



**Student / Parent Handbook
2019 – 2020**

(Pending Board of Education Approval on 9/16/19)

LACEY TOWNSHIP HIGH SCHOOL

“Courage, Pride, and Tradition”

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

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

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

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

“THE PRIDE IS INSIDE!”

**BEST WISHES,
THE LACEY TOWNSHIP HIGH SCHOOL
ADMINISTRATION AND STAFF**



LACEY TOWNSHIP HIGH SCHOOL

STUDENT/PARENT HANDBOOK

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BOARD OF EDUCATION

Shawn Giordano, President
Nicholas Mirandi, Vice President
Linda A. Downing, Board Member
TBD, Board Member
Robert C. Riggs, Board Member
Regina Discenza, Board Member
Harold W. Peters Jr., Board Member

DISTRICT ADMINISTRATION

Vanessa P. Clark, Ph.D., Superintendent
Stephen J. Decker, Assistant Superintendent
Patrick S. DeGeorge, Business Administrator/Board Secretary
Joseph Bond, Director of Student Services
Michelle Amos, District Supervisor
William W. Zylinski, District Supervisor
Margaret Molloy, 7-12 Math & Science Supervisor
Paul Groben, 7-12 Social Studies and Humanities Supervisor
Mary Esch, 7-12 Supervisor of Guidance
Aimee DelVento-Evans, Director of Athletics

HIGH SCHOOL ADMINISTRATION

Gregory Brandis, Principal
Mark Angelo, Assistant Principal
Timothy Dowd, Assistant Principal

Coordinators of Culture and Climate


Craig Cicardo, Grades 10 & 12
Erin Tiazkun, Grades 9 & 11

TELEPHONE DIRECTORY

Superintendent's Office	609-971-2000
Main Office	609-971-2020
Principal's Office	x2005
Assistant Principal's Office	x2001 / x2004
Athletic Office	x2043
Attendance Office	x2025
Child Study Team	x1021
Custodian's Office	x2310
Food Services	x2046
Guidance Office	x2013
Health Office	x2028
Transportation Office	x1043

2019-2020 CALENDAR

LACEY TOWNSHIP SCHOOL DISTRICT | 2019-2020 CALENDAR

<p>2 Closed - Labor Day</p> <p>3 Staff In-Service</p> <p>4 First Day of School</p> <p>4-6 Students Half Day</p> <p style="text-align: right;">19/20</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th colspan="7">SEPTEMBER 2019</th> </tr> <tr style="background-color: #0056b3; color: white;"> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td>1</td><td>2</td><td style="background-color: #cccccc;"></td><td style="background-color: #90ee90;">4</td><td style="background-color: #90ee90;">5</td><td style="background-color: #90ee90;">6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	SEPTEMBER 2019							S	M	T	W	Th	F	S	1	2		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						<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th colspan="7">FEBRUARY 2020</th> </tr> <tr style="background-color: #0056b3; color: white;"> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td style="background-color: #800000;">17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> </tbody> </table>	FEBRUARY 2020							S	M	T	W	Th	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	<p>17 Presidents' Day</p> <p style="text-align: right;">19/19</p>							
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- Staff Only**
- Half Day**
- No School**
- First/Last Day**

- Middle and Elementary School Parent/Teacher Conferences - November 20-22, 2019 (Half days are scheduled for Middle and Elementary Schools Only)
- Dates for parent conferences and mid-terms may be adjusted due to inclement weather.
- All employees and parents are advised that the Board of Education will schedule school after June 18 or modify this calendar due to emergency closings/weather.

*Student/Staff 180/182

Board Approved 1/22/19

BELL SCHEDULES

LACEY TOWNSHIP HIGH SCHOOL CARDINAL BLOCK SCHEDULE		
Arrival	6:55 AM	
	<u>Start</u>	<u>End</u>
Period 1	7:05 AM	8:34 AM
Period 2	8:38 AM	10:03 AM
Period 3	10:07 AM	12:06 PM
Period 4	12:10 PM	1:35 PM
LACEY TOWNSHIP HIGH SCHOOL NAVY BLOCK SCHEDULE		
Arrival	6:55 AM	
	<u>Start</u>	<u>End</u>
Period 1	7:05 AM	8:34 AM
Period 2	8:38 AM	10:03 AM
Period 3	10:07 AM	12:06 PM
Period 4	12:10 PM	1:35 PM
<u>PERIOD 3 LUNCH - 30 MINUTES</u> Lunch 1 - 10:07 - 10:37 Lunch 2 - 10:53 - 11:22 Lunch 3 - 11:36 - 12:06	<u>PERIOD 3 CLASS</u> 10:41 - 12:06 (10:07-10:49) (11:26-12:06) 10:07 - 11:32	
Passing Time - 4 minutes Class Time - 85 minutes		

Students arriving before 6:55 a.m. should report to Cafeteria North. Students are not to be in the building unsupervised.

HALF-DAY
Early Dismissal
 Cardinal/Navy

Arrival	6:55 AM	
	<u>Start</u>	<u>End</u>
Period 1	7:05 AM	8:00 AM
Period 2	8:03 AM	9:00 AM
Period 3	9:03 AM	10:00 AM
Period 4	10:03 AM	11:00 AM
Dismissal	11:00 AM	

No lunches served on half days.



No lunches are served on half days.

Delayed Opening

Block Two Hour Delay

Cardinal/Navy

Arrival	8:55 AM	
	<u>Start</u>	<u>End</u>
Period 1	9:05 AM	10:04 AM
Period 2	10:08 AM	11:00 AM
Period 3	11:04 AM	12:39 PM
Period 4	12:43 PM	1:35 PM
Dismissal	1:35 PM	

52+ min Class Periods

30 min Lunch Periods:	1	11:04-11:34
	2	11:36-12:06
	3	12:09- 12:39



GENERAL INFORMATION

I. Asbestos Hazard Emergency Response Act

A surveillance of asbestos containing building materials in the Lacey Township High School was conducted by Patrick DeGeorge, Accredited AHERA Inspector (E.C.) (Certificate Number #NAETI 45976), on June 20th, 2019. The surveillance did not show any change in asbestos containing building material (floor tiles). The surveillance was conducted by EPA 40 CFR Part 763, Section 763.92.

II. Announcements

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

III. Cafeteria

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

A. The following rules have been established for the cafeteria during lunch periods during period 3 and for breakfast between 6:45 AM and 7:05 AM:

1. Students are expected to be on time for lunch, to stand in line, and to wait their turn.
2. Food can only be purchased during an assigned lunch period.
3. All food and beverages must be consumed only in the cafeteria.
4. Students must pay for their lunch.
5. All students are responsible for helping keep the cafeteria clean.
6. Trays and utensils need to be returned to the designated area.
7. Refuse shall be disposed of in the proper receptacle.
8. Students are expected to use good table and eating manners.
9. Upon leaving the cafeteria, chairs need to be put back in place.
10. Students are to leave backpacks and jackets at their seats.
11. Stealing food or drink will result in disciplinary actions which may include suspension and restitution.
12. Students are required to follow the reasonable directives of any staff member. This includes aiding in the cleanliness and maintenance of the cafeteria.
13. Common courtesy is expected as a daily practice.

B. Senior Privilege (Outside During Lunch)

Seniors will be permitted to go outside to the picnic tables located outside Cafe South during lunch periods under the following conditions and rules:

1. Seniors must remain in the area immediately outside Cafeteria South where picnic tables are available.
2. The outdoor area must be kept clean.
3. No activities (playing ball, Frisbee, etc.) are permitted due to the limited size of the area.

4. Students must stay away from kitchen equipment.
5. Seniors may return to the building after the lunch period by way of Exit 26 or 27.
6. Seniors are only permitted to go to their cars in the parking lot after asking for permission from the Main Office and then signing out at the front desk.

C. Breakfast

Breakfast is available for purchase by students between 6:45 AM and 7:05 AM. Students eating breakfast are responsible for attending Period 1 on time. Students who violate these rules may be subject to disciplinary action.

IV. Elevator Use

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

The following rules for elevator use must be adhered to:

1. Only the student who has been granted permission may ride the elevator (except in those cases where a second student is assisting by carrying books).
2. Keep the elevator clean.
3. Exercise caution and care in the use and treatment of the elevator.
4. Use the elevator only when needed.
5. Report any problems with the elevator to an assistant principal.
6. In the case of fire, DO NOT USE THE ELEVATOR: USE THE STAIRS.

Out of Order Elevators

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

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

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

V. Emergency Contact Card/Forms

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

VI. Emergency Response Plan

The district has an Emergency Response Plan for an emergency evacuation. The Emergency Evacuation Drill is conducted at the beginning of each school year.

VII. Emergency School Closing/Delayed Opening

In case of inclement weather, which may necessitate the closing of school, students will be notified via an automated phone message. Additionally, students should listen to the radio for school closings. The following media outlets are notified if school is closed:

[Lacey Township Schools District Website](#), WOBN 92.7 FM, 1160 AM,
WJRZ 100.1 FM, APP.com, and NEWS12 TV

VIII. Fines - Responsibility for Issued Materials

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

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

IX. Fire/Security Drills

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

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 the 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 insubordination.

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

X. Flag Salute and Pledge of Allegiance

New Jersey law requires you to show respect for the flag of the United States of America. If you are conscientiously opposed to the pledge or salute, you may abstain from these ceremonies, but you are required by law to respectfully remain silent.

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

XI. Hall Passes

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 may result in a disciplinary referral for insubordination or class cutting. Students will not be allowed out of their classroom without a pass, except when changing classes. Passes are restricted to emergency situations. Students without a pass may be referred to the Main Office for disciplinary action.

XII. Hallway Passing Time

Students are given 4 minutes to change classes, including lunch. Students may use the lavatory at this time. Students may not loiter in the hallways or lavatories. Students late for class will be given a warning by the classroom teacher on the first offense, assigned teacher consequence on the second offense, and referred to an assistant principal on the third and subsequent offenses.

XIII. Items Prohibited on School Grounds

The following items are prohibited on school grounds at all times:

- | | |
|----------------------|---|
| A. Animals | G. Weapons of Any Type |
| B. Radios | H. Cigarettes |
| C. Smokeless Tobacco | I. Lighters |
| D. Skateboards | J. Electronic Cigarettes / Vaping Devices |
| E. Water Pistols | K. Playing Cards |
| F. Knives | L. Dice |

Disciplinary action may be taken on the student found to be in possession of any of the above.

XIV. Leaving the Building

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

XV. Lockers

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

DO NOT SHARE LOCKERS OR LEAVE LOCKERS SET TO OPEN ON THE LAST NUMBER AS THIS PRACTICE COULD LEAD TO THEFT.

PADLOCKS ARE NOT PERMITTED ON HALLWAY LOCKERS.

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

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

XVI. Lost and Found

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

XVII. Messages

Every attempt will be made by the Attendance 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.

XVIII. Military Recruitment

NJAC 6:3-2.1-2.8 provides military recruiters access to student information directories pursuant to NJSA 18A:36-19.1; however, any parent/guardian or adult pupil may request, in writing to the superintendent of schools, to be excused from participation in recruitment programs or to have their name appear in student information directories for recruitment purposes.

XIX. Plagiarism/Cheating

Any detected instances of cheating (e.g. homework, term paper/reports, tests, copying of computer discs, online learning, etc.) will be penalized at the discretion of the teacher. Additionally, the incident may adversely affect the student's opportunity or potential to receive academic awards or recognition. Disciplinary action may be taken.

XX. Posters

With the exception of school campaign posters, students are not permitted to hang or distribute posters anywhere in the building without permission from the administration. Students who do not seek administrative approval may face disciplinary action.

XXI. Questioning and Apprehension

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

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

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

XXII. School Store

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

XXIII. Search and Seizure - Policy 5770- PUPIL RIGHT OF PRIVACY

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

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

XXIV. Student Lavatories

Student lavatories are located throughout the building. Students are discouraged from leaving the classroom during instructional time. Students who are excused from class by an educational professional to use the lavatory must use the nearest facility. Students are not permitted to visit any other room or facility without permission.

XXV. Student Use of the Telephone

Students are not permitted to use cell phones during the school day unless under the direct instruction of a classroom teacher for educational purposes or during lunch. Furthermore, students are not to use cell phones to make phone calls at any time during the school day. Any student refusing to relinquish their cell phone to a staff member or administrator may be suspended from school for a minimum of 3 days. Students may use the telephones in the Main Office or Attendance Office.

XXVI. Study Halls

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

XXVII. Supplemental Services

Students are eligible for a supplemental services program based on family income and attendance at a school that has been identified as being in need of improvement. Any student who is eligible for a free or reduced lunch is eligible for free supplemental services for the current academic year. These services will be provided

before school, after school, and/or during the summer. These services are in addition to the regular instruction that the student receives during the school year. For information regarding this program, contact the high school at 609-971-2020.

XXVIII. Thefts

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

XXIX. Visitors

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

HIGH SCHOOL GRADUATION REQUIREMENTS

I. Basic Skills

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

II. Curriculum Proficiency

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

English 9, 10, 11, 12	20 Credits
US History 1, 2	10 Credits
World History	5 Credits
Physical Education 9, 10, 11, 12	15 Credits
Health 9, 10, 11, 12	5 Credits
Mathematics	15 Credits
Science	15 Credits
Financial, Economic, Business Entrepreneurship	2.5 Credits
Career/Technical Education	5 Credits
Visual/Performing Arts	5 Credits
Foreign Language	5 Credits
Electives	32.5 Credits

III. Credit Hours Per Year

For a student to qualify for graduation, a student will be required to accumulate a total of 135 credit hours.

Early Graduation

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

AFFIRMATIVE ACTION

**Mark Angelo, LTHS Affirmative Action Officer
(609) 971-2020**

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

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

Reporting/Grievance Procedures

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

School Affirmative Action Officers

Mark Angelo, Assistant Principal, Affirmative Action Officer, LTHS
Edward Subokow Assistant Principal, Affirmative Action Officer, LTMS
Paul O'Neill, Supervisor, Mill Pond Elementary School
Jessica Cellini, Supervisor, Forked River Elementary School
Theresa Kilmurray, Supervisor, Lanoka Harbor School
Joan Donahue, Supervisor, Cedar Creek School

HARASSMENT, INTIMIDATION, OR BULLYING

The Lacey Township Schools Board of Education prohibits acts of harassment, intimidation, or bullying. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment.

"Harassment, intimidation, or bullying" means any gesture, any written, verbal, or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

- A. Are reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical, or sensory disability; or
- B. By any other distinguishing characteristic; and that
- C. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and
- D. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
- E. Has the effect of insulting or demeaning any pupil or group of pupils; or
- F. Creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

"Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to a telephone, a mobile phone, or other computer device.

The district prohibits active or passive support for acts of harassment, intimidation, or bullying. Pupils are encouraged to support other pupils who:

1. Walk away from acts of harassment, intimidation, or bullying when they see them;
2. Constructively attempt to stop acts of harassment, intimidation, or bullying;
3. Provide support to pupils who have been subjected to harassment, intimidation, or bullying; and
4. Report acts of harassment, intimidation, and bullying to the designated school staff member.

In summary, if it looks and feels like bullying, it should be called "bullying" and treated as a bullying incident for the purpose of correcting the bullying behavior, protecting the target, and addressing climate issues to prevent a recurrence, regardless of whether it meets the legal definition. If it meets the legal definition, then the reporting and other requirements of the Anti-Bullying Bill of Rights Act must be met.

Reporting and Investigative Procedures

In accordance with New Jersey's Anti-Bullying Bill of Rights Act, the following procedures will be implemented when reporting acts of harassment, intimidation, or bullying:

1. All acts of harassment, intimidation, or bullying shall be reported the school principal on the same day when an act of harassment, intimidation, or bullying was witnessed or when reliable information regarding any such incidents was received;
2. All acts of harassment, intimidation, or bullying shall be reported in writing to the school principal within two days of when the act of harassment, intimidation, or bullying was witnessed or when reliable information about such an act was received;
3. An investigation shall be initiated by the principal or principal's designee within one school day of the report of the incident and shall be conducted by the school anti-bullying specialist.
4. The investigation shall be completed within ten days from the date of the written report.
5. The results of the investigation shall be reported to the superintendent within two days of the completion of the investigation;
6. The results of each investigation shall be reported to the Lacey Township Schools Board of Education no later than the date of the next Board Meeting following the completion of the investigation;
7. Parents or guardians of the students who are parties to the investigation shall be entitled to receive information about the investigation in accordance with Federal and State law and regulations. A parent or guardian may request a hearing before the Board after receiving the information, and the hearing shall be held within ten days of the request. The Board's decision may be appealed to the Commissioner of Education, in accordance with the procedures set forth in law and regulations, no later than ninety days after the issuance of the Board's decision.
8. A parent, student, guardian, or organization may file a complaint with the Division of Civil Rights within one hundred eighty days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination," P.L. 1945, c. 169 (C.10:5-1 et seq.).

Consequences and Remedial Actions

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

Remedial consequences shall be designated to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action for documented systemic problems related to harassment, intimidation, or bullying.

GRADING POLICY

I. Marking System

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

92-100	Outstanding Achievement
84-91	Above Average Achievement
77-83	Average Achievement
70-76	Minimal Achievement
Below 70	Failing
I	Incomplete
CW	Credit Withdrawal (Attendance Policy)
WP	Withdrawal Passing
WF	Withdrawal Failing

In a full year course, no grade lower than a 60 will be issued 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 60 will be issued during marking periods 1 and 3. Grades reflecting the true numeric value of the work done by the student will be issued during marking periods 2 and 4, as well as the final examination. All health and driver education classes will reflect the true numeric value of the work done by the student.

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

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

As a general rule, late work will not be accepted. Students will receive a zero/incomplete for all work not turned in on time. Required assignments (ex. Assignments, Projects, Term papers, Science Fair, etc.) must be completed in order to receive credit in the course. Major course projects will not be scheduled during the same marking period.

II. Transfer of Grades and Credits

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

III. Midterm and Final Exams

1. In a full year course, midterm and final exams are administered. The 2 grades are then averaged to compute the exam average. The exam average counts for 20% of the final grade.
2. In a semester course, only a final exam is given. The final exam counts for 20% of the final grade.
3. Seniors who have grades of 92 or higher in each marking period and a midterm grade of 84 or above may opt out of their final exam.

IV. Interim Progress Reports

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

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

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

V. Report Cards

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

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

VI. 2019-2020 Schedule for Progress/Grade Reports

	Progress Reports			
	MP1	MP2	MP3	MP4
Begin Data Entry	09/30/2019	12/12/2019	03/02/2020	05/12/2020
PR Close	10/03/2019	12/17/2019	03/05/2020	05/15/2020
Complete Data Entry	10/09/2019	12/20/2019	03/11/2020	05/21/2020
Portal Available	10/10/2019	12/21/2019	03/12/2020	05/22/2020

	Grade Reports			
	MP1	MP2	MP3	MP4
Begin Data Entry	11/01/2019	01/29/2020	04/02/2020	06/15/2020
MP Close	11/13/2019	02/03/2020	04/07/2020	06/18/2020
Complete Data Entry	11/19/2019	02/07/2020	04/21/2020	06/24/2020
Portal Available	11/20/2019	02/08/2020	04/22/2020	06/25/2020

VII. Class Rank

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

$$\text{GPA} = \frac{\text{Total Quality Points}}{\text{Total Credits Attempted}}$$
3. Quality points for each course are determined by multiplying the grade weight by the number of course credits.

<u>AP</u>		<u>Honors</u>		<u>Regular</u>	
<u>Range</u>	<u>Weight</u>	<u>Range</u>	<u>Weight</u>	<u>Range</u>	<u>Weight</u>
92-100	5	92-100	4.5	92-100	4
84-91	4	84-91	3.5	84-91	3
77-83	3	77-83	2.5	77-83	2
70-76	2	70-76	1.5	70-76	1
Below 69	0	Below 69	0	Below 69	0

4. **Class of 2020 and 2021:** For each course taken beyond 30 credits (up to 40 credits), one additional quality point shall be added to the total number of quality points accumulated. This, in effect, will raise the grade point average. ***Only college classes taken during the fall semester in the LTHS – OCC Jump Start Program will be included in accumulating quality points.*** Class of 2022 and beyond will not have additional quality points added or calculated into their GPA and rank.
5. 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.***

VIII. Honor Roll

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

GUIDANCE AND STUDENT SERVICES

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

These services include:

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

Each student is assigned a counselor. Conferences between the students and the counselor are scheduled periodically. Any student or parent/guardian requesting an appointment with a guidance/student services staff member will be seen as soon as possible. Students may make appointments to see their counselor by completing an appointment slip, which may be obtained from the homeroom teacher, and submitting it to the Guidance Office.

I. Adult Students

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

II. Appointments

Students wishing to make an appointment with their guidance counselor or with student service personnel (psychologist, social worker, learning consultant, etc.) are to request an appointment slip from their homeroom teacher. A pass will be sent to the homeroom teacher for the student. Students may make an appointment by stopping before or after school hours in the guidance office.

III. Change of Phone Number/Address

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

IV. Home Instruction

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

V. Homework Requests

If a student is absent, parents/guardians should check the Parent/Student Portal for homework/assignments. If the absence is more than 3 days, the teacher should be emailed for additional assignments. If needed, materials may be picked up by the parent/guardian in the guidance office within 2 days after the request.

VI. Job Placement

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

VII. Leaving School/Transferring to Another School

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

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

VIII. Parent Conferences

If a parent/guardian wishes to request a conference with a teacher, they should contact the Guidance Office by calling (609) 971-2020 x2013.

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

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

The Lacey Township School District is responsible for identifying, evaluating, and providing 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 his/her educational program should contact the building principal or submit a written request to Ms. Mary Esch, District 504 Coordinator, 73 Haines Street, Lanoka Harbor, NJ 08734.

X. Intervention and Referral Services

Lacey Township High School has established an intervention and referral services program which has been designed to assist students who are experiencing learning, behavioral, or health difficulties and to assist staff regarding ways to address the needs of each student. Parents and students should contact the school's guidance department for more information about this program.

XI. Special Education

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

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

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

XII. Student Records

In accordance with the requirements set forth in N.J.A.C. 6A:3.2, Pupil Records, local school districts are mandated to notify, individually, parents/guardians at least annually of their rights in regard to pupil records and shall make copies of the applicable state and federal laws and policies upon request.

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

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

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

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

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

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

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

XIII. Working Papers

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

1. Secure the following forms from the Guidance Office:
 - a. Promise of Employment;
 - b. Physical Examination Form;
 - c. Student Personnel Data Form.
2. Return completed forms with a birth certificate to the Guidance Office. The birth certificate will be copied and returned to you. For the physical, see the school nurse for an appointment with the school doctor. During the summer, students are responsible for obtaining their own physical through their family doctor.

Working papers are processed in the Guidance Office during regular school hours and during summer recess. Working papers will be processed as quickly as possible. The information submitted is sent to the Department of Labor in Trenton where the decision to approve or not approve is made. The school does not make any decision regarding employment; the school only processes the paperwork.

STUDENT ASSISTANCE PROGRAM

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

Education

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

Prevention and Treatment

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

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

Student Assistance Intervention Program

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

SCHOOL HEALTH SERVICES

Dr. Joel Jannone, School Physician
Shannon Morganti, School Nurse
(609) 971-2020 x2008

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

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

I. Health Services Provided By The School

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

II. Physical Format

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

III. Parent Cooperation

Parents/Guardians may cooperate with the Health Office by:

1. Keeping the students home and consulting a doctor if the student has any of the following:
 - A. Open or wet sores
 - B. Stomach pains
 - C. Bare spots on scalp
 - D. Sore throat
 - E. Running nose or eyes
 - F. Fever
 - G. Suspicious rash
 - H. Diarrhea
 - I. Earache
 - J. Persistent cough
2. Having emergency cards (which are distributed in homeroom on the first day of school) filled out completely with special attention to emergency telephone numbers other than parents.
3. Carefully reading notices sent home.
4. Carefully observing their children's condition.
5. Having regular check-ups by a family doctor.
6. Obtaining written excuse from doctor if a student is not to take gym.
7. Making certain that your child has had an adequate breakfast.
8. Notifying the school nurse of any existing medical conditions.
9. Notifying the school nurse if your child is subject to seizures or fainting.
10. Notifying the Health Office when a student is on medication during school hours. All medication during school hours is to be administered by the school nurse upon written instructions of the parent/guardian and private physician.

IF IT IS NECESSARY FOR A CHILD TO TAKE ANY MEDICATION IN SCHOOL, THE FOLLOWING PROCEDURES MUST BE OBSERVED:

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

IV. Immunization

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

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

V. Excuses from Physical Education

1 or 2 Days - Students may be excused by the nurse. A note from the parent/guardian must be submitted to the Health Office.

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

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

Out of Order Elevators

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

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

VI. Injury/Accident Report Forms

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

VII. Insurance

The Lacey Township Board of Education has purchased, through AXIS Insurance Company, full-excess compulsory student accident insurance for the school year. This plan includes catastrophic insurance, which provides a maximum of \$250,000.00 in medical expenses. This means that all students, athletes, band members, and cheerleaders are automatically covered on full-excess basis under this year's program while in school or participating in school-sponsored activities. There is no cost to parents/guardians for this coverage. Although this coverage is very broad, there are restrictions, limitations, and exclusions to this policy.

In the event that medical expenses are incurred as a result of accident injuries, the new student accident policy provides excess coverage. In other words, the policy is excess over any other collectible insurance that may be in effect. The primary purpose is to pay only the portion of medical expenses not covered by personal or group insurance in force, or if other insurance does not offer coverage for a particular accident, then the new policy will pay primary benefits.

Insurance materials will be distributed to students by their homeroom teachers at the opening of school. Students may also voluntarily take out additional insurance available through the insurance company. Information regarding this coverage is available with the insurance packet.

Filing a Claim

1. Claim forms are available in the Health Office.
2. Immediately submit a claim for all medical expenses to the company that administers your group health insurance (including Major Medical coverage).
3. After your insurance has paid the medical expenses up to policy limits, attach copies of unpaid bills and copies of payments made by your insurance company to Bollinger Insurance Company's Claim Form and mail it to the address shown below. The bills must be itemized to identify the specific services rendered.

Claims Administrator
P.O. Box 1346
Morristown, NJ 07962

4. Please check and make sure that:
 - A. Both the school official and doctor have completed their sections of the claim form
 - B. You have completed and signed the Parent's Statement and Authorization;
 - C. You have attached all unpaid itemized bills to the form
 - D. You have completed the reverse side of the form
 - E. You keep a copy of all paperwork
5. Call AXIS Insurance Company at (800) 222-2085 option 1 status 2 benefits. Medical bills should not be submitted to the school.

MEDIA CENTER

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

Circulation Rules - Print Materials

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

Use of the Media Center During the School Day

1. Students may use available computers in the LMC computer lab for curricular purposes only. LOLA/Study Hall teachers need to monitor students using the computer lab and stay with their students during the entire period. LOLA students will have reserved computers. If LOLA/Study Hall students are not using the computers for curricular purposes, they are to sit by the Study Hall/LOLA teacher.
2. Students are welcomed to use the LMC during class time: the need for a quiet study environment, help with research from the LMS, make-up testing, project-based group assignments, printing documents, and borrowing books and other library materials. A regular hall pass should be issued to these students for passage through the halls. Students must sign an attendance list when admitted with a pass from class.
3. Substitutes may not issue passes to students without calling the LMC first.
4. Food may be eaten in the school cafeterias, not the LMC. From time to time there will be programs and

- events when food will be allowed. 5. Students who cause disciplinary problems will have their Media Center privilege revoked. If the use of the Media Center is necessary during the period of the student's suspension, the teacher should issue a detailed note to the media specialist explaining the need.
6. Briefcases and handbags are subject to examination at the time the student leaves the Media Center.
 7. Materials will not be circulated to any student with overdue materials.
 8. Periodically it will be necessary to close the Media Center. Students should listen carefully to the morning announcements for such closings.

Equipment and Services

A. Equipment

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

B. Chromebooks & Staff Laptops

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

Media Center Afternoon and Evening Hours

The media center will be open after normal school hours, for student convenience, Monday - Thursday from 1:35 p.m. to 2:45 p.m. Students must sign into the media center on the after-school sign in sheet.

SCHOOL BUS SAFETY

Ed Hannan, Transportation Coordinator
Lacey Township School District
(609) 971-2000 x 1043

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

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

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

**PUPIL RESPONSIBILITY
DO NOT LOSE YOUR BUS PRIVILEGE
FOLLOW THE RULES**

1. Any damage to a bus should be reported immediately to the driver.
2. In case of a road emergency, remain in your seat until instructions are given by your driver.
3. Keep your books, packages, coats, and all other objects out of the aisles. Your life may depend on a clear passage to the emergency door.
4. Do not open or close windows without permission of the driver.
5. Never throw articles from the bus window.
6. Be absolutely quiet when approaching a railroad crossing.
7. Smoking and vaping are not permitted on the school bus.
8. Learn how to get off the bus quickly in case of an emergency.
9. Remain on the bus until 6:55 a.m. upon arrival at school.
10. Do not switch buses for any reason.
11. Observe classroom conduct.
12. Be courteous. Do not use profane language.
13. Do not eat or drink on the bus, unless you are a vocational student and cannot eat in school.
14. Keep the bus clean.
15. Cooperate with the driver.
16. Do not damage bus or equipment.
17. Stay in your seat.
18. Keep head, hands, and feet inside the bus.
19. Do not fight, push, or shove.
20. Do not tamper with bus equipment.
21. Do not bring items prohibited by the school on the school bus. Consult the assistant principal's office the day prior if you wish to carry something in question on the bus.
22. Do not bring flammable material on the bus.
23. The bus driver is authorized to assign seats.
24. Students shall wait in a quiet, courteous manner at their authorized stop and will not disturb private property.

I. Late/Activity Buses

Late buses are provided at 2:45 p.m. each day. The bus will stop at centralized district bus stops. Bus routes are posted in all homerooms. Students may use the late bus only if they have been staying after school under the supervision of a teacher (sports, extra help, clubs, consequence). All other students must use the 1:35 p.m. bus.

II. Parent Transportation of Students

Parents or others who transport students to or from school by car must use the east driveway (adjacent to the football field). Students may be dropped off in front of the building and enter the school through the main entrance (Entrance 1). Parents are not to drop students off in the rear of the building to avoid traffic congestion in the faculty parking lot.

STUDENT DRIVING

Driving to school is a senior privilege. Juniors will be issued parking permits on a first-come, first-served basis. No sophomores will be permitted to park in the student lots.

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

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

Application

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

Parking Space Registration

1. If approved, a parking decal will be issued and must be properly displayed. A \$10 fee is charged for the decal. Students who received free lunch will be required to pay \$0; students who receive reduced lunch will be required to pay \$5.
2. If a student operates two or more cars alternately, all cars must be registered with a properly displayed, valid parking decal. A parking decal for alternate car may be purchased for \$5.
 - a. Whenever a change in license plate occurs, the student is to immediately notify the Attendance Office so that the records may be changed.
3. Lost, damaged, or defaced decals will not be replaced; a new decal must be purchased for \$5.
4. If a student chooses to buy a parking spot anytime after February 1, 2020, then he or she will be charged \$5 for the remainder of the current school year.
5. Students may elect to paint their parking spots; however, these spots will only be painted in the middle rows during the summer months. If a student paints her or his spot, the \$25 fee will contribute to the Senior Class SGA.
6. Spots will be numbered and assigned.

*Fees

\$25* for Senior Painted Spots

\$10**for regular parking pass

\$5** for students with reduced lunch

\$0** for students with free lunch

\$5** for students who purchase their passes after 2/1/2020

*Fee will benefit the Senior Class SGA and Senior Scholarships

** Fee will benefit the LTHS SGA

Parking

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

Responsibilities and Regulations

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

Violations

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

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

DRESS CODE

Policy 5511 - Dress and Grooming

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 is 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.

With changes in fashion and style, the administration reserves the right to determine if a violation of the dress code has occurred. See the [LTBOE Policy Search](#) on the District Website for the full policy.

Shorts, Skirts, and Dresses

1. Dresses, skirts and shorts must be at least mid-thigh or longer in length.
2. Strapless, backless, spaghetti strap or one-shoulder dresses are not permitted.
3. Dresses that expose cleavage are not permitted. Necklines should be modest. Necklines should be measured by placing student's hand on collarbone. With palm placed on the collarbone, necklines that reach below the base of the student's palm will be considered too low.

Tops

1. Shirts should be free of graphics or wording describing or suggesting any of the following:
 - a. Drugs, alcohol, and tobacco products, violence, racial or ethnic slurs, sexual language, profanity or symbols, or anything deemed inappropriate by the school administration
2. Shirts must cover undergarments at all times.
3. See-through tops must be worn with solid shirts underneath. Tops must be long enough to clearly overlap the belt line or stay tucked in during the course of normal movement.
4. Blouses and/or shirts that expose any part of the waist, cleavage, hips, or midriff are not allowed. As a general rule of thumb, if you raise your arms to shoulder level and your stomach shows, the top is not acceptable.
5. Blouses and/or shirts should be constructed so that the tops of the shoulders are covered. No halter tops, strapless tops, spaghetti straps, tank tops, sleeveless tops, or bare shoulder tops of any type will be allowed. Low cut, backless or tube tops are also not permitted. Rips or holes are not allowed in shirts or tops.

Footwear

Health regulations and safety factors require that shoes be worn at all times (slippers and cleats are not allowed to be worn in the school building at any time.) Due to high traffic in the hallways, wearing flip-flops and/or slides is not recommended. Students who choose to wear flip-flops and/or slides may create an unreasonable safety risk and do so at their own discretion.

Heels should be no more than 3 inches.

Open-toed or backless shoes are not permitted to be worn in the following areas for safety reasons:

1. Industrial technology (shop) classrooms
2. Science labs and other practical arts classes where chemicals are used.
3. Culinary arts classes.

Pants

Pants must be worn properly fitted around the waist; undergarments must be covered at all times. Compression pants, tights, or yoga pants alone are not permitted. Leggings may only be worn underneath skirts, long shirts, or pants of the appropriate length. Compression pants, tights, yoga pants, and/or leggings cannot be worn in place of pants; this includes leggings with pockets. Rips or tears above the mid-thigh that expose skin or undergarments are not permitted.

Miscellaneous Items

1. Coats are not to be worn during the school day.
2. Hats may only be worn if permission is given by administration.
3. No visors, hoods, bandanas, kerchiefs, sweatbands, sunglasses or other headgear may be worn on campus without administrative permission (i.e.- medical necessity, religious, school related events).
4. Pajamas and slippers are not permitted.
5. Undergarments must be covered at all times.
6. Clothing with pictures, logos, phrases, decals, patches, emblems or words printed on them that are obscene or disruptive in the judgment of school administration will not be permitted. This also includes any item considered to be gang-affiliated.
7. With changes in fashion and style, the administration reserves the right to determine if a violation of the dress code has occurred.

ATTENDANCE POLICY

Mr. Michael J. Kilmurray, Attendance Officer
(609) 971-2020 x 2025

I. Absences

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

1. Call the Attendance Office on the day of an absence.
2. If a parent/guardian is unable to call, the student must bring a written excuse on the day he/she returns to school. These notes may be submitted to the homeroom teacher or brought directly to the Attendance Office prior to homeroom. **STUDENTS WILL NOT BE REMINDED TO BRING NOTES TO THE ATTENDANCE OFFICE.**
3. If a student is absent, he/she is not permitted to attend or participate in co-curricular activities or events (home or away) without administrative approval.
4. If the Attendance Officer visits the home of an absent student, the student must be present in the home at the time of the visit. If the student is not home and an acceptable explanation cannot be given, the student will be charged with an invalid absence.
5. If a student who is absent from school is seen outside his/her home, he/she will be charged with an invalid absence.
6. Students who fail to explain their absence will be subject to disciplinary consequences for failure to follow procedure or, if so determined, an invalid absence.
7. Students absent from school or classes for any reason are responsible, within a reasonable period of time as determined by the teacher, for the completion of missed work.
8. The administration will file a truancy complaint with the local municipal court against parents/guardians whose child under sixteen years of age is not attending school regularly.
9. Students who contract a driver's school for driving lessons must arrange their appointments for driving lessons or for obtaining their driver's permit before or after regular school hours or on weekends to avoid the loss of school time.
10. If a student goes to work on a day he/she is absent from school, he/she will be charged with an invalid absence.

II. Classification of Absences

1. **EXCUSED:** Personal illness with a doctor's note, death in the family, religious holiday, driver's road test, medical appointments, full day court appearance

*Doctor's notes should include: the nature of the illness, the number of days required to be out of school, and the original signature of the attending doctor.

** A list of religious holidays for the 2019-2020 school year is posted in the Attendance Office.

2. **UNEXCUSED:** Cutting, truancy, shopping, hunting, vacations, working, oversleeping, faulty private transportation, hairdresser appointments, personal preparation for any school dance, or obtaining a driver's permit.

III. Tardies to School

1. Students who arrive late to school (after 7:05 a.m.) must sign in late at the Attendance Office. A student who is tardy to school must have a valid and verifiable reason in order to be excused.
 - a. **EXCUSED TARDIES:** include doctor or dental appointments court appearances, driver's license road test, or family emergencies
 - b. **UNEXCUSED TARDIES:** include oversleeping, faulty private transportation, missing the school bus, obtaining a driver's permit, etc.
2. Students arriving after 8:15 a.m. cannot attend or participate in after-school or evening activities, events, practices, etc. without written permission from the principal or assistant principal.
3. If a vocational school student misses the vocational school bus, he/she must report to the Attendance Office (AM/PM students will be charged with insubordination).
 - a. Students with transportation will be allowed to drive to vocational school on the first occasion with parental permission and permission from the vocational school.
 - b. On the second and subsequent tardies, students must be transported to the vocational school by a parent/guardian.
 - c. If it is impossible for parents/guardians to transport students to vocational school, study hall assignments will be arranged.

IV. Discipline for Tardiness to School

1st & 2nd Tardy	Warning
3rd Tardy	1 Lunch consequence
5th Tardy	2 Lunch consequences
7th Tardy	1 Central consequence
10th Tardy	2 Central consequences
13th Tardy	1 Half Day In-School consequence

15th Tardy and all subsequent Invalid Absences, a referral to an assistant principal will be made for further consequences, which may include Out-of-School Suspension.

V. Tardies to Class or Assigned Location

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

VI. Requested Absence From Class

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

VII. Field Trips

A student who participates on a field trip is marked present for school. A student who requests not to go on a field trip must present a note explaining a valid reason as determined by the principal for approval. Copies of this note will be forwarded to the Attendance Office and teacher(s) in charge of the trip. It is a teacher's prerogative to prohibit students from participating in a specific field trip. These decisions are usually made because of work owed by the student or because of poor attendance. The teacher will inform the student of this situation and the condition which caused the action.

VIII. Credit Withdrawal

1. Absences:

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

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

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

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

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

2. Invalid Absences :

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

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

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

CREDIT WITHDRAWAL NOTIFICATION

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

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

APPEAL OF CREDIT WITHDRAWAL

1. Upon notification of credit withdrawal, a student's first avenue of appeal is to the Attendance Review Board. It is within the prerogative of the Board to determine what educational requirements and/or conditions, if any, the student may fulfill in order to reinstate credit. Applications for appeal are available in the Attendance Office.
2. If the result of the appeal is unacceptable to the student, the student may appeal the withdrawal of credit to the principal. A parent must contact the principal's secretary to schedule an appointment.
3. If the result of this appeal is unacceptable, appeals may be sequentially filed as follows:
 - a. Superintendent
 - b. Lacey Township Schools Board of Education

STUDENT BEHAVIOR

POLICY 5600- STUDENT DISCIPLINE/CODE OF CONDUCT

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

Students must always exercise self-discipline to the extent that they do not interfere with the rights of others. It is obvious that any form of behavior or conduct which is disruptive not only prevents individual learning, but also interferes with the learning opportunities of others, and therefore, cannot be tolerated. See the [LTBOE Policy Search](#) on the District Website for the full policy.

ALL STUDENTS ARE EXPECTED TO FOLLOW ANY REASONABLE REQUEST OR DIRECTIVE OF ANY STAFF MEMBER.

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

I. Academic/Teacher consequence

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

II. Central consequence

Central consequence may only be assigned by the principal, an assistant principal, or a coordinator of climate and culture. The following rules for central consequence will be enforced:

1. Central Consequence is held **Monday through Friday in A202 (from 6:25 AM-6:55 AM) or C100 (from 1:50 PM- 2:30 PM).**
2. Students will not be allowed to leave the consequence 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 consequence. All non-academic items are prohibited.
5. Students who do not report to consequence due to school absence or early dismissal are automatically assigned to their next available consequence date. It is the student's responsibility to keep a record of

his/ her consequence dates. If a student is not certain about his/her consequence status, he/she should report to the main office for the correct information.

6. Students who wish to reschedule central consequence for a valid reason must get approval from the administration at least 24 hours in advance.
7. Central consequence takes precedence over other commitments: working or participation in any other co-curricular activity, etc.
8. After consequence, students must leave the building immediately. Coats and other belongings should be brought to the consequence room. Students will not be permitted to return to their lockers after consequence. Students are allowed to use the late bus, which departs at 2:35 p.m. from the main entrance of the school.

III. Lunch Consequence

Lunch Consequence may be assigned for certain offenses as outlined in the handbook. Students will be allowed to get lunch during Lunch Consequence. Lunch Consequence does not take the place of central consequence. Students who are assigned Lunch Consequence should follow the same protocol and set of rules as central consequence.

IV. In-School Consequence

At the discretion of the principal, assistant principal, or dean, students guilty of violations of school rules may be assigned in-school consequence. Students who are assigned in-school consequence (ISD) must follow all school rules without exception. Any violation of school rules while serving in-school consequence will result in an Out-of-School Suspension. Any student that leaves ISD early will be re-assigned an ISD.

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

V. Saturday Consequence

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

VI. Out-of-School Suspension

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

VII. Student In Good Standing

Regarding out-of-school suspension:

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

Regarding in-school consequence:

A student who has served any part of the school day in in-school consequence will not be in good standing for any activities after school on that date.

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. Dance Team Show, Mr. Lacey Contest, Senior Prom, 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 Lacey Township Schools Board of Education, which may impose a more severe penalty.

VIII. Discipline Categories & Consequences

Procedural Offense

Discipline for Tardiness to School

1st & 2nd Tardy	Warning
3rd Tardy	1 Lunch consequence
5th Tardy	2 Lunch consequences
7th Tardy	1 Central Consequence
10th Tardy	2 Central Consequences
13th Tardy	1 Half Day In-School consequence

15th Tardy and all subsequent Invalid Absences, a referral to an assistant principal will be made for further consequences, which may include Out-of-School Suspension.

Failure to Serve Teacher Consequence

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

- 1 Central Consequence

Failure to Serve Lunch Consequence

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

- 1 Central Consequence

Failure to Serve Central Consequence

If a student is assigned a central consequence and does not attend a referral will be generated and the student may receive:

1 Half Day In-School Consequence

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

Failure to Serve Saturday Consequence

By failing to report to a scheduled Saturday consequence, a student may receive an Out-of-School Suspension and will be considered Not In Good Standing.

Cutting Class

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

1st Invalid Absence	1 Half Day In-School consequence
2nd Invalid Absence	1 Half Day In-School consequence
3rd Invalid Absence	1 Saturday Consequence

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

ACCEPTABLE USE OF COMPUTER NETWORK/RESOURCES Policy #2361

See the [LTBOE Policy Search](#) on the District Website for the full policy.

Any individual engaging in the following actions when using computer networks/computers shall be subject to discipline or legal action:

- A. Using the computer network(s)/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities that violate federal, state and local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the network. Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communication vehicles.
- B. Using the computer network(s)/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.

- C. Using the computer network(s) in a manner that:
 - a. Intentionally disrupts network traffic or crashes the network;
 - b. Degrades or disrupts equipment or system performance;
 - c. Uses the computing resources of the school district for commercial purposes, financial gain or fraud;
 - d. Steals data or other intellectual property;
 - e. Gains or seeks unauthorized access to the files of others or vandalizes the data of another user;
 - f. Gains or seeks unauthorized access to resources or entities;
 - g. Forges electronic mail messages or uses an account owned by others;
 - h. Invades privacy of others;
 - i. Posts anonymous messages;
 - j. Possesses any data which is a violation of this policy; and/or
 - k. Engages in other activities that do not advance the educational purposes for which computer networks/computers are provided.

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

Leaving School Building and/or Campus Without Permission

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

1st Offense	2 Half Days In-School Consequence
2nd Offense	2 Half Days In-School Consequence
3rd Offense	1 Saturday Consequence

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

Cell Phones

Cafeteria: On a provisional basis* students will be able to use electronic devices in an appropriate manner in the cafeteria. Students should not use their 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.

Classroom: Use of cell phones within the classroom are at the discretion of the instructor for educational purposes only. Inappropriate usage of electronic devices, as deemed by the instructor, 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.

Hallways: Under no circumstance are students permitted to use electronic devices in the hallways. Use of electronic devices in the hallways can cause a dangerous situation or disruption to the school climate. To that end, students may not use headphones while in the hallway, which can cause a dangerous situation. Use of electronic device(s) in the hallway 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.

* If the use of electronic devices in the hallway becomes a safety concern, provisional cafeteria usage will also be taken away to ensure the least disruptive learning environment for our students and staff.

Falsifying an Alarm

Students who are found to falsify an alarm of any sort shall be disciplined as follows:

1. Long Term Suspension.
2. Evaluation by Child Study Team.
3. Referral to Police.

Key Policies

Below are summaries of key policies that must be read and understood by parents and students. All district policies are available on the Lacey Township Schools District website.

Policy 2361 - Acceptable Use of Computers Policy

An Acceptable Use Policy Parent/Guardian Permission Slip is given to parents at the beginning of the school year. See the [LTBOE Policy Search](#) on the District Website for the full policy.

Policy 3283 – Electronic Communications Between Teaching Staff Members and Students

The Lacey Township Schools Board of Education recognizes electronic communications and the use of social media outlets create new options for extending and enhancing the educational program of the school district. Electronic communications and the use of social media can help students and teaching staff members communicate regarding: questions during non-school hours regarding homework or other assignments; scheduling issues for school-related co-curricular and interscholastic athletic activities; school work to be completed during a student’s extended absence; distance learning opportunities; and other professional communications that can enhance teaching and learning opportunities between teaching staff members and students. However, the Lacey Township Schools Board of Education recognizes teaching staff members can be vulnerable in electronic communications with students.

In accordance with the provisions of N.J.S.A. 18A:36-40, the Lacey Township Schools Board of Education adopts this Policy to provide guidance and direction to teaching staff members to prevent improper electronic communications between teaching staff members and students. See the [LTBOE Policy Search](#) on the District Website for the full policy.

Policy 5350 - Student Suicide Prevention

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 anyone else. Student confidentiality will be guarded to the greatest degree possible. Further intervention may be necessary. See the [LTBOE Policy Search](#) on the District Website for the full policy.

Policy 5511 - Dress and Grooming - See the [LTBOE Policy Search](#) on the District Website for the full policy.

Policy 5512 - District Policy Against Sexual Harassment, Harassment, Intimidation, and Bullying

The Lacey Township Schools Board of Education prohibits acts of harassment, intimidation or bullying. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment; and since pupils 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.

It is important to note that this policy applies to all acts of harassment, intimidation and bullying that occur on school property, at school-sponsored functions, on a school bus and, as appropriate, acts that occur off school grounds pursuant to N.J.S.A. 18A:37-14. See the [LTBOE Policy Search](#) on the District Website for the full policy.

Policy 5516 - Use of Electronic Communication and Recording Devices

A pupil is not permitted to have turned on or use an Electronic Communication or Recording Device on school grounds during the school day or when the pupil is participating in a curricular or school-sponsored co-curricular activity. cameras, cellular and wireless telephones, pagers/beepers, laptop computers, electronic readers, personal digital assistants (PDAs), two-way radios, portable fax machines, video broadcasting devices, and any other device that allows a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information. See the [LTBOE Policy Search](#) on the District Website for the full policy.

Policy 5530 – Substance Abuse

The Board prohibits the use, possession, and/or distribution of alcohol or other drugs on school grounds according to N.J.S.A. 18A:40A-9, 10, and 11. A student who uses, possesses, or distributes alcohol or other drugs will be subject to discipline in accordance with the district's Code of Student Conduct. School authorities also have the authority to impose a consequence on a student for conduct away from school grounds in accordance with the provisions of N.J.A.C. 6A:16-7.5. Discipline may include suspension or expulsion. The Board will establish consequences for a student not following through on the recommendations of an evaluation for alcohol or other drug abuse and related behaviors. See the [LTBOE Policy Search](#) on the District Website for the full policy.

Policy 5533- Pupil Smoking

The Board prohibits smoking or vaping electronic devices by pupils at any time in school buildings and on any school grounds, at events sponsored by the Board away from school, and on any transportation vehicle supplied by the Board.

See the [LTBOE Policy Search](#) on the District Website for the full policy.

Further, the school retains the right to file a complaint with the police in regard to students or others smoking on school grounds in accordance with N.J.A.C. 8:6 and N.J.S.A. 26:3D-58, which prohibits their use, to the same degree as other materials that one can smoke, at indoor public places and workplaces, and in any building, or on the grounds, of an elementary or secondary school. Fines for these complaints amount to \$250 for the first offense and a court appearance.

Policy 5600 – Pupil Discipline/Code of Conduct

See the [LTBOE Policy Search](#) on the District Website for the full policy.

Policy 5610 – Suspensions

Extreme misconduct of multiple violations of basic school rules and regulations may result in the student being suspended from school. In this case the student may not enter the school, and parents or guardians will be notified when a student is being suspended from school, and parents or guardians must meet with the principal before the student may return to school. He/she is also forbidden to attend any school function held during the time he/she is under suspension. See the [LTBOE Policy Search](#) on the District Website for the full policy.

The State of New Jersey, under Title 18A, Chapter 37, identified student behavior which constitutes good cause for suspension or expulsion. A student guilty of such conduct, but is not limited to any of the following:

1. Continued and willful disobedience
2. Open defiance of the authority of any teacher or person, having authority over him
3. Conduct of such character as to constitute danger to the physical well-being of other people
4. Physical assault upon another pupil or upon an employee of the district
5. Taking or attempting to take, personal property or money from another pupil, or from his presence, by means of force or fear
6. Willfully causing, or attempting to cause, substantial damage to school property
7. Participation in an unauthorized occupancy by any group of pupils or others of any part of any school or other building owned by the school district, and failure to leave such school or other facility promptly after having been directed to do so by the principal or other person then in charge of such building or facility
8. Incitement which is intended to and does result in unauthorized occupation by any group of pupils or others of any part of a school or other facility owned by any school district
9. Incitement which is intended to and does result in truancy by other pupils
10. Knowing possession or knowing consumption without legal authority of alcoholic beverages or controlled dangerous substances on school premises, or being under the influence of intoxicating liquor

or controlled dangerous substances while on school premises

11. Possession of a weapon (gun, knives, etc.) on any school property, on a school bus, or at a school sponsored function

Policy 5611 - 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 guarded 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.

Policy 5612 - Assaults on District Lacey Township Schools Board of Education Members or Employees

Any student who commits an assault, as defined under N.J.S.A.2C:12-1(a)1, not involving the use of a weapon or firearm, upon a teacher, administrator, other school district employee, or Board member acting in the performance of his or her duties and in a situation where his or her authority to act is apparent, or as a result of the victim’s relationship to the school district, shall be immediately removed from school pursuant to N.J.S.A. 18A:37-2.1 and N.J.A.C. 6A:16-5.7. See the [LTBOE Policy Search](#) on the District Website for the full policy.

Policy 5701 – Plagiarism

Pupils are expected to be honest in all of their academic work. The following acts will not be tolerated by any pupil in any subject: Attempting to use or using unauthorized material or information as study aids in any academic exercise. Visually or verbally receiving or giving information during tests, quizzes, or examinations. Turning in work as one’s own that was created, researched, or produced by someone else. Turning in a report of another’s research, or submitting a paper researched or written by someone else. Using words and ideas of another person as if they were one’s own. Communicating all or any part of tests or answer sheets. Turning in the same work to more than one class. Falsifying or altering school documents. See the [LTBOE Policy Search](#) on the District Website for the full policy.

Policy 5751 – Sexual Harassment

The Lacey Township Schools Board of Education will not tolerate sexual harassment of pupils by school employees, other pupils, or third parties. Sexual harassment of pupils is a form of prohibited sex discrimination. School district staff will investigate and resolve allegations of sexual harassment of pupils engaged in by school employees, other pupils (peers), or third parties. The Board shall establish a grievance procedure through which school district staff and/or pupils can report alleged sexual discrimination, including sexual harassment which may include quid pro quo harassment and hostile environment. See the [LTBOE Policy Search](#) on the District Website for the full policy.

Policy 7441 – Electronic Surveillance in School Buildings and on School Grounds

The Lacey Township Schools Board of Education authorizes the use of electronic surveillance systems in school buildings and on school grounds to enhance the safety and security for school district staff, pupils, community members, and other building occupants and to protect the school district's buildings and grounds. See the [LTBOE Policy Search](#) on the District Website for the full policy.

Policy 8431 – Preparedness for a Toxic Hazard

The Lacey Township Schools Board of Education is concerned for the safety of the pupils and staff members assigned to district schools and will take reasonable steps to protect pupils and staff members from hazards that may result from industrial accidents beyond the control of school officials. See the [LTBOE Policy Search](#) on the District Website for the full policy.

Policy 8601 – Supervision After Dismissal

The Lacey Township Schools Board of Education adopts this Pupil Supervision After School Dismissal Policy as a result of the New Jersey Supreme Court's decision. It requires parents to submit a form to the district to designate if they wish their child to be released at dismissal to only certain individuals. This form is distributed at the beginning of the year to all parents and is available under the Annual Notices section of the district website.

Only those parents or legal guardians requesting the school or program not release their child(ren) to walk home after school dismissal unless the child(ren) is released to the parent(s) or legal guardian(s) or designated escort need to complete the Request Form.

Students should never be unsupervised in the building, especially after dismissal.

See the [LTBOE Policy Search](#) on the District Website for the full policy.

Policy 8690 – Monitoring Devices on School Vehicles

To maintain the safe and secure conditions for all pupils transported on school owned or contracted school vehicles, the Board may use devices to monitor and/or observe pupil behavior, teacher and support staff behavior, school bus driver discipline procedures and/or school bus driver driving techniques. The device may be a sound video camera, a voice monitoring device or other appropriate devices. Each school vehicle will have a sign clearly posted in the school vehicle stating that: “Video And/Or Audio Monitoring Devices Are Used On School Owned And Contracted Vehicles And This Vehicle May Be Monitored At Any Time.” See the [LTBOE Policy Search](#) on the District Website for the full policy.

[Please see a list of common consequences for procedural and behavioral offenses at the link provided here.](#)

ATHLETICS/CO-CURRICULAR ACTIVITIES

I. Student School Eligibility For All Co-Curricular Activities

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

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

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

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

Lacey Township High School will be requiring all students in Grades 9 through 12 who wish to participate (includes continued participation) in interscholastic athletics or extracurricular activities or wish to obtain or retain a parking permit to consent to participation in the district's Random Testing for Student Alcohol or Other Drug Use Program ("the Random Testing Program"). Students can obtain consent forms in the Main Office or through their coach/advisor. Consent forms signed by the student and parent **must** be returned prior to participating in the school district's interscholastic athletic program, participating in the extracurricular program, or receiving/retaining a parking permit.

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

All students consenting to be in this program will be eligible to be randomly tested for a twelve-month period beginning on the day signed consent was submitted.

Students will not be academically penalized for testing positive for alcohol or other drugs under the school district's random testing program, nor will any record of a positive test appear in a student's academic records.

[Random Testing for Student Alcohol or Other Drug Use Letter can be found at this link.](#)

[Random Testing for Student Alcohol or Other Drug Use form can be found at this link.](#)

Consequences for a Confirmed Positive Alcohol or Drug Test

A. 1st Offense

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

B. 2nd Offense

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

A. 3rd Offense

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

III. Co-Curricular Information

There are a number of co-curricular activities available at Lacey Township High School. These activities include, among others, graduation, plays, sports banquets, dances, and the prom. LTHS encourages students to stay involved in school/community activities. Starting with the Class of 2016, students are recommended to record their participation in activities/sports as part of the “4 for Four” Initiative (students involved in 4 activities/sports for four years). The following list includes the clubs/organizations currently functioning at LTHS:

CLUBS/ORGANIZATIONS		
Student Government Association	Band	Drama Club
Senior Class	Jazz Band	FBLA
Junior Class	WLTS TV Station	DECA
Sophomore Class	Fishing Club	Yearbook
Freshmen Class	Art Club	Newspaper
Future Teachers of America	Biology Club	Physics Club
Peer Mediation	EMS Club	Interact Club
AADA	International Club	Choir
Weight Club	National Honor Society	Color Guard
Literary Magazine	Math Team	Dance Team
Intergenerational Club	Close-Up Club	Computer Club
Language Club	Chemistry Club	Ski Club
Environmental Science Club	Challenger League	Anime Club
Sci-Fi/Fantasy Club	Hospitality and Tourism Club	Navy Nation
Fashion Design Club	Consumer Bowl	

FALL SPORTS	WINTER SPORTS	SPRING SPORTS
Football	Basketball - Men’s	Baseball
Soccer - Men’s	Basketball - Women’s	Softball
Soccer - Women’s	Wrestling	Track - Men’s

Field Hockey	Basketball Cheer	Track - Women's
Cross Country - Men	Winter Track - Men's	Tennis - Men's
Cross Country - Women	Winter Track - Women's	Golf - Men's
Tennis - Girls	Bowling - Men's	Golf - Women's
Football Cheer	Bowling - Women's	Lacrosse - Men's
Gymnastics	Swimming - Men's	Lacrosse - Women's
Volleyball - Women	Swimming - Women's	Volleyball - Men's
	Competition Cheer	
	Ice Hockey	

Lacey Township High School Student Government Constitution

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

National Honor Society Selection Procedures

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

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

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

NEW JERSEY STATE INTERSCHOLASTIC ATHLETIC ASSOCIATION ELIGIBILITY RULES

(These rules apply to all freshman, junior varsity, and varsity teams.)

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

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

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

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

Procedures for Participating on a Team

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

Athletic Department Regulations

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

ATTENTION SPORTS FANS

In the interest of promoting a positive influence that is representative of the Lacey Township School District Community's values of fair play and sportsmanship, please bear in mind that the following rules and guidelines must be observed at athletic competitions.

According to the Shore Conference of High Schools' rules: **Posters, signs, and artificial noisemakers and other devices shall be barred from all Shore Conference events.**

The published NJSIAA responsibilities of sportsmanship states:

The Spectator . . .

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

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

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

NJSIAA Rules state that . . .

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

Issuance of Awards

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

Individual Responsibility for Equipment

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

Spectator Behavior at Home and Away Athletic Events

Good sportsmanship-like conduct is expected at all times at home and away athletic events. Failure to comply may result in removal from the premises, restriction from future athletic events, and/or disciplinary action. No noisemakers, signs, or banners are allowed at athletic events pursuant to Shore Conference regulations.

Lacey Township High School Alma Mater

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

School Mascot: Lion

School Colors: Navy, Silver, and Cardinal

