

# REGULATION

## LACEY TOWNSHIP BOARD OF EDUCATION

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SUMMER SESSION

### R 2440 SUMMER SESSION

#### A. Definitions

1. “Summer session” means the instructional program operated by this school district during the summer months.
2. “Remedial course” means any course or subject that is a review of a course or subject the pupil has previously taken and for which credits or placement may be awarded upon successful completion of the course.
3. “Advancement course” means any course or subject the pupil has not previously taken in an approved school district program and for which additional credits or advanced placement may be awarded upon successful completion of the course.
4. “Enrichment course” means any course or subject of a vocational nature for which no credits are to be awarded.

#### B. Instructional Program

1. Summer session will be staffed in accordance with the provisions of N.J.A.C. 6A:32-10.4.
2. Remedial, advancement, and enrichment courses may be offered by the school district during the summer session to meet pupil needs.
3. Summer session classes will meet the following standards:
  - a. To receive advanced credit for a subject not previously taken, the student shall receive class instruction in the summer session under standards equal to those during the regular term:
    - (1) 3600 minutes for two and one-half high school credits, or
    - (2) 7200 minutes for five high school credits.
  - b. Full-year subjects which are given for review, remediation, or for other purposes not including advanced credit shall be conducted for sixty hours of instruction under standards equal to those during the regular term or through an established number of curricular



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activities as determined by the Board of Education and approved by the Executive County Superintendent.

4. Time spent on homework and in a study hall shall not be included in the minimum class times set forth in paragraph B.3.a. and b.
- C. Staffing
1. Summer session positions will be filled in accordance with district practice and/or the negotiated contract.
  2. In each school, a member of the administrative, supervisory, or teaching staff who is certified as an administrator shall be assigned the responsibilities of administration and supervision of the summer session.
  3. All summer session teaching staff members shall possess valid certificates for subjects taught.
  4. Curriculum enrichment may involve resource persons serving for specific periods of time under the supervision of a certified administrator, supervisor, or teacher.
- D. Operations
1. The staff member responsible for the administration and supervision of the summer session shall submit a calendar of the summer session instruction to the Superintendent for approval.
  2. The calendar will include the daily hours of the summer session.
  3. The Board of Education shall approve the district's summer session. Upon Board approval, the Superintendent of Schools shall obtain approval for the summer session from the Executive County Superintendent of Schools.
  4. Summer session teachers will be bound by all Board policies applicable to instruction and teacher responsibility.



E. Eligibility of Students

1. Teaching staff members in the regular school program will be alert to those students who would benefit from attendance at remedial or advancement courses in the summer session and will report such students to the Principal who will recommend summer session enrollment to the student.
2. Students may be enrolled in a remedial course only with the recommendation of the Principal of the school in which the student regularly attends.
3. The Principal's recommendation shall state in writing the name of the subject(s) which the student may take and the purpose for which the subject is taken.
4. Students may be enrolled in advancement courses only on the recommendation of a teacher and with the recommendation of the Principal of the school in which the student regularly attends. A student may be enrolled in no more than the equivalent of one year's work in a subject in an advancement course.
5. Enrichment courses in the summer session are open to all resident pupils. A student may be enrolled in no more than the equivalent of one year's work in a subject in an enrichment course.
6. No student will be required to attend the summer session as a condition of promotion or for any other reason.

F. Student Conduct

1. Summer session students will be governed by the rules of conduct established for students in the regular school session. Rules regarding substance abuse, smoking, and aggressive, assaultive, insulting, and insubordinate behavior, among others, will be in full force and effect.
2. Students who violate the rules of conduct or disobey persons in authority will be subject to discipline, which may include expulsion from the summer session. A student recommended for expulsion from the summer session will be given an administrative hearing in which the student will



be given an opportunity to explain his/her conduct. Summer session is not a part of the thorough and efficient system of free education to which the pupil is entitled by law, and expulsion from the summer session does not involve the deprivation of a right.

3. The school dress code policy will be applicable for the summer session; however, the Superintendent of Schools may adjust the dress code policy to take into account warmer temperatures.

## G. Attendance

1. Although the compulsory attendance statutes do not apply to summer session, summer session students are expected to attend regularly and promptly.
2. In general, no student will receive credit for a remedial or advancement course if he/she has missed more than two (2) classes in the subject. The student's parent(s) or legal guardian(s) will be notified after the one (1) absence. Two (2) instances of tardiness will constitute one absence for this purpose.

## H. Grading and Credit

1. Work in remedial and advancement courses will be evaluated and graded, in accordance with Policy No. 2624 for grading in the regular program.
2. A narrative report of each student's attitude, strengths, and weaknesses will be given to the student's parent(s) or legal guardian(s) at the end of the summer session.
3. Credit will be given for successful completion of approved remedial and advancement courses that have met the standards of instruction set forth in rules of the State Board of Education and at paragraph B.3. of this regulation.
4. Credit for work taken in an approved elementary or secondary school summer session will be transferable in the same manner as work taken in any approved elementary or secondary school in accordance with Board of Education policy.



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5. The Principal of the school which the student regularly attends shall give prior approval for work to be taken at other educational institutions or environments. These shall include, but not be limited to, other public and private schools, institutions of higher education, and on-line courses.

### I. Tuition

1. No tuition will be charged for the enrollment of a resident student in a remedial or advancement course taken for credit. Tuition may be charged to a resident student enrolled in an enrichment(s) course which carry no credit and are determined by the Executive County Superintendent of Schools to have no direct relationship to the curriculum.
2. The Board of Education, upon the recommendation of the Superintendent of Schools, shall approve the tuition to be charged for the enrollment of any student, resident or nonresident, in an enrichment course.
3. The Board of Education, upon the recommendation of the Superintendent of Schools, shall approve the tuition to be charged for the enrollment of a nonresident student in a remedial or advancement course.
4. Payment of tuition must be made in full to the Lacey Township Board of Education before the first day of the summer session.
5. Tuition will be refunded if the request for refund is received by the staff member responsible for the administration and supervision of the summer session within one (1) day before the first day of the summer session.

### J. Records

1. The permanent/cumulative record of each student who completes a program of study in the summer session will include:
  - a. The amount of time the student spent in receiving class instruction in the summer session; and
  - b. An evaluation and a description of work completed in the summer session, including the student's grade and the credit earned, if any.



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2. The amount of time which a student has spent in receiving class instruction shall become part of the student's permanent/cumulative record and shall be included whenever the record is transferred to another school.

Adopted: April 23, 2012

Revised:



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Use of Electronic Communication Devices

## 5516 USE OF ELECTRONIC COMMUNICATION DEVICES

To support school environments in which students can fully engage with their classmates and their teachers, and to focus attention upon instruction, the Board of Education has determined the use of cell phones and other electronic communication devices by students for personal use during the school day and school activities should be limited.

As used in this Policy, “electronic communication device” includes any device with the capability to audio or video record and/or is capable of receiving or transmitting any type of communication with others. An electronic communication device includes, but is not limited to, any type of cameras; cellular and wireless telephones; pagers/beepers; laptop computers; watches; electronic readers; two-way radios; any audio or video broadcasting devices; ear buds; tablets; headphones; and any other device that allows a person to audio and/or video record and/or transmit, in either a real time or a delayed basis, video or still images, text, audio recordings; or other information.

The Board adopts Regulation 5516 and this Policy to address student use of an electronic communication device for personal use on school grounds during the school day, to also include, but not be limited to: during before and after school programs; during any co-curricular activity; and on a school bus.

Nothing in Regulation 5516 and this Policy shall prohibit a student from using an electronic communication device for a purpose documented in a classified student’s Individualized Education Plan (IEP) or a plan developed under Section 504 of the “Rehabilitation Act of 1973,” 29 USC 794. A student may use an electronic communication device to monitor or address a health condition with prior permission from the Principal, in consultation with the school nurse to be documented in the student’s Individual Health Plan.

In addition, the Board believes students and/or school staff members should not be subject to having any type of recording taken of any student(s) or school staff member(s) for any purpose without the consent of the student and the student’s parent or the school staff member. In addition to protecting the privacy rights of students and school staff members, the Board recognizes such recordings can be disruptive to the educational program. Inappropriate recordings of educational material, student assessment instruments, and/or student assessment reviews can



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## Use of Electronic Communication Devices

be used to compromise the integrity of the district's educational program or lead to academic dishonesty in the event such recordings are stored and/or transmitted to other students.

Adopted:





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Use of Electronic Communication Devices

## R 5516 USE OF ELECTRONIC COMMUNICATION DEVICES

The following provisions govern student use of electronic communication devices on school grounds.

### A. Use of Electronic Communication Devices

1. Students are prohibited from using an electronic communication device anywhere on school grounds during the school day unless they receive express permission to use such a device by Principal or designee.
2. Under no circumstances is a student permitted to use an electronic communication 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 cloths and/or in any other area or location where a person has a reasonable expectation of privacy. Student use of an electronic communication device for communicating or recording is also subject to the provisions of Policy 5516 and this Regulation.
3. Students are encouraged not to bring electronic communication devices to school. If a student chooses to bring an electronic communication 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 electronic communication device shall remain in the student's backpack/book bag or locker during the school day when its use is not authorized in accordance with Policy 5516 and this Regulation.
4. A classroom or other instructional space may have a designated location where students are required to turn off, ensure the electronic communication device is passcode protected, and store the electronic communication device until the student leaves the classroom or other instructional space.
5. If a student brings an electronic communication device to school, the student assumes the risk of damage, theft, or loss of the electronic communication device. The school district is not responsible for lost, stolen, or damaged devices.



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## Use of Electronic Communication Devices

6. If a student needs to be in contact with their parent(s) during a time the student is not permitted to use an electronic device, the student shall request permission from a teaching staff member to go to the main office to use the school phone. If a parent(s) needs to be in contact with their student for an emergency, the parent(s) shall contact the main office.

### B. Discipline

#### 1. First Offense in a School Year

- a. The electronic communication device shall be taken from the student by the school staff member and turned in to the Principal or designee's office for the remainder of the academic school day.
- b. The student shall turn off the electronic communication device and ensure it is passcode protected before turning it in to a school staff member.
- c. The student will be able to pick up the electronic communication device in the Principal or designee's office at the end of the academic school day.
- d. The following discipline will be imposed on a student for a first offense of the provisions in Policy 5516 and this Regulation:
  - (1) Elementary School Student
    - (a) Phone confiscation
    - (b) Verbal warning
  - (2) Middle and High School Student
    - (a) Phone confiscation
    - (b) 1 central detention



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Use of Electronic Communication Devices

## 2. Second Offense in a School Year

- a. The electronic communication device shall be taken from the student by the school staff member and turned in to the Principal or designee's office for the remainder of the academic school day.
- b. The student shall turn off the electronic communication device and ensure it is passcode protected before turning it in to a school staff member.
- c. The electronic communication device must be picked up at the Principal or designee's office by a parent no sooner than the end of the current, academic school day.
- d. If the parent cannot pick up the electronic communication device by the end of the academic school day, the parent may pick up the electronic communication device before the end of the next or any subsequent school day.
- e. The parent shall be required to sign for receipt of the electronic communication device with notice provided of a second offense in a school year for their child.
- f. The following discipline will be imposed on a student for a second offense of the provisions in Policy 5516 and this Regulation:
  - (1) Elementary School Student
    - (a) Phone confiscation
    - (b) Recess detention
    - (c) Completion of a reflection sheet
  - (2) Middle and High School Student
    - (a) Phone confiscation
    - (b) 2 central detentions



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Use of Electronic Communication Devices

3. Third Offense in a School Year
  - a. The electronic communication device shall be taken from the student by the school staff member and turned in to the Principal or designee's office for the remainder of the academic school day.
  - b. The student shall turn off the electronic communication device and ensure it is passcode protected before turning it in to a school staff member.
  - c. The electronic communication device must be picked up at the Principal or designee's office by a parent no sooner than the end of the current, academic school day.
  - d. If the parent cannot pick up the electronic communication device by the end of the academic school day, the parent may pickup the electronic communication device before the end of the next or any subsequent school day.
  - e. The parent shall be required to sign for receipt of the electronic communication device with notice provided of a third offense in a school year for their child.
  - f. The following discipline will be imposed on a student for a third offense of the provisions in Policy 5516 and this Regulation:
    - (1) Elementary School Student
      - (a) Phone confiscation
      - (b) After school detention
      - (c) Completion of a reflection sheet
    - (2) Middle and High School Student
      - (a) Phone confiscation
      - (b) In school detention



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Use of Electronic Communication Devices

4. Fourth Offense in a School Year

- a. The electronic communication device shall be taken from the student by the school staff member and turned in to the Principal or designee's office for the remainder of the academic school day.
- b. The student shall turn off the electronic communication device and ensure it is passcode protected before turning it in to a school staff member.
- c. The electronic communication device must be picked up at the Principal or designee's office by a parent no sooner than the end of the current, academic school day.
- d. If the parent cannot pick up the electronic communication device by the end of the academic school day, the parent may pick up the electronic communication device before the end of the next or any subsequent school day.
- e. The parent shall be required to sign for receipt of the electronic communication device with notice provided of a fourth offense in a school year for their child.
- f. The following discipline will be imposed on a student for a fourth offense of the provisions in Policy 5516 and this Regulation:
  - (1) Elementary School Student
    - (a) Phone confiscation
    - (b) Lunch, recess and after school detention
  - (2) Middle and High School Student
    - (a) Phone confiscation
    - (b) Referral to an Assistant Principal will be made for in or out of school suspension



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Use of Electronic Communication Devices

5. A student who violates the provisions of Policy 5516 and this Regulation more than four times during a school year shall, for the remainder of the school year, be prohibited from bringing an electronic communication device on school grounds during the school day or while participating in school district programs which include, but are not limited to: during before and after school programs; during co-curricular activities; during extra-curricular activities, and during intra-murals and interscholastic games and practices.
  - a. The following discipline will be imposed on a student for bringing their electronic communication device to school after being prohibited to have their electronic communication device on school grounds:
    - (1) Elementary School Student
      - (a) After school detention
      - (b) In school detention
    - (2) Middle and High School Student
      - (a) Out of school suspension

Adopted:



# POLICY

## LACEY TOWNSHIP BOARD OF EDUCATION

FINANCES

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### USE OF SCHOOL CORPORATION VEHICLES

#### 6471.02 USE OF SCHOOL CORPORATION VEHICLES

The Board may provide vehicles to employees for school-related duties when such duties require the employee to be available during non-school hours. Such vehicles shall only be used by the employee for school-related duties or activities. Employees shall be reimbursed for expenses for fuel and maintenance when not supplied or completed by school personnel. The employee will be responsible for maintaining the cleanliness of the vehicle.

The vehicle shall be insured by the Board for bodily injury, property damage, uninsured motorist coverage, and personal injury protection. The School Business Administrator/Board Secretary will recommend amounts to adequately protect the district against loss.

The Superintendent may determine the employees who qualify for a corporation-owned vehicle upon consultation with the Board. Employees granted the use of a vehicle for non-school hours must adhere to the following:

1. Drivers must submit a driver license and Motor Vehicle Reports on a yearly basis. Any severe traffic violations that result in points (DWI, speeding, etc.) must be reported immediately to the district.
2. Employees who are provided with district vehicles to undergo a driver safety training program. This will ensure that employees are aware of safe driving practices and understand the responsibilities associated with using a district vehicle.
3. Regular maintenance checks are to be conducted by school personnel to ensure vehicles are in good working condition. This could include routine inspections for safety features, tire pressure, oil levels, and other essential components.
4. School related duties and activities will include but not be limited to all duties in maintaining a safe, clean and functional learning environment, including overseeing the maintenance, repairs, safety and security and managing resources for the district's physical plant.
5. Employees must submit an annual report detailing vehicle usage, fuel consumption, and any maintenance performed.

Adopted:



# POLICY

## LACEY TOWNSHIP BOARD OF EDUCATION

Property  
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SCHOOL AND FACILITY NAMES

### 7250 SCHOOL AND FACILITY NAMES

School buildings and separate school facilities, both on school grounds and within school buildings, shall be named only by formal action of the Board of Education. In naming schools and facilities, the Board shall strive to honor the traditions and high ideals of this district and the community it serves.

A school building or school facility may be named to memorialize the outstanding service of a school district employee or officer of the Lacey Township School District.

No such employee or officer will be considered for memorialization in a school or facility name during his/her lifetime. Exceptions can be made for retirees on a case-by-case basis at the discretion and/or approval by the Board.

Adopted: December 19, 2024

Revised:

