

POLICY GUIDE

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Equity in School and Classroom Practices

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2260 EQUITY IN SCHOOL AND CLASSROOM PRACTICES

The Board of Education shall provide all students with equitable and bias-free access to all school facilities, courses, programs, activities, and services, regardless of the protected categories listed at N.J.A.C. 6A:7-1.1(a), by:

1. Ensuring barrier-free access to all school and classroom facilities;
2. Attaining, within each school, minority representation, that approximates the district's overall minority representation. Exact apportionment is not required, the ultimate goal is a reasonable plan achieving the greatest degree of a representative balance that is feasible and consistent with sound educational values and procedures;
3. Utilizing, on an annual basis, a State-approved English language proficiency assessment that evaluates a student's English language proficiency on the four domains of listening, speaking, writing, and reading for determining the eligibility and placement of students who may be identified as multilingual learners pursuant to N.J.A.C. 6A:15-1.3(a)3.
4. Utilizing bias-free multiple measures for determining the special needs of students with disabilities, pursuant to N.J.A.C. 6A:14-3.4;
5. Ensuring support services, including intervention and referral services and school health services pursuant to N.J.A.C. 6A:16, are available to all students; and
6. Ensuring a student is not discriminated against because of a medical condition. A student shall not be excluded from any education program or activity because of a long-term medical condition unless a physician certifies such exclusion is necessary.
 - a. If excluded, the student shall be provided with equivalent and timely instruction that may include home instruction, without prejudice or penalty.



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Pursuant to N.J.A.C. 6A:7-1.7(b), the Board shall ensure the district's curriculum and instruction are aligned to the New Jersey Student Learning Standards (NJSLS). The Board also shall ensure its curriculum and instruction address the elimination of discrimination by narrowing the achievement and opportunity gaps, by providing equity in educational activities and programs, and by providing opportunities for students to interact positively with others regardless of the protected categories listed at N.J.A.C. 6A:7-1.1(a), by:

1. Ensuring there are no differential requirements for completion of course offerings or programs of study solely on the basis of the protected categories listed at N.J.A.C. 6A:7-1.1(a);
2. Ensuring courses shall not be offered separately on the basis of the protected categories listed at N.J.A.C. 6A:7-1.1(a);
 - a. Portions of classes that deal exclusively with human sexuality may be conducted in separate developmentally appropriate sessions based on gender identity, provided that the course content for such separately conducted sessions is the same.
3. Increasing and promoting equitable representation of all students in all classes and programs;
4. Ensuring schools demonstrate the inclusion of a multicultural curriculum in its instructional content, materials and methods, and ensuring students understand the basic tenet of multiculturalism;
5. Ensuring the Amistad Commission Curriculum is infused into the curriculum and is taught;
6. Ensuring the Commission on Holocaust Education curriculum is included in the curriculum of all elementary and secondary schools, as developmentally appropriate, pursuant to N.J.S.A. 18A:35-28; and
7. Ensuring all curricular requirements pursuant to N.J.A.C. 6A:8 and the NJSLS are taught, including any curriculum developed concerning any of the protected categories listed at N.J.A.C. 6A:7-1.1(a) or curriculum developed by any commissions constituted for



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Equity in School and Classroom Practices

the development of curriculum concerning any of the protected categories listed at N.J.A.C. 6A:7-1.1(a).

The Board shall ensure the district's physical education is in a co-educational setting that is developmentally appropriate and does not discriminate on the basis of the protected categories listed at N.J.A.C. 6A:7-1.1(a) as follows:

1. The district shall provide separate restroom, locker room, and shower facilities on the basis of gender, but such facilities provided for students of each gender shall be comparable;
2. The district may choose to operate separate teams based on sex in one or more sports or single teams open competitively to members of all sexes, as long as the athletic program as a whole provides equal opportunities for students of all sexes to participate in sports at comparable levels of difficulty and competency; and
3. The activities comprising such athletic programs shall receive equitable treatment, including, but not limited to, staff salaries, purchase and maintenance of equipment, quality and availability of facilities, scheduling of practice and game time, length of season, and all other related areas or matters.

N.J.S.A. 18A:36-20

N.J.A.C. 6A:7-1.1; 6A:7-1.3; 6A:7-1.7

Adopted: March 21, 2011

Revised: November 21, 2016

Revised:



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Equity in and Classroom Practices Complaint Procedure

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R 2260 EQUITY IN SCHOOL AND CLASSROOM PRACTICES COMPLAINT PROCEDURE

A. Purpose and Application

1. The purpose of this procedure is to give any student or the parent(s) of a student the opportunity to appeal an alleged violation of the district's Affirmation Action Plan for school and classroom practices, as set forth in Policy 2260.
2. This procedure is intended to facilitate an equitable and just resolution of a dispute at the most immediate level and will be implemented in an informal manner.
3. Every reasonable effort will be made to expedite the process in the interest of a prompt resolution. Time limits may, however, be extended with the consent of all parties.
4. All participants in the procedure will respect the confidentiality that this district accords to information about individual students.

B. Definitions

1. "Affirmative Action Officer" means the district official responsible for the coordination of activities relating to compliance with the Affirmative Action Plan.
2. "Affirmative Action Plan" means the Affirmative Action Plan for school and classroom practices adopted by the Board of Education.
3. "Board of Education" means the Board of Education of this school district.
4. "Complainant" means a student or parent(s) who believes that they have been harmed or adversely affected by a failure to enforce the district's Affirmative Action Plan.
5. "Complaint" means an unresolved problem concerning the interpretation or application by an officer or employee of this school district of law and regulations regarding the Affirmative Action Plan.



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6. “Day” means a working or calendar day as identified.
7. “Student” means an individual enrolled in any formal educational program provided by the school district.
8. “School district” means this school district.
9. “Violation” means the failure of a district official or employee to take the positive steps outlined in Policy 2260 and/or included in the Affirmative Action Plan.

C. Procedure

1. A complainant shall discuss their complaint with the staff member most closely involved in an attempt to resolve the matter informally.
2. If the matter is not resolved to the satisfaction of the complainant within thirty working days of the discussion with the staff member most closely involved, the complainant may submit a complaint to the Affirmative Action Officer. The complaint may be reported: in person; in writing; verbally by telephone; by mail to the office address; or by electronic mail. The complaint may be reported during business or non-business hours.
3. The complaint shall include:
 - a. The student’s name and, in the complaint of a person acting on behalf of the student, the name and address of the complainant;
 - b. The specific failure to act of which the complainant complains;
 - c. The school employee, if any, responsible for the alleged violation of the Affirmative Action Plan;
 - d. The results of discussions conducted in accordance with C.1. above; and



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Equity in School and Classroom Practices Complaint Procedure

- e. The reasons why the results of the discussions were not satisfactory to the complainant.
4. The Affirmative Action Officer will investigate the matter informally and will respond to the complaint in writing no later than seven working days after receipt of the complaint filed in accordance with C.2. above. A copy of the complaint and the response will be forwarded to the Superintendent.
5. The Affirmative Action Officer's written response may be appealed to the Superintendent in writing within three working days after it has been received by the complainant. The appeal will include the original complaint, the response to the complaint, and the complainant's reason for rejecting the response. A copy of the appeal must be given to the staff member alleged to have violated the Affirmative Action Plan.
6. On their timely request (that is, submitted before the expiration of the time within which the Superintendent must render a decision), the complainant will be given an informal hearing before the Superintendent, at a time and place convenient to the parties, but no later than seven working days after the request for a hearing has been submitted. The Superintendent may also require the presence at the hearing of the staff member charged with violation of the Affirmative Action Plan and any other person with knowledge of the violation.
7. The Superintendent will render a written decision in the matter no later than seven working days after the appeal was filed or the hearing was held, whichever occurred later. Copies of the decision will be given to all parties and to the Board.
8. The complainant may appeal the Superintendent's decision to the Board by filing a written appeal with the Board Secretary no later than three working days after receipt of the Superintendent's decision. The appeal shall include:



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- a. The original complaint;
 - b. The response to the complaint;
 - c. The Superintendent's decision;
 - d. A transcript of the hearing, if one has been made, or a summary of the hearing to which all parties have consented; and
 - e. The complainant's reason for believing the Superintendent's decision should be changed.
9. A copy of the appeal to the Board must be given to the staff member, if any, charged with a violation of the Affirmative Action Plan.
 10. The Board will review all papers submitted and may render a decision on the basis of the proceedings below. If the complainant so requests, the Board may convene a hearing, at which all parties may be represented by counsel and may present and examine witnesses, who will testify under oath.
 11. The Board will render a written decision no later than forty-five calendar days after the appeal was filed or the hearing held, whichever occurred later. Copies of the decision will be given to all parties.
 12. The complainant will be informed of their right to appeal the Board's decision to the Commissioner of Education or to the New Jersey Division on Civil Rights.

D. Record

1. The records of any complaint processed in accordance with this procedure shall be maintained in a file separate from the student's cumulative file. A notation shall be made in the student's file of the presence of the record in the separate file.



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Equity in School and Classroom Practices Complaint Procedure

2. A copy of the decision rendered at the highest level finding a violation of the Affirmative Action Plan has occurred shall be kept in the personnel file of the employee found to have committed a violation of the Affirmative Action Plan.

Adopted: November 21, 2005



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LACEY TOWNSHIP BOARD OF EDUCATION

Students
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CLASS RANK

5430 CLASS RANK

The Board of Education acknowledges the usefulness of a system of computing grade point averages and class ranking for secondary school graduates, both to inform students of their relative academic placement among their peers and to provide students, prospective employers, and institutions of higher learning with a predictive device so that each student is more likely to be placed in an environment conducive to success.

The Board authorizes a system of class ranking, by grade point average, for students in grades ten through twelve. All students shall be ranked together.

Class rank will be calculated by the final grade in all subjects, except those subjects for which no credit is awarded, and will not include failing grades. Weighted credit will be calculated for grades earned in an honors course, a course of independent study, and advanced placement. The class ranking of a student who has transferred to this district will include the grades earned in the regular program of the prior school. Grades earned in private summer school programs will not be included in the calculation of class rank.

Any two or more students whose computed grade point averages are identical will be given the same rank. The rank of the student who immediately follows a tied position will be determined by the total number of all preceding students not by the rank of the immediately preceding student.

A student's grade point average and rank in class will be entered on the student's record and will be subject to Board Policy No. 8330 on the release of student records.

Class Rank

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

$$\text{G.P.A.} = \frac{\text{Total Quality Points}}{\text{Total Credits Attempted}}$$
 - a. Quality points for each course are determined by multiplying the grade weight by the number of course credits.



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LACEY TOWNSHIP BOARD OF EDUCATION

Students
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CLASS RANK

AP/Duel		Honors		Regular	
Range	Weight	Range	Weight	Range	Weight
90-100	5	90-100	5	90-100	5
80-89	4	80-89	4	80-89	4
70-79	3	70-79	3	70-79	3
65-69	2	65-69	2	65-69	2
Below 65	0	Below 65	0	Below 65	0

Class rank will be calculated at the conclusion of each year. It will also be calculated at the midyear point for juniors and seniors. Rank calculated at the conclusion of the 2nd marking period of each school year will include the midterm assessment. Additionally, rank is calculated at the conclusion of the 4th marking period of every school year to include the final assessment. For the purposes of determining valedictorian and salutatorian, class rank will be calculated an additional time at the conclusion of the 3rd marking period during a student's senior year. **Unresolved Incomplete grades may turn into a zero if not made up within mandated time.*

Adopted: November 21, 2005

Revised: June 15, 2020



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LACEY TOWNSHIP BOARD OF EDUCATION

STUDENTS
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HONORING STUDENT ACHIEVEMENT

R 5440 HONORING STUDENT ACHIEVEMENT

A. Honor Rolls

1. Students in grades 6-12 who distinguish themselves by high academic achievement will be listed on an honor roll at the end of each marking period. Two rolls will be published: honors and high honors.
 - a. The high honor roll will include all students who have achieved a grade of not less than A in all subjects in that marking period.
 - b. The honor roll will include all students who have a grade of B or better in all subjects, excluding those students named to the high honor roll in that marking period.
 - c. A student who has been given a grade of incomplete in any subject will be ineligible for an honor roll in that marking period.
 - d. A student who has dropped a course after the mid-point of the marking period will be ineligible for an honor roll in that marking period.
2. Students in grades 9-12 who have achieved academic distinction for the school year will be listed on an honor roll at the end of the school year. There are two honor roll lists at Lacey Township High School; high and regular. Students qualify for honor roll status as follows:
 - a. Honor roll (regular) – Must achieve an average of 3.0 or better in all subjects with no grade being less than 77.
 - b. High Honor Roll – Must achieve an average of 4.0 or better with no grade being lower than 84.
 - c. In calculating the average for honor roll status, quality points/credits are not utilized.
 - d. Incomplete (I) and Credit Withdrawal (CW) grades preclude a student from the honor roll.



B. National Honor Society

Selection Procedures

1. Only those students who have been in Lacey Township High School the equivalent of one semester may be considered for membership. In November, Juniors (based on four semesters) and Seniors (based on six semesters) who have a grade point average of 3.5 or better are invited to an orientation session on the National Honor Society. Being chosen as a candidate is an honor. Although it does not mean that you have been selected as a member, it does mean that you have met the scholastic requirement. In addition, you will be evaluated for outstanding leadership, service and character. This orientation introduces students to the National Honor Society purpose, requirements, and selection process, including the required profile and recommendations.
2. Scholarship - students have maintained a cumulative grade point average of 3.5 or better.
3. Leadership – students who successfully assume responsibility and demonstrate constructive initiative in school and/or community activities.
4. Service - students who render service to the school or community, put service to others above self-interest, giving time, effort and talents for class, school, or community.
5. Character - students who demonstrate the highest standards of honesty, reliability, fairness, tolerance and responsibility.
6. Each student will be evaluated by the Faculty Government and carefully considered in each of these criteria areas.
7. In November, eligible students must submit completed profiles and references. The Faculty Government is formed.
8. In the fall of each school year, a list of eligible students who have submitted the necessary paperwork is distributed to staff for additional input to the Faculty Government. This input may be oral or written and is given to either the Vice Principal, who chairs the Faculty Government, or the NHS Advisor, who sits ex-officio on the Government.



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LACEY TOWNSHIP BOARD OF EDUCATION

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HONORING STUDENT ACHIEVEMENT

9. In mid-December, the Faculty Government meets to review the candidates. This review involves consideration of each student's leadership, service, and character based on the information available to the Faculty Government, including the profile, recommendations, and faculty input. A majority vote of the Government is required for selection.
10. Selected students are advised by a letter from the Principal; a list is then posted in all homerooms.

C. Additional Recognitions

Because it is not possible to anticipate the achievements of students in all areas of school and community life, all teaching staff members are directed to be alert to the outstanding accomplishments of students other than those listed in this regulation. Any such accomplishment should be reported to the Superintendent with a recommendation that the Board consider appropriate recognition of the student.

Adopted: November 21, 2005

Revised: April 27, 2020



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Equitable Educational Opportunity
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5750 EQUITABLE EDUCATIONAL OPPORTUNITY

The Board of Education will ensure all students enrolled in the schools of this district shall be afforded an equitable educational opportunity 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 any of the protected categories listed at N.J.A.C. 6A:7-1.1(a). The Board shall assure that all students are free from harassment, sexual or otherwise.

The Board directs the Superintendent to allocate faculty, administrators, support staff members, curriculum materials, and instructional equipment supplies among and between the schools and classes of this district in a manner that ensures equivalency of educational opportunity throughout this district. The school district's curricula in the following areas will promote mutual acceptance and respect among students, and enable students to interact effectively with others, regardless of any of the protected categories listed at N.J.A.C. 6A:7-1.1(a):

1. School climate/learning environment;
2. Courses of study, including physical education;
3. Instructional materials and strategies;
4. Library materials;
5. Software and audio-visual materials;
6. Guidance and counseling;
7. Extra-curricular programs and activities; and
8. Testing and other assessments.

Affirmative action shall be taken to ensure that students are protected from the effects of discrimination, in accordance with Policy 2260. Students who experience less than equal educational opportunities or experience discrimination shall use the procedure established by Regulation 5750 to report and/or appeal any harassment or discriminatory practice.



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Equitable Educational Opportunity

The conduct of teaching staff members shall exemplify the highest principles of equality and democracy. Conduct and attitudes that display discrimination are contrary to the policies of this Board and, further, are destructive to the self-esteem that this Board wishes to encourage in all students. A teaching staff member's act of derision or enmity, in any form, against a person or persons on the basis of any of the protected categories listed at N.J.A.C. 6A:7-1.1(a) shall be considered to be conduct unbecoming to a professional staff member of this district and shall be subject to appropriate discipline.

The Superintendent shall develop and promulgate a procedure by which a student or parent may appeal Board policy, district practice, or the act or omission of any district employee that allegedly violates this Policy.

42 U.S.C.A. 12101

N.J.S.A. 10:5-1 et seq.

N.J.S.A. 18A:4A-1 et seq.; 18A:6-5 et seq.; 18A:36-20

N.J.A.C. 6A:7-1.1; 6A:7-1.3; 6A:14-1.2

Adopted: November 21, 2005

Revised: November 21, 2016



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Secret Societies

5841 SECRET SOCIETIES

The Board of Education prohibits certain student organizations declared harmful as defined in N.J.S.A. 18A:42-5 and 18A:42-6.

No student organization will be granted the use of school facilities or permitted the use of the name of the school or this school district unless that organization has first been approved by the Principal or designee. The application for such approval will set forth the purposes, constitution, and bylaws of the organization; its membership qualifications; and the process by which a person becomes a member.

No student organization will be approved if its purposes conflict with the authority and goals of this Board or the best interests of the students of this district; if membership is drawn from outside the currently enrolled student body; if membership qualifications are based on considerations of any of the protected categories listed at N.J.A.C. 6A:7-1.1(a) or any other consideration not appropriate to the purpose of the organization; or if any qualifying student who applies may be denied membership.

Nothing in this Policy shall prevent or otherwise deny participation in constitutionally protected prayer consistent with protections of the First Amendment of the United States Constitution.

A student who seeks to form or is a member of a fraternity, sorority, or other secret organization formed in whole or in part of students enrolled in this district may be disciplined by this Board. The Board reserves the right to require that any student attest as to their membership in a secret organization.

N.J.S.A. 18A:42-5; 18A:42-6

N.J.A.C. 6A:7-1.1; 6A:7-1.3

Adopted: November 21, 2005



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Equal Access of Student Organizations

5842 EQUAL ACCESS OF STUDENT ORGANIZATIONS

The Board of Education will permit the use of school facilities by student-initiated organizations for non-curricular student activities. A student-initiated organization, regardless of the size of the group, will not be denied an opportunity to meet and use school facilities on the basis of any of the protected categories listed at N.J.A.C. 6A:7-1.1(a) or the political, philosophical, or other content of the speech at their meeting.

An application for permission to meet on school premises shall be made to the Principal or designee, who shall grant permission provided it is determined that:

1. The activity has been initiated by students;
2. Attendance at the meeting is voluntary;
3. The meeting is for a lawful purpose;
4. The meeting does not materially and substantially interfere with the orderly conduct of instructional activities in the school;
5. Non-school persons do not direct, conduct, control, or regularly attend the activity; and
6. The activity is adequately supervised by appropriately certified school district staff.

A student-initiated group granted permission to meet on school premises shall be subject to the same rules and regulations that govern the meetings of student organizations sponsored by this Board, except as provided by this Policy.

Participation in a student-initiated meeting must be available to all students who wish to attend and cannot be denied on the basis of any of the protected categories listed at N.J.A.C. 6A:7-1.1(a). The Board will not permit the organization of a fraternity, sorority, or secret society in accordance with N.J.S.A. 18A:42-5 and 18A:42-6.

Access to school facilities by student organizations will be provided within the governing principles of the First Amendment of the Constitution of the United States.



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Equal Access of Student Organizations

School district staff involvement in student organizations shall be in accordance with the governing principles of the First Amendment of the Constitution of the United States.

An appropriately certified staff member shall be assigned to attend a student-initiated meeting in a custodial capacity and shall not participate in the activity while serving in this custodial capacity. No teaching staff member shall be required to attend a student-initiated meeting if the content of the speech at the meeting is contrary to their beliefs.

The Principal or designee may take such actions as may be necessary to maintain order and discipline on school premises and to protect the safety and well-being of students and staff members.

20 U.S.C.A. 1701 et seq.

United State Department of Education – Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools

N.J.A.C. 6A:7-1.1; 6A:7-1.3

Adopted: November 21, 2005



POLICY

LACEY TOWNSHIP BOARD OF EDUCATION

Property
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USE OF SCHOOL FACILITIES

7510 USE OF SCHOOL FACILITIES

The Board of Education believes the school facilities of this district should be made available for community purposes, provided that such use does not interfere with the educational and co-curricular programs of the school district. For the purpose of this policy, “school facilities” also includes school grounds.

The Board will permit the use of school facilities when such permission has been requested through the district’s official online application program and has been approved by the Board of Education. The Board reserves the right to withdraw permission after it has been granted in the event circumstances change requiring such school facilities or school grounds will be needed for a school district purpose, due to a school closing due to weather or other emergency, or due to school maintenance and/or construction.

Authorization for use of school facilities shall not be considered as endorsement or approval of the activity, person, group, or organization nor the purposes they represent.

The use of school facilities shall not be granted for the advantage of any commercial or partisan political activity, private social functions, or any purpose that is prohibited by law.

Insurance

Each organization shall present evidence of the purchase of organizational liability insurance to the limit as prescribed by district regulations. Each organization shall inspect any facility or school grounds to be used prior to such use and shall notify a district representative of any existing safety or dangerous conditions. In the event such conditions exist, the district may cancel or modify the user’s access to the school facility until such conditions are addressed. Users shall be financially liable for damage to the facilities.

Priorities Governing Use of School Facilities

Priority A:

Lacey Township School District organizations, clubs, performing arts, and athletic events.



Priority B:

Programs conducted by the Lacey Township Parks and Recreation Departments, youth groups and leagues, as well as non-profit and for-profit organizations whose membership and leadership consists predominantly (as used throughout this policy predominately shall mean 95% or higher) of residents of Lacey Township. This priority will be granted only after verification of the group's membership residence. Groups in this priority, not run directly by the municipality, shall submit a tentative roster of participants and leaders to demonstrate that the membership is predominantly district residents. Evidence of non-profit status must be shown by some official documentation.

Priority C:

All non-profit activities conducted by Lacey Township Civic and Service groups (e.g. community organization) meetings of a civic or service nature, church sponsored activities, etc.). The indicators of this priority are public good and local civic groups. This priority will be granted only after verification of the group's official nonprofit status with the IRS. Evidence of non-profit status must be shown by some official documentation.

Priority D: All other users.

The Superintendent or designee is the only person who may change an organization's priority ranking. Persons or groups with a higher number designation may be displaced by persons or groups with a lower number designation. Exceptions to the priority criteria will be made on a case by case basis by the Superintendent.

The Superintendent's decisions with regard to the above policy may be appealed to the Board of Education.

Fee Schedule

Fees for the use of school facilities shall be paid at least 48 hours prior to the event, and shall be based on three factors: (1) the priority of the activity, (2) a rental rang determined by the priority, and (3) the personnel/supervision cost.



1. Priority A and B activities will not be charged a facility use fee. However, where overtime applies, custodial fees shall be paid per the rate schedule approved by the Board annually.
2. Priority C activities will be charged for facility use, plus additional costs which will be incurred by the Board of Education for the use. In addition, where overtime applies custodial and/or food services shall be paid per the rate schedule approved by the Board annually.
3. Priority D activities will be charged for facility use. In addition, where overtime applies custodial and/or food service fees shall be paid per the rate schedule approved by the Board annually.

Cancellation Policy

Should an organization wish to cancel a reserved date, the school must be advised no later than forty-eight hours preceding the meeting or performance. If no notice is received by the Principal or his designee and the organization fails to appear within one hour after the scheduled time for the meeting, the organization must pay the fee and the regular charge for extra services of each custodian employed for the time the building is kept open.

Regulation

The Board of Education shall develop regulations and procedures for implementation of this Policy. Such regulations shall be distributed to every organization of the facilities and every applicant for the use of school facilities. Permission to use school facilities shall be granted only to persons and organizations that agree to the terms of Policy and Regulation 7510, the requirements as outlined in the use of school facilities application, and in accordance with the terms outlined in the approval granted by the school district.

N.J.S.A. 18A:20-20; 18A:20-34

Adopted: November 21, 2005

Revised: July 22, 2013

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Revised: October 20, 2022



REGULATION

LACEY TOWNSHIP BOARD OF EDUCATION

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USE OF SCHOOL FACILITIES

R 7510 USE OF SCHOOL FACILITIES

Application Process

Organizations desiring to use school facilities will make applications through the district's website located under the Community portion of said website. The process to for use of school facilities is as follows:

1. Each organization must create a user account.
2. For each request, the organization must search the website to determine the availability of the desired facility.
3. The school calendar will be arranged during the month of September. No reservations for the use of school facilities during that school year will be scheduled before October 1.
4. The organization must complete the online application – providing all required information – including uploading all required documents (including proof of liability insurance information as outlined below). Requester may only request up to two months in advance. Requesters may not block out all facilities for any extended length of time. The Board of Education has full discretion to modify or deny requests.
5. Once submitted, each completed application is automatically routed to the building principal or designee for review. Applications seeking use of athletic facilities at either the High School or the Middle School are also routed to the Athletic Director who reviews the application for scheduling conflicts with district athletics events.
 - a. Approved applications are designated as “Approved-Inactive” and the organization will receive email notification.
 - b. Rejected applications are designated as “Denied” and the organization will receive email notification, along with a reason.
6. Each day the Business Office logs on to the program to search for “Approved-Inactive” applications and prepares those applications for approval by the Board of Education.



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LACEY TOWNSHIP BOARD OF EDUCATION

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USE OF SCHOOL FACILITIES

7. After each Board of Education meeting, the Business Office will designate as “Approved-Active” all applications approved by the Board of Education. The organization will receive email notification.
8. Requests need to be approved by the Head of the organization requesting use.

Guidelines for Review and Approval

In weighing competing requests for the use of school facilities, the Board will give priority to the following uses, in the descending order given:

Priority A: Lacey Township School District organizations, clubs, performing arts, and athletic events

Priority B: Lacey Township Parks and Recreation Departments, Youth Groups, Camps, and Leagues, as well as non-profit and for-profit organizations whose membership and leadership consists predominantly, 95% or higher, Lacey Residents.

Priority C: Lacey Township Civic and Service Groups, Community Organizations with a nonprofit status.

Priority D: All Other Organizations

In the event of a scheduling conflict, the Business Administrator or designee may at any time prior to 48 hours before an event provide notice to an organization that its application for use of facilities has been withdrawn in favor of a higher priority organization.

The Superintendent or designee is the only person who may change an organization's priority ranking. Persons or groups with a higher number designation may be displaced by persons or groups with a lower number designation. Exceptions to the priority criteria will be made on a case by case basis by the Superintendent.

In the event the Business Administrator deems it advisable, any application may be submitted to the Board of Education for action. The Business Administrator or designee, or Board of Education may refuse to grant the use of a school building



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whenever in their judgment there is good reason why permission should be refused. They shall not be required to give a reason for such refusal unless so ordered by a court of competent jurisdiction.

In the event of an emergency school closing, school maintenance and/or construction all scheduled activities by community groups will be automatically canceled.

Insurance

The Board shall, in all instances, require a certificate of insurance to be filed with the application. The limits of the policy shall be \$1,000,000 bodily injury and property damage combined single limit of liability, which is equal to the Board's coverage. The Board of Education shall be named as an "additional insured" on all certificates of insurance.

In addition, each application must be accompanied by a completed Hold Harmless Agreement.

Certificate of Insurance and Hold Harmless Agreement must be uploaded to the request prior to school level approval.

The school district shall also provide a copy of Policy and Regulation 2431.4 – Prevention and Treatment of Sports-Related Concussions and Head Injuries to all youth sports team organizations that operate on school grounds or in school facilities. In accordance with the provisions of N.J.S.A. 18A:40-41.5, the school district shall not be liable for the injury or death of a person due to the action or inaction of persons employed by, or under contract with, a youth sports team organization that uses school facilities or operates on school grounds if the youth sports team organization provides the school district proof of an insurance policy in the amount of not less than \$50,000 per person, per occurrence; insuring the youth sports team organization against liability for any bodily injury suffered by a person. The youth sports team organization must also provide a statement of compliance with the school district's Policy and Regulation 2431.4 - Prevention and Treatment of Sports-Related Concussions and Head Injuries.

Legal Liability

Organizations shall be financially liable for damage to school facilities, as well as for proper supervision as required by the school district administration. All



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materials brought into school buildings or on to school grounds must be specifically mentioned on the application form. No firearms, volatile explosives, or highly inflammable materials shall be brought into the buildings.

Should a legal issue arise from the use of any school facility, the organization will be responsible for reimbursement of any legal expenses incurred by the district.

Failure to comply with the rules and regulations of the Lacey Township School District will result in the denial of the use of the district facilities for future occasions.

Security

The organization shall be required to provide adequate security to ensure protection for all used areas. School personnel can be hired at the prevailing hourly rate.

Custodians

Custodians are charged with the responsibility of protecting and maintaining school property and organizations shall heed the request of custodians for the enforcement of the Board's regulations.

Use of School Equipment

The organization requesting the use of school facilities shall be required to include a list of equipment required at the time of application. The use of school equipment in conjunction with the use of school facilities must be specifically requested in writing and may be granted in accordance with Policy No. 7520. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use, regardless of any assignment of negligence. Where rules so specify, certain items of equipment may only be used by a qualified operator approved by the school district administration. Removal of school equipment from school property for personal use is prohibited. Where rules so specify, certain items of equipment may only be used by a qualified operator approved by the school district administration.

Types of Activities Prohibited / Restrictions

1. Activities that discriminate as defined by State/Federal mandates.



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2. Uses which interfere in any way with school sessions with the official activities of the school.
3. Uses which are contrary to the laws of the United States or any political subdivision thereof.
4. Uses where insufficient provisions are made for supervision, fire, and police protection to uphold rules and regulations, law and order, etc. The applicant is required to restrict attendance to the seating capacity of the facility being used and other rules and regulations pertaining to public assemblies.
5. Uses where the applicant does not assume full responsibility for the preservation of order and for liability for any damage or loss of school property, for personal injury, and for strict observation of all regulations of the Lacey Township School District.
6. Only that part of the school building specifically requested and approved shall be available to the user. Further, it shall be the responsibility of the applicant to restrict and limit persons in attendance to only those areas of the building approved on the application.
7. Refreshments.
 - a. No alcoholic beverages shall be brought into or consumed in or on school buildings or grounds.
 - b. Refreshments may be served only in the area designated by the school Principal.
 - c. Refreshments not consumed must be removed from the premises.
 - d. Sales of all refreshments shall be subject to any prior leases or agreements entered into by the Board of Education.
8. Use of Gym/Auditorium

When using the gymnasiums, all participants shall be required to use sneakers or basketball shoes. If the gymnasiums are requested



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for activities (other than athletics) requiring special equipment or materials that might damage the playing surface, a review must be held at the time of application with the Principal or his designee.

9. Use of Kitchen Areas

The use of kitchen areas and kitchen equipment will not be permitted without supervision of a district food services employee for whose time the organization will be charged.

10. Use of Fields and Gymnasiums

The Board of Education understands the use of Board of Education fields/gyms may be approved for use for Township recreation purposes. The Board of Education, consistent with the Township Ordinance Section 261-36, may require that the use of the fields/gyms be approved when the requesting organization certify the requested use be for Lacey residents.

11. Carnivals

The Board of Education will not permit use of school buildings or grounds for purposes of conducting carnivals of any kind.

12. Holidays

School facilities will not be available for use by rental groups on: Independence Day, Labor Day, Thanksgiving recess, Christmas recess, Presidents' weekend, Easter recess, and Memorial Day.

13. Signage

No signs, banners, pennants, placards, or similar items of advertisement are to be placed in the schools without the express consent of the school Principal or his designee

14. Posters, Exhibits, etc.

Exhibits, posters, or other material shall not be displayed on school property without the approval of the building Principal or his designee.



15. Smoking

As per State law and Board policy, smoking is prohibited in any part of the building or on district property and school grounds.

16. Drug, Substance and Alcohol Abuse

As per State law and Board policy, the Board of Education prohibits the unlawful possession, use, consumption, manufacture, sale, transfer, or distribution of any drug and/or alcohol and/or drug paraphernalia on school premises.

Rubbish Removal

Whenever materials, equipment, furnishings, or rubbish are left after the use of a school building by persons, the party to whom the permit is issued will be required to pay the cost of removal of same. Organizations are responsible for reimbursing the school district for all expenses incurred for clean-up of the areas used.

Special Rules Governing Youth Activities

For the purpose of this Policy, a “youth sports team organization” means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.

1. Definitions:

"Youth" - Persons of minor age having not yet reached eighteen years or a student in elementary or secondary school.

"Physical Activity" - Activities having diversified groups, such as participants and spectators.

"Sedate Activities" - Activities of single groups non-segregated and limited to one area.



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"Outsiders" - Persons not connected to activity and not otherwise authorized to be on premises.

"School Property" - Land, buildings, equipment, supplies, and materials belonging to the Board of Education.

2. Supervision Ratio:

An adult-youth supervision ratio shall be provided as follows:

Physical Activities: One adult for every six youths participating. One adult for every fifteen youths present as spectators. Adult spectators may be used as supervisors. When more than ten youths are involved, one additional supervisor shall be charged to control of non-participants and outsider activity.

Sedate Activity: One adult for every fifteen youths. When more than fifteen youths are involved, one additional supervisor shall be assigned to control non-participants and outsider activity.

Supervision ratios must be maintained. Approval for ratio change must be obtained from the Business Administrator or designee.

3. Adult Supervision:

Adult supervisors shall be familiar with policies and regulations of the Lacey Township Board of Education governing facility use.

Responsibility extends to the land and building in which the particular activity is located. Supervision is not limited to activity participants. Supervision extends to outsiders who may have to be removed from the building.

Traffic control shall be maintained and limited to the facility authorized.

Equipment usage shall be limited to authorized items as per approved application.



4. Responsibility:

Organizations must be familiar with responsibilities and shall particularly note the following:

- a. Control must be exercised at all times including pre-assembly and dismissal periods.
- b. Control includes all youths (participants and outsiders) on or in school property.
- c. Activity shall be limited to authorized areas. Roaming shall not be allowed. Entrance and exits shall be controlled.
- d. Equipment usage shall be limited to authorized issue. Classrooms, desk contents, room libraries, displays, and equipment shall not be disturbed.
- e. Area lighting, equipment storage, blackboards, tack boards, and furniture arrangements shall not be changed without special permission from the Principal or designee.
- f. Unless otherwise noted, area cleanliness and furniture placement shall be the responsibility of the organization.
- g. No youth activity shall be permitted unless properly supervised by authorized persons.
- h. Organizations must abide by all Local and State Fire Regulations.

Fee Schedule and Procedure

Fees for the use of school facilities shall be paid per the rate schedule approved by the Board annually.

Failure to Pay

Failure to remit payment to the Lacey Township School District for services rendered will result in debt collection. The vendor will, in addition to agree upon use of facility fees, be held responsible for all legal and collection fees incurred.



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Cancellation Policy

Should an organization wish to cancel a reserved date, the school must be advised no later than forty-eight hours preceding the meeting or performance. If no notice is received by the Principal or his designee and the organization fail to appear within one hour after the scheduled time for the meeting, the organization must pay the fee and the regular charge for extra services of each custodian employed for the time the building is kept open.

Adopted: March 13, 2017
Revised: October 20, 2022

