

Livingston Public Schools
Empowering All to Learn, Create, Contribute, and Grow



CODE OF CONDUCT

2007 - 2008

TABLE OF CONTENTS

I. Superintendent's Message	3
Philosophy	4
II. Expectations	5
Rules and Responsibilities	7
Other Learning Environments	14
Bullying	16
Sex Discrimination & Sexual Harassment of Students	18
Student Dress Code	19
School Bus Rules	20
Prohibited Substances	23
Weapons and Other Prohibited Objects	24
III. Corrective Measures	26
School Conference	29
Suspension Procedures	30
Expulsion Procedures	33
Appeal Procedure	34
Attendance Procedure	34
IV. Discipline Code-Summary	35
Acknowledgement to Sign and Return	37



Livingston Public Schools

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SUPERINTENDENT'S MESSAGE

Dear Parents and Students of the Livingston Public Schools:

The Livingston Board of Education (LBOE) is committed to providing a safe and secure learning environment for students and working environment for staff. We believe that appropriate behaviors and positive character must be modeled and maintained by our staff and students in order to have safe and orderly schools.

To help students, parents, and staff understand expectations for acceptable conduct on school property, the LBOE established a task force to develop a Livingston Code of Conduct. The Livingston Code of Conduct was reviewed by principals, administrators, teachers, parents, students, and community members, and was formally adopted by the LBOE.

Every student and parent will receive a copy of the handbook at the beginning of the school year or at the time a student is enrolled. Principals will be required to review the document with their faculty and students at the beginning of each school year. School personnel will take appropriate disciplinary action for violation of the Livingston Code of Conduct.

It is our collective responsibility to ensure that our staff and students are treated with fairness, respect, and civility. Your support is needed to reinforce the expectations of good behavior as outlined in the Livingston Code of Conduct. Please contact your student's principal if you have any questions regarding this document.

Dr. Brad Draeger
Superintendent of Schools



PHILOSOPHY

It is the philosophy of the Livingston Public Schools that students should commit themselves to learning and to the development of their unique potential. Students should understand that their attitudes and actions affect the learning of both their classmates and themselves.

A critical part of maintaining a positive school community environment is developing our students' understanding of their role in maintaining an atmosphere that supports the health, safety, and welfare of everyone. We expect our students to be respectful, courteous, and responsible, and to take pride in themselves and the school. They should accept responsibility for helping to create and maintain a positive learning environment. With the support and assistance of school staff, parents and legal guardians, all students can contribute to the effectiveness of the schools and the value of their education.

This Code of Conduct extends beyond the classroom into the halls, the cafeteria, at assemblies and school functions, and while traveling by school bus to and from school and school activities. All students, commensurate with their age, are expected to follow the Code of Conduct.

The Code of Conduct will be implemented in all schools and related events and it should be understood that the spirit of the document will be maintained and enforced.



EXPECTATIONS

Students are expected to:

- Be on time for school and classes.
- Be prepared for classes; e.g. books on hand, homework in on time, studying, completing assignments, active participation.
- Take responsibility for their own behavior, realizing there are always options and consequences for their choices.
- Respect themselves, teachers, staff, school property and the personal property of their classmates.
- Respect one another's differences and resolve interpersonal conflicts using discussion, peer mediation, or assistance from school personnel.
- Demonstrate personal academic and social responsibility in their interaction with everyone.
- Contribute to the creation and maintenance of an environment in their interaction with everyone.
- Commit themselves to constant personal growth and improvement.
- Contribute to the life of the school through active participation.
- Promote the health, safety and welfare of the entire Livingston community by demonstrating positive behavior patterns in accord with the Code of Conduct.
- Use appropriate language and show common courtesy in school, on the way to and from school, and at school functions.
- Follow all directions the first time they are given.
- Dress in an appropriate and safe fashion.

The faculty and staff are expected to:

- Establish and maintain a positive, safe, orderly and non-threatening learning environment.
- Be good role models by: dressing in a professional manner, being courteous and respectful to all, using appropriate language, and being sensitive to individual needs.
- Follow and support school rules.
- Treat individual students fairly and consistently.
- Communicate student progress and behavior to students, parents and staff in a timely, consistent and effective manner.



Parents are expected to:

- Be supportive of the staff's authority and responsibility to maintain a positive, productive, safe, orderly and non-threatening learning environment.
- Be good role models by demonstrating common courtesy, using appropriate language, being sensitive to individual needs and being respectful to all.
- Provide space, time and necessary supervision in which their child can study and complete assignments.
- Be responsible for property lost or damaged by their child.
- Ensure that their child attends school punctually and regularly.
- Respect and follow the traffic, parking and safety rules at all schools.
- Respect and follow the visitor policy at all schools.

Students can expect:

- To be treated with courtesy, respect, honesty and fairness.
- To learn in a safe, orderly, supportive environment.
- That the school faculty and staff will monitor their behavior.
- That there will be consequences for violations of the Code of Conduct.
- That there will be appropriate reinforcement for completing academic and social obligations.

Parents can expect:

- To be treated with courtesy, respect, honesty and fairness.
- A faculty and staff committed to creating a learning environment, which is productive, orderly, supportive and safe.
- Their child will be treated fairly.
- Ongoing communication with the faculty and staff.

Faculty and staff can expect:

- To be treated with courtesy, respect, honesty and fairness.
- To work in a safe, orderly, supportive environment.
- The assistance, cooperation and support of students, parents, administrative staff and the board of education in the performance of their duties.
- To be treated as professionals who possess and use unique and varied teaching styles.



RULES AND RESPONSIBILITIES

Attendance

Leaving school grounds

- No student shall leave school grounds during the academic day without permission from the administrator/designee of the building.

Tardiness and/or truancy

- Students must report to school/class on time.
- Absences, tardies, and/or early dismissals must have documented approval from a parent/guardian and/or school personnel.
- Students who are excessively truant, whether absent, tardy, or dismissed early, are subject to attendance proceedings.

Class Preparation

- All students will come to class prepared to participate in all activities.

Aggression/ Violence/ Safety

Threat to property

- No student shall threaten or attempt to do damage to the school building, staff or student property. A threat will be considered any expression of intent to cause harm, injury or damage to school property or to other persons on school property, at school sponsored activities, or on school buses. This expression includes verbal, written and electronic forms.

Assault and battery

- No student shall threaten or attempt to use force upon another student or staff member.

Bullying

- No student shall take action which causes the physical, verbal, or emotional abuse of another. Bullying may include, but is not limited to, taunts, gestures, threats, insults, gossip, humiliation, teasing, pushing, tripping, and hitting will all be considered forms of bullying.

Conduct dangerous to the physical well-being of others

- No student, through their direct or indirect actions, shall place other students or staff in danger of physical harm.



Cult, occult and ritualistic activities

- Cult, occult, and associated ritualistic activities, including recruitment of members, will not be tolerated.

Fighting

- Fighting is prohibited.

Gang activity

- Gang activity, recruitment and expressions of gang membership will not be tolerated.

Group assault

- All forms of group assault on school grounds, school buses, or during school related activities is strictly prohibited. Group assault shall be considered actions by two or more students with the intent to do harm to persons, property or the school environment.

Hazing

- Students shall not engage in behavior that recklessly or intentionally endangers the health or safety of others or inflicts bodily injury on a student in connection with an initiation, affiliation or admission into athletic team, club, group organization, or student body.

Physical or verbal assault

- The threat of a verbal or physical attack (assault) and the use of force upon a person are prohibited.

- **Possession/control and use of communication devices**

Cellular phones and other wireless communication devices are allowed on school grounds, but these devices may *not* be visible and must be turned off prior to entering the school and remain off during the school day.

- Cellular phones may be used in emergency situations as deemed appropriate by the staff member in charge.
- Camera-equipped cellular phones or similar devices may not be used by students as cameras within the school buildings or on school buses.

Possession of laser pointer/devices

- Students may not have laser pointers or other laser devices at school, on school buses, or at school-related activities without the permission of a school administrator or faculty member.



Possession, distribution, or use of weapons, look-alike weapons, or other harmful objects

- Weapons and other prohibited items shall not be permitted on any school property, going to and from school, or at any school-related activity regardless of where that activity takes place.
- Prohibited items include any weapons, look-alike weapons, or objects used to threaten, intimidate or harm others or to damage school property.
- Examples of weapons and prohibited items include but are not limited to firearms, air rifles, BB guns, tasers, knives, box cutters, razors, mace, tear gas, blackjacks, and fireworks.
- All employees and students are required to notify the principal or other staff member immediately if they have knowledge of a weapon on school grounds or at any school-related activity.

Possession, distribution, use, or being under the influence of drugs and alcohol

- Students may not possess, use or distribute alcohol, drugs, controlled substances, or drug paraphernalia on school grounds, buses, or school-related activities.

Possession of glass/breakable containers

- Students shall not have glass bottles or other such breakable containers on school property or at school-related activities without the express permission of a school staff member.

Profanity, or obscene language or conduct

- No student shall use vulgar, lewd, patently offensive, or indecent language or gestures.

Sexual harassment/ Sexual misconduct

- Sexual harassment is not permitted at school or at school-related activities.
- Words (spoken or written), actions, or bodily contact connected with gender may be considered sexual harassment if they are considered unwanted or harmful by the person.
- All instances of sexual harassment should be reported to a staff member or the principal.

Smoking or possession of tobacco products, lighters or matches

- Students are not permitted to smoke or be in possession of tobacco products, matches or lighters, on school buses, in school buildings, or on school property.



Threatening and/or abusive language

- Any oral, written, or electronic expression of intent to cause harm, injury or damage to school property or to other persons on school property, at a school-sponsored activity, or on school buses, will not be tolerated, including threats made off school grounds.

Unauthorized sales or distributions

- No student, parent, or staff member shall collect money or distribute items for personal or private benefit in school, on school property, or at any school sponsored event.
- Distribution of goods and collection of money must be authorized by the principal or school district administrator.

Vandalism

- No student shall maliciously or willfully damage, deface or destroy school property or personal belongings of others.
- Graffiti is prohibited as well as computer and other electronic vandalism.

Violation of fire regulations

- Student conduct which may put others in danger will not be permitted.
- Examples include but are not limited to violations of fire regulations; making false fire reports; falsely activating a fire alarm, ring lighting matches or any flame not an approved part of classroom instruction; use of incendiary or explosive materials, and threats to bomb, burn, or to destroy school property or the property of school personnel or students.



Integrity

Academic dishonesty

- Cheating, plagiarism, forgery and unauthorized computer use is strictly prohibited.

Dishonesty

- Students shall not make false accusations against staff or other students and shall not give false information about others.
- Students shall not purposely withhold information.

Gambling

- Unauthorized gambling of any kind on school property is prohibited. Students are prohibited from gambling of any type.

Standing by as others violate rules

- Students who have knowledge of drugs, weapons, violence or other behaviors, which may be harmful to others or to the school environment, must report such information to school authorities.
- Students are responsible for reporting serious violations of the discipline code to teachers, administrators, or appropriate staff.

Technology misuse

- Computers, computer networks, and other electronic technology shall be used only for valid educational purposes and only with the approval of a school staff member.
- Unacceptable uses of technology include, but are not limited to violating others' privacy; using, producing, or receiving profanity or obscene material; copying commercial software in violation of copyright law; using technology for financial gain or illegal activity; re-posting personal communication without the author's prior consent.

Theft

- Taking without permission or attempting to take without permission school property or personal property of others is expressly forbidden.
- Violators are subject to corrective action at school and may be referred to appropriate authorities for legal action.

Trespassing

- Students are considered to be trespassing if they are present at a school other than the school in which they are enrolled unless they are attending an approved school activity or have the approval of a staff member.



- Students who are suspended from school are not allowed on any school property.
- Students who trespass on any school property are subject to arrest and corrective action at the school.

Respect for Self and Others

Discrimination

- All students, adults, and groups within the school shall be treated with dignity and respect. Discrimination on any basis will not be tolerated. Actions, gestures, statements (spoken or written), dress or symbols which insult, offend, taunt or demean others because of their individual or group differences will not be tolerated.

Disrespect and disobedience to staff

- No student shall disregard or disobey any reasonable request made by a staff member, nor shall they use profanity, threats, or other forms of verbal abuse towards staff.

Improper use of cars/ vehicles

- Operation of a vehicle by any driver is subject to the laws of the State of New Jersey while on school property and grounds. It is essential that all drivers possess appropriate licenses and operate vehicles in a safe and responsible manner at all times.

Inappropriate public behavior or display

- It is expected that all students behave in a safe and respectful manner at all times while on the school grounds or while at school sponsored activities. Any behavioral disruptions are subject to corrective actions.

Inappropriate student dress

- No student shall wear or display any indecent (vulgar, obscene, profane, offensive) clothing while on school property or at school related functions.
- Indecent exposure of body parts, indecent images, or related materials subjects the offender to disciplinary steps and sanctions in accordance with policy and law.
- No student shall wear or display any article that interferes in any way with a positive and productive learning environment.



Littering

- We all need to maintain a clean and healthy school environment by properly disposing of any and all trash in an effective and efficient manner.

Possession, display, production, of distribution of indecent materials

- No student shall possess, wear/display, produce, or distribute indecent (vulgar, obscene, profane, offensive) materials including clothing, posters, written/printed materials, audio tapes, CDs, video tapes, DVDs, trading cards, and computer-based materials.

Willful disruption of any classroom or school activity

- No student while on school property, at a school-sponsored activity, or on school buses, shall behave in a disorderly manner or in any way interrupt or disturb the orderly operation of the school.



RULES AND RESPONSIBILITIES

OTHER LEARNING ENVIRONMENTS

While in the classroom, students are expected to:

- Be seated when class begins.
- Arrive on time with all necessary materials.
- Leave hats, backpacks and coats/jackets in lockers, or in designated locations.
- Not chew gum or bring food/drinks to class or anywhere outside of the cafeteria.
- Follow classroom rules for good conduct.
- Treat each other with respect and courtesy.

While in the halls, students are expected to:

- Respect the space and property of others.
- Keep to the right and walk.
- Not congregate during passing time.
- Have a signed pass allowing them to go to any location other than where scheduled to be.
- Display courteous, orderly behavior.

While in the lavatories, students are expected to:

- Keep facilities neat and clean and not loiter.
- Sign out of class and have a pass with them.

While at a school assembly, students are expected to:

- Sit in designated or assigned area.
- Remain seated for the entire length of the performance or assembly.
- Demonstrate courteous audience behavior by remaining quiet and by giving attention to and showing respect for the speaker/performer, staff and facilities.

While in the cafeteria, students are expected to:

- Use good table manners.
- Clean their own tables and floor areas.
- Treat peers, teachers and cafeteria staff with respect and courtesy.
- Remain seated except to buy food or throw away garbage.
- Remain in the cafeteria until dismissal by teachers on duty or given a pass to leave.

When there is a fire or emergency drill, students are expected to

- Follow teacher directions for exiting/entering or remaining in the building.



- Exit quietly, quickly and in an orderly manner.
- Remain in line with their class for roll call in their designated area.

When on field trips, students are expected to:

- Follow teacher directions.
- Be respectful of the facility that is being visited.
- Be courteous to the staff of the host facility.
- Stay with the group or buddy that is assigned.
- Stay in the designated area.

When participating in after school activities, students are expected to:

- Have a completed permission slip to participate in the activity.
- Participate as directed by the advisor.
- Show up promptly and stay in the designated area.
- Be prepared with the supplies you need for the activity.
- Have a pre-arranged plan for how you will be getting home.

When participating in interscholastic sports, students are expected to:

- Participate as directed by the coaches.
- Have a completed medical form turned into the nurse before the start of tryouts.
- Follow safety and good sportsmanship guidelines.
- Stay in good academic standing.
- Respect and care for equipment and uniforms that are on loan for the season.
- Ride the bus to and from away games, unless a written request is made prior to the game.
- Follow the rules outlined in the Code of Conduct.



RULES AND RESPONSIBILITIES

BULLYING

BULLYING OF STUDENTS IS NOT PERMITTED

Each school is committed to creating an environment in which students are free from bullying. Students are strongly encouraged to report incidents to the school administration. The school administrator will take appropriate steps to respond quickly and decisively to student reports of bullying. Students may use the Complaint of Bullying Form to report incidents of bullying. Copies of the Bullying Complaint Form are located in the guidance department and main office. All teachers also have copies of this form.

Q: What is bullying?

A: Bullying consists of any words or actions that harm or threaten another person's body, property, self-esteem or group acceptance. Bullying happens when someone says or does something that hurts or threatens another person or makes them feel uncomfortable. This includes all oral, written, electronic, or non-verbal forms of ridicule, harassment, and intimidation. If allowed to continue, bullying can result in serious acts of violence, health problems, declining grades, and loneliness. Bullying can make people hurt themselves or other people, become sick, get bad grades, and feel lonely. In addition, bullies in school are more likely than their peers to commit crimes after they grow up.

Q: What behaviors are considered to be bullying behaviors?

A: Some examples of bullying behaviors include purposely not including people, taunts, threats, gestures, insults, gossip, humiliation, teasing, horseplay, pushing, tripping, hitting, stealing or destroying property, cursing, and laughing at others based on their appearance, academic or athletic ability, or any other reason. There are many different ways that bullying happens. Sometimes it's just people making other people feel left out. Other times it's hitting, teasing, or threatening to hurt someone. Stealing or bothering someone's lunch or books is bullying, too, and so is laughing at someone because they wear glasses or different kinds of clothes, or because they aren't good at sports.



Q: How can I report bullying?

A: Any student can report bullying by talking to an administrator or staff member, or completing the Bullying Complaint Form. Staff members must report your complaint to the school administration. This information should also be shared with your parent(s)/guardian(s).

Q: Are there immediate actions that I can take if I am bullied?

A: Yes. These actions include:

- Tell the bully very firmly to stop.
- Keep written notes of dates, times, places, witness names and other information about any incident of bullying.
- Talk with a staff member, counselor, administrator or parent about the incident immediately.

Q: What should I do if the bullying continues?

A: Immediately report the incident to a school administrator or staff member. It is important to tell your parent(s)/guardian(s) that the bullying is continuing. Administrators will take disciplinary action up to and including expulsion if the student accused of bullying attempts to retaliate against the victim for reporting his/her bullying behavior.



RULES AND RESPONSIBILITIES SEX DISCRIMINATION AND SEXUAL HARASSMENT OF STUDENTS

The Board of Education prohibits acts of sexual harassment and discrimination. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment and discrimination, 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 and discrimination.

All incidents of sexual harassment or discrimination should be reported to the principal.



RULES AND RESPONSIBILITIES

STUDENT DRESS CODE

The Livingston Public Schools recognizes that each student's mode of dress and grooming is a reflection of that student's personal style and individual preferences. The Livingston Public Schools will impose its judgment on students and parent(s) or legal guardian(s) only when a student's dress and grooming are distracting, distasteful or affect the educational program of the school.

Please adhere to the following:

- Proper and safe footwear is required at all times.
- All gang and street-related headgear may not be worn in school buildings.
- Clothing that is distracting or sexually revealing is not to be worn in school.
- Clothing that could cause damage to any student or school property is not to be worn.
- Slogans, patches, and emblems that are obscene, drug/alcohol, gang or violent in nature are not permitted at any school sponsored activity.
- A change of clothing must be worn in gym and/or on the athletic field at the middle and high school levels. Clothing worn while actively participating in physical education class is not to be worn in the classroom in schools where lockers are available.

Should students report to school in clothing which does not conform to the Dress Code, school staff will review the circumstances and determine the measures to be taken to properly address the violation.

These measures may include:

- Parent/ guardian bringing a change of clothes to school
- Parent/ guardian/ student conference
- Detention
- In-school suspension
- Saturday detention/ suspension



RULES AND RESPONSIBILITIES

SCHOOL BUS RULES

The Livingston Public Schools make every effort to operate a safe and dependable system of busing for all students in accordance with State guidelines. In order to meet this expectation the following rules will be enforced. Only approved students may ride the bus.

MEETING THE BUS

Students must:

- Be on time.
- Arrive at their bus stop at least 5-10 minutes before the regular pick-up time.
- Stand away from the road. Do not stand on the traveled portion of the roadway while waiting for a bus.
- Maintain proper conduct.
- Respect the property of others.
- Wait until the bus has stopped, then walk to the front door. Do not run alongside a moving bus.
- Board the bus in an orderly fashion.
- Use only their assigned bus stop and route.

STUDENTS RIDING THE BUS SHOULD:

- Obey instructions of bus driver and/or bus attendant.
- Wear seatbelts at all times.
- Be seated immediately. Remain seated, facing forward.
- Share seats equally.
- Be courteous.
- Respect property.
- Keep all body parts inside bus.
- Keep aisles clear.
- Maintain good conduct.
- Observe the rules regarding cellular phones.



LEAVING THE BUS

Students must:

- Remain seated until bus comes to a full stop.
- Leave the bus in an orderly manner, students in the front seats first.
- Leave the bus stop area when safety permits as soon as discharged from the bus
- Not loiter around the bus.
- If necessary, cross the street. Crossing should be at a point at least ten feet in front of the bus and not be initiated until the driver has signaled that it is safe to do so
- Use their assigned bus stop and route only.

If a disciplinary problem should occur in the afternoon, and the problem is such that, in the judgment of the driver, it is unsafe to proceed, the driver may return to the school to seek immediate disciplinary action and/or assistance. Bus drivers are instructed to report any infractions to the school principal/designee.

TRESPASSING

Only authorized persons are permitted aboard a school bus (school property).

RIDING THE SCHOOL BUS IS A PRIVILEGE

Should a student be reported to the principal for an infraction, the principal will be responsible for disciplinary action, which may include the loss of the privilege of bus transportation until the parent, the bus driver, the principal, (and in some instances, a Transportation Department representative) can arrive at an understanding which will correct the problem. The parent will be responsible for the transportation of their child who has lost school bus transportation privileges.

Oral or written threats to cause harm on school buses shall result in the loss of transportation for the remainder of the school year in addition to other disciplinary action.



THE FOLLOWING ARE CLEAR INFRACTIONS OF THE BUS RULES AND REGULATIONS

- Distracting the driver
- Fire
- Fighting
- Smoking
- Profanity
- Horseplay
- Eating/drinking (unless authorized by teacher)
- Spitting
- Obscene gestures
- Vandalism
- Throwing objects from the buses
- Creating loud noises
- Having glass objects
- Transporting large objects
- Tampering with bus equipment
- Littering
- Threats
- Substance abuse
- Weapons
- Endangering others
- Improper use of wireless communication devices
- Other violations listed in the Code of Conduct



RULES AND RESPONSIBILITIES

PROHIBITED SUBSTANCE

In order to assure the safety and welfare of students, staff, and other persons on school property or at school activities, certain substances are prohibited on any school property, at any school-related activity, or going to or from school or any school-related activity, regardless of where that activity takes place. Students involved in the possession, use or attempted use, receipt or attempted receipt, purchase or attempted purchase, distribution or attempted distribution of drugs, illegal, prescription, and/or over-the-counter, including steroids, alcohol, inhalant intoxicants, look-alikes, placebos, paraphernalia, are subject to disciplinary action.

Students may also be subject to disciplinary action for conduct involving prohibited substances which occurs off school grounds, if the conduct results in a disruption to the operation of the school, if the conduct is planned in school or at school activities, if the conduct occurs when the student is under the school's authority, *in loco parentis* or is otherwise connected to the school.

Students for whom medication is necessary while at school or school-related activities, shall provide both written documentation from the physician and a note in writing from the parent(s)/guardian(s) giving permission to dispense the medication prescribed by the physician. All such medications must be immediately surrendered to the school nurse or appropriate school personnel unless otherwise determined by the school nurse or appropriate school personnel that the student must carry the appropriate medication on his or her body.

Duty to Report Prohibited Substances

All Livingston Public School employees and students are required to notify the principal, assistant principal, school resource officer, security personnel, or any teacher or other school employee immediately if they have reason to suspect that there are, or are likely to be, prohibited substances or related paraphernalia in school, on school grounds, on school buses, at bus stops, or at any school-related activity.



RULES AND RESPONSIBILITIES

WEAPONS AND OTHER PROHIBITED OBJECTS

The Board of Education recognizes the need to provide a safe and secure environment for students and staff. Therefore, the possession and/or use of weapons, or other instruments which can be used as weapons, are prohibited from school property, at any school-related activity under the supervision of professional school staff, or while enroute to or from school or any school function.

For the purposes of this document, weapons or dangerous instruments are broadly defined to include, but not limited to, those defined in **N.J.S.A.2C:39-1f** and **N.J.S.A.2C:39-1r**. The rifles, shotguns, machine guns, automatic or semiautomatic rifles, B.B. guns, dart guns, pellet guns, and other firearms; stilettos, and other knives which could inflict harm; blackjacks, bludgeons, metal knuckles, cesti or similar leather bands studded with metal fillings or razor blades embedded in wood; ice picks, razors, chains, bats, clubs, explosives; any weapon or other device which projects, releases, or emits tear gas or any other substance intended to provide temporary physical discomfort or permanent injury through being vaporized or otherwise dispensed in the air; and any other object that can reasonably be considered a weapon. The principal or designee shall make the final determination that a particular object is a dangerous instrument in any case where there is a question of its possession or use posing a threat to students, staff, or property.

A student found or observed on school property or at a school event to be in possession of a weapon or dangerous instrument, shall be reported to the principal/designee immediately. The principal/designee shall immediately inform law enforcement officials and the superintendent.

Disciplinary action shall be taken against students who possess, handle, transmit, or use weapons or dangerous instruments. As in all disciplinary cases, due process will be provided to the student. Disciplinary action imposed by the school may be in addition to sanctions levied by legal authorities.

Any pupil who is convicted or found to be delinquent for the following offenses shall be immediately removed by the principal from the district's regular education program for a period of not less than one calendar year and placed in an alternative education school or program pending a hearing before the board of education to remove the pupil:

- A. Possessing a firearm on any school property, on a school bus, or at a school-sponsored function; or
- B. Committing a crime while possessing a firearm.



The chief school administrator shall determine at the end of the year whether the pupil is to return to the district's regular education program, in accordance with procedures established by the Commissioner of Education.

Any pupil who assaults a pupil, teacher, administrator, board member, or other district employee with a weapon other than a firearm on school property, on a school bus, or at a school-sponsored function must be immediately removed from the school's regular education program and placed in an alternative school or program, pending a hearing before the board. The chief school administrator shall determine when the child shall return to the regular education program.

Legal References:

N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.S.A. 18A:37-1 et seq. Discipline of pupils

See particularly:
N.J.S.A. 18A:37-2.2
N.J.S.A. 18A:38-1, -25 Attendance at school free of charge...
N.J.S.A. 18A:54-20 Powers of board (county vocational schools)
N.J.A.C. 6:8-3.1 et seq. Pupil Behavior

See particularly:
N.J.A.C. 6:8-3.2
N.J.A.C. 6A:8-5.1 Graduation requirements
N.J.A.C. 6A:8-5.2 High school diplomas
N.J.A.C. 6A:14-1.1 et seq. Special Education
N.J.A.C. 6A:16-5.5 Removal of students from general education for firearms offense.

N.J.A.C. 6A:16-5.6 Removal of students from general education for assaults with weapons
N.J.A.C. 6A:16-8.1 et seq. Alternative Education Programs

See particularly:
N.J.A.C. 6A:16-8.3
N.J.A.C. 6A:16-9.1 et seq. Home or Out-of-School Instruction for General Education Students
N.J.A.C. 6A:24-1.4 Responsibilities of local district
N.J.A.C. 6A:24-6.1 Implementation of required programs in secondary schools
N.J.A.C. 6A:30-1.4 Evaluation process for the annual review

State v. Vaughn, 44 N.J. 142, 1965_



CORRECTIVE MEASURES

In the event that a school staff member refers a student to the principal or assistant principal for disciplinary action, the Discipline Referral Form shall be filled out and signed prior to any action being taken by the principal or assistant principal. The principal or assistant principal is responsible for completing the form and indicating in writing any disciplinary action which has been taken. Situations may also arise of an emergency or immediate nature where a principal or assistant principal will take disciplinary action prior to the completion of the Discipline Referral Form. In these cases, as a matter of record, a Discipline Referral Form shall be completed following the incident. Disciplinary action must be administered within a timely matter after the school staff's discovery of the disciplinary offense.

Weapons are prohibited on school property and at school-sponsored events.

A student's failure to comply with school rules and regulations may result in the school taking one or more of the following actions, in whatever order or manner the school deems appropriate:

Alternative education programs – Students in grades 9-12 may be referred to alternative education programs sponsored by the school system. Students who regularly exhibit behavior problems, and for whom the base school has utilized many interventions with little or no positive results, may be considered for admission. Alternative education programs may be located in separate facilities.

Assigned tasks – Assignment of student to complete special tasks at school may occur.

Bus violations - Students serving detentions for bus violations may not be allowed to ride the activity bus home. Parents are responsible for transportation.

Confiscation of disruptive communication and entertainment devices – Administration may take communication and entertainment devices that are disruptive to the learning environment. Confiscated devices must be picked up by parents unless other arrangements have been established by the administrator and parent.



Counseling – Counseling with a students by an administrator or other school staff member may be useful in bringing about a desired change of behavior.

Detention – Detention is held for a specified amount of time either before a student’s first scheduled class, following the last scheduled class, or during lunch and recess. Parent(s) are responsible for providing transportation for detention. At schools where activity buses are provided, students may be permitted to ride the bus after detention with the principal’s permission.

Expulsion – The Board of Education may deny a student attendance at school and school-related activities.

In-school suspension (ISS) - In-school suspension shall be considered an alternative disciplinary for selected cases. The parent shall be notified of the temporary change in the student’s schedule and a specific reason for the removal will be provided. The school will provide instructional assignments for the student.

Mediation – The procedure is available in many schools to provide intervention and peaceful settlement of problems. Contact your local school for more information.

Non-participation in school-sponsored Activities – Restriction will be set for a fixed period of time or until certain specified requirements have been met. This corrective measure applies to all school-sponsored activities.

Out-of-school suspension (OSS) – A student may be suspended from school up to 365 days for serious disciplinary infractions. A student receiving out-of-school suspension for five days or more shall be placed on disciplinary probation for 90 calendar days. Further disciplinary infractions of any type may receive the maximum punishment for offense.

Parent conference – Parent conferences are held in an effort to clarify student behavior and to seek help and cooperation from the parent.

Police/ court action – A student’s failure to comply with county or school regulations and/or requirements of law may result in legal/ court action. Offenses involving weapons, alcohol/drugs, intentional injury, and other serious violations shall be reported to the police or other appropriate authorities.



Restitution – If a student willfully damages school property, the law allows schools to require parents to pay for damages.

Saturday detention – Saturday detention is held at Livingston High School. The parent shall be notified in advance of the extension of the student’s schedule. Parent(s) are responsible for providing transportation for Saturday detention. The only exemption will be for religious obligations. If an exemption is granted, an alternative punishment will be determined by the administrator.

School-community service projects – Projects in and out of school may be assigned in lieu of other disciplinary action.

Student assistance measures – Various educational measures are available to assist students with substance abuse prevention.

Warnings – Warnings in the form of contracts, verbal or written understandings or agreements, and probation may be appropriate for some students.



SCHOOL CONFERENCE

The Livingston Public Schools recognize the importance of clear channels of communication between the home and school. The primary link and first contact for discussing concerns and questions about a student is the classroom teacher and/or coach or advisor of co-curricular activities.

Whenever a school conference is requested or deemed appropriate, the following protocol will be followed:

- 1) The teacher and parent/guardian will meet for a conference.
- 2) If necessary, a second conference will be held with the assistant principal, supervisor, or principal, as well as the teacher and parent/guardian.
- 3) If the first two conferences do not produce satisfactory results, the parent/guardian can appeal through the appropriate channels of authority in the district.
- 4) When appropriate, the student may be involved in the conference, conferences, or appeal process.



SUSPENSION PROCEDURES

DEFINITION:

For the purposes of this policy, "suspension" means the temporary removal of a student from the regular instructional program. "Short term suspension" means a suspension of not more than ten days, and "long term suspension" means a suspension of more than ten days.

RATIONALE:

No student otherwise eligible for attendance shall be removed from the instructional program to which he/she has been assigned unless that pupil has materially and substantially interfered with the maintenance of good order, or removal is necessary to protect the student's physical safety or emotional well-being.

PROCEDURE:

A school administrator may suspend a student from school for misconduct which includes, but is not limited to, violations herein stated in the Student Code of Conduct. The administrator will give the student notice of the charge(s) against the student, and an account of information known to school personnel about the event(s) in question; the student will be given the opportunity to present his/her version of the events. When a suspension is imposed, the school administrator or appointed designee will make all reasonable efforts to contact the student's parent/guardian to inform them of the reason for the suspension, the length of suspension (as determined by the administrator), and any arrangements for transportation home, if necessary.

Students who are suspended are not allowed on school property (including buses), or at any school-related activities for the duration of the suspension. Suspended students who trespass on school property or school-related activities are subject to further corrective action.

In cases of short-term suspension (ten days or less), the parent/guardian may make arrangements with the school to provide any missed work for the student. In cases of a long-term suspension (more than ten days), the administrator shall provide for home-based instruction after the fifth day of suspension, or be assigned, on the recommendation of the Superintendent, to an alternative educational program (AEP).



APPEALS:

Upon notification of a suspension, a parent/guardian or adult student may provide notice of an appeal of the action. In the case of an appeal request, the student shall be allowed to attend school until the case is heard, and a decision is made, unless the school administrator determines that the continued presence of the student creates a threat, safety, or welfare of the persons/property of the school, or may pose a disruption to the school environment. The appeal will be heard by the principal of the school, who will review the findings regarding the event in question and make a decision to uphold, remove, or modify the suspension. Should a parent/guardian/adult student appeal beyond the building level, the appeal process shall then progress to the Assistant Superintendent, then to the Superintendent. The decision of the Superintendent shall be final.

SPECIALIZED OCCURRENCES WARRANTING SUSPENSION:

Any student convicted or found to be delinquent for possessing a firearm on school property, on a school bus, or at a school-sponsored function or committing a crime while possessing a firearm shall be immediately removed from the school's regular educational program for a period of not less than one calendar year and placed in an alternative education school or program pending a hearing before the Board of Education to remove the student (in accordance with Policy No. 5611).

Any student who commits an assault, as defined pursuant to N.J.S.A. 2C:12-1, upon a student, teacher, administrator, Board member, or other school district employee, with a weapon other than a firearm on school property, on a school bus, or at a school-sponsored function must be immediately removed from the school's regular education program and placed in an alternative education school or program, pending a hearing before the Board of Education.

Any student who commits an assault, as defined pursuant to N.J.S.A. 2C 12-1, upon a teacher, administrator, Board member, or other school district employee, acting in the performance of his duties in a situation where his authority to so act is apparent, or as a result of the victim's relationship to an institution of public education in New Jersey, not involving the use of a weapon or firearm, shall be immediately suspended from school consistent with procedural due process pending suspension or expulsion hearings before the Board.



REINSTATEMENT:

A suspended student may be reinstated:

1. By the Principal within ten days of the suspension.
2. By the Superintendent at any time before the second meeting of the Board following the suspension.
3. By the Board of Education at the first meeting following the suspension. (Exception, no student suspended for reasons of assault upon a person in authority may be reinstated before the Board has held a hearing which must be scheduled within twenty-one calendar days of the suspension. The Board in this case will consider that student's expulsion from school. At its second regular meeting after the suspension and thereafter, the Board alone may reinstate the student or continue the suspension.

STUDENTS WITH DISABILITIES:

Students in accordance with IDEIA shall be suspended when necessary in accordance with IDEIA.



EXPULSION PROCEDURES

The Board will consider expulsion only if:

- A. The Superintendent with his/her staff have exhausted all means to correct the misconduct and reviewed the alternatives to expulsion.
- B. The nature of the single act presents such a clear possibility of danger to others that immediate definitive action is indicated.
- C. The parents/guardians of the pupil have been interviewed and advised of the reasons why expulsion is being considered, or the rights of the pupil to a full hearing which will afford him/her procedural due process, and the right of parents/guardians to appeal to the Superintendent.

The child shall remain out of the school until either:

- A. An appeal made to the Superintendent is decided in the child's favor; or
- B. The appeal (if made) has been denied and the Board has met to hear the Superintendent's recommendations

If the Board determines that the charges, if true, may warrant expulsion, the Board will set a date for the hearing. The Board Attorney will arrange for the giving of legal notice to all parties concerned for the preparation and presentation of evidence in support of the charges at the hearing.

The pupil must receive:

- A. Notification of the charges
- B. The names of the adverse witnesses
- C. Copies of the statements and affidavits of those adverse witnesses
- D. The opportunity to be heard in his/her own defense
- E. The opportunity to present witnesses and evidence in her/her own defense
- F. The opportunity to cross-examine adverse witnesses
- G. The opportunity to be represented by counsel

Juvenile authorities and law enforcement agencies shall be notified or consulted if necessary.



APPEAL PROCEDURE

Appeals on issues related to the Code of Conduct should be completed in accordance with the following procedures.

First Appeal - written appeal to the principal (or a committee designated by the principal to make accommodations) within three days of incident/notification.

Second Appeal - written appeal to a Central Office administrator within one week of decision.

Third Appeal - written appeal to the Superintendent within one week of a second level decision.

Final Appeal - written appeal to the Board of Education.

ATTENDANCE PROCEDURE

Principal Conference

- Students who accumulate a total of 10 absences/tardies/early dismissals shall require a principal conference for re-admission.

Superintendent Conference

- Students who accumulate a total of 15 absences/tardies/early dismissals shall require a Superintendent conference for re-admission.

Legal Proceedings

- Students who accumulate a total of 18 absences/tardies/early dismissals shall be referred to the court system.



DISCIPLINE CODE

The Livingston Public Schools believe in a preventative approach to irresponsible behavior. If students are denied their opportunities to learn as a result of irresponsible behavior, the teacher, the principal and/or other appropriate educational staff members shall determine the proper corrective measure. The rules and regulations of the *Code of Conduct* are intended to guide students' behavior in the school buildings, on school buses, to and from school, and during participation in any activity sponsored by the Livingston Public Schools.

As set forth in the Code of Conduct, behavior currently viewed as just cause for disciplinary action shall include but not be limited to any one of the following violations:

- Accumulated offenses
- Academic dishonesty, to include cheating, plagiarisms, forgery, and unethical computer use
- Any threat or attempt to bomb, to burn or to destroy in any manner a school building, school property, or property of school personnel
- Assault and Battery
- Battery of a Teacher
- Bullying
- Chronic failure to be prepared for class
- Conduct dangerous to the physical well-being of others
- Cult, Occult, and Ritualistic Activities
- Discrimination
- Dishonesty
- Disrespect and/or disobedience to teachers or any other staff members
- Extortion, harassment or intimidation
- Failure to report to assigned classes while in the school building unless excused by a school official
- Failure to report weapons
- Failure to report other violations
- Fighting
- Gambling
- Gang activity or expressions of gang membership
- Group assault
- Hazing
- Horseplay
- Improper use of cars/ vehicles
- Inciting to riot or to fight
- Physical or verbal assault
- Possession/ control of communication devices
- Possession of laser pointer/ devices
- Possession, display, production, or distribution of indecent materials
- Possession, distribution, or use of weapons, look-alike weapons, or other harmful objects
- Possession, distribution, use, or being under the influence of drugs, alcohol, or anything that resembles drugs or alcohol
- Possession of electronic entertainment devices
- Possession of glass/ breakable containers
- Profanity, or obscene language or conduct
- Sexual harassment
- Sexual misconduct
- Smoking or possession of tobacco products, lighters or matches on school buses, in the school building, on school property, or to and from school
- Standing by as others violate rules
- Tardiness and/or truancy
- Technology misuse
- Theft
- Threatening and/or abusive language
- Trespassing
- Unauthorized sales or distributions
- Use of profanity
- Vandalism



- Inappropriate student dress
- Indecent exposure
- Insubordination
- Leaving school grounds without permission
- Littering
- Offenses off school grounds
- Violation of fire regulations to include lighting matches, false fire report, arson, or the lighting of any flame not a part of classroom instruction
- Violation of School Board policy or school regulations
- Willful disruption of any classroom or school activity

Preventative and/or corrective measures currently available to school administrators include but are not limited to the following, and may be utilized in whatever order or manner deemed appropriate:

- Alternative Education Program
- Confiscation of disruptive communication and entertainment devices
- Counseling
- Court Action
- Detention
- Expulsion
- In-School Suspension (ISS)
- Mediation
- Out-of-School Suspension (OSS)
- Parent Conference
- Restitution
- Saturday Detention
- School/Community Service Projects
- Student Assistance Measures
- Suspension of Student Privileges
- Tasks Assigned by Administration
- Time-out

L.B.O.E. Policy References

Suspension and Expulsion	#5114
Remotely Activated Communication Devices	#5516
Harassment	#5512.01
Substance Abuse	#5530
Code of Conduct	#5610
Acceptable Use of Computer Network	#2361





Livingston PUBLIC SCHOOLS

The Code of Conduct was designed to ensure a positive, safe, orderly and non-threatening learning environment. Everyone in the school and community deserves to be treated with fairness, respect, and civility. It is our duty as a community to develop our children's understanding of their role in maintaining an atmosphere that supports the health, safety, and welfare of everyone.

We are all proud of our school and community and this pride must continue to be instilled in our youth for they are our future. In that vein, it is essential that everyone accept the responsibility to reinforce good citizenship.

Schools and communities are most effective when they work in unison. Your support and assistance in promoting and enforcing the Code of Conduct is essential to our success.

We respectfully request that you review and discuss this Code of Conduct with your family.

I acknowledge that I have received and read the district Code of Conduct.

Parent/guardian

Date

Student

Date





Livingston
PUBLIC SCHOOLS