

# LACEY TOWNSHIP SCHOOL DISTRICT



STUDENT/PARENT HANDBOOK  
2024-2025

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## LACEY TOWNSHIP MIDDLE SCHOOL

660 DENTON AVENUE  
FORKED RIVER, NEW JERSEY 08731  
Phone (609) 242-2100 Fax (609) 242-2114  
[www.laceyschools.org](http://www.laceyschools.org)

Gregory Brandis  
PRINCIPAL

Brian Chesley  
ASST. PRINCIPAL

Paul O'Neill  
SUPERVISOR

August, 2024

Dear Students, Parents, and Guardians:

Welcome to the 2024-2025 school year! The administration and staff of Lacey Township Middle School look forward to working with each of you to make this school year a success.

This handbook has been published to provide both students and parents/guardians with an overview of our school, its policies, and general practices. You will find school contact information, bell schedules, grading procedures, and other information that will answer any questions you may have. Please take some time to review its contents. Throughout the document, you will find links that will allow you to access forms, policies, and other useful information. As always, please feel free to contact the school with any questions or concerns.

The students of Lacey Township Middle School have a rich tradition of achievement in academic and co-curricular programs. As this new school year begins, be assured that we at the middle school stand ready to make this the best school year ever.

Sincerely,

Gregory J. Brandis Jr.  
Principal

# **Lacey Township Middle School**

660 Denton Avenue  
Forked River, NJ 08731-1409  
(609) 242-2100  
[www.laceyschools.org](http://www.laceyschools.org)

## **Board of Education**

Harold “Skip” Peters, Jr., President  
Kim Klaus, Vice President  
Salvatore Armato, Board Member  
Linda A. Walker, Board Member  
Jack Conaty, Board Member  
Cheryl Armato, Board Member  
Dan Bell, Board Member

## **District Administration**

William W. Zylinski, Acting Superintendent  
Sharon Ormsbee, School Business Administrator/Board Secretary  
Daniel Rath, Assistant School Business Administrator  
Joseph Bond, Director of Student Services  
Michelle Amos, District Supervisor- Grades Pre-K to 5  
Timothy Dowd, Ed.D., District Supervisor- Grades 6-12  
Jason England, District Technology Supervisor  
Mallory Krakovsky, Elementary Supervisor of Student Services

## **Building Administration**

Gregory Brandis, Principal  
Brian Chesley, Assistant Principal  
Paul O’Neill, Supervisor of Instruction  
Margaret Molloy, Supervisor of Mathematics and Science  
Timothy Dowd, Ed.D., Supervisor of ELA and Social Studies  
Aimee Del Vento, Athletic Director

## **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 mission.

## **Lacey Township Middle School Philosophy**

The concept of the Middle School Model or Middle School Philosophy was established out of a dissatisfaction by educators in the Junior High School Model, a subject-centered model of educating students between the ages of 11 and 14. It was believed that students in this age group required a student-centered learning environment and curriculum designed to address both the educational and developmental needs of the students.

At Lacey Township Middle School, the administration and staff believe that for our students to succeed, we must focus on all aspects of the student; mental, physical, emotional, social, and academic. Collectively, our teachers and counselors have established a variety of programs to develop the health, wellness, and academic achievements of the students. Additionally, co-curricular opportunities exist to promote and refine social skills.

We invite the parents/guardians and families of our students to become actively involved in the programs offered at the middle school. We encourage you to join us on our journey to make the middle school years an experience of healthy growth, excitement, and achievement.

## **Lacey Township Middle School Goals**

The following are the approved goals for all Lacey Township schools:

1. Develop and improve skills in reading, writing, speaking, and listening;
2. Develop pride in work and a feeling of self-worth;
3. Develop good character and self-respect;
4. Learn how to research, examine, and implement information;
5. Understand and practice democratic ideas and ideals;
6. Appreciate cultural diversity through the arts;
7. Practice and understand the ideas of health and safety;
8. Interpret and understand the events that take place in the world;
9. Explore methods of managing money, property, and resources;
10. Understand and practice the skills of family living;
11. Gain information needed to make job selections;
12. Provide for and develop the abilities for all children at all levels;
13. Develop a desire for learning now and in the future;
14. Provide a safe learning environment;
15. Learn to use leisure time constructively;
16. Establish good citizenship by respecting and getting along with people with whom we work and live; and
17. Gain information and develop skills needed to enter a specific field of work and/or pursue further education.



**Lacey Township School District**  
**Policies on Discrimination in Academic Programs**

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 to prevent discrimination in policy, programs, and practice regarding personnel and students.

The Lacey Township School District is responsible to identify, evaluate, and afford success to appropriate educational services for students who are determined eligible for Section 504 services. 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 their educational programs should contact the building principal or submit a written request to Mr. William W. Zylinski, Assistant Superintendent/District 504 Coordinator, 200 Western Boulevard, P.O. Box 216, Lanoka Harbor, NJ 08734.

**Affirmative Action**

**Brian Chesley, Affirmative Action Officer**  
**(609) 242-2100**

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 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 William W. Zylinski, Assistant Superintendent/District Affirmative Action/Title IX Coordinator at 200 Western Blvd., P.O. Box 216, Lanoka Harbor, NJ, 08734 or by calling (609) 971-2000 ext. 1003.

## **Harassment, Intimidation, and Bullying**

### **District Anti-Bullying Coordinator**

**William W. Zylinski**

[wzylinski@laceyschools.org](mailto:wzylinski@laceyschools.org)

**609-971-2000, ext. 1003**

### **Middle School Anti-Bullying Specialist**

**Loren Heuschkel**

[lheuschkel@laceyschools.org](mailto:lheuschkel@laceyschools.org)

**609-242-2100, ext. 3002**

### **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, 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.

For further information on the Lacey Township School District policy on Harassment, Intimidation, and Bullying, please visit: <https://www.laceyschools.org/Page/11377>

## Standard Response Protocol to an Emergency

# IN AN EMERGENCY TAKE ACTION



### **HOLD! In your room or area. Clear the halls.**

#### **STUDENTS**

Clear the hallways and remain in room or area until the "All Clear" is announced  
Do business as usual

#### **ADULTS**

Close and lock the door  
Account for students and adults  
Do business as usual



### **SECURE! Get inside. Lock outside doors.**

#### **STUDENTS**

Return to inside of building  
Do business as usual

#### **ADULTS**

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Account for students and adults  
Do business as usual



### **LOCKDOWN! Locks, lights, out of sight.**

#### **STUDENTS**

Move away from sight  
Maintain silence  
Do not open the door

#### **ADULTS**

Recover students from hallway if possible  
Lock the classroom door  
Turn out the lights  
Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend



### **EVACUATE! (A location may be specified)**

#### **STUDENTS**

Leave stuff behind if required to  
If possible, bring your phone  
Follow instructions

#### **ADULTS**

Lead students to Evacuation location  
Account for students and adults  
Notify if missing, extra or injured students or adults



### **SHELTER! Hazard and safety strategy.**

#### **STUDENTS**

Use appropriate safety strategy for the hazard

#### **Hazard**

Tornado  
Hazmat  
Earthquake  
Tsunami

#### **Safety Strategy**

Evacuate to shelter area  
Seal the room  
Drop, cover and hold  
Get to high ground

#### **ADULTS**

Lead safety strategy  
Account for students and adults  
Notify if missing, extra or injured students or adults

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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.

## **Lacey Township Middle School Overview**

Lacey Township Middle School houses students in grades 6th through 8th. The students follow individualized schedules, changing rooms and teachers throughout the day.

All students receive instruction in English Language Arts, mathematics, science, and social studies. The English Language Arts program is designed to allow for sequential skill development in both oral and written communication while studying literature in grades 6, 7, and 8. The mathematics program allows students to sequentially progress through the study of algebra. Students at the middle school receive a period of English Language Arts and mathematics each day.

Science instruction for 6th grade students is an exposure to Earth Science with a concentration on space systems, weather and climate. Science instruction for 7th grade students is an exposure to organisms in life science. Physical science is offered at the 8th grade level as a general science course emphasizing the areas of physics and chemistry. Social studies instruction provides students an opportunity to study Ancient World History at grade 8, American History at grade 7 and global studies at grade 6 through exposure to the history, culture and geography of different continents.

One goal of the middle school is to afford students the opportunity to experience a variety of activities beyond academics. In addition to the academic areas, students receive physical education and health. Full year Instrumental music and Chorus is offered at all three grade levels (Placement for this class must be approved by the music and/or chorus teacher). Students receiving instrumental instruction have the opportunity to audition for one of the two middle school bands. The students in the band and chorus are engaged in two concerts yearly.

Sixth grade electives will change each marking period and include, computer education, Spanish, Art and music. Students in 7th grade will rotate electives on a semester basis and include Engineering and Design, Spanish, Art, Theatre and Civics. Students in 8th grade may take a foreign language, Art, Engineering & Design, Band or chorus for a full year.

Special education and remedial classes are provided to meet diagnosed needs when appropriate. Speech therapy is also available within school.

Additional information on curriculum can be found in the [Program of Studies](#) or through [Rubicon Atlas](#) on the district website.

## **Telephone Directory**

### **Lacey Township School District (609) 971-2000**

#### **Superintendent's Office**

FAX: (609) 242-9406

William W. Zylinski, Acting Superintendent	1002
Linda Dynak, Administrative Assistant	1002
Christi Johnson, Administrative Assistant	1003
Joseph Bond, Director of Student Services	1021

#### **District Supervisors**

FAX: (609) 242-1296

Michelle Amos, District Supervisor	1018
Timothy Dowd, Ed.D., District Supervisor	1016
Mallory Krakovsky, Elementary Supervisor of Students Services	4018
Kathleen Locandro, Secretary	1019

### **Lacey Township Middle School (609) 242-2100**

#### **Main Office**

FAX: (609) 242-2114

Gregory Brandis, Principal	3003
Marisa Speck, Secretary	3003
Kathy Lieter, Secretary	3001
Brian Chesley, Assistant Principal	3001
Paul O'Neill, Supervisor of Instruction	3001
Margaret Molloy, Supervisor	3016

#### **Guidance Office**

Watson Heilala, Counselor	3010
Loren Heuschkel, Counselor	3008
Alisha Fisher, Counselor	3022
Kelli Marchitello, School Psychologist	3011
Tracy Whelan, Learning Disability Teacher Consultant	3604
Colleen Fitzgerald, Secretary	3002

#### **Health Office**

Kristen Patterson, School Nurse	3007
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#### **Attendance**

Kathy Lieter	3001
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## 2024-2025 School Calendar

### 2024-2025 District Calendar

July 2024						
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
30	29	30	31			

August 2024						
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

September 2024						
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					

October 2024						
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		

November 2024						
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 2024						
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				

January 2025						
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	

February 2025						
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 2025						
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 2025						
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			

May 2025						
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 2025						
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					

### Key Dates

**School Year: For Students**  
 First Day: September 5, 2024  
 Last Day: June 19, 2025

**Schools & Offices Closed**

7/4/2024  
 – Independence Day Holiday  
 9/2/2024  
 – Labor Day  
 11/04/2024 - 11/08/2024  
 – NJEA Convention/Fall Break  
 11/28/2024 - 11/29/2024  
 – Thanksgiving Break  
 12/23/2024 - 1/1/2025  
 – Winter Break  
 1/20/2025  
 – Martin Luther King Jr. Day  
 2/17/2025  
 – Presidents' Day  
 4/18/2025 - 4/25/2025  
 – Spring Break  
 5/26/2025  
 – Memorial Day

**Early Dismissal Days**

11/27/2024      6/17/2025  
 12/20/2024      6/18/2025  
 5/23/2025      6/19/2025  
 6/16/2025

**Staff in Service (Students Off)**

9/3/2024  
 9/4/2024  
 10/14/2024  
 2/14/2025  
 6/20/2025

**Midterms**

LTHS  
 1/29/2025 - 1/31/2025  
 Early dismissal days are scheduled

**Parent/Teacher Conferences**

CCS, FRS, LHS, MPS & LTMS  
 1/29/2025 - 1/31/2025  
 Early dismissal days are scheduled

**Note:**  
 Please be advised that the Board of Education will schedule school after June 19 or modify this calendar due to emergency closings/weather.

Board Approved: February 15, 2024

### School Hours

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	8:15 a.m.	2:45 p.m.	12:15 p.m.
FORKED RIVER	9:00 a.m.	3:30 p.m.	1:00 p.m.
LANOKA HARBOR	8:00 a.m.	2:30 p.m.	12:00 p.m.
MILL POND	9:15 a.m.	3:15 p.m.	1:15 p.m.

Lacey Township School District

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

A Tradition of Pride and Excellence

2024-2025 Bell Schedules

**LACEY TOWNSHIP MIDDLE SCHOOL**  
**Bell SCHEDULE**

Bus Unloading      7:30 AM - 7:35 AM

**Start**

**End**

Block 1	7:38 AM	9:06 AM
Block 2	9:08 AM	10:33 AM
Block 3	10:35 AM	12:33 PM
Block 4	12:35 PM	2:00 PM

**PERIOD 3 LUNCH - 30 MINUTES**

Lunch 1 - 10:35 - 11:05

Lunch 2 - 11:19 - 11:49

Lunch 3 - 12:03 - 12:33

**PERIOD 3 CLASS**

11:07 - 12:33

(10:35-11:17) (11:51-12:33)

10:35 - 12:01

**Passing Time- 2 minutes**

**Class Time- 85 minutes**



# LACEY TOWNSHIP MIDDLE SCHOOL

## Early Dismissal Bell SCHEDULE

Bus Unloading 7:30 AM - 7:35 AM

	<u>Start</u>	<u>End</u>
Block 1	7:38 AM	8:34 AM
Block 2	8:36 AM	9:33 AM
Block 3	9:35 AM	10:32 AM
Block 4	10:34 AM	11:30 AM

No lunches served on half days.

# LACEY TOWNSHIP MIDDLE SCHOOL

## Delayed Opening Bell SCHEDULE

Bus Unloading                      9:30 AM - 9:35 AM

	<u><b>Start</b></u>	<u><b>End</b></u>
Block 1 or 2	9:38 AM	10:34 AM
Block 3	10:36 AM	12:33 PM
Block 4	12:35 PM	2:00 PM

**PERIOD 3 LUNCH - 30 MINUTES**

Lunch 1 - 10:36- 11:06  
 Lunch 2 - 11:19 -11:49  
 Lunch 3 - 12:03 -12:33

**PERIOD 3 CLASS**

11:08-12:34  
 10:36-11:17(Lunch)11:51-12:33  
 10:36-12:01

**Passing Time- 2 minutes**

## **General Information**

### **Accidents**

If you witness a student or staff accident, do not move the person as this may cause further injury. Make sure the patient is comfortable and notify the nearest teacher or the school nurse as quickly as possible.

### **Alcohol, Drugs, Tobacco, Vapes, and any Controlled Dangerous Substances**

While students are under the jurisdiction of the school they may not have drugs, alcohol, tobacco, vapes, matches or lighters in their possession. That means that even carrying those items in a purse or pocket is a violation of school rules. If a doctor prescribes medication which must be taken during school hours, a parent must contact the school nurse and make appropriate arrangements (see [Health and Nursing Services](#) for more information).

### **Cafeteria/Food Services**

The Lacey Township School District Food Services Department provides both a [breakfast and a lunch menu](#) for students.

All students will eat lunch in the building. A lunch meal may be purchased daily or brought from home. Free and reduced meals are available to those who qualify. ([Free and Reduced Lunch Application](#)) Milk may be purchased on a daily basis.

The middle school cafeteria staff offers an emergency lunch program which will meet the needs of students who have no lunch or money to purchase one. Payment will be due the next day. In order to obtain a lunch meal, the student must report to the cafeteria manager before obtaining any food. The student's name will be recorded and if repeat problems occur, the name will be forwarded to the counselor. The counselor will then call the parent to determine if a problem exists and if not, to inform the parent that payment is required. Under no circumstances will any student receiving an emergency lunch be permitted to purchase cookies, ice cream, chocolate milk, or other treats. Students are permitted to purchase up to two snacks (i.e. ice cream, cookies, crackers) with their lunch.

### **Cafeteria Rules**

1. Loud talking, excessive noise, or rowdy behavior is not acceptable.
2. Cell phones are not permitted in the cafeteria. They are required to be placed in students lockers upon arrival to school
3. When the staff addresses a group, all talking and movement stops.
4. Food and other objects are not to be thrown.
5. Scraps, wrappers, leftovers, and trash must be placed in the trash barrels.
6. Students must clean up after themselves – this includes all tables, benches, and any items that may have been dropped on the floor.

7. Permission from a teacher or duty aide is needed to leave the cafeteria.
8. No running, pushing, or cutting in line.
9. Each student must buy his/her own food, and return his/her own tray when finished.
10. Do not bring books, book bags, headphones, earbuds, chromebooks or backpacks to the cafeteria.
11. Students who need to use the bathroom during lunch must sign-out and use the lavatories in M-hall only.
12. Students may not switch seats during lunch. The same seat is to be kept throughout the entire lunch period.
13. All food and drinks must be consumed inside the cafeteria.
14. Assigned seating may be utilized to maintain a safe and healthy school climate.

### **Cell Phones and Electronic Devices**

Cell phones **may not be used** in the classroom, hallway, cafeteria, bathrooms, stairway, gym, and locker rooms. Cell phones are not permitted in school. Students are required to place cell phones in their lockers upon arrival to school.

**Use of cell phones and other electronic devices will result in disciplinary action. 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. Students who need to contact a parent or guardian while in the school building should report to the main office.**

### **Elevator Use**

There is one elevator at the middle school located in A-hall and E-hall. **An elevator pass must be obtained from the school nurse prior to student use.** Elevator use is only for students suffering injuries or disabilities that prevent them from using the stairs upon receipt of a physician's prescription.

The following elevator rules for elevator use must be adhered to:

1. Only the student who has been granted permission may ride the elevator. Assisting students may not ride the elevator.
2. Only one student is allowed in the elevator at any given time.
3. Keep the elevator clean.
4. Exercise caution and care in the use and treatment of the elevator.
5. Use the elevator only when needed.
6. Report any problems with the elevator to the main office.
7. In case of fire, **DO NOT USE THE ELEVATOR. USE THE STAIRS.**

Failure to comply with the rules for riding the elevator will result in disciplinary action for failure to follow procedure and insubordination.

## **Emergency Contact Form**

All students' families are required to complete an emergency contact form. This information will enable the administration to provide the student with the special services required in the manner requested by the parent/guardian in the event of an emergency. Please complete and check these forms for accuracy as soon as possible and return them with a parent's/guardian's signature. Please contact the guidance office at (609) 242-2100 ext. 3002 when emergency contact changes occur.

## **Emergency Closing of School**

Except in cases of emergency, school will be kept open in accordance with the school calendar. When necessary to close school because of inclement weather or other emergencies, radio stations WOBN (FM) 92.7, WJLK (AM) 94.3, and WJRZ (FM) 100 will make the announcements. The district will also use the automated calling system.

## **Fines – Responsibility for Issued Materials**

Students will receive a fine notification for materials that have not been returned. Fines are to be paid in the Student Personnel Office. Students with outstanding fines may not participate in co-curricular activities/events.

## **Fire Drills**

For the safety and protection of all students, periodic drills are conducted. Instructions are posted in each room outlining the directions in case of a fire. Each student is obligated to know his/her assignment for evacuating the school. Once the student knows his/her class schedule, he/she will be informed of the exits or area to be used while in a given room by the teacher. It is important that students follow their teacher's direction and move quickly and in absolute silence.

**ANY STUDENT FOUND TAMPERING WITH THE FIRE ALARM SYSTEM MAY BE SUBJECT TO SUSPENSION, EXPULSION, AND A COMPLAINT SIGNED IN JUVENILE COURT.**

### General Rules for Fire Drills:

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

## **Flag Salute and Pledge of Allegiance**

New Jersey law requires you to show respect for the flag of the United States. 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

## **Leaving the classroom with permission**

Students who wish to be excused from class for any reason **MUST** secure the prior approval of their regularly scheduled teacher. Failure to do so will result in a disciplinary referral for failure to follow procedure or class cutting. Students will not be allowed out of their classroom without signing out via Google Form which can be accessed on their Chromebook. Passes are restricted to emergency situations. Students who are not properly signed out will be referred to the main office for disciplinary action.

## **Hallways**

Running in the hallways is never permitted. A student is required to sign-out using their Chromebook except when changing classes. Students must use the most direct route to their destination or routes specified by the administration and not delay. The stairway in the library is only to be used with specific teacher permission. Upon entering the building in the morning, students are to go directly to their first period. Prior staff approval and proper sign-out is required to be in any other area.

## **Hallway Passing Time**

Students are given two minutes to change classes, including lunch. Students may not loiter in the hallways or lavatories. They must report directly to their next class.

## **Hallway Sweeps**

Being on time for school and class is an important life skill that must be developed by the student. To assist with this effort, occasional and unannounced hall sweeps will be made during the day to ensure that students are in class on time. After the hall sweep has been conducted, any student found in the hall without a signed hall pass will receive one (1) Central Detention.

## **Homework**

Homework is an extension of classroom learning activities and should always meet an objective or fulfill a need. Not all lessons require home preparation, so students may not have assignments from each teacher each day. During the course of each week; however, students can expect to be engaged in home study. If you have any questions concerning the quality or quantity of homework, please discuss the matter with the teacher by calling the Guidance Office at (609) 242-2100 ext. 3002 to schedule an appointment. Students should regularly check their teachers' Google Classroom pages for homework assignments.

If a student is to be absent for **three or more days**, parents should contact the Guidance Office at (609) 242-2100 ext. 3002 and request class and homework assignments. Normally, this material may be picked up by the parent/guardian in the main office within two days after the request. Parents are encouraged to call the guidance office and check on assignments. For absences fewer than three days, the student should check their teachers' Google Classroom pages for homework assignments and contact a classmate for assignments. Students and parents are encouraged to access teachers' webpages and to monitor grades using the student and parent portal in RealTime.

### **Items Prohibited on School Grounds**

Alcohol	Animals
Lighters	Knives
Water Pistols	Weapons of Any Type
Cigarettes/E-Cigarettes	Fake Weapons
Smokeless Tobacco	Controlled Dangerous Substances

**Disciplinary action will be taken on a student found to be in possession of any of the above items.**

### **Jewelry and Physical Education**

Only students' ear piercings are permitted at LTMS. All jewelry (necklaces, watches, rings, etc.) must be removed before physical education class. Students will not be allowed to participate in physical education while wearing jewelry. Students may be marked unprepared if they do not remove any and all jewelry.

### **Leaving the Building**

Students will not be allowed outside the building at any time during the school day. A parent will immediately be called when it is discovered that a student may have left the building during the school day, and disciplinary action will be taken by the administration.

### **Lockers**

Each student is assigned a locker for books, outwear which has a combination lock, is assigned at the opening of school. For their own protection, students should not give out the combination or share lockers. Students should always check to make sure that the locker door is locked. Lockers should be kept as clean as possible and should be used to store only items needed for school. The lockers may be inspected periodically using duplicate combinations or a master key to gain entrance. Students are not permitted to put stickers, tape, or glue on lockers. Gym lockers will be provided on a daily basis. Students are responsible for securing items in gym lockers during their gym period with a combination lock and then taking their combination lock with them at the end of the period.

**Note: Under no circumstances are students to share lockers or leave items jammed in the door to prevent locking. Disciplinary action will be taken with students found to be in violation of the above rules regarding lockers.**

### **To open your hall lockers:**

1. Clear the lock by rotating the dial several complete turns in a clockwise direction.
2. Continue clockwise and stop at the first number.
3. Turn the dial counterclockwise, pass the first number and stop at the second number.
4. Turn the dial clockwise and stop at the third number.

Click this link for a locker tutorial: [Locker Tutorial](#)

For gym class students must provide their own lock which will be removed by the end of the period. Students are not to be in locker rooms during class time, before school, or after school without specific teacher permission. Students entering a locker room without appropriate supervision will be subject to severe disciplinary action. All clothing and footwear must be placed in a gym locker, and not on a bench or locker room floor. All items must be placed in a locker and secured with a lock.

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

### **Lost And Found**

Lost and Found is located in the cafeteria. It may be checked before homeroom and during lunch. Items may also be turned into the main office. Items of obvious value such as electronics, wallets, purses, jewelry or eyeglasses are kept in the Main Office. Unclaimed clothing and other appropriate items will be donated to charitable organizations before winter break and at the end of the year.

### **Media Center**

The loan periods are as follows:

<b>Item</b>	<b>Loan Period</b>
Reference books	Overnight
Magazines and pamphlets	(excluding current issues) 3 days
Regular books	2 weeks

Fines will be assessed on each overdue item at the rate of \$.10 per day with a maximum fine of \$3.00. Lost or damaged items may be assessed up to the replacement value of the item.



## **Messages**

Every attempt will be made by the main office staff to deliver messages to students from parents. However, since these deliveries necessitate the interruption of classes, it is requested that parents avoid calling in messages to students and limit them to emergencies only.

## **Phone Use**

A classroom and main office phone may be used during the school day with permission from a staff member. **Cell phones are not to be used for personal calls , posts, or texts during school hours.** Permission to remain after school for a co-curricular event should be arranged with parents the day before.

## **Posters and Notices**

Posters and notices of any kind must receive the approval of the principal before being posted. Please do not ask permission to advertise activities which do not pertain to the educational program of the school.

## **Student Records**

In accordance with the requirements set forth in the New Jersey Administrative Code, Title 6, Chapter 3, Sub-Chapter 2, entitled, "Student Records", local school districts are mandated to notify parents individually at least annually of their rights in regard to student records and shall make copies of the applicable State and Federal laws and local policies available upon request.

Student records shall contain only such information as is relevant to the education of the student, and is objectively based on the personal observations or knowledge of the originator of the record.

## **Search and Seizure Policy**

In November 2005, the Lacey Township Board of Education adopted a policy on search and seizure that states: A student's person and possessions may be searched by school officials provided that the official has reasonable grounds to suspect that the search will turn up evidence that the student has violated or is violating the laws or rules of the school."

Parents and students are advised of this policy and that school lockers remain the property of the district even when used by students. Lockers are subject to administrative search AT ANY TIME in the interest of school safety, sanitation, discipline, enforcement of school regulations, and to search by law enforcement officials on presentation of proper warrant.

The policy states that "common sense will also dictate that any evidence found in the search shall be recorded and its disposition shall be indicated in the file." The reason for the search, 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 shall also be recorded.

## **Security Cameras**

The school and the surrounding grounds are under 24-hour video surveillance.

## **School Store**

The school store is located in the rear of the cafeteria. The store is operated and managed by students in the Student Council. Students may purchase school related items such as notebooks, pens, pencils, apparel, etc. Proceeds from the school store are placed in the student activities account.

## **Student Group Accident Insurance**

The Board of Education grants permission to an insurance company to offer students group accident insurance. There are certain limitations in this plan. Be sure to read the provisions of your policy. Accidents must be reported immediately to the building nurse. Claim forms may be obtained from the school. However, the filing of any claim is the responsibility of the insured. The school assumes no responsibility for settlement of claims. It is recommended that insurance be taken for participation in intramural and interscholastic activities.

## **Student Guests**

Students are not permitted to bring guests into the school building during regular school operating sessions.

## **Supervision of Students**

Students may not stay after school within the school or on school grounds without direct supervision from a staff member. Unsupervised students must leave the school campus at the conclusion of the normal school day. If students wish to spectate at a school function/game, they must leave the campus and not return until 15 minutes before the start of the event. Students returning to or remaining in the school after regular hours must have made arrangements for their parents to meet them promptly at the close of the activity. School sponsored supervision of students will generally end with the scheduled closing time of the particular activity. In cases when an exact closing time cannot be predicted (i.e.: certain field trips, athletic matches, etc.) supervision should not be expected for more than 30 minutes after the students return to the school or the activity actually ends. Parents who cannot reach the school within this time period should make other arrangements to get their children home. Information on the estimated closing time of an activity can be obtained by contacting the activity's supervisor.

## **Supplies**

The following is a list of suggested supplies that 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students may need for middle school.

Pocket folders (one per subject)	Pencils with erasers
Loose-leaf binder(s)	Pens (blue or black)
Dividers for binders	Colored pencils
Loose-leaf paper for binders (white)	Highlighters
Reinforcement circles for paper holes	Red pen
3 X 5 index cards	12" ruler
Calculator Ti-34 Multiview	

## **Textbooks**

Textbooks and related materials (i.e. calculators) are loaned to the students. They are to be covered at all times. Any damage over and above normal wear and tear will be charged to the student.

## **Theft**

Students must exercise great care to see that all lockers are properly secured to protect public and personal property from theft. They should 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 or the Assistant Principal's office.

## **LTMS Transportation Procedures 2024-2025**

### **Students Taking the Bus**

Students who ride a bus to and from school will have their pick up and drop off times mailed to them from the transportation office at the end of August. If you have any questions please contact the Transportation Office at (609) 971-2000 Ext. 1043

When school buses arrive at the middle school, students stay on the bus until they are dismissed at 7:30 a.m. Only students purchasing breakfast or meeting with a teacher are permitted to disembark the bus prior to 7:30 a.m.

### **Students Walking to School**

Students who are designated walkers will be given a walking pass for the year. Non-walking students who wish to walk home from school must bring in a permission note from her/his parents each day they wish to walk home. The walking note must be delivered to the greeter's desk in the main lobby. At dismissal, the student may pick up a walking pass for the day from the greeter's desk.

**Students should not arrive at school prior to 7:15 a.m. because supervision will not be available until that time. Students will not have access to the building before 7:15 a.m.**

As walking students arrive at school, they will enter the cafeteria side doors and remain until the morning bell. At the dismissal bell, all walking students will report to the cafeteria to wait to be dismissed after the last school bus leaves the bus platform.

### **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.

As biking students arrive at school, they will enter the cafeteria side doors and remain in the cafeteria until the morning bell. At the dismissal bell, all bikers and walkers will exit the back of the building, by the gym, at the end of D Hallway.

### **Student Drop Off and Pick Up**

**Student Drop Off:** IMPORTANT: All students being dropped off for school must exit their cars in the faculty parking lot and walk to the far crosswalk near the cafeteria in order to cross safely to the school.

Students who are being dropped off will enter the cafeteria side doors after 7:15 a.m. and will immediately report to the cafeteria until the morning bell. When the morning bell rings students will be dismissed from the cafeteria to 1st period.

**Students should not arrive at school prior to 7:15 a.m. because supervision will not be available until that time. Students will not have access to the building before 7:15a.m.**

**Student Pick Up:** Parents, when picking up your child, please drive in a single file line along the curb and wait for the dismissal of buses before driving to the front curb of the school. Once the busses dismiss, students will exit the cafeteria and enter cars only when the vehicle is along the front curb. It is important for student safety that cars stay along the curb. **No drop off or pick up is allowed in the lot closest to the building while buses are present.** Please keep our students safe by paying attention to this procedure and being courteous to other drivers. Parents are not permitted to wait for students in the lobby or at the bus platform at dismissal.

### **Use of Lavatories**

Lavatories may be used by all students with permission from a staff member. Students should be properly signed in and out via Google Form.

## **Visitors**

All visitors must sign in at the Greeter's Desk in the main lobby upon entering the school building. No person is to go to a classroom without first reporting to the main office.

## **Visitor Parking**

Several visitor parking spaces have been reserved in our parking lot. Please do not drive in the section immediately in front of the school reserved for buses only. Please line up your vehicle in a single line along the front curb when picking up children after dismissal of our school buses.

## **Voluntary Random Drug and Alcohol Testing**

Lacey Township Middle School follows the Board of Education Policy and Regulation 5337, Middle School Voluntary Random Testing for Alcohol or Other Drug Use. This policy and regulation enhances the district's ability to provide students with a safe and drug free learning environment. To take advantage of early intervention in the fight against the dangers of drugs and alcohol, the Lacey Township School District is implementing this program to assist families. Information regarding the Lacey Township Middle School Voluntary Random Testing for Student Alcohol and Other Drug use program can be found on our website. Please navigate to [laceyschools.org](http://laceyschools.org). Click on the "Select a School" link and click on Lacey Township Middle School. Click on "Parents" and then click on "Voluntary Random Drug Testing Information".

## **Academic Information**

To fulfill the middle school vision of transitioning students for higher academic pursuits, the middle school staff is committed to helping our students become successful, independent learners. The curriculum has been developed to meet New Jersey Department of Education Standards and challenge the students by maintaining high academic standards. As part of our academic focus, we believe that it is our responsibility to guide the students toward becoming responsible citizens. The curriculum is designed to meet the diverse academic and social needs of our students while ensuring that their learning experiences prepare them for the demands of the 21st Century. It is essential for our students to be able to read analytically, write logically, and think critically.

### **Student/Parent Portal**

The Student/Parent Portal allows both students and parents/guardians access to the RealTime Student Information System. All middle school students and their parents/guardians are issued a password providing access to the student's grades, attendance, discipline, etc. It is recommended that parents/guardians check the portal on a weekly basis.

### **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 can be accessed through the [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, have performed beyond the expected level, or have demonstrated extra effort and work.

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

### **Grades**

Report cards shall be issued quarterly and shall indicate a numerical grade, the number of absences and six comments for each course. If students do their best in every class, and on every assignment, and study for every test, they can usually be assured of passing grades.

If a student finds him/herself having difficulty in a class, he/she should first discuss the problem with the teacher in that class. All teachers are available for assistance and guidance and are willing to devote time for additional help if asked.

All grades shall be in numeric 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 Achievement

M.....Medical Excuse (physical education)

In a full semester course, students will have the opportunity to earn a safety net grade of 55 during marking periods 1 and 2. Grades reflecting the true numeric value of work done by students will be issued during marking periods 3 and 4, as well as the midterm and final examinations. In a semester course, no grade lower than a 55 will be issued during marking periods 1 and 3. 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.

- a. 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.
- b. Students in need of their second marking period safety net(s) will be required to attend at least four after-school enrichment tutoring sessions and recommended to attend at least one club/activity/sport in order to obtain the safety net.

### **Medical Excuse Criteria**

- Parents may send in a written note excusing their child from physical education for up to 3 days.
- A physician's note is required if a student's absence from physical education will exceed 3 days.
- One-day medical excuses are granted by the teacher.
- Short-term medical students will attend, but not participate in physical education classes.
- Medicals issued "until further notice" will be effective for 30 calendar days. After that time, the medical must be renewed or the student returns to physical education class.
- Students with medical excuses exceeding 3 days will be required to complete an alternate assessment as required by the New Jersey Department of Education requirements for health and physical education.

## **Midterm and Final Exams**

- Midterm and final examinations are administered in all full year classes.
- All midterm and final examinations will each count as two test grades in the second and fourth marking periods.

## **Report Cards**

Report cards are issued four times during the year and will be posted on the parent portal approximately two weeks after the marking period ends. The ending dates for the marking periods are listed below. Parents will then have the opportunity to review their child's grades. If further clarification is needed, parents are urged to call the Guidance Office to arrange to speak to the teacher and/or counselor.

## **Honor Roll Status**

An Honor Roll list is published and publicly posted each marking period for 6th, 7th and 8th grade students. To be included on the honor roll, a student must achieve an 80 or above in each subject, including rotators and physical education.

## **8th Grade Academic Awards Criteria**

**Honor Roll Award:** The student must achieve an 80 or above in each subject, including rotators and physical education for all four marking periods in 6th and 7th grade and the first three marking periods of 8th grade.

**Presidential Award:** The student must achieve a 90 or above in each subject, including rotators and physical education for all four marking periods in 6th and 7th grade and the first three marking periods of 8th grade. Recipients must be enrolled in at least one of the following advanced math or ELA classes during the 8th grade year: G138, A138S, A138H, 0182.

**PTC Award:** This is awarded to the four highest achieving students in the entire grade. The student must have been awarded the Presidential Award in order to qualify. The student must be enrolled in a full year elective to qualify. Eligibility is based on the average of the students' 8th grade marking periods 1, 2, and 3 in all subjects (except Health/PE) ELA, Math, Science, Social Studies, and Full Year Elective. In addition, recipients must be enrolled in at least one of the following advanced math or ELA classes during the 8th grade year: G138, A138S, A138H, 0182.



## Progress/Grade Reporting Schedule

### 2024-2025 Schedule for Progress/Grade Reports

	Progress Reports			
	MP1	MP2	MP3	MP4
Begin Data Entry	10/01/2024	12/13/2024	02/28/2025	05/12/2025
PR Close	10/07/2024	12/19/2024	03/07/2025	05/19/2025
Complete Data Entry	10/14/2024	01/07/2025	03/14/2025	05/27/2025
Portal Available	10/15/2024	01/08/2025	03/15/2025	05/28/2025

	Grade Reports			
	MP1	MP2	MP3	MP4
Begin Data Entry	10/31/2024	01/24/2025	04/01/2025	06/12/2025
MP Close	11/14/2024	01/31/2025	04/08/2025	06/19/2025
Complete Data Entry	11/21/2024	02/07/2025	04/15/2025	06/26/2025
Portal Available	11/22/2024	02/08/2025	04/16/2025	06/27/2025

## Retentions

1. Any student who fails two (2) or more MAJOR SUBJECTS or who is being considered for retention will be reviewed by the Promotion Retention Committee (administrator, counselor, child study team member, and teachers assigning failing grades). Eligibility for summer school attendance will be determined. A final recommendation will be made to the principal.
2. A failure of two (2) CYCLE SUBJECTS will be equivalent to a failure in one (1) MAJOR SUBJECT. CYCLE SUBJECTS are: computer education, geotechnology, music, art, and Spanish.
3. Failure to attend summer school where indicated may result in retention at grade level.

**NJSLA Standardized Testing (April to May of 2025)**  
**8th Grade Science Assessment (April to May of 2025)**

New Jersey adopted new, more rigorous academic standards in 2010 to support our students by providing them with an education that not only leads to a high school diploma, but also prepares them for success after graduation—whether it is college or the workforce. The Lacey Township School District has developed our own curriculum to meet the new standards, and teachers have enhanced their daily instruction to help our students stay on track.

The New Jersey Student Learning Assessment (NJSLA) assessment reflects K-12 standards that are aligned with postsecondary expectations. They will not only evaluate students' progress, but also show teachers and families where a student needs help or is excelling so they are able to personalize instruction to meet individual student needs.

These tests will help us ensure all students, regardless of income or family background, have equal access to a world-class education that will prepare them for success. The NJSLA assessments serve as an educational GPS system, assessing where a student is currently academically so educators can determine the best route for that student toward career and college readiness.

During the **English Language Arts/Literacy** exam, students at every grade (3–11) must read one or more texts (and sometimes watch a video), write about what they read and/or viewed and provide evidence drawn from the reading. In elementary school, students develop critical skills in using context clues to determine the meaning of unknown academic words and build the vocabulary needed for reading complex texts and developing their own ideas in writing.

During the **Mathematics** exam, students must demonstrate their ability to reason with quantities and their relationships to solve real-world problems. Many previous assessments focused mostly on rote procedures only. In elementary school, students develop procedural skills, conceptual understanding, and modeling and application skills with a particular focus on number sense, place value, fractions and properties of operations.

**During testing, each student is encouraged to make his/her best effort in completing the test sections. Test scores are utilized not only for district curriculum alignment, but to address the needs of each student.**

**Guidance Services**  
**(609) 242-2100, ext. 3002**

**Watson Heilala, Guidance Counselor**  
**Loren Heuschkel, Guidance Counselor**  
**Alissa Fisher, Guidance Counselor**  
**TBD, Guidance Counselor**

**Kelli Marchitello, School Psychologist**  
**Kimberly Ellingsen, Speech Therapist**  
**Colleen Fitzgerald, Secretary**

The Guidance Office provides middle school children, parents, and teachers with a variety of professional services which enable students to participate in the educational program for which they are best suited. Each student is assigned a counselor whose services are available to the student, his/her teachers, and parents. The goal of the counselor is to establish a relationship with the student that will help him/her interpret and evaluate facts about him/herself so he/she may make positive present and future decisions about his/her educational, social, and career plans. Both group and individual counseling are provided to achieve this goal. Students may request an appointment with a guidance counselor through the Guidance Office. Parents can call (609) 242-2100 (ext. 3002) to set up a conference with the counselor and/or a teacher.

In addition to academic counseling, the following services and programs are offered to the students through the Guidance/Student Services Office:

**Student Registration**

Any student entering Lacey Township Middle School who is new to the Lacey Township School District must complete the registration process. Parents/Guardians should visit [www.fridayparentportal.com/preregistration/](http://www.fridayparentportal.com/preregistration/) and complete the pre-registration process. Once this process has been completed, please call (609) 242-2100 (ext. 3002) to schedule an appointment to complete the registration process.

**FAMILY STATUS:** Parents should notify the Student Personnel Services Office of any change in family status e.g. divorce, separation, death, etc. It is important that the guidance counselor be informed of any restrictions regarding student pick-up, etc. If you have any further questions please call the SPS Office at (609) 242-2100 (ext. 3002).

**Student Records**

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: identifying data such as student's name, address, date of birth, names of parents and/or guardians, citizenship and sex of

the student, record of daily attendance, description of student progress, history and status of physical health compiled in accordance with state regulations, and all other records required to be kept by the state regarding the education of handicapped students.

Permitted student records are those which a local board of education has authorized the district to collect by resolution adopted at a regular public meeting to promote the educational welfare of the students. Examples are: group achievement and intelligence tests, aptitude tests and interest inventories, systematically gathered teacher or counselor ratings, and observations and verified reports of serious or recurrent behavior patterns.

As parents, you and your child(ren) 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 to maintain effective functioning of our educational institution.

Student records are maintained by the Student Personnel Services Office. Parents are welcome to review records by calling the office for an appointment with the counselor.

### **New Jersey Tiered System of Support (NJTSS) & Intervention & Referral Services (I&RS)**

NJTSS is a framework of supports and interventions to improve student achievement, based on the core components of Multi-Tiered Systems of Support and the three tier prevention logic of Response to Intervention (RTI). With a foundation of strong district and school leadership, a positive school culture and climate and family and community engagement, NJTSS builds on Intervention and Referral Services (I&RS) and gives schools structure to meet the academic, behavioral, health, enrichment and social/emotional needs of all students

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.

The I&RS Team:

- Identifies the responsibilities of building staff who participate in the planning and provision of intervention and referral services;
- Actively involves parents/guardians in the development and implementation of the I&RS plans;
- Identifies students in need and then plans and provides appropriate interventions for those students within the general education community;

- Reviews and assesses the effectiveness of the services provided in achieving the outcomes identified in the Intervention and Referral Plan.

The I&RS process uses a collaborative approach between school personnel and families in targeting identified needs for students who are making minimal academic and/or emotional progress in the regular education setting. Using a team approach, the needs of students who are identified at risk for learning, behavior, and/or health problems are evaluated. The team collects and evaluates relevant data in order to determine or identify specific issues which may hinder a student's performance. An intervention plan may include, but is not limited to, activities such as classroom accommodations, occupational therapy, and/or guidance services.

The I&RS process is ongoing and continues to monitor student progress within the student's academic setting. If the I&RS process exhausts all of the available school based regular education interventions with minimal success over an extended period of time, other options may be explored. It is often the case that plans are revisited and modified. In most cases, a successful intervention plan which is created and shaped over a period of time proves to be a powerful tool for the student at risk.

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)].

## **Co-Curricular Activities**

<b>Activity</b>	<b>Activity Season</b>
Band	School Year
Baseball	Spring
Basketball	Winter
Cheerleading	Winter
Chorus	School Year
Cross Country	Fall
Drama	School Year
Field Hockey	Fall
Intergenerational Club	School
Junior National Honors Society	School Year
Soccer	Fall
Softball	Spring
Student Council	School Year
Track	Spring
Volleyball	Fall
Wrestling	Winter
Yearbook	School Year

### **Student Council Officer Qualifications**

1. The student must display good school citizenship and respect for school regulations. Violations of the school discipline code may disqualify a student from running for student council office. Individual cases will be reviewed by the administration.
2. The student must be in good academic standing. The student should not have failed any subject during any marking period this school year and have teachers, counselor, and admin sign the ballot verifying his/her academic and citizenship qualifications.
3. The student does not have to be a student council member in order to run for office.

## **Discipline Policy and Procedures**

Good behavior is a cooperative effort and a matter of common sense. 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 making mistakes at times.

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 almost always 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 special 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 school's 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 such as viewing away sporting events. 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 detention to students who are not completing class assignments on time. These detentions are mandatory and students who do not attend will face further disciplinary action.

### **Central Detention**

The following rules for central detention will be enforced:

1. Central detention is held after school on assigned days.
2. Students will not be allowed to leave the detention room. Restrooms should be used beforehand. Students who arrive late without a valid reason will be subject to additional disciplinary action.
3. 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.
4. No food, drink, radios, playing cards, dice, or electronic devices may be taken to central detention. All non-academic items are prohibited.

5. Students who do not report to detention due to school absence or early dismissal are automatically assigned to their next available detention date. It is the student's responsibility to keep a record of his/her detention dates. If a student is not certain about his/her detention status, he/she should report to the main office for the correct information.
6. Students who wish to reschedule central detention for a valid reason must get approval from the administration at least 24 hours in advance.
7. Detention takes precedence over other commitments: working, participation in any other co-curricular activity, etc.
8. 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.

### **In School Detention/In School Alternative Program**

At the discretion of the principal or Assistant Principal, students guilty of violations of school rules resulting in suspension from school may be assigned In-School Detention. Students who are assigned to the In-School Alternative Program must follow all school rules without exception. Any violation of school rules at any time while assigned to this program will result in an Out-of-School Suspension. Students assigned to In-School Alternative Program will complete written assignments that will be graded by the appropriate academic teacher. These students will not attend physical education classes on that day. Assignment of the In-School Alternative Program excludes the student from participation in assembly programs and all co-curricular or after school activities for that day.

### **Out of School Suspension**

At the discretion of the Principal or Assistant Principal, students guilty of violations of certain school rules may be assigned Out-of-School Suspension. Out-of-School Suspension excludes students from all school related activities during the time of the suspension, including sports, clubs, and dances. After the suspension period has concluded, students may return to school after a re-admittance conference with school administration or guidance counselor.

### **Student In Good Standing**

The First (1<sup>st</sup>) time a student is suspended, a 4-day co-curricular restriction will be imposed. The Second (2<sup>nd</sup>) time a student is suspended, a 15-day co-curricular restriction will be imposed. The Third (3<sup>rd</sup>) time a student is suspended, a 45-day co-curricular restriction will be imposed. A student who is not in good standing will be restricted from participating or attending the following:

1. Athletic Events.
2. Clubs/Organizations.
3. All school sponsored events (i.e. Concerts, Dances, Sporting Events, etc.)

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 Board, which may impose a more severe penalty.



## **Student Safety and Discipline Categories & Consequences**

### **Procedural Offense**

#### **Discipline for Tardiness to School**

- Students who arrive late to school (after 7:38 a.m.) must sign in late at the Greeter's Desk and receive a pass to report class.
- Students should not report to the building with food or drink (with the exception of water.)

#### **Consequences for Tardiness to School**

5th Tardy 1 Central Detention

10th Tardy 2 Central Detentions

15th Tardy In-School Detention

20th Tardy Out-of-School Consequence

20th Tardy and all subsequent Invalid Absences, a referral to an assistant principal will be made for additional consequences.

#### **Failure to Serve Teacher Detention**

If a student is given a detention by a staff member and does not attend a referral will be generated and the student will receive:

- 1 Central Detention

#### **Failure to Serve Central Detention**

If a student is assigned a central detention he/she is required to serve the assigned detention at the agreed upon day and time. Failure to notify administration ahead of time that he/she will not be able to attend, because of a confirmed reason, or failure to attend at all will result in the following additional consequences:

- 2 periods of In-School Detention

#### **Cutting Class**

In addition to disciplinary action for each invalid cut, students will receive 0's for all missed coursework. Cutting or being invalidly absent from school for an entire day constitutes one cut in every class.

- First Invalid Absence 2 Central Detentions
- Second Invalid Absence 2 periods of In-School Detention
- Third Invalid Absence 4 periods of In-School Detention
- Fourth and all subsequent incidents: a referral to an Assistant Principal will be made for In or Out-of-School Suspension.

## **Leaving Campus Without Permission**

Students who leave school and return without signing in and out of school for excusable reasons will be subject to disciplinary action. Leaving school grounds creates a dangerous situation for that student and is disruptive to the school climate.

- First Offense 4 periods of In-School Detention
- Second Offense In-School Detention or Out of School Suspension
- Third Offense In-School Detention or Out of School Suspension
- Fourth and all subsequent incidents: a referral to an Assistant Principal will be made for In or Out-of-School Suspension.

## **Cell Phones**

Cell phones are not to be present and/or used during the school day. All students are assigned a Chromebook for the school day which eliminates the necessity to use a phone for academic purposes. In addition, all classrooms contain a telephone with an outside line that students may use with school staff permission.

Under no circumstances shall a student use his/her phone or device to call or text another student in school. Students are also prohibited from recording anything taking place in school. In addition, disruption to the school climate will result in the confiscation of student phone or device(s). Confiscated items will require parent/guardian pick-up in the Main Office. Additional disciplinary action may be taken.

Under no circumstances are students permitted to use electronic devices in classrooms, stairways, hallways, bathroom, or the locker room. This includes calling your family. Every classroom has a phone with an outside line. Use of electronic devices in these areas can cause a dangerous situation or disruption to the school climate. To that end, students may not use headphones while in these areas, which can cause a dangerous situation. Use of electronic device(s) in the classrooms, stairways, hallways, bathroom, or the locker room will result in confiscation of student phone or device(s). Confiscated items will require parent/guardian pick-up in the Main Office. Additional disciplinary action may be taken.

Failure to relinquish a cell phone to school personnel upon request will result in further disciplinary consequences.

- First Incident Phone confiscation/student pickup/1 central detention
- Second Incident Phone confiscation/parent pickup/2 central detention
- Third Incident In-School Detention/Out-of-school suspension
- Fourth and all subsequent incidents; a referral to an Assistant Principal will be made for In and Out of School Suspension.

**Any photographing of staff or students and posting online will result in disciplinary action.**

## **Behavioral Offenses**

The District reserves the right to refer conduct directly to building administration for disciplinary action based on the severity of the conduct.

### **LEVEL I Offenses**

#### **Failure to Follow Procedure (FTFP)**

- A. Not following classroom/school rules, regulations, or procedures
  - B. Tardiness to class or other locations.
  - C. Not signing in/out when visiting the following locations:
    - 1. Health Office
    - 2. Guidance Office
    - 3. Library
    - 4. Main/ Assistant Principal's Office
  - D. Failure to secure regularly assigned teacher's permission to be excused from class.
  - E. Any other act or behavior judged by the administration to be failure to follow procedures.
- First Incident 1 Central Detention
  - Second Incident 2 Central Detention
  - Third Incident 2 periods of In School Detention
  - Fourth and all subsequent incidents: a referral to an Assistant Principal will be made for In or Out of School School Suspension.

#### **Insubordination**

- First Incident 1 Central Detention
- Second Incident 2 Central Detention
- Third Incident 4 periods of In-School Detention
- Fourth and all subsequent incidents: a referral to an Assistant Principal will be made for In or Out of School School Suspension.

#### **Inappropriate Language**

- First Incident 1 Central Detention
- Second Incident 2 Central Detention
- Third Incident 2 periods of In-School Detention
- Fourth and all subsequent incidents: a referral to an Assistant Principal will be made for In or Out of School School Suspension.

## **LEVEL II Offenses**

### **Inappropriate Behavior on Bus**

- First Incident 1 Central Detention
- Second Incident 1-4 Days Bus Removal
- Third Incident 5-30 Days Bus Removal
- Fourth Incident and all subsequent Bus Infractions: a referral to an Assistant Principal will be made for long term bus removal.

### **Misuse of Technology (may lead to loss of technology privileges based on circumstance)**

- First Incident 1 Central Detention
- Second Incident 2 Central Detentions
- Third Incident 2 periods of In School Detention
- Fourth Incident and all subsequent incidents: a referral to an Assistant Principal will be made and the following may be imposed:
  1. removal from rotator, tech. course
  2. technology violation may be reported to law enforcement
  3. In or Out-of-School Suspension

**Any photographing of staff or students and posting online will result in disciplinary action.**

### **Disruption to the School Climate**

Students whose actions affect the safety, learning, and well-being of themselves and others will receive the following consequences:

- First Incident 1 Central Detention
- Second Incident 2 Central Detention
- Third Incident 2 periods of In School-Detention
- Fourth and all subsequent incidents: a referral to an Assistant Principal will be made for In or Out of School School Suspension.

### **Inappropriate Contact**

- First Incident 1 Central Detention
- Second Incident 2 periods of In-School Detention
- Third Incident 4 periods of In-School Detention
- Fourth Incident and all subsequent Invalid Absences: a referral to an Assistant Principal will be made for Out-of-School Suspension.

## **LEVEL III Offenses**

### **Smoking/Vaping**

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. Students who are using or in possession of electronic or vapor cigarettes will be subject to a minimum (1) day Out-of-School Suspension.

### **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.

All infractions listed below will involve police notification and possible 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.

**Falsifying Fire or Security Alarm**

**Assault**

**Arson**

**Sexual Harassment**

**Terroristic Threat**

**Possession of a Weapon**

**Possession or Sale of Stolen Property**

**Inciting a Riot**

**Vandalism**

**Theft**

**Under the Influence or in Possession of a Controlled Dangerous Substance**

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 for 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.

## **Dress Code**

The Lacey Township Schools Board of Education believes that proper etiquette, social customs, and good grooming are a definite part of the educational process. To this end, it is expected that students wear to school or school functions neat, clean appropriate clothing that meets the standards of this educational environment. Student dress and grooming are to reflect high standards of personal conduct so that each student's attire promotes a positive, safe, and healthy atmosphere within the school.

Responsibility for the dress and appearance of students enrolled in the Lacey Township School District primarily rests with parents and students. Some student apparel may not be appropriate to wear to school, even though that same apparel may be appropriate to wear in other settings. To assist parents and students in making appropriate fashion and grooming decisions, the school has established the following minimal guidelines for the appearance and dress of the student.

### **Dress Code Expectations**

#### **Shorts, Skirts, and Dresses**

- Casual dresses and skirts, and skirts that are split at or below the knee are acceptable.
- Dress and skirt length should be no shorter than four inches above the knee, or a length at which you can sit comfortably in public.
- Short, tight skirts that ride halfway up the thigh are inappropriate for the classroom. Mini-skirts, beach dresses, and spaghetti-strap dresses are inappropriate for the classroom.
- Clothing that reveals excessive cleavage, back, chest, stomach, or undergarments is not appropriate for a classroom setting.

#### **Jeans and Pants**

- Pants must be worn properly fitted around the waist.
- Undergarments must be covered at all times.
- Rips or tears above the mid-thigh that expose skin or undergarments are not permitted.
- No pajamas or pajama pants.

#### **Tops**

- Casual shirts (e.g. a short-sleeved, button-down shirt), golf shirts, dress shirts, sweaters, and t-shirts are acceptable.
- Inappropriate attire includes spaghetti straps, midriff tops, halter-tops, tops with bare shoulders, and tops that reveal excessive cleavage, back, chest, stomach, or undergarments.
- Shirts and tops should be free of graphics or wording that can be disruptive to the educational process, considered offensive, or promotes drugs, alcohol, or violence.

### **Footwear**

- Shoes must be worn at all times and should be safe for the school environment (flip flops, slippers, and backless slides, shall not be worn, except for school activities approved by the principal). Crocs are allowed but must be worn in “sport mode” at all times.

### **Head Coverings**

- Head covering or headgear of any kind will not be permitted. Religious and medical exemptions are permitted as approved by the administration and supported with a parental note.

### **Accessories**

- Other items prohibited are wrist/ankle/neckbands with spikes, chains, cleats, or other articles which could cause damage to other students or property.
- Outdoor jackets or coats must be placed in student lockers except when entering or leaving the building and if/when there is a defect in the heating system.
- Sunglasses/non-prescription sunglasses glazed and tinted glasses are not to be worn in school except as prescribed by the student’s doctor.
- No costume attire unless approved by administration for a specific event.

### **Dress Code Violations**

Students who are in violation of this policy will be sent to the office and given an opportunity to change into compliant attire. If a student does not have a change of clothing, he or she will be required to call/return home to change into clothing that is in compliance with the above policy. Administration will make the final determination as to whether clothing in question is in violation of the dress code. Parents are strongly encouraged to assist students in being in compliance with the dress code before students leave home for school. Dress Code applies during school hours and on school-sponsored activities and trips. In addition, some restrictions on attire may be prescribed for participation or implemented for reasons of safety during physical education, science, and elective courses. All jewelry and body piercings must be removed during participation in physical education and athletics for safety reasons.

\*There will be times when parents/guardians will be unavailable to bring their children more appropriate wear and therefore, students may be required to remain in the Main Office, sent to All Day Detention, or may return to class with discipline issued.



# **1 to 1 Technology Program Student & Parent Handbook Use Agreement**

**Lacey Township School District 2024-2025**

*“The classroom of today is about connections and collaboration.”*



# Overview

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## ***Introduction***

The Lacey Township School District (LTSD) Chromebook Program will promote skills in demand by the global community. It will support flexible instruction implemented by teachers who will be positioned to differentiate their instruction for the needs of every learner. Students will be able to use applications and online content that will assist them in their critical understanding of important concepts.

LTSD supports a 1:1 initiative in grades K through 12 using a Chromebook, and further supports learning beyond the walls of the schools by allowing students who attend Lacey Township High School (LTHS) and Lacey Township Middle School (LTMS) the privilege of taking the devices home outside of school hours in an effort to create a seamless and dynamic educational experience by making the access to resources available at all times.

It is the district's policy to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities. With this privilege and extraordinary opportunity to explore resources come responsibilities for the parent and for the student.

The purpose of providing this program is for students to have an enhanced learning environment that leverages connected curricular resources, meaningful online and blended learning experiences, and to prepare students for the collaborative global communities that exist. Providing each student a Chromebook creates an equitable access to collaborative educational tools and resources that enables teachers to thoughtfully create engaging lessons.

**Prior to a Chromebook being issued to a student for use at home, both students and parents must read, accept and agree to comply with the Lacey Township Schools 1 to 1 Technology Program Student & Parent Handbook Use Agreement.**

Any questions or concerns about the program should be directed to the main office of the student's school.

# Responsibilities and Expectations

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Every student and parent must read and agree to the **1 to 1 Technology Program Student & Parent Handbook Use Agreement** before any student is issued a Chromebook to be taken out of school. The following are rules and guidelines that both the student and parent must agree to before the Chromebook is issued to a student participating in the 1 to 1 program:

## ***General Usage of the Chromebook***

**Use of the Chromebook is for academic purposes only.**

All LTSD Chromebooks are provided to students for educational usage in alignment with the educational direction of the school district. LTSD may revoke access to Chromebooks at any time for inappropriate behavior or other reason a school administrator deems appropriate. Students will not use Chromebooks for game playing, instant messaging, chat rooms or online forums where these activities contradict the Acceptable Use Policy, conflict with educational purposes, or interfere with the educational environment. Attempts to circumvent or bypass the filter or manipulate any district device, account, or service is prohibited.

**Students will not use the Chromebook webcam to photograph and the microphone to record any other student, teacher, or other person unless for academic purposes, and only with the other person's consent.**

The Chromebook comes equipped with audio and video recording capabilities through a built-in microphone and camera. All electronic recordings created with the device must comply with school policies and State and Federal laws. Users of the Chromebook device are required to use the device in a manner that complies with these and other LTSD policies. Use of the Chromebook in a manner that violates LTSD policy may result in revocation of the device and may result in further disciplinary consequence. Use of the Chromebook and any other devices with audio and video recording capabilities during instructional time is at the discretion of the teacher and the student must obtain prior approval to use the device for such purposes. Any electronic recordings obtained with the recording device are for instructional/educational purposes. Therefore, electronic recordings obtained with the Chromebook may not be shared, published or broadcasted for any reason by the student without permission. Furthermore, users of the Chromebook should be aware that State and Federal laws in many instances prohibit secret or surreptitious recording undertaken without the knowledge and consent of the person or persons being recorded. Violations of State and Federal recording laws may be reported to the proper authorities and may result in criminal prosecution.

**Students will make Chromebook available for inspection by an administrator, teacher, or staff member when requested.**

The Chromebook that is assigned and loaned to a student is the property of Lacey Township School District. The device is loaned to the student for educational purposes. The Chromebook, the district owned and managed Google account, and the contents of the device will be monitored by the LTSD staff. The student should have NO expectation of privacy of any content that the Chromebook is used to view or any content while using or browsing the internet with the district managed Google account.

**The LTSD Chromebook and its content can be monitored by LTSD staff. Appropriate behavior of the device is an expectation as well as the adherence to LTSD policies both at school and at home.**

The LTSD Chromebook and its contents are monitored. The use of the LTSD Chromebook as property of Lacey Township School District for anything deemed inappropriate may result in disciplinary action regardless of the physical location of the device or student.

**Students will not provide personal information about themselves or any other individual using the LTSD Chromebook. File sharing will be limited to school assignments only.**

Providing personally identifiable information can have unforeseen, unexpected, and unsafe consequences. Students will only share files as needed for school related activities, projects, and assignments. Students will only access websites with the intention to use for academic purposes.

**Students will use LTSD Chromebooks as they are provided, preconfigured for their LTSD Google Workspace accounts only, and will not alter the network and security settings.**

Students will only sign into a Chromebook with their LTSD Google Workspace accounts and will not attempt to alter the Chromebook or any setting that would allow them to circumvent this policy setting. Students will not attempt to bypass any network, filter, or security settings.

**Students must follow parent or guardian guidelines when using the LTSD Chromebook outside of the Lacey Township School District.**

LTSD Chromebooks are the property of the Lacey Township School District to be used for academic and educational purposes only. LTSD Chromebook and Google Workspace usage is subject to district limitations without regard to time or location of the student and device. How and when the usage of the LTSD Chromebook outside of school hours takes place is the responsibility of the parent/guardian.

**Students who are able to keep their Chromebooks during the summer months will ensure they are fully functional prior to the start of the new school year.**

During certain circumstances, as outlined by the school administration, students will be permitted to maintain possession of the LTSD Chromebook over the summer. Any and all issues should be reported directly to the student's school main office to arrange for technical support and possible repair.

### ***Preparedness for School***

**Students will bring their Chromebook to school each day.**

The LTSD Chromebooks are an integral part of the learning experience for students. LTSD does not have enough Chromebooks to supply every student with an extra device. There is a small supply of Chromebooks for student use in extenuating circumstances when the assigned Chromebook is being repaired. All work that requires a Chromebook to complete remains the responsibility of the student.

**Students will come to school each morning with the battery fully charged.**

A fully charged LTSD Chromebook will last the entire school day. There are not enough outlets nor will LTSD supply extra chargers to be loaned out during the school day. The Chromebook should be charged in a safe place so that it cannot get damaged.

## ***Loaning or Borrowing Chromebooks***

**Students must not loan Chromebooks to other students.**

Chromebooks are assigned to individual students and should only be used by the assigned student.

**Students must not share usernames and passwords with others.**

The LTSD Chromebook's are password protected. Students must keep their passwords confidential. Students must not use or attempt to use another student's or LTSD staff member's subscriptions, personal information, logins, files, academic work, or personal information.

## ***Damage and Loss***

**Students will immediately report any malfunctions, damage or loss of the Chromebook to a classroom teacher or the high school media center technology help desk.**

To ensure the LTSD Chromebook's remain in working order, any and all damage or malfunctions must be reported immediately to the media center so it can be checked and repaired. Students must report and stop using the device immediately. Any parts that may be damaged and broken off of the Chromebook should be kept and provided to the media center when the device is turned in. Students should not make any attempt to repair the device itself, doing so may further damage the Chromebook.

**Students will not modify or vandalize the appearance or functionality of the LTSD Chromebook.**

The LTSD Chromebook is owned by the district and borrowed by the student. Students will treat the Chromebook with care and respect knowing that they must return the LTSD Chromebook at the end of the school year and make the Chromebook available upon request of a staff member for inspection. At that time the LTSD Chromebook will be inspected for modification, defacing, damage, and vandalism for which the student/family will be held responsible. This does not include normal wear and tear. Students should not draw on or place stickers on the Chromebook, place any items on top of the Chromebook, pick at or remove keys, store any items between the keyboard and screen, scrape the surfaces, damage the screen, or obstruct port access on the Chromebook. Students will not attempt to scratch or remove any tag or sticker placed on the LTSD Chromebook for identification purposes.

**The LTSD Chromebook is to be repaired only by district authorized repair designees.**

Students will immediately notify their teacher of any unexpected behavior or damage to the Chromebook and arrange a time for the student to visit the location designated in the school to drop off the Chromebook for review and repair. Unauthorized repairs may result in more damage or voiding of warranty.

**In the case of theft, vandalism and other criminal acts, a police report must be filed by the student or parent within 48 hours of the occurrence.**

The Chromebook serial number must be included in the report. Incidents occurring off campus must be reported to the police by the parent and a copy of the police report must be brought to the school. The parent/student will be responsible for the replacement of the Chromebook.

The student and parent are responsible for the fair market value of the Chromebook if it is damaged. (See Fair Market Chart on page 9.)

The student and parent are responsible for the reasonable cost of repair for damages to the Chromebook which is not covered by the warranty; i.e., broken/cracked LCD screen caused by dropping the Chromebook, a keyboard repair caused by deliberately removed keys, etc. (A table of estimated pricing for a variety of repairs is included in this handbook.)

Description	Cost
LCD Repair	\$60
Topcase/Keyboard	\$60
Battery	\$50
Bottom Case	\$20
Logic Board	\$80
Other Internal Components	\$50
Key Replacement	\$10
AC Adapter (Genuine OEM)	\$30
Chromebook Replacement	\$200 minus depreciation

If the student intentionally damages a Chromebook, the student may face disciplinary action for vandalism as outlined in the school's Student & Parent Handbook or discipline policy and know that vandalism may not be covered by an insurance claim, Chromebook protection plan, or warranty coverage.

## ***Appropriate Content***

**Chromebooks should only be used to access school appropriate content.**

As outlined by the Acceptable Use Policy and defined in the Lacey Township School District Policy #2361, students should not use the LTSD Chromebook to access material other than educational usage. Any student who comes to find questionable or objectionable content should report their findings to their teacher or media center help desk immediately.

**Incidental access to inappropriate or questionable content should be reported immediately.**

**Inappropriate materials may include, but are not limited to, explicit or implicit references to:**

- Alcohol, tobacco, or drugs
- Gangs
- Obscene language or nudity
- Bullying or harassment
- Discrimination or prejudicial behavior

**Students will follow all copyright laws.**

Material that has been copyrighted is protected by law. Appropriate and fair use of copyrighted material should be followed at all times. If there are any questions about how to lawfully use or give credit to the copyright owner, students should discuss with their teacher immediately.

**Students will not attempt to install or download software not approved for district use.**

Installation or running of any unapproved programs can lead to unsafe, unintended results. Applications, extensions, or any other program needs should be brought to the attention of the student's teacher who can then make the proper request for additional needs. Any damage to the student's LTSD Chromebook, any other devices, and/or the District Network that is the result of unapproved installations or running of unapproved programs will be the responsibility of the installer.

**Students will store their Chromebooks in a secure location (student assigned locker with a lock on it) when not using the device.**

It is the responsibility of the student to properly secure the LTSD Chromebook during times when the device is not being utilized or would be put in an unsafe situation. Examples include but are not limited to Physical Education class and lunch.

**Students will responsibly use multimedia content for educational use.**

With the connection to the internet comes an enormous responsibility to be a good digital citizen. The LTSD Chromebook is being lent to a student to improve the educational experience of the student. Students are provided accounts for district approved applications and software. The use of personal accounts for websites browsed on the LTSD Chromebook must support educational usage and only be used in an educationally appropriate way that coincides with the ACCEPTABLE USE OF COMPUTER NETWORK/ COMPUTERS AND RESOURCES Policy/Regulation #2361. Any use of the LTSD Chromebook for purposes that are not educational are considered as inappropriate usage.

# Important Information

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## ***Distribution***

Chromebooks will be distributed in school or just before the opening of school once the students and parents have read and signed the Lacey Township School District 1 to 1 Technology Program Student & Parent Handbook Use Agreement. The Chromebook will remain with the student until the end of the school year. At that time, notice will be given to students as to the process and timeline for the Chromebooks to be returned. Chromebooks must be returned to the district before the end of the school year. When a student leaves the district he/she will surrender the Chromebook to the district. Students will be issued the same Chromebook each year they attend Lacey Township Schools.

All data on the LTSD Chromebook and while using the district Google Workspace account should not be considered private. **The Chromebook, the managed Google Workspace account, and all data stored and visited can be searched at any time.**

Electronic documents, network usage and all stored files **shall not be considered confidential and may be monitored at any time** by designated district personnel to ensure appropriate use. The district complies fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws. Privacy should not be an expectation.

## ***Network Use***

All high school students have access to a district assigned and managed Google account which will provide a variety of services including Internet based data storage and a limited email account that is accessible through the student's individual district Google login. This provides students with a safe and secure place to save their work. Should the Chromebook experience problems or be out for repair, students will be able to access their files in the appropriate application using a loaner Chromebook. Students are encouraged to save all important work to Google Drive on a regular basis.

User information is always password protected and access to the account should be guarded by the student. All students will be provided with a secure login and their content will be filtered regardless of their location. Privacy should not be an expectation when utilizing a district owned device, a district managed account, or when accessing the LTSD network.

Students should not loan their Chromebook to any other student, nor should they borrow a Chromebook from another student. Under no circumstance, should a student allow another student to log into his/her data, nor should any student share his/her login (usernames and passwords) with any other individual.

The safe and responsible use of the Internet is of the utmost importance to the district. While at school and home, students are protected from potentially dangerous and inappropriate content through the District's network filter.

It is the responsibility of the parents or guardians to ensure that the Chromebooks are being used in accordance with the Acceptable Use Policy and District Technology Policy #2361 while outside of school.

### ***Usage of Devices Other than Chromebooks on LTSD Networks***

Students are not permitted to use personal computers, personal Chromebooks or other devices in place of their issued LTSD Chromebook. In the event that there is a bonafide educational reason for the usage of a device other than the LTSD Chromebook, connection to the LTSD Network will be limited to the device by use of the device's MAC address. A bona fide educational reason needs to have the approval of the school administration. A few examples of a bonafide educational reason include a specific device defined in a student's IEP or 504, ongoing medical needs, or other unique educational opportunity with administrative approval. It is the responsibility of the device owner to provide the necessary MAC address. The device owner is responsible for any and all actions completed by this device on the LTSD Network. Any and all damage that is the result of the device being connected to the LTSD Network is the full responsibility of the student/family using the device.

### ***Anti-Big Brother Act***

The provided technology device may record or collect information on the student's activity or the student's use of the technology device if the device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information.

The school district will not use any of these capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student.

### ***Chromebook Protection Plan (High School and Middle School Only)***

#### **Insurance:**

Lacey Township School District is offering its own Chromebook Protection Plan. Students and families who choose not to participate can assume personal liability or seek personal insurance policies to cover any possible damages. The LTSD Chromebook Protection Plan is available for all students and families to cover the repair or replacement of a Chromebook in the event of accidental damage or theft.\* *Loss or damage that is due to negligence on the part of the student will not be covered under this plan.* Examples of negligence include, but are not limited to acts of vandalism, missing keys that have been pried off, or cameras that have been disabled or removed. Students and families that enroll in this plan will have their Chromebook repaired and/or replaced by district IT staff or another district approved repair vendor and they will be provided with a loaner Chromebook for the duration of the repair/replacement period. The loaner device will also be covered under this plan selection without an additional annual cost, however deductibles will still be applied in the event of damage.

The protection cost is \$20 annually. The first repair of accidental damage will be of no charge, \$0, and will be accompanied by a \$20 deductible for each repair and/or replacement. There will be a maximum of two (2) repairs per student/per school year at the \$20 deductible. Subsequent repairs will be at full market value. Chargers are not covered. Families that are enrolled in the Free and Reduced Lunch Program will not be charged the initial fee of \$20 but will be held responsible for



the \$20 deductible and for the replacement cost in the event of loss of the Chromebook. Accidental damage repairs will NOT include liquid spill damage in any scenario.

### **No Chromebook Protection Plan:**

Should students or their parents decline to purchase the Chromebook Protection Plan, or purchase insurance on their own, they will be responsible to repair or replace the Chromebook and all accessories to “like new” condition or pay the fair market value. Students and parents will be held financially responsible for all accidental damages and repairs. Students will be placed on the fine list for any Chromebooks that are not returned or damaged in the same way that a textbook must be returned in proper condition at the end of every school year. Students will be issued a loaner Chromebook for use during the school day if required and requested by a teacher but will not be allowed to take it home. Should something happen to the Chromebook, the cost of the replacement will be based on the model.

### **Table of Estimated Replacement Costs**

If the Chromebook must be replaced / repaired due to negligent loss or damage, the following charges will apply:

<b>Age of Chromebook</b>	<b>Value</b>
1 Year or less	\$200.00
1 - <2 years	\$180.00
2 - <3 years	\$160.00
3 - <4 years	\$140.00
4 - <5 years	\$120.00
Over 5 years	\$100.00

**\* Fair Market Value for a particular Chromebook depends on the model**

# **Lacey Township School District**

## **ACCEPTABLE USE OF COMPUTER NETWORK/ COMPUTERS AND RES Policy/Regulation #2361**

The school district provides computer equipment, computer services, and Internet access to its students and staff for educational purposes only. The purpose of providing technology resources is to improve learning and teaching through research, teacher training, collaboration, dissemination and the use of global communication resources.

For the purpose of this Policy and Regulation, “computer networks/computers” includes, but is not limited to, the school district’s computer networks, computer servers, computers, other computer hardware and software, Internet equipment and access, and any other computer related equipment.

For the purpose of this Policy and Regulation, “school district personnel” shall be the person(s) designated by the Superintendent of Schools to oversee and coordinate the school district’s computer networks/computer systems. School district personnel will monitor networks and online activity, in any form necessary, to maintain the integrity of the networks, ensure proper use, and to be in compliance with Federal and State laws that regulate Internet safety.

Due to the complex association between government agencies and computer networks/computers and the requirements of Federal and State laws, the end user of the school district’s computer networks/computers must adhere to strict regulations. Regulations are provided to assure staff, community, students, and parent(s) or legal guardian(s) of students are aware of their responsibilities. The school district may modify these regulations at any time. The signatures of the student and his/her parent(s) or legal guardian(s) on a district-approved Consent and Waiver Agreement are legally binding and indicate the parties have read the terms and conditions carefully, understand their significance, and agree to abide by the rules and regulations established under Policy and Regulation 2361.

Students are responsible for acceptable and appropriate behavior and conduct on school district computer networks/computers. Communications on the computer networks/computers are often public in nature and policies and regulations governing appropriate behavior and communications apply. The school district’s networks, Internet access, and computers are provided for students to conduct research, complete school assignments, and communicate with others. Access to computer networks/computers is given to students who agree to act in a considerate, appropriate, and responsible manner. Parent(s) or legal guardian(s) permission is required for a student to access the school district’s computer networks/computers. Access entails responsibility and individual users of the district computer networks/computers are responsible for their behavior and communications over the computer networks/computers. It is presumed users will comply with district standards and will honor the agreements they have signed and the permission they have been granted. Beyond the clarification of such standards, the

district is not responsible for the actions of individuals utilizing the computer networks/computers who violate the policies and regulations of the Board.

Computer networks/computer storage areas shall be treated in the same manner as other school storage facilities. School district personnel may review files and communications to maintain system integrity, confirm users are using the system responsibly, and ensure compliance with Federal and State laws that regulate Internet safety. Therefore, no person should expect files stored on district servers will be private or confidential.

The following prohibited behavior and/or conduct using the school district's networks/computers, includes but is not limited to, the following:

1. Sending or displaying offensive messages or pictures;
2. Using obscene language and/or accessing material or visual depictions that are obscene as defined in section 1460 of Title 18, United States Code;
3. Using or accessing material or visual depictions that are child pornography, as defined in section 2256 of Title 18, United States Code;
4. Using or accessing material or visual depictions that are harmful to minors including any pictures, images, graphic image files or other material or visual depictions that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
5. Depicting, describing, or representing in a patently offensive way, with respect to what is suitable for minors, sexual acts or conduct; or taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors;
6. Cyberbullying;
7. Inappropriate online behavior, including inappropriate interaction with other individuals on social networking sites and in chat rooms;
8. Harassing, insulting, or attacking others;
9. Damaging computers, computer systems, or computer networks/computers;
10. Violating copyright laws;
11. Using another's password;
12. Trespassing in another's folders, work or files;
13. Intentionally wasting limited resources;
14. Employing the computer networks/computers for commercial purposes; and/or
15. Engaging in other activities that do not advance the educational purposes for which computer networks/computers are provided.

## **INTERNET SAFETY**

### **Compliance with Children's Internet Protection Act**

As a condition for receipt of certain Federal funding, the school district has technology protection measures for all computers in the school district, including computers in media centers/libraries, that block and/or filter material or visual depictions that are obscene, child pornography and harmful to minors as defined in 2, 3, 4, 5, 6, and 7 above and in the Children's Internet Protection Act. The school district will certify the schools in the district, including media centers/libraries are in compliance with the Children's Internet Protection Act and the district complies with and enforces Policy and Regulation 2361.

### **Compliance with Neighborhood Children's Internet Protection Act**

Policy 2361 and this Regulation establish an Internet safety protection policy and procedures to address:

1. Access by minors to inappropriate matter on the Internet and World Wide Web;
2. The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
3. Unauthorized access, including "hacking" and other unlawful activities by minors online;
4. Cyberbullying;
5. Inappropriate online behavior, including inappropriate interaction with other individuals on social networking sites and in chat rooms;
6. Unauthorized disclosures, use, and dissemination of personal identification information regarding minors; and
7. Measures designed to restrict minors' access to materials harmful to minors.

Notwithstanding the material or visual depictions defined in the Children's Internet Protection Act and the Neighborhood Children's Internet Protection Act, the Board shall determine Internet material that is inappropriate for minors.

The Board will provide reasonable public notice and will hold one annual public hearing during a regular monthly Board meeting or during a designated special Board meeting to address and receive public community input on the Internet safety protection policy - Policy and Regulation 2361. Any changes in Policy and Regulation 2361 since the previous year's annual public hearing will also be discussed at a meeting following the annual public hearing.

## **Information Content and Uses of the System**

Students may not publish on or over the system any information which violates or infringes upon the rights of any other person or any information which would be abusive, profane, or sexually offensive to a reasonable person, or which, without the approval of the Superintendent of Schools or designated school district personnel, contains any advertising or any solicitation to use goods or services. A student cannot use the facilities and capabilities of the system to conduct any business or solicit the performance of any activity which is prohibited by law.

Because the school district provides, through connection to the Internet, access to other computer systems around the world, students and their parent(s) or legal guardian(s) should be advised the Board and school district personnel have no control over content. While most of the content available on the Internet is not offensive and much of it is a valuable educational resource, some objectionable material exists. Even though the Board provides students access to Internet resources through the district's computer networks/computers with installed appropriate technology protection measures, parents and students must be advised potential dangers remain and offensive material may be accessed notwithstanding the technology protection measures taken by the school district.

Students and their parent(s) or legal guardian(s) are advised some systems and Internet sites may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal or offensive material. The Board and school district personnel do not condone the use of such materials and do not permit usage of such materials in the school environment. Parent(s) or legal guardian(s) having Internet access available to their children at home should be aware of the existence of such materials and monitor their child's access to the school district system at home. Students knowingly bringing materials prohibited by Policy and Regulation 2361 into the school environment will be disciplined in accordance with Board policies and regulations and such activities may result in termination of such students' accounts or access on the school district's computer networks and their independent use of computers.

## **On-line Conduct**

Any action by a student or other user of the school district's computer networks/computers that is determined by school district personnel to constitute an inappropriate use of the district's computer networks/computers or to improperly restrict or inhibit other persons from using and enjoying those resources is strictly prohibited and may result in limitation on or termination of an offending person's access and other consequences in compliance with Board policy and regulation. The user specifically agrees not to submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal or offensive material; nor shall a user encourage the use, sale, or distribution of controlled substances. Transmission of material, information or software in violation of any local, State or Federal law is also prohibited and is a breach of the Consent and Waiver Agreement.

Students and their parent(s) or legal guardian(s) specifically agree to indemnify the school district and school district personnel for any losses, costs, or damages, including reasonable attorneys' fees incurred by the Board relating to, or arising out of any breach of this section by the student.

Computer networks/computer resources are to be used by the student for his/her educational use only; commercial uses are strictly prohibited.

### **Software Libraries on the Network**

Software libraries on or through the school district's networks are provided to students as an educational resource. No student may install, upload, or download software without the expressed consent of appropriate school district personnel. Any software having the purpose of damaging another person's accounts or information on the school district computer networks/computers (e.g., computer viruses) is specifically prohibited. School district personnel reserve the right to refuse posting of files and to remove files. School district personnel further reserve the right to immediately limit usage or terminate the student's access or take other action consistent with the Board's policies and regulations of a student who misuses the software libraries.

### **Copyrighted Material**

Copyrighted material must not be placed on any system connected to the computer networks/computers without authorization. Students may download copyrighted material for their own use in accordance with Policy and Regulation 2531 - Use of Copyrighted Materials. A student may only redistribute a copyrighted program with the expressed written permission of the owner or authorized person. Permission must be specified in the document, on the system, or must be obtained directly from the author or authorized source.

### **Public Posting Areas (Message Boards, Blogs, Etc.)**

Messages are posted from systems connected to the Internet around the world and school district personnel have no control of the content of messages posted from these other systems. To best utilize system resources, school district personnel will determine message boards, blogs, etc. that are most applicable to the educational needs of the school district and will permit access to these sites through the school district computer networks. School district personnel may remove messages that are deemed to be unacceptable or in violation of Board policies and regulations. School district personnel further reserve the right to immediately terminate the access of a student who misuses these public posting areas.

### **Real-time, Interactive, Communication Areas**

School district personnel reserve the right to monitor and immediately limit the use of the computer networks/computers or terminate the access of a student who misuses real-time conference features (talk/chat/Internet relay chat).

## **Electronic Mail**

Electronic mail (“email”) is an electronic message sent by or to a person in correspondence with another person having Internet mail access. The school district may or may not establish student email accounts. In the event the district provides email accounts, all messages sent and received on the school district computer networks/computers must have an educational purpose and are subject to review. Messages received by a district-provided email account are retained on the system until deleted by the student or for a period of time determined by the district. A canceled account will not retain its emails. Students are expected to remove old messages within fifteen days or school district personnel may remove such messages. School district personnel may inspect the contents of emails sent by a student to an addressee, or disclose such contents to other than the sender or a recipient when required to do so by the policy, regulation, or other laws and regulations of the State and Federal governments. The Board reserves the right to cooperate fully with local, State, or Federal officials in any investigation concerning or relating to any email transmitted or any other information on the school district computer networks/computers.

## **Disk Usage**

The district reserves the right to establish maximum storage space a student receives on the school district’s system. A student who exceeds his/her quota of storage space will be advised to delete files to return to compliance with the predetermined amount of storage space. A student who remains in noncompliance of the storage space allotment after seven school days of notification may have their files removed from the school district’s system.

## **Security**

Security on any computer system is a high priority, especially when the system involves many users. If a student identifies a security problem on the computer networks/computers, the student must notify the appropriate school district staff member. The student should not inform other individuals of a security problem. Passwords provided to students by the district for access to the district’s computer networks/computers or developed by the student for access to an Internet site should not be easily guessable by others or shared with other students. Attempts to log in to the system using either another student’s or person’s account may result in termination of the account or access. A student should immediately notify the Principal or designee if a password is lost or stolen, or if they have reason to believe that someone has obtained unauthorized access to their account. Any student identified as a security risk will have limitations placed on usage of the computer networks/computers or may be terminated as a user and be subject to other disciplinary action.

## **Vandalism**

Vandalism to any school district owned computer networks/computers may result in cancellation of system privileges and other disciplinary measures in compliance with the district's discipline code. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the system, or any of the agencies or other computer networks/computers that are connected to the Internet backbone or of doing intentional damage to hardware or software on the system. This includes, but is not limited to, the uploading or creation of computer viruses.

## **Printing**

The printing facilities of the computer networks/computers should be used judiciously. Unauthorized printing for other than educational purposes is prohibited.

## **Internet Sites and the World Wide Web**

Designated school district personnel may establish an Internet site(s) on the World Wide Web or other Internet locations. Such sites shall be administered and supervised by designated school district personnel who shall ensure the content of the site complies with Federal, State, and local laws and regulations as well as Board policies and regulations.

## **Violations**

Violations of the Acceptable Use of Computer Networks/Computers and Resources Policy and Regulation may result in a loss of access as well as other disciplinary or legal action. Disciplinary action shall be taken as indicated in Policy and/or Regulation, 2361 - Acceptable Use of Computer Networks/Computers and Resources, 5600 - student Discipline/Code of Conduct, 5610 - Suspension and 5620 - Expulsion as well as possible legal action and reports to the legal authorities and entities.

## **Determination of Consequences for Violations**

The particular consequences for violations of this Policy shall be determined by the Principal or designee. The Superintendent or designee and the Board shall determine when school expulsion and/or legal action or actions by the authorities is the appropriate course of action.

Individuals violating this Policy shall be subject to the consequences as indicated in Board Policy and Regulation 2361 and other appropriate discipline, which includes but is not limited to:

1. Use of computer networks/computers only under direct supervision;
2. Suspension of network privileges;
3. Revocation of network privileges;
4. Suspension of computer privileges;



5. Revocation of computer privileges;
6. Suspension from school;
7. Expulsion from school; and/or
8. Legal action and prosecution by the authorities.

Computerized information resources can motivate student learning, expand opportunities for individualized instruction, provide new learning resources, and make abstract concepts more concrete. The Board of Education provides computers and Internet access as tools to enhance its mission to teach the skills, knowledge, and behaviors students will need as successful and responsible adults.

Student use of school computers shall be limited to work related to their academic program and their school-sponsored extracurricular activities. Students are responsible for appropriate behavior on the district's computer network. The Student Code of Conduct rules for behavior and communications shall apply.

The use of the network is a privilege, not a right, and may be revoked if abused. The student is personally responsible for all activity that originates from his/her account while accessing and utilizing the school's computer resources. These rules are intended to help ensure that students use school computers and the Internet in a safe and appropriate manner.

The Board of Education also provides students instruction in the proper and effective use of these resources. Generally, the same standards of acceptable conduct that apply to any school activity shall apply to use of the district's computer system. Students are expected to act in a respectful, responsible and legal manner.

Although the district exercises professional judgment in selecting computerized information resources, the nature of the Internet makes it impossible to control this resource fully. Access to the Internet will be granted for all students and all students agree to abide by the Student Code of Conduct and the district's Acceptable Use Policy. A parent or guardian may explicitly request their child not have access to the Internet. A formal written request must be submitted to the district

Electronic material that users transmit or store is not private. The district reserves the right to monitor use of its computer system to assure that it is being used in compliance with Board of Education policy and administrative regulations as well as applicable state and federal laws.

Misuse of the computer system can result in disciplinary action, including restriction of computer privileges. Illegal actions will be subject to police investigation and action.

Administrative regulations will further define guidelines of appropriate use of the district's computer system.

Adopted: June 16, 2014

# Lacey Township School District

## 1 to 1 Technology Program

### Student & Parent Agreement

#### **Student Section**

*My signature below indicates that I carefully read, understand and agree with the information and the stipulations contained within the 1 to 1 Technology Program Student & Parent Handbook which includes the District Acceptable Use Policy and Regulation #2361.*

Furthermore, by signing below, I have been informed about the district policies regarding the technology device lent to me by Lacey Township School District and understand it is my responsibility to return in the same condition it was borrowed. I have also read and understand the information regarding the Anti-Big Brother Act.

Lastly, I will receive a Chromebook that will be assigned to me and will immediately inspect the device to ensure good mechanical working order with no obvious defects or damage. Failure to report any such issue means that I will be responsible for the defect or damage.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
(Please Print)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **Parent Section**

*My signature below indicates that I carefully read, understand and agree with the information and stipulations contained within the 1 to 1 Technology Program Student & Parent Handbook which includes the District Acceptable Use Policy and Regulation #2361.*

Furthermore, by signing below, I have been informed about the district policies regarding the technology device lent to me by Lacey Township School District and understand it is my responsibility to oversee my student's use of the Chromebook. I agree to hold my student accountable for following these rules and guidelines when my student has the Chromebook off campus. I have also read and understand the information regarding the Anti-Big Brother Act.

Parent Name: \_\_\_\_\_  
(Please Print)

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*This form must be signed and returned before a Chromebook is issued to a student.*