manner that supports the educational environment, promotes safety, and does not interfere with the rights of others to learn.

Students may not wear clothing or engage in grooming practices that:

- Present a health or safety hazard to themselves or others;
- Materially interfere with schoolwork or the orderly operation of the school;
- Create a disruption to the educational environment;
- Cause excessive wear or damage to school property; or
- Prevent the student from fully participating in educational activities because of restricted movement or blocked vision.

The administration reserves the right to determine whether student attire, grooming, accessories, or appearance are appropriate for the school setting and makes the final determination regarding whether a student's dress or grooming is in violation of this policy. The following expectations apply to all students:

1. Clothing must provide appropriate coverage and shall not expose private body areas or undergarments.
2. Clothing and accessories must not contain language, images, symbols, or messages that are obscene, profane, vulgar, discriminatory, harassing, threatening, sexually explicit, or otherwise disruptive to the educational environment.
3. Clothing and accessories may not promote, advertise, or depict alcohol, tobacco products, vaping products, illegal drugs, controlled dangerous substances, weapons, violence, gang affiliation, or other activities prohibited by school policy.
4. The Board of Education prohibits students from wearing any clothing, apparel, or accessory that indicates membership in or affiliation with any gang associated with criminal activity.
5. Footwear must be worn at all times and must be appropriate and safe for the school environment and classroom activities.
6. Students may not wear clothing, accessories, jewelry, or other items that pose a safety risk to themselves or others or that may cause damage to school property.
7. Head coverings may be restricted when necessary for identification, safety, security, instructional purposes, or compliance with school procedures. Religious, cultural, and medical accommodations will be provided in accordance with applicable law and Board policy.
8. Sunglasses or other eyewear that interferes with identification, communication, or instruction may not be worn inside the building unless required for documented medical reasons.
9. Costumes, themed outfits, and similar attire or accessories are not permitted unless specifically approved by the administration as part of a school-sponsored holiday or special celebration.
10. Outerwear may be subject to school procedures regarding storage and wear during the school day.

Dress Code Violations

Students whose attire is determined to be in violation of the dress code will be referred to the Main Office and provided an opportunity to correct the violation. Students may be asked to:

- Change into compliant clothing brought from home;
- Change into appropriate school-issued clothing, if available;
- Remove or cover prohibited items or accessories; or
- Otherwise modify their attire to comply with the dress code.

If a student does not have appropriate clothing available, the student may be required to contact a parent/guardian to bring acceptable attire or to return home to change.

When a parent/guardian is unavailable or appropriate clothing cannot be obtained, the student may be required to remain in the Main Office or another supervised location, be assigned In-School Detention, or return to class after corrective action has been taken. Appropriate disciplinary consequences may also be assigned in accordance with the Student Code of Conduct.

Repeated or willful violations of the dress code may result in progressive disciplinary action.

The dress code applies during the regular school day and at all school-sponsored activities, events, and field trips. Additional attire requirements may be established for specific courses, laboratories, physical education classes, athletics, extracurricular activities, or other programs when necessary for health, safety, or instructional purposes. Jewelry and body piercings must be removed or secured when required for participation in physical education classes, athletics, or other activities where they present a safety concern.

Parents/guardians are encouraged to assist students in ensuring they are dressed appropriately before leaving for school each day. Staff members are expected to model appropriate standards of neatness, cleanliness, professionalism, and good judgment in attire and appearance.

ATTENDANCE POLICY

Mr. Matthew Kiefer, Attendance Officer
(609) 971-2020 x2024

Absences

N.J.S.A. 18A:38-25 and N.J.A.C 6:20-1.3 require school attendance for children between the ages of six and sixteen. The following information pertains to facts and procedures relating to school absences:

1. **Call the Attendance Office on the day of an absence**.
2. If a parent/guardian is unable to call, the student must bring a written excuse on the day he/she returns to school. These notes may be submitted to the homeroom teacher or brought directly to the Attendance Office prior to homeroom. **STUDENTS WILL NOT BE REMINDED TO BRING NOTES TO THE ATTENDANCE OFFICE.**
3. If a student is absent, he/she is not permitted to attend or participate in co-curricular activities or events (home or away) without administrative approval.
4. If the Attendance Officer visits the home of an absent student, the student must be present in the home at the time of the visit. If the student is not home and an acceptable explanation cannot be given, the student will be charged with an invalid absence.
5. If a student who is absent from school is seen outside his/her home, he/she will be charged with an invalid absence.
6. Students who fail to explain their absence will be subject to disciplinary consequences for failure to follow procedure or, if so determined, an unexcused absence.
7. Students absent from school or classes for any reason are responsible, within a reasonable period of time as determined by the teacher, for the completion of missed work.
8. The administration will file a truancy complaint with the local municipal court against parents/guardians whose child under sixteen years of age is not attending school regularly.
9. Students who contract a driver's school for driving lessons must arrange their appointments for driving lessons or for obtaining their driver's permit before or after regular school hours or on weekends to avoid the loss of school time.
10. If a student goes to work on a day he/she is absent from school, he/she will be charged with an unexcused absence.
11. NJDOE Regulations N.J.S.A 18:A 36-14 through 16 requires all daily absences except the following to be reported as unexcused for school accountability measures only:
    a. Religious observance, pursuant to N.J.S.A.18A:36-14, 15, and 16.
    b. Participation in observance of Veterans Day, pursuant to N.J.S.A.18A:36-13.2;
    c. Participation in district board of election membership activities, pursuant to N.J.S.A.18A:36-33;
    d. Take Our Children to Work Day;
    e. College visit(s), up to three days per school year for students in grades eleven and twelve;
    f. Closure of a busing school district that prevents a student from having transportation to the receiving school; and
    g. Attendance at a civic event, one day per school year for students in grades six through twelve, pursuant to N.J.S.A. 18A:36-33.2.

LTHS

EXCUSED ABSENCES

NEW JERSEY EXCUSED ABSENCES:

An NJ Excused Absence is a student's absence from school for a full day or a portion of a day pursuant to N.J.S.A. 18A:36-14, 15, and 16.

Please note: absences are deemed **"Unexcused"** until documentation is received by the Attendance Office and/or LTHS Administration.

These absences **DO NOT** count towards truancy, determining promotion/retention, grades, course credit, or eligibility to make up missed assignments or tests.

State-excused absences shall be as follows:

- Religious observance, pursuant to N.J.S.A. 18A:36-14, 15, and 16;
- Participation in observance of Veterans Day, pursuant to N.J.S.A. 18A:36-13.2;
- Participation in district board of election membership activities, pursuant to N.J.S.A. 18A:36-33;
- Take Our Children to Work Day;
- College visit(s), up to three days per school year for students in grades 11 and 12;
- Closure of a busing school district that prevents a student from having transportation to the receiving school;
- Participation in a civic event, up to one day per school year for students in grades six through 12, pursuant to N.J.S.A. 18A:36-33.1 and 33.2.

LTHS EXCUSED ABSENCES:

An Excused Absence is a student's absence from school for a full day or a portion of a day for the reasons listed below that meet the requirements deemed excusable by the Lacey Township BOE with proper verification.

Please note: absences are deemed **"Unexcused"** until documentation is received by the Attendance Office and/or LTHS Administration.

Documentation must be submitted to the Attendance Office/LTHS Administration within **7 days** of the absence(s).

These absences **DO NOT** count towards truancy, determining promotion/retention, grades, course credit, or eligibility to make up missed assignments or tests.

Examples include, but are not limited to:

- The student's personal illness, injury, or necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day supported by a written letter upon the student's return to school. The doctor's notes should include:
  - Nature of the illness;
  - Number of days required to be out of school;
  - Original signature of the attending doctor
- The student's required attendance in court
- Family illness or death supported by notification to the school by the student's parent/physician with permission from LTHS Administration
- NJ MVC Driver's Examination for a driver's license
- Requirements of student IEP
- Student's suspension from school
- An absence for a reason not listed above, but deemed excused by the LTHS Administration upon a written request by the student's parent stating the reason for the absence and requesting permission for the absence to be an excused absence.

LTHS UNEXCUSED ABSENCES:

An **Unexcused Absence** is a student's absence from school for a full day or a portion of a day that does not meet the requirements of a "NJ Excused" or "LTHS Excused" absence.

Please note: absences are deemed **"Unexcused"** if documentation is not provided to the Attendance Office and/or LTHS or if documentation is not submitted within **7 days** of the absence. Documentation of the nature and causes of these absences shall be the responsibility of the student and parent/guardian.

These absences **COUNT** towards truancy, determining promotion/retention, grades, course credit, eligibility to make up missed assignments or tests, and violations of the LTHS Code of Conduct.

Examples include, but are not limited to:

- Cutting/truancy
- Shopping
- Hunting
- Working
- Oversleeping
- Faulty/private transportation
- Hairdresser appointments
- Personal preparation for any school dance
- Obtaining a driver's permit
- Student illness without documentation from a doctor
- Family travel/vacations
- Performance of household or babysitting duties
- Other daytime activities unrelated to the school program
- Leaving school w/o permission while school is in session

Our goal is student success. | Regular attendance makes a difference!

Tardies to School

1. Students who arrive late to school (after 7:05 a.m.) must sign in late at the Attendance Office. A student who is tardy to school must have a valid and verifiable reason in order to be excused.
    a. **EXCUSED TARDIES**: include doctor or dental appointments, court appearances, driver's license road test, or family emergencies with documentation
    b. **UNEXCUSED TARDIES**: include oversleeping, faulty private transportation, missing the school bus, obtaining a driver's permit, etc.
2. **Students arriving after 8:15 a.m. cannot attend or participate in after-school or evening activities, events, practices, etc. without a valid doctor's note and/or written permission from the principal or assistant principal.**
3. If a vocational school student misses the vocational school bus, he/she must report to the Main Office. If we are unable to arrange for alternate transportation, and it is impossible for parents/guardians to transport students to vocational school, study hall assignments will be arranged for the duration of the school day. Repeat offenses may result in disciplinary consequences.

Discipline for Tardiness to School

Third Tardy	Administrative Warning
Sixth Tardy	1 Detention
Tenth Tardy	Additional Detentions and Loss of Privileges
Fifteenth Tardy	Saturday Detention & Loss of Privileges

After accumulating fifteen (15) unexcused tardies, every five (5) additional unexcused tardies will result in progressive disciplinary action, including a referral to the Assistant Principal. At that time, a loss of credit in the Period 1 course and/or an Out-of-School Suspension may be considered.

Additionally, any student arriving after 7:48 a.m. without an approved excuse will be marked as cutting Period 1. Three (3) cuts to a course will result in a loss of credit for that course.

Tardies to Class or Assigned Location

Students are expected to be on time for classes and assigned locations. There are four minutes between classes for students to pass to their next location. This is ample time for passing.

Students should not loiter or waste time between classes. If a student is late to an assigned location, he/she must report with or without a pass. No student is to report to the Main Office/Guidance for a late pass. Teachers will admit students who are late for class without a pass and assign discipline on an individual basis. Students who are late to class or an assigned location will be referred to the office for disciplinary action on the third and subsequent occasions.

Requested Absence From Class

Students who wish to be excused for any reason must secure the prior approval of their regularly assigned teachers. Failure to do so will result in a discipline referral for class cutting or failure to follow procedures.

Early Dismissals

Early dismissals are discouraged and should be limited to medical or dental appointments, family emergencies, or other circumstances approved by the administration.

To request an early dismissal, a parent/guardian should submit a written note to the Attendance Office stating the date, time, and reason for the request. Students may be released to a parent/guardian or an authorized designee. Any designee must present valid photo identification, and parental authorization must be verified prior to the student's release.

Students who become ill during the school day must obtain permission from the school nurse before signing out. In emergency situations, the administration may verify parental permission by telephone. If parental authorization cannot be confirmed, the student will not be permitted to leave school.

Students who are 18 years of age or older are still required to follow the same early dismissal procedures and must obtain appropriate approval prior to leaving school during the regular school day.

Students who leave school prior to the end of the regular school day are not eligible to attend or participate in any school-sponsored after-school activity or event that day, including, but not limited to, athletic contests, practices, performances, ceremonies, dances, club meetings, or other extracurricular activities. Exceptions will be granted only for students who provide documentation of a valid medical appointment (doctor's note) or receive prior approval from the administration.

Field Trips

A student who participates on a field trip is marked present for school. It is a teacher’s prerogative to prohibit students from participating in a specific field trip and/or requiring submission of assigned work on the date a student is scheduled to go on a field trip. The teacher will communicate this information to the student and the condition which caused the decision..

Upon returning to school from a field trip, students are REQUIRED to return to class immediately. Failure to do so will result in a cut of the classes remaining for the duration of the school day.

Credit Withdrawal

Absences

Course credit may be withdrawn if a student has not attended a minimum of 90% of the scheduled class meetings. Students must attend class as follows:

Full Year Course	a minimum of 80 block days
Physical Education	a minimum of 60 block days
Semester Courses	a minimum of 40 block days
Marking Period Course	a minimum of 20 block days

Excessive absences will result in credit withdrawal for the class(es) affected. Students who are absent from a respective class in excess of the number of days indicated below will lose credit in that course:

Full Year Course	10 days
Physical Education	7 days
Semester Course	5 days
Marking Period Course	3 days

NOTE : Absence from class(es) means not physically present. If credit is lost, a student must remain in class(es) and complete all course requirements.

Invalid Absences

Invalid absences (which includes class cutting) is defined as being absent from school or class(es) for unjustifiable or unexcused reasons. If a student has accumulated multiple invalid absences, credit will be withdrawn.

Full Year Course	3 Invalid Absences
Physical Education	3 Invalid Absences
Semester Courses	2 Invalid Absences
Health	2 Invalid Absences

NOTE: In addition to possible credit withdrawal, there will be a disciplinary action for each invalid absence. Cutting or being invalidly absent from school for an entire day constitutes one cut in every class missed.

Credit Withdrawal Notification

The total number of unexcused absences will be recorded and reviewed by the teacher and notification will be made in the following manner:

1. During a course, student/parent may be notified of the student's number of absences as follows:
    a. Oral notification by teacher.
    b. Interim progress reports.
    c. Report Cards.
    d. Attendance Letters
2. Students and parent/guardian should maintain accurate attendance records of their own, including school and individual classes.
3. When a student has exceeded the number of days that he/she must be in attendance, an attendance record will be submitted to the assistant principal.
4. The assistant principal will review the overall attendance record, the individual class record, the teacher's record, and the Attendance Officer's recommendation prior to rendering a decision.
5. If the decision is to withdraw credit, written notification will be forwarded to the student, teacher, counselor, and parent.
6. In order to remain on the rolls of the school, a student must continue to attend a full schedule and complete course requirements of classes, even when student credit has been denied due to excessive absences in one or more courses.

Appeal of Credit Withdrawal

1. Upon notification of credit withdrawal, a student's first avenue of appeal is to the Attendance Review Board. It is within the prerogative of the Board to determine what educational requirements and/or conditions, if any, the student may fulfill in order to reinstate credit. Applications for appeal are available in the Attendance or Guidance Offices.
    a. If credit recovery sessions are assigned, students may only recover credits for classes in which they have been assigned Credit Withdrawal status for the current school year, and ONLY through attendance during the assigned Credit Recovery sessions.
    b. In order to attempt credit recovery, students must demonstrate improved attendance in the class and maintain a passing average.
    c. Credit recovery is a one-time option per course, per year. If a course falls back into credit withdrawal status after it has already been recovered previously, it must be made up in the summer.
    d. Students may not accrue hours in advance of upcoming absences to avoid credit withdrawal.
    e. Students are expected to complete work while attending Credit Recovery. Sleeping, phone use, etc. is prohibited.
2. If the result of the appeal is unacceptable to the student, the student may appeal the withdrawal of credit to the principal. A parent must contact the principal's secretary to schedule an appointment.
3. If the result of this appeal is unacceptable, appeals may be sequentially filed as follows:
    a. Superintendent
    b. Lacey Township Schools Board of Education

DISCIPLINE POLICIES & PROCEDURES

Good behavior is a cooperative effort and a matter of pride. If a student were to adopt the policy that the main purpose of school is education and strive toward that goal, disciplinary problems would be nonexistent; however, part of growing up is accepting one's mistakes and learning from them.

Students must always exercise self-discipline to the extent that they do not interfere with the rights of others. It is obvious that any form of behavior or conduct which is disruptive not only prevents individual learning, but also interferes with the learning opportunities of others, and therefore, cannot be tolerated.

All students must follow any reasonable request or directive of any staff member.

Discipline Code

The administration reserves the right not to invoke this code in the disposition of those referrals that warrant circumstantial consideration. The administration also recognizes its responsibility and right to take reasonable disciplinary actions for student behavior and/or conduct that is not spelled out in the code but is judged inappropriate by the administration. The student discipline code extends to all school related functions both on and off school property as well as off-campus activities that have a connection to school activities. The code is in effect while students are en-route to and from school and on field trips.

Academic/Teacher Detention

Teachers have the option of assigning academic detentions to students who are not completing class assignments on time. These detentions are mandatory, and students who do not attend will face additional disciplinary consequences.

Central Office Detention

Central Office Detention may only be assigned by the Principal, an Assistant Principal, or a Coordinator of Climate and Culture. The following rules for Central Office Detention will be enforced:

1. Central Office Detention is held Monday through Thursday from 6:25 AM - 6:55 AM or from 1:50 PM - 2:30 PM. The school is not responsible for student transportation to or from Central Office Detention.
2. Extended Central Office Detention times will be from 1:50 PM - 3:50 PM.
3. Students will not be allowed to leave the room. Restrooms should be used beforehand.
4. Students who arrive late without a valid reason will be subject to additional disciplinary consequences.
5. Students are expected to remain silent. It is recommended that students bring work to do. If, after a warning, a student does not comply, no credit for attendance will be given, and a referral to the Assistant Principal will be made.
6. No food, drink, radios, playing cards, dice, or electronic devices may be taken to or used during Central Office Detention. All non-academic items are prohibited.
7. Students who do not report to detention due to school absence or early dismissal will be reassigned.

8. It is the student's responsibility to keep a record of his/ her detention date(s). If a student is not certain about his/her detention status, he/she should report to the Main Office for the correct information.
9. Students who wish to reschedule central detention for a valid reason must get approval from the administration at least 24 hours in advance.
10. Central Office Detention takes precedence over other commitments such as after school work or participation in any other co-curricular activity, etc.
11. After detention, students must leave the building immediately. Coats and other belongings should be brought to the detention room. Students will not be permitted to return to their lockers after detention. Detention students must provide their own transportation home, late buses are not available.

Lunch Detention

Lunch Detention may be assigned for certain offenses as outlined in the handbook. Students will be allowed to get lunch during Lunch Detention. Lunch Detention does not take the place of Central Office Detention. Students who are assigned Lunch Detention should follow the same protocol and set of rules as Central Office Detention. Lunch Detention is held in A116.

In-School Detention (ISD)

At the discretion of the Principal, an Assistant Principal, or a Coordinator of Climate and Culture, students guilty of violations of school rules may be assigned ISD. Students who are assigned ISD must follow all school rules without exception. Any violation of school rules while serving ISD will result in an Out-of-School Suspension. Any student that leaves ISD early will be re-assigned the ISD.

Students assigned to ISD will complete written assignments which will be graded by the appropriate academic teacher. These students will not attend physical education classes on that day. Assignment of ISD excludes the student from participation in assembly programs, unless the student has administrative approval.

Saturday Detention

Saturday Detention may be used in lieu of Out-of-School suspensions at the discretion of administration and parent/guardian consent. Students will participate in Saturday Detention from 9:00 a.m. until 12:00 p.m. at Lacey Township High School. The school is not responsible for student transportation to and from Saturday Detention.

Out-of-School Suspension

At the discretion of the principal or assistant principal, students found violating certain school rules can be assigned to Out-of-School Suspension. Out-of-School Suspension excludes students from all school related activities during the time of the suspension, including prom and graduation. Suspensions at either the vocational school or the home school will be implemented reciprocally. After the suspension period has concluded, students may return to school after a re-admittance conference with school administration.

Student In Good Standing

Regarding Out-of-School Suspension:

- The first time a student is suspended, a 4 day co-curricular restriction will be imposed upon the student's return to school.
- The second time a student is suspended, a 15 day co-curricular restriction will be imposed upon the student's return to school.
- The third time a student is suspended, a 45 day co-curricular restriction will be imposed upon the student's return to school. All days are counted as calendar days.

Regarding In-School Detention:

- A student who has been assigned In-School Detention for any part of the school day will not be in-good-standing for any activities after school on that date.

Student Not in Good Standing:

A student who is not in-good-standing will be restricted from participating or attending the following:

- Athletic Events.
- Clubs/Organizations.
- All school sponsored events (i.e. Proms, Homecoming Dance)

If the co-curricular restriction has not been completed prior to the end of the school year, the restriction will carry over into the subsequent school year. This policy is not intended to supersede any other policy of the Lacey Township Schools Board of Education, which may impose a more severe penalty.

DISCIPLINE CATEGORIES & CONSEQUENCES

Procedural Offenses

Discipline for Tardiness to School

Third Tardy	Administrative Warning
Sixth Tardy	1 Detention
Tenth Tardy	Additional Detentions and Loss of Privileges
Fifteenth Tardy	Saturday Detention & Loss of Privileges

After accumulating fifteen (15) unexcused tardies, every five (5) additional unexcused tardies will result in progressive disciplinary action, including a referral to the Assistant Principal. At that time, a loss of credit in the Period 1 course and/or an Out-of-School Suspension may be considered.

Additionally, any student arriving after 7:48 a.m. without an approved excuse will be marked as cutting Period 1. Three (3) cuts to a course will result in a loss of credit for that course.

Failure to Serve Teacher or Lunch Detention
If a student is assigned a Teacher or Lunch Detention and does not attend, a referral will be generated and the student may receive:

First Offense	1 Central Office Detention
Second Offense	2 Central Office Detentions
Third Offense	1 Half Day In-School Detention

Failure to Serve Central Office Detention
If a student is assigned a Central Office Detention and does not attend, a referral will be generated and the student may receive:

First Offense	2 Central Office Detentions
Second Offense	1 Half Day In-School Detention
Third Offense	2 Half Days In-School Detentions

Failure to notify administration ahead of time that you are unable to attend, because of a confirmed reason, or failure to attend at all will result in additional consequences.

Failure to Serve Saturday Detention
By failing to report to a scheduled Saturday Detention, a student may receive an Out-of-School Suspension and will be considered 'A Student Not In Good Standing'.

Cutting Class
In addition to disciplinary action for each invalid cut, a student will receive a zero (0) for all missed coursework. Additionally, students who cut class three (3) times will be considered in credit withdrawal for that course. Cutting class(es) or being invalidly absent from school for an entire day constitutes as one cut for each class missed.

First Invalid Absence	2 Central Office Detentions
Second Invalid Absence	1 Half Day In-School Detention
Third Invalid Absence	1 Saturday Detention

Fourth and all subsequent invalid absences will result in a referral to an Assistant Principal for further discipline, including the option for Out-of-School Suspension.

Leaving School Building and/or Campus Without Permission

Students who leave our building and/or campus without signing out will be subject to disciplinary action. Parent consent must be given to the Attendance Officer during sign in/out which takes place in the Attendance Office. Leaving school grounds creates a dangerous situation and is disruptive to the school climate. Students that leave school without permission will receive a class cut for each class missed.

1st Offense	2 Half Days In-School Detention
2nd Offense	2 Half Days In-School Detention & Loss of Privileges
3rd Offense	2 Saturday Detentions & Loss of Privileges

4th, and all subsequent incidents, will result in a referral to an Assistant Principal for further discipline including the option for Out-of-School Suspension.

Inappropriate Use of an Internet or Non-Internet Enabled Device

Students are prohibited from using a cell phone or other internet or non-internet-enabled device anywhere on school grounds during the school day unless it is during a time that they receive express permission to use such a device by the principal or his/her designee. This includes, but is not limited to, cell phones, iPads, Smart Watches, Meta Glasses, etc. Additionally, photography and videography of any kind is not permitted on school grounds including the bus and bus stop. The use of video calls and/or AirDrop is not permitted.

Under no circumstances is a student permitted to use an internet or non-internet-enabled device to communicate or take videos or photographs in a restroom, locker room, shower area, or any other area where any person is removing or changing clothes and/or in any other area or location where a person has a reasonable expectation of privacy. Student use of an internet or non-internet-enabled device for communicating or recording is also subject to the provisions of Policy 5516 and this Regulation.

A classroom or other instructional space may have a designated location where students are required to turn off, ensure the internet or non-internet-enabled device is passcode protected, and store the electronic communication device until the student leaves the classroom or other instructional space.

Inappropriate usage of internet and non-internet-enabled devices, as deemed by the instructor, may result in the confiscation of the student phone or device(s). Confiscated items will require parent/guardian pick-up in the Main Office. Additional disciplinary action may be taken. Any student refusing to relinquish their cell phone may be subject to an Out-of School Suspension.

1st Offense	Written Administrative Warning
2nd Offense	2 Central Office Detentions
3rd Offense	1 Half Day In-School Detention; Parent Conference
4th Offense	Phone Confiscation; In-School or Out-of-School Suspension; and Parent Conference

***Any attempt to photograph staff or students or posting online will result in immediate disciplinary action.**

Behavioral Offenses

Failure to Follow Procedure (FTFP)
Students that do not follow proper procedure will be subject to disciplinary action. This includes, but is not limited to, not following classroom/school rules, regulations, or procedures, tardiness to class or other locations, not signing in/out when visiting the Lavatory or Health, Guidance/CST/SAC, Media Center, or Main Offices, failure to secure regularly assigned teacher's permission to be excused from class, or any other act or behavior judged by the administration to be a failure to follow procedures.

First Offense	1 Detention
Second Offense	2 Detentions
Third Offense	3 Detentions
Fourth Offense	1 Half Day In-School Detention
Fifth Offense	1 Saturday Detention and a meeting with an Assistant Principal

Sixth and all subsequent incidents will result in a referral to an Assistant Principal for further discipline, including the option for Out-of-School Suspension.

Insubordination

First Offense	1 Detention
Second Offense	2 Detentions
Third Offense	3 Detentions
Fourth Offense	1 Half Day In-School Detention
Fifth Offense	1 Saturday Detention and a meeting with an Assistant Principal

Sixth and all subsequent incidents will result in a referral to an Assistant Principal for further discipline, including the option for Out-of-School Suspension.

Inappropriate Language

First Offense	1 Detention
Second Offense	2 Detentions
Third Offense	3 Detentions
Fourth Offense	1 Half Day In-School Detention
Fifth Offense	1 Saturday Detention and a meeting with an Assistant Principal

Sixth and all subsequent incidents will result in a referral to an Assistant Principal for further discipline, including the option for Out-of-School Suspension.

Dress Code Infraction

First Offense	1 Detention
Second Offense	2 Detentions
Third Offense	3 Detentions
Fourth Offense	1 Half Day In-School Detention
Fifth Offense	1 Saturday Detention and a meeting with an Assistant Principal

Sixth and all subsequent incidents will result in a referral to an Assistant Principal for further discipline, including the option for Out-of-School Suspension.

Disruption to School Climate

First Offense	2 Detentions
Second Offense	3 Detentions
Third Offense	1 Half Day In-School Detention
Fourth Offense	2 Half Days In-School Detention
Fifth Offense	1 Saturday Detention and a meeting with an Assistant Principal

Sixth and all subsequent incidents will result in a referral to an Assistant Principal for further discipline, including the option for Out-of-School Suspension.

*Please note that in certain instances a Disruption to School Climate may immediately rise to the level of an Out-of-School Suspension and police notification.

Inappropriate Behavior (in School or on the Bus)

First Offense	2 Detentions
Second Offense	3 Detentions
Third Offense	1 Half Day In-School Detention
Fourth Offense	2 Half Days In-School Detention
Fifth Offense	1 Saturday Detention and a meeting with an Assistant Principal

Sixth and all subsequent incidents will result in a referral to an Assistant Principal for further discipline, including the option for Out-of-School Suspension.

Inappropriate Physical Contact/Dangerous Horseplay

First Offense	2 Detentions
Second Offense	3 Detentions
Third Offense	1 Half Day In-School Detention
Fourth Offense	2 Half Days In-School Detention
Fifth Offense	1 Saturday Detention and a meeting with an Assistant Principal

Sixth and all subsequent incidents will result in a referral to an Assistant Principal for further discipline, including the option for Out-of-School Suspension.

*Please note that in certain instances Inappropriate Physical Contact may immediately rise to the level of an Out-of-School Suspension and police notification.

Smoking/Vaping, Use of Tobacco or Nicotine Products

In accordance with N.J.S.A. 26:3D-17, smoking is not permitted anywhere in school buildings, or on school grounds. This includes the use and possession of electronic and vapor cigarettes.

First Offense	2 Half Days In-School Detention
Second Offense	2 Half Days In-School Detention; Hallway restriction
Third Offense	2 Days of OSS and a meeting with an Assistant Principal

Fourth and all subsequent incidents will result in a referral to an Assistant Principal for further discipline, including the option for Out-of-School Suspension. In accordance with N.J.S.A. 26:3D-58, a complaint will be filed with the LTPD for all offenses of this nature.

Removal of Students for Weapons or Firearms Offenses

Students are forbidden to carry any type of weapon or simulated weapon to school. Strict disciplinary action and legal actions will result if this occurs **"Any person who knowingly has in his possession any imitation firearm in or upon any part of the building or grounds of any school, college, university or other educational institution, without the written authorization of the governing officer of the institution, or while on any school bus is a disorderly person."**

Students are encouraged to notify a teacher, guidance counselor or principal if a classmate makes a statement leading them to believe that the classmate may do some harm to himself/herself or to anyone else. Student confidentiality will be protected to the greatest degree possible. For further details regarding prohibited weapons and consequences for various weapons-related offenses and other assaults, please view Board policies 8467 and 5611. See the LTBOE Policy Search on the District Website for the full policy.

Offenses Requiring Police Contact

All infractions listed below will involve police notification in addition to disciplinary action. These infractions by students are all either a disruption to the entire school climate or possibly a safety issue to themselves or others and will result in an Out-of-School Suspension, Referral to an Assistant Principal, Child Study Team Evaluation, Psychological or Psychiatric Evaluation, Referral to the Student Assistant Coordinator, Extra-Curricular Restriction, and/or Referral to the LTPD.

Further, students who are administratively referred for a suspected substance abuse violation will immediately have a parent/guardian contacted, be required to submit to a urine screening, and must be seen by a physician to be cleared to return to school. Students may return to school, if suspected to be under the influence, with the physician's clearance and LabCorp receipt until results from the urine screenings are received.

- Assault
- Arson
- Disruption to School Climate
- Creating or Causing a False Alarm (Fire, Security, or Other)
- Fighting
- Harassment, Intimidation, and Bullying
- Inappropriate Language Directed at a Staff Member
- Inappropriate Physical Contact
- Inciting a Riot
- Gambling
- Hazing
- Outrageous Conduct
- Possession of a Weapon
- Possession or Sale of Stolen Property
- Sexual Harassment
- Substance Abuse Violation (i.e. Use, Possession)
- Terroristic Threat
- Theft
- Vandalism/Destruction of School, Staff, or Student Property

TECHNOLOGY

Acceptable Use of Computer Network / Resources

Please refer to the LTBOE Policy Search on the LTHS website for the full policy (#2361). Any individual engaging in the following actions when using computer networks/computers shall be subject to discipline or legal action:

1. Using the computer network(s)/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities that violate federal, state and local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the network. Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communication vehicles.
2. Using the computer network(s)/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.
3. Using the computer network(s) in a manner that:
   a. Intentionally disrupts network traffic or crashes the network;
   b. Degrades or disrupts equipment or system performance;
   c. Uses the computing resources of the school district for commercial purposes, financial gain or fraud;
   d. Steals data or other intellectual property;
   e. Gains or seeks unauthorized access to the files of others or vandalizes the data of another user;
   f. Gains or seeks unauthorized access to resources or entities;
   g. Forges electronic mail messages or uses an account owned by others;
   h. Invades privacy of others;
   i. Posts anonymous messages;
   j. Possesses any data which is a violation of this policy; and/or
   k. Engages in other activities that do not advance the educational purposes for which computer networks/computers are provided.

Individuals violating this policy shall be subject to the consequences as indicated in regulation #2361 and other appropriate discipline.

Please refer to the **Lacey Township School District Technology Services** page on the district website for the **1 to 1 Technology Program Student & Parent Handbook Use Agreement**.

ACTIVITIES & ATHLETICS

Student Eligibility for all Co-Curricular and Extra-Curricular Activities

1. High school students must pass 6 courses during a preceding marking period to be eligible for participation in any co-curricular activity.
2. A high school student who does not pass 6 courses will be placed on academic probation during the first 4 weeks of the new marking period. During this time, he/she may continue to fully participate in the activity. At the end of the 4 weeks, the guidance office will review the student's academic performance. If satisfactory (passing 6 courses), the student will be removed from academic probation and will be eligible to continue participation. If unsatisfactory (not passing 6 courses), the student becomes ineligible for the remainder of the marking period and may not participate in any activities.
3. Eligibility for activities will be determined as follows:
    a. Fall Activities - fourth and first marking period grades.
    b. Winter Activities - first and second marking period grades.
    c. Spring Activities - third marking period grades.

NOTE: Incoming grade 9 students are eligible to participate in all co-curricular and extra-curricular activities during their first marking period if they have been promoted from grade 8.

Determination of eligibility under any of the above may be appealed to the Lacey Township High School principal who shall consider any mitigating or extenuating circumstances. The decision of the principal is final.

Random Testing for Student Alcohol or Other Drug Use - Lacey Township Schools Board of Education Policy 5536 and Regulation 5536

All students in Grades 9 through 12, who wish to participate (includes continued participation) in interscholastic athletics or extracurricular activities (including dances) or wish to obtain or retain a parking permit, must consent to participation in the district's Random Testing for Student Alcohol or Other Drug Use Program ("the Random Testing Program").

Students can obtain consent forms in the Main Office or through their coach/advisor. Consent forms signed by the student and parent **must** be returned prior to participating in the school district's interscholastic athletic program, participating in the extracurricular program, or receiving/retaining a parking permit.

Students who wish to voluntarily participate in the program without participation in any interscholastic athletics or extracurricular activities or obtaining or retaining a parking permit may also obtain a consent form in the Main Office.

All students consenting to be in this program will be eligible to be randomly tested for a twelve-month period beginning on the day signed consent was submitted. Students will not be academically penalized for testing positive for alcohol or other drugs under the school district's random testing program, nor will any record of a positive test appear in a student's academic records.

Consequences for a Confirmed Positive Alcohol or Drug Test

1. **1st Offense**
    a. Removal from participation in any interscholastic athletic activity and extracurricular activity and revocation or disqualification from obtaining a parking permit for a period of 10 consecutive calendar days during the period within the first day of school through the last day of school for students in any particular academic year. In the event the period of loss of privilege is not satisfied before the last day of school for student attendance of an academic year, the balance of the days of the loss of privilege will be completed in the following academic year beginning on the first day of school for student attendance.
    b. Removal from school and immediate mandatory medical examination which will be the first day of exclusion from interscholastic athletic activity, extracurricular activity and revocation and/or disqualification from obtaining a parking permit. The physician shall provide a written verification to the District that substance use no longer interferes with the student's mental or physical ability to perform in school.
    c. Minimum of four counseling sessions with the Student Assistance Coordinator, one of which must occur within the week immediately following the confirmed positive test.
    d. Four subsequent alcohol and drug tests during the next 12 months. Any positive test results or refusal to provide a specimen will be considered a second offense.

2. **2nd Offense**
    a. Removal from participation in any interscholastic athletic activity and extracurricular activity and revocation or disqualification from obtaining a parking permit for 45 consecutive calendar days during the period within the first day of school through the last day of school for students in any particular academic year. In the event the period of loss of privilege is not satisfied before the last day of school for student attendance of an academic year, the balance of the days of the loss of privilege will be completed in the following academic year beginning on the first day of school for student attendance.
    b. Removal from school and immediate mandatory medical examination which will be the first day of exclusion from interscholastic athletic activity, extracurricular activity and revocation and/or disqualification from obtaining a parking permit. The physician shall provide a written verification to the District that substance use no longer interferes with the student's mental or physical ability to perform in school.
    c. Minimum of eight counseling sessions with the Student Assistance Coordinator.
    d. An evaluation by the Student Assistance Coordinator to determine appropriate level of treatment.
    e. Attendance at an appropriately recognized and certified prevention/education program or completion of a drug/alcohol rehabilitation program (either or both) as determined by the Student Assistance Coordinator. Attendance in the prevention/education program and/or drug/alcohol rehabilitation program must be initiated within seven calendar days of the confirmed second positive test result. The parent and student must provide an information release form from the program authorizing the student assistance coordinator access to all information relative to the student’s program. The parent is responsible for the cost of the treatment program.
    f. Four subsequent alcohol and drug tests during the next twelve months. Any positive test results or refusal to provide a specimen will be considered a third offense.

3. **3rd Offense**
    a. Removal from participation in any interscholastic athletic activity and extracurricular activity and revocation or disqualification from obtaining a parking permit for twelve months from the date of the positive test result, inclusive of the summer recess.
    b. Removal from school and immediate mandatory medical examination which will be the first day of exclusion from interscholastic athletic activity, extracurricular activity and revocation and/or disqualification from obtaining a parking permit. The physician shall provide a written verification to the District that substance use no longer interferes with the student's mental or physical ability to perform in school.
    c. Attendance in a drug/alcohol rehabilitation program. Attendance in the drug/alcohol rehabilitation program must be initiated within one week of the third positive test result. The parent and student must provide an information release form from the program authorizing the student assistance coordinator access to all information relative to the student's program. The parent is responsible for the cost of the treatment program.
    d. Four subsequent alcohol and drug tests during the next twelve months. Any positive test results or refusal to provide a specimen will be considered a separate offense.

CO-CURRICULAR & EXTRA-CURRICULAR OFFERINGS

There are a number of co-curricular activities available at Lacey Township High School. These activities include, among others, graduation, plays, sports banquets, dances, and the prom. LTHS encourages students to stay involved in school/community activities. Students are recommended to record their participation in activities/sports as part of the "4 for Four" Initiative (students involved in 4 activities/sports for four years). The following list includes the clubs/organizations currently functioning at LTHS:

CLUBS & ACTIVITIES		
Art Club	Band	Drama Club
AADA Club	Jazz Band	FBLA
Student Government Association	WLTS TV Station	DECA
Senior Class	Ski/Fishing Club	Yearbook
Junior Class	National Honor Society	Interact Club
Sophomore Class	Challenger League	Choir
Freshmen Class	Robotics Club	Color Guard
Intergenerational Club	Special Olympics	Weight Lifting Club

FALL SPORTS	***WINTER SPORTS***	***SPRING SPORTS***
Football	Basketball - Men's	Baseball
Soccer - Men's	Basketball - Women's	Softball
Soccer - Women's	Wrestling	Track - Men's
Field Hockey	Basketball Cheer	Track - Women's
Cross Country - Men's	Winter Track - Men's	Tennis - Men's
Cross Country - Women's	Winter Track - Women's	Golf - Men's
Tennis - Women's	Bowling - Men's	Golf - Women's
Football Cheer	Bowling - Women's	Lacrosse - Men's
Gymnastics	Swimming - Men's	Lacrosse - Women's
Volleyball - Women's	Swimming - Women's	Volleyball - Men's
	Ice Hockey	

Lacey Township High School Student Government Constitution

Revised copies of the Student Government Constitution will be posted in all homerooms. To obtain an individual copy of the constitution, please see Mrs. York.

National Honor Society Selection Procedures

Only those students who have been in Lacey Township High School the equivalent of one semester may be considered for membership. Juniors (based on 4 semesters) and Seniors (based on 6 semesters) who have a grade point average of 3.5 or better are invited to an orientation session on applying to become a member of the National Honor Society. Being chosen as a candidate is an honor. Although it does not mean that you have been selected as a member, it does mean that you have met the scholastic requirement. In addition, you will be evaluated for outstanding leadership, service, and character. This orientation introduces students to the National Honor Society purpose, requirements, and selection process, including the required profile and recommendations.

Selection to the National Honor Society is based on the following criteria:

1. **Scholarship** - students have maintained a cumulative grade point average of 3.5 or better
2. **Leadership** - students who successfully assume responsibility and demonstrate constructive initiative in school and/or community activities
3. **Service** - students who render service to the school or community, put service to others above
4. self-interest, giving time, effort, and talents for class, school, or community
5. **Character** - students who demonstrate the highest standards of honesty, reliability, fairness, tolerance, and responsibility

Eligibility for Participation in After-School Activities

To be eligible to participate in any school-sponsored after-school activity or event, students must be present in school **no later than 8:15 a.m.** on the day of the activity. Students may also ***not*** sign-out early. This requirement applies to all extracurricular and co-curricular activities, including, but not limited to, athletic contests, practices, performances, concerts, ceremonies, dances, club meetings, and other school-sponsored events.

Students with an approved late arrival or early dismissal must adhere to the times specified in their assigned schedule. **Failure to report to school at the approved time or students who leave school before the scheduled dismissal time without a valid doctor's note or prior administrative approval may result in the student being ineligible to participate in after-school activities or events for that day**.

The administration reserves the right to make exceptions in extenuating circumstances.

ATHLETICS

New Jersey State Interscholastic Athletic Association Eligibility Rules

(These rules apply to all Freshman, Junior Varsity, and Varsity teams.)

1. **Eligible** if a student has not reached the age of 19 prior to September 1st.
2. **Eligible** during the first semester (September 1st thru January 31st) if a student has passed 25% of the credits required by the state of New Jersey for graduation during the immediately preceding year. **Eligible** for spring sports (second semester - February 1st thru June 30th) if a student has passed the equivalent of 12 1/2% of the credits required by the state of New Jersey for graduation at the close of the preceding semester (January 31st). Full year courses shall be equated as one half of the total credits passed during the immediately preceding semester.
3. **Eligible** if transfer because of change of residence by parents or as approved by the Executive Committee.
4. **Eligible** if no influence used to retain or secure student.
5. **Eligible** to represent his/her present school if a student's parents move to another school district maintaining a secondary school of equal grade or higher provided he/she remains properly enrolled. Any subsequent transfer will be subject to the transfer provisions.
6. **Not Eligible** after the completion of 8 semesters following a student's entrance into 9th grade, regardless of the fact that a sport's season may not be completed.
7. **Not Eligible** after the class in which a student originally enrolled graduates, regardless of transfers during the 3 or 4 year period.

State eligibility for the Fall semester in Lacey Township will be the final grades recorded at the end of the school year including all summer school grades. Eligibility for the Spring semester will be based on the numeric average for the first two marking period grades of the school year. All averages ending in .5 or above will be rounded up to the next whole number (e.g. 82.5 =83) to determine this average.

Students who are scheduled for study hall place themselves in jeopardy of not being eligible to participate in interscholastic competition if they are not passing all their courses at the end of each semester.

It is the responsibility of the student/athlete to keep track of his/her eligibility status. Should there be a question, students and parents are encouraged to contact the Guidance Office to speak with their counselor. The final determination of athletic eligibility will rest with the Lacey Township High School Administration through their enforcement of the rules and bylaws of the NJSIAA.

Procedures for Participating on a Team

1. Announcements for a team meeting will be made prior to the start of the season.
2. Attend the meeting to secure the necessary information from the coach.
3. A Preparticipation Physical Evaluation Form must be completed and signed by a parent/guardian and student prior to each sports physical. A Health History Update Questionnaire must also be filled out prior to the start of every sport season played.
4. In order to receive a physical, the student must submit this form to the school nurse prior to or on the day of the scheduled physical examination.
5. A physical examination by a personal physician must take place no more than 60 days before the first practice session. When using a personal physician other than the school's, the LTHS Sports Preparticipation Physical Evaluation Form must be used even if there has been a sports physical on file within the last year. A personal physicians physical still must be signed off on by the board approved school physician to be cleared to participate.
6. An eligibility check will be conducted on the students by the Guidance Office. Students will be notified by their coach regarding eligibility.

Athletic Department Regulations

1. Any movement from one sport to another must be accompanied by permission of the coach from whose team you are leaving.
2. Athletes must be present in school on the day of an event in order to play. The same rule applies to participation in practices.
3. Athletes must travel to and return from athletic events on the team bus. A written note from a parent/guardian 24 hours in advance is needed if the student is not returning on the team bus. Extenuating circumstances will be reviewed by the coach and approved by the Athletic Director.
4. Being an athlete is a privilege. When representing your school in uniform or jacket one should represent the school with pride.
5. All injuries sustained either in or out of school must be reported to your coach immediately.
6. Conduct at all times shall be courteous and consistent with the rules of conduct. At no time shall profane or obscene language or conduct be allowed. In addition, athletes will not violate the rules of common courtesy, will respect the authority of coaches and teachers and shall conform with requests made by them.

Spectator Code of Conduct

The Lacey Township Board of Education promotes a physically and emotionally safe and healthy playing environment at interscholastic events and insists good sportsmanship be exhibited at all times by student athletes, coaches, officials, and spectators at such events. The New Jersey State Interscholastic Athletic Association (NJSIAA) requires the Board to establish policies and procedures relating to sportsmanship and to identify responsibilities of administrators, coaches, and students to ensure their observance. The NJSIAA requires the Board to adopt a Spectator Code of Conduct Policy for all spectators attending an interscholastic event.

The district's high school is a member school of the NJSIAA. The NJSIAA and the Board require high standards of courtesy, fair play, and sportsmanship be featured at school district and NJSIAA interscholastic events. **Good sportsmanship-like conduct is expected at all times at home and away athletic events.** Failure to comply may result in removal from the premises, restriction from future athletic/district events, and/or other disciplinary action. **No noisemakers, signs, or banners are allowed at athletic events pursuant to Shore Conference regulations.** Please refer to the LTBOE Policy Search on the LTHS website for the full policy.

The published NJSIAA responsibilities of sportsmanship states:

The Spectator . . .

1. Attempts to understand and be informed of the playing rules.
2. Appreciates a good play no matter who makes it.
3. Cooperates with and responds enthusiastically to cheerleaders.
4. Shows compassion for an injured player; applauds positive performances; does not heckle, jeer, or distract players; and avoids the use of profane and obnoxious behavior.
5. Respects the judgment and strategy of the coach and does not criticize players or coaches for loss of a game.
6. Respects property of others and authority of those who administer the competition.
7. Censures those whose behavior is unbecoming.

NJSIAA rules define unsportsmanlike conduct as a person, student athlete, or spectator who:

1. Strikes or physically abuses an official, opposing coach, player, or spectator.
2. Intentionally incites participants or spectators to violent or abusive actions towards officials, opponents, or spectators.
3. Uses obscene gestures or profane or unduly provocative language or action towards officials, opponents, or spectators.
4. Is publicly critical of a game official, opponents, and/or opposing coaches/players.

NJSIAA Rules state that:

"The administration of a member school will be responsible for the unsportsmanlike conduct of the school's fans or spectators. A spectator who acts in an unsportsmanlike manner may be removed from the premises for the remainder of the event. When requested by the referee, the home management shall be responsible for the removal of spectators who become offensive."

Issuance of Awards

All participating student athletes will receive awards at the completion of a given season. However, the awards are to be considered a privilege. They, therefore, can be revoked or recalled for just cause.

Individual Responsibility for Equipment

Any student athlete issued equipment is totally responsible for the whereabouts, maintenance, and return of the same. Fines for any equipment not returned at the completion of a season or at a point where the athlete quits or is removed from a team must be paid for. If a student athlete does not return equipment or make restitution for lost equipment, he/she will be barred from participation in any future activities until the matter is cleared.

LACEY TOWNSHIP SCHOOL DISTRICT KEY POLICIES

Below is a list of key policies that should be read and understood by students and families. All district policies are available on the Lacey Township School District website or can be found using the link here.

Policy 2365 - Acceptable Use of Generative Artificial Intelligence (AI)
Policy 2361 - Acceptable Use of Computer Network / Resources
Policy 3283 - Electronic Communications Between Teaching Staff Members And Students
Policy 5336 - Random Testing for Student Alcohol or Other Drug Use
Policy 5350 - Student Suicide Prevention
Policy 5511 - Dress and Grooming
Policy 5512 - Harassment, Intimidation, and Bullying
Policy 5516 - Use of Communication Devices
Policy 5530 - Substance Abuse
Policy 5533 - Student Smoking
Policy 5536 - Random Testing For Student Alcohol Or Other Drug Use
Policy 5570 - Student Right of Privacy
Policy 5600 - Student Discipline/Code Of Conduct
Policy 5610 - Suspensions
Policy 5611 - Removal Of Students For Weapons Or Firearms Offenses
Policy 5612 - Assaults On Lacey Township Schools Board Of Education Members Or Employees
Policy 5701 - Academic Integrity
Policy 5751 - Sexual Harassment
Policy 7441 - Electronic Surveillance in School Buildings and On School Grounds
Policy 8431 - Preparedness for a Toxic Hazard
Policy 8690 - Monitoring Devices On School Vehicle
Policy 9163 - Spectator Code of Conduct for Interscholastic Events

LACEY TOWNSHIP HIGH SCHOOL ALMA MATER

To thee our Alma Mater sing
For Lacey Township high has filled
Our days with challenges and
Taught us how to try.
For excellence in all we do
And all we strive to be,
We will be a tribute to the
Lion's Pride and loyalty.

School Mascot: Lion

School Colors: Navy, Silver, and Cardinal