



*30 Robert Harp Drive
Livingston, New Jersey 07039
(973) 535-8000 ext. 8100
Fax - (844) 372-5374
www.livingston.org/lhs*

Student Handbook 2019 - 2020

Dear Students, Teachers, Staff, and Parents:

Our student handbook is a compendium of expectations and procedures, rooted in New Jersey administrative law, state and local policies, and the district Code of Conduct, that enable us to work effectively within our school environment. Additionally, the book highlights important curricular and co-curricular information to facilitate equity and access to these programs. A complete listing of district policies is maintained on the Livingston district website (www.livingston.org) for your reference. I also encourage you to regularly access the Livingston High School website (www.livingston.org/lhs) for detailed school, departmental, co-curricular and athletic information posted throughout the school year. Please review the contents of the handbook and use it as a planning and reference tool.

Each member of our school community performs an important role in creating and maintaining a school where all students can learn, create, contribute and grow. Our ultimate success, given the resources available to us, will be determined by the quality of our relationships. Demonstrating respect for self and others, understanding individual differences, communicating appropriately, and making a commitment to contribute in positive ways are key behaviors in ensuring that our school is a welcoming place where all students feel supported in their endeavors.

Our administrators, school and student assistance counselors, and faculty are readily available to assist students and their parents/guardians. Please do not hesitate to access the human resources available to you.

Sincerely,

Mark Stern
Principal

Key Changes to the Student Handbook for 2019-2020

Semester Grading.....12
Calculation of grading has been updated in “The Grading System” to reflect the Semester Calendar

Health Education, Driver’s Education and Physical Education.....18
Grading procedures for Health Education, Driver’s Education and Physical Education has been updated to reflect the Semester Calendar

Subject Specific Honor Society.....18
Qualifications beginning with the class of 2023 have been updated

Circulation of Loaner Laptops and Calculators.....53
Loaner devices will be charged a fine of \$1 per day

Table of Contents

NAMES AND TELEPHONE NUMBERS	
Board of Education/Central Office Administration	1
Philosophy and Mission	2
LHS Administration and Supervisors	3
Frequently Called Numbers	3
Important Helpline Telephone Numbers	4
Alma Mater	5
SGA/Class Officers	5
SCHOOL HOURS	6
ACADEMICS & CURRICULUM	
Overview	7
Monmouth Court Campus	7
Course Guide	8
Homework	8
Assessments	9
Academic Integrity	9-11
Minimum Course Load	11
Promotion to the Next Grade	11
Early Graduation	11
Remediation	11
Summer School	11-12
GRADES & GRADING	
The Grading System	12
Calculating Final Grades	12-16
Progress Reports	16
Report Cards and Honor Roll	16
“No Credit” Final Grade	16
Incompletes	17
Unsatisfactory Citizenship Comments	17
Procedures for Questions Regarding Grades	17-18
Health, Driver’s Education and Physical Education	18
Academic Societies	18
Graduation	19
Exam Procedures	20
Absences During Exams	20
ATTENDANCE POLICIES	
Attendance Procedures	21-28
Attendance Reference Chart	22
Tardy Attendance Calculations	23
Health Office Visits	23
Student Illness	23

Chronic medical Conditions/provisions of the IEP	23
Extraordinary Opportunities	23
State Approved Religious Holidays	23
Makeup Opportunities for Absences	24
Procedures for Requesting Homework	24
Home Instruction	24
Class Attendance and Loss of Credit	24
Tardiness to School and Classes	24-25
Class Truancy	25
Club/Co-curricular Involvement & Absences	26-27
Early Dismissal Requests	27
AP Test Days	27
Attendance Appeal Procedure	27
The Age of Majority Law	27-28

STUDENT DISCIPLINE

Philosophy	28
Code of Conduct	28-29
Student Rights and Responsibilities	29
Attendance Related Sanctions	29-30
Behavioral Misconduct	31
Violence and Vandalism	32-33
Sexual Offences	33
Possession/Use of Materials that Violate School Policy	34-35
Remediation and Consequences	35-37
Behavioral Contracts	35
Probation	35
Administrative Detention	35
Saturday Detention	36
In-School Suspension	36
Out-Of-School Suspension	36-37
Restitution	37
Police in Schools	37
Student Appeals Process	37

ATHLETICS

Athletic Policy & Procedures	38-43
LHS Athletics “Code of Conduct”	38-40
Electronic Registration for Athletic Participation	41-42
Athletic Eligibility	42-43
The Eight Semester Rule	43
Summer Recess Practice	43
Transfers	43
Sports Offered at LHS	43

CLUBS AND ACTIVITIES	44
-----------------------------	-----------

COUNSELING & GUIDANCE

Philosophy and Services	45
Guidance Counselor Assignments	46
School Counseling Program	46
Scheduling, Schedule Changes, and Planning	46-50
Career Programs	50
Post-Secondary Planning	50-51
Testing Services	51

HEALTH SERVICES

Procedures of the Health Office	51-52
---------------------------------	-------

MEDIA CENTER

Circulation Policy & Lost Materials	52-54
-------------------------------------	-------

GENERAL POLICIES & PROCEDURES

Acceptable Use of Technology	54
Affirmative Action/Discrimination	54
Cell Phones	54
Classroom Resources	54-55
Dating Violence	55
Dishonesty	55
Dismissal	55
Dress Code	55-56
Drug and Alcohol Policies	56-57
Fines	57
Fundraising	57
Hall Conduct	57
Locks and Lockers	57
Lost and Found	57
Lunch	57-59
Safety and Security	59
Identification Badges	59
Fire Drill Procedures	59-60
Security Procedures	60
Search/Seizure and Student Rights	60-61
Student Assistance/Crisis Counselor	61
Student Parking	61
Student Records	61
Study Halls	61
Weapons & Prohibited Items	61-62
Working Papers	62
Writing & Math Labs	62
Vandalism	62
Visitors	62
HARASSMENT, INTIMIDATION, BULLYING & HAZING	63-66
SELECTED EDUCATION STATUTES AND DISCLAIMER	67

Board of Education

Mrs. Pamela Chirls, *President*
Mr. Charles (Buddy) August, *Vice President*
Mrs. Ronnie Konner
Ms. Samantha Messer
Dr. George Shen
Nirav Patel, *Student Representative*

Central Office Administration

Dr. Matthew Block, *Superintendent of Schools*
Mrs. Lisa Capone-Steiger, *Assistant Superintendent*
Mr. Steven Robinson, *Business Administrator/Board Secretary*
Mrs. Susan Burman, *Manager of Human Resources*
Mrs. Sinead Crews, *Director of Counseling Services*
Mrs. Erin Borino, *Director of Instructional Technology*
Mrs. Marybeth Kopacz, *Director of Humanities and Professional Development*
Mrs. Natalie Topylko, *Director of STEM and Testing*

Livingston Public Schools - Philosophy of Education Empowering All to Learn, Create, Contribute, and Grow

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 their schools and the value of their education.

The 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; it should be understood that the spirit of the document will be maintained and enforced.

Livingston High School - Mission Statement

Livingston High School will provide a safe and positive learning environment for all students. Building upon the strengths, talents and resources of students, educators and the community, our program will empower students to develop intellectually,

emotionally, socially and physically. Our dynamic course of study will seek to foster respect and appreciation for diversity and cultural richness. The continuous evolution of our curriculum will recognize change and promote technological literacy. Livingston High School is committed to the integration of ethical values and decision-making abilities enabling our students to be active participants in local and world communities.



Livingston High School



High School Administration

Principal	Mr. Mark Stern	Ext. 8104
Asst. Principal	Mrs. Marjorie Duffy	Ext. 8105
Asst. Principal	Dr. Mary Kate Pretto	Ext. 8040
Asst. Principal	Ms. Danielle Rosenzweig	Ext. 8074
Dean of Students	Mr. Amro Mohammed	Ext. 8069
Athletic Director	Mr. Richard Porfido	Ext. 8065

Supervisors

Business/Tech Education	Mr. Robert Rolling	Ext. 8053
English	Mr. Kevin Wittmaack	Ext. 8038
Director of Special Services	Dr. Emily Sortino	Ext. 8048
Health/Phys. Ed	Mr. Robert Grosso	Ext. 8174
Mathematics	Mr. Antonio Matheus	Ext. 8052
Science	Mr. Brian Carey	Ext. 7365
Social Studies	Mr. Charles Raphael	Ext. 8049
Visual & Performing Arts	Mrs. Mara Rubin	Ext. 8116
World Language	Dr. Frank Ruggerio	Ext. 8056

Frequently Called Numbers

Anti-Bullying Specialist/ Affirmative Action Coordinator	Mr. Amro Mohammed	Ext. 8069
Athletic Office Secretary <i>Athletic Office Fax</i>	Mrs. Kimberly Casale	Ext. 8342 844-376-2408
Attendance Office Call for Safety (or email absences to: LHSAttendance@livingston.org)	Mrs. Stacy Nedza	Ext. 8067 Ext. 8066
Child Study Team	Mrs. Sari Coppleson Dr. Rebecca DeFrancisco Ms. Kathryn Otterbein Mrs. Pearl Silva Mrs. Catherine Steege Mr. Gadi Ulysse	Ext. 7220
Guidance/Transcripts	Mrs. Terrie Lieberman Mrs. Adrienne Tamboia	Ext. 8060 Ext. 6931
Health Office	Ms. Carolyn Ross Ms. Lisa Kindzierski	Ext. 6928 Ext. 8063
Main Office <i>Main Office Fax</i>	Mrs. Vanessa Barboza	Ext. 8100/8102 844-372-5374
Monmouth Court, 504 Coordinator, & I&RS	Mrs. Krystie Loeuis	Ext. 8179

Important Helpline Telephone Numbers

LMAC - Livingston Township Municipal Alliance Committee
“Working for Prevention of Substance Abuse”



Student Assistance Counselors:

<i>Mrs. Erin Field</i>	973-535-8000 Ext. 2950
<i>Ms. Christie Giacobbe</i>	973-535-8000 Ext. 6929
Livingston Youth and Community Services	973-535-7925
Juvenile Aid - Police	973-992-3000 Ext. 3510
Hackensack Meridian Health-Mountainside Hospital	973-429-6900

Hotlines/Helplines

Alcoholics Anonymous	1-800-245-1377
Al Anon/Alateen, Montclair, NJ	973-744-8686
Nar-Anon of NJ	1-877-424-4491
Gamblers Anonymous of NJ	855-222-5542
Families Anonymous (Assistance with families/friends)	1-800-736-9805
National Domestic Violence	973-799-7233
National Sexual Assault Hotline	1-800-656-HOPE
National Suicide Prevention Lifeline	1-800-273-8255
NJ AIDS/STD Hotline	1-800-624-2377
NJ Child Abuse Hotline (DCP&P)	1-877-652-2873

Alma Mater

As loyal sons and daughters,
We raise our voices high.
Singing praise and pledging our honor
To raise her colors up to the sky.

To be loyal to her traditions,
Keep her standards shining bright.
So let everyone from *LIVINGSTON*
Hail “Green and White.”

Student Government



STUDENT GOVERNMENT ASSOCIATION

Karen Hu, *President*
Nicole Rong, *Vice President*
Joseph Kim, *Treasurer*
Karina Malhotra, *Secretary*
Nirav Patel, *Student Representative to the BOE*

CLASS OFFICERS

Class of 2020

Reba Jojy
Stella Scheier
Brian Weber
Victoria Youssef

Class of 2021

Siraj Akmal
Quinn Davidson
Jason Selvin
Andy Weng

Class of 2022

Ethan Hirsch
Matthew Jojy
Aarush Raj
Jeremy Zoller

Class of 2023

Class elections will take place in September in order to determine student representatives for the class.

SCHOOL HOURS

Doors Open	7:00 a.m.
Breakfast in Cafeteria	7:15 a.m. – 7:45 a.m.
Warning Bell	7:45 a.m.
School Begins	7:50 a.m.
School Ends	2:41 p.m.
Attendance Office	7:00 a.m. – 3:00 p.m.
Guidance Office	7:30 a.m. – 4:00 p.m.
Main Office	7:30 a.m. – 4:00 p.m.
Media Center	7:15 a.m. – 4:00 p.m.
Nurse’s Office	7:30 a.m. – 3:30 p.m.

DELAYED OPENING, EARLY DISMISSALS, AND EMERGENCY SCHOOL CLOSINGS

The Livingston School District has an automated phone alert system. You may also check the district website at www.livingston.org. Please ensure that all of your contact information in the Genesis Portal is accurate and current. Under no circumstances should you call the school or police department for school closing information.

In the event of a delayed opening, the high school will start at 9:50 a.m. If severe weather conditions develop in the morning once school has begun, the superintendent will make a decision by 11:00 a.m. whether or not to close schools. If that decision is made, the high school will close at 12:00 noon.



Academics & Curriculum

OVERVIEW OF CURRICULUM AND INSTRUCTION

Livingston High School is a comprehensive high school, which prepares students to attain many different goals. The educational or career goals that a student has will determine many of the subjects that are selected.

A four-year continuum is offered in business, English, fine arts, world language, mathematics, music, technology education, science, and social studies. Honors and/or Advanced Placement courses are offered in all academic departments and in business, technology, art, and music. Such courses are more demanding, and it is strongly recommended that the student confer with the counselor and teacher when considering an advanced program. Programs of cooperative work-study in trade and industry, office education, and distributive education are also available.

School counselors will assist students in selecting the best programs of study to meet their needs, interests, abilities, and future plans.

MONMOUTH COURT CAMPUS

Livingston High School offers an alternative education program, which combines a main campus experience at an off-campus site. Located just two blocks from LHS, the Monmouth Court Campus (MCC) focuses on ensuring all students have access to an appropriate and meaningful education. The Monmouth Court Campus program offers opportunities that go beyond what is traditionally available at typical high schools. MCC offers a flexible, personalized, smaller, differentiated experience to ensure maximal access to the rigorous college preparatory curricula offered by the Livingston Public Schools. The class size and low teacher-to-student ratio provides students with powerful support from adults while they work toward completing their program of study. The MCC program mirrors the main campus course guide in each of the college preparatory level core content areas, as well as physical education, health, personal financial literacy, and select elective courses.

Social-emotional well-being and high levels of support are at the heart of the work done in MCC. Students have opportunities to work closely with their teachers, counseling professionals (where appropriate), and administrators while meeting the requirements for graduation and post-secondary planning. The program stresses a variety of post-secondary options for students including college, work, and the military. Through the provision of a smaller, more personalized environment in which various learning styles are respected, students meet with success.

Students are recommended to the MCC program by their school counselors, building administrators, and/or the Child Study Team. The hope is that enrollment in MCC is mutually agreed upon in order to support a positive and productive learning experience. Those students who are interested in attending MCC should consult with their school counselor.

THE LHS COURSE GUIDE

Students and parents should be advised that an updated course guide is available online on the School Counseling Department's homepage. The Course Guide provides specific information about the complete high school curriculum, sequencing of courses, and a description of how GPA is determined. Please reference the guide for more information about these topics:

- Assistance with course selection
- Information about adding, dropping, and switching courses
- Help in the determination of grade point average (GPA)
- Assistance with the criteria for honor roll
- Determination of graduation requirements and college requirements

HOMEWORK

Assigning homework should serve one of the following purposes:

- a) to prepare students for instruction and/or to introduce new content
- b) as a form of reinforcement to deepen student understanding of concepts presented
- c) to extend or expand on the learning process
- d) at times, as a form of assessment

Homework should be purposeful and reasonable. While the benefits of homework can be debated, it is expected that when homework is assigned it is meaningful, relevant and differentiated, when necessary.

Students who have absence due to illness or religious observance will be given the opportunity to make up homework upon their return. Teachers shall respect the observance of religious holidays that students and families celebrate and make appropriate adjustments to assignments and assessments when necessary. A list of all the NJ State recognized religious holidays of the school year is provided by the NJDOE each year.

Homework plays a vital role in developing good work habits and reinforcing learning. Homework is the students' responsibility; parents should support their children, but not do the homework for them. Students should seek support and help from teachers if they are having difficulty in any subject. School Counselors can also assist students who are having difficulty with their work and may host study groups to assist students with organization and the management of homework.

Homework can account for up to, but no more than 15% of a student's marking period grade in any course. Students have individual Schoology accounts, which will enable them to view all assignments and due dates.

ASSESSMENTS

All assessment materials will be reviewed with students after they have been graded and recorded. Tests/quizzes will be reviewed and entered into Genesis within seven (7) school days and projects/essays will be reviewed and entered into Genesis within twelve (12) school days. It is up to the teacher and/or department supervisor to determine if an assessment will be returned to students to take home.

Students are encouraged to discuss questions/concerns about the feedback on their assessments with individual teachers for the purpose of learning. However, if a teacher allows a graded assessment to leave the classroom, the opportunity to challenge the grading on any portion of the assessment is no longer available.

If a student has a concern about the grading on an assessment, the student is required to alert the teacher that they want to review their specific concerns and return the assessment to the teacher. The student should then schedule a time to meet with the teacher to discuss the concerns in more detail.

If an assessment is returned to the student, it is the responsibility of the student to retain the material for future reference. The teacher is not responsible for tracking student work/assessments if they leave the classroom.

ACADEMIC INTEGRITY

As a student at LHS, it is understood that genuine academic and personal achievements presuppose academic and personal integrity. No matter how much pressure to achieve the appearance of academic and personal achievements without their realities, one must never betray oneself or others by giving into that pressure and compromising one's integrity by cheating, plagiarizing, stealing, nor must a student ever misrepresent the truth in order to obtain special privilege. Breaches of academic integrity, cheating and plagiarism will be subject to the consequences outlined below on pg. 31.

BREACH OF ACADEMIC INTEGRITY (INCLUDES CHEATING AND PLAGIARISM)

Falsifications, including the forging of signatures, altering answers after they have been graded, inserting answers after the fact, erasure of a grader's markings and other acts that allow one to falsely obtain credit, will be considered a breach of academic integrity and result in a "zero" for the assignment, if applicable. An administrative review may be conducted to determine the authenticity of a student's work.

CHEATING

Cheating includes, but is not limited to, the unauthorized use of books; notes; crib sheets; electronic devices; copying from other students; providing work/answers to other students; and/or obtaining copies of examinations or student work. Cheating on any assignment/assessment will result in an earned grade of "zero." No make-ups will be permitted. An administrative review may be conducted as necessary.

PLAGIARISM

Plagiarism is defined as stealing or using, without acknowledgement, the ideas, words, formulas, textual materials, on-line services, computer programs, etc. of another person as one's own and will result in an earned grade of "zero" on the assignment. An administrative review may be conducted to determine the authenticity of a student's work and next steps if applicable.

Regarding Breaches of Academic Integrity, Cheating and Plagiarism, A Livingston High School student will:

- Neither give help to, nor accept help from, another student during a test or graded assignment – unless express permission is given by the teacher.
- Neither accept information in advance of a test or graded assignment from someone who has already taken it nor disseminate information to someone who has not yet taken it.
- Not use notes or other sources of information during a test or graded assignment unless allowed to do so by the teacher.
- Not use computers, cell phones, or any other devices for any reason during an assessment unless authorized by the teacher.
- When permitted by the teacher to use an electronic device during an assessment, will not use the device in an unsanctioned manner.
- Not plagiarize. Outside sources must be cited properly.
- Not misrepresent the truth in order to obtain special consideration.
- Use technology in an appropriate and legal manner.
- Be aware that if they discover another student has violated the Academic Integrity Code and does nothing about it, he or she has condoned the violation.

Violation of the Academic Integrity Code will result in:

- A discussion of the violation facilitated by a faculty member with the student privately.
- Documentation of the incident.
- A report of the violation to the student's parent/guardian.
- A report of the violation to the student's assistant principal.
- No credit for the assignment. The faculty or staff member may require the student to make-up the assignment for educational purposes, and an administrative review may be conducted to determine the authenticity of the student's work.
- One day Saturday detention.
- Potential suspension or removal from athletic or extracurricular activities.
- Deferment/exclusion of application for, or removal/suspension from, academic honor societies. An administrative review will be used as necessary.
- This information being kept for the duration of the student's career. One day Saturday detention.
- Potential suspension or removal from athletic or extracurricular activities.

- Deferment/exclusion of application for, or removal/suspension from, academic honor societies. An administrative review will be used as necessary.
- This information being kept for the duration of the student's career.

MINIMUM COURSE LOAD

In accordance with the district's graduation policy, all students are required to begin each school year with a minimum of seven courses in their schedules (35 credits per year). Exceptions include students who participate in work-study or VoTech programs.

PROMOTION TO THE NEXT GRADE

Students may advance to the next grade when a minimum of 30 credits were earned during the previous school year (including summer school). A student may not be classified as a senior unless he/she has earned a minimum of 90 credits. At the high school level, for a student to be considered "on track" for graduation, it is expected that he/she register for a minimum of 35 credits annually. Once a Livingston High School student earns 125 credits, including the coursework required by the New Jersey Department of Education, he/she will be awarded a diploma of graduation. A student who does not earn a passing grade in courses necessary for graduation requirements will be retained in that subject area. A student not on target to graduate on time will be retained as a junior. He/she will not attain senior status until it appears that he/she will meet the necessary graduation requirements by June of that school year.

EARLY GRADUATION

Graduation from Livingston High School is based on successful completion of the 125 credits detailed in the annual LHS Course Guide. Students who enter their third year at LHS with at least 90 credits and 15 English credits may be considered on track for early graduation. Students eligible for graduation after three years of high school will be entitled to graduation academic honors as applicable, based on criteria in context of their original, matriculating class (with the exception of Valedictorian and Salutatorian), and participation in senior events (Senior Games, Senior Prom, etc.). No student in a third year will be permitted to leave school during the lunch period. Any student interested in early graduation must request a meeting with her or his school counselor and a school administrator to discuss qualifications and individual requirements.

REMEDIATION

Remediation will be provided to all students who do not demonstrate a minimal level of proficiency on the annually administered achievement tests. Parents will be notified when these courses are required. Parents may not waive their child out of a remedial class.

SUMMER SCHOOL

Students desiring to attend a summer school program that may result in advanced placement and/or advanced credit must obtain approval **before** enrolling in a program.

Students considering this type of summer program should see their counselor for specific details. Applications for summer school credit for acceleration are to be submitted to the school counselor by an announced date. Students needing summer school for remediation are encouraged to attend the sessions housed at Livingston High School. However, students who plan to attend a remedial summer school program outside of the district must gain approval prior to registration. Under no circumstances will students receive either remediation credit or be allowed to advance to the next course without prior course approval.



Grades & Grading



GRADING SYSTEM

A	93-100	I	Incomplete
A-	90-92.99	N/C	No Credit
B+	87-89.99	P	Passing
B	83-86.99	S	Satisfactory
B-	80-82.99	U	Unsatisfactory
C+	77-79.99	WP	Withdrawn Passing
C	73-76.99	WF	Withdrawn Failing
C-	70-72.99	X	Medical Excuse
D+	67-69.99	Z	Exempt
D	63-66.99		
D-	60-62.99		
F	59 and below		

The grading system includes pluses and minuses to more accurately report a student's achievement (Note: the highest grade attainable is an "A").

CALCULATING FINAL GRADES:

Semester and Final Exam grades are converted from letter grades to a Grade Point Value (GPV) in Genesis. The GPV is then given a percentage weight based upon the marking period and type of course (full year or semester) in which it was earned. The products of those calculations are then added together and the Grade Range is then used to determine the final grade for the course. The information below shows how grades are calculated for both full year and semester courses:

Grade Point Value and Grade Range Table:

Grade	GPV	Grade Range
A	4.00	3.83 – 4.00
A-	3.66	3.50 – 3.82
B+	3.33	3.16 – 3.49
B	3.00	2.83 – 3.15
B-	2.66	2.50 – 2.82
C+	2.33	2.16 – 2.49
C	2.00	1.83 – 2.15
C-	1.66	1.50 – 1.82
D+	1.33	1.16 – 1.49
D	1.00	0.83 – 1.15
D-	0.66	0.50 – 0.82
F	0	0.00 – 0.49

Grade Calculation for a Full Year (FY) Course:

The final grade calculation will be based on the following percentages:

Semester 1	45%
Semester 2	45%
FE	10%

To calculate a full year final grade, the numerical value of each semester grade is multiplied by .45 since it is worth 45% of the final grade. This product is then rounded to the 4th decimal place. The numerical value of the final exam grade is multiplied by .10 since it is worth 10% of the final grade. These products are added together, rounded to the 2nd decimal place, and then matched with the Grade Point Value (GPV) and Grade Range Table to calculate the final grade earned. The following is an example of a final grade calculation for a Full Year (FY) course:

Grade	Numerical Value X Percentage	Product
Sem 1: A	4.00 x .45 =	1.8000
Sem 2: B	3.00 x .45 =	1.3500
FE: A-	3.66 x .10 =	0.3660
	Total:	3.5160*

***3.52 in the Grade Point Value (GPV) and Grade Range Table falls within the Grade Range of 3.50 – 3.82, which is an A-. Therefore, the final grade for the data above is an A-.**

Grade Calculation for a Semester Course:

Semester 1	90%
FE	10%

To calculate a semester final grade, the numerical value of the semester grade is multiplied by .90 since it is worth 90% of the final grade. This product is then rounded to the 4th decimal place. The numerical value of the exam grade is multiplied by .10 since it is worth 10% of the final grade. These products are added together, rounded to the 2nd decimal place, and then matched with the Grade Point Value (GPV) and Grade Range Table to calculate the final grade earned. The following is an example of a final grade calculation for a Semester (S1) course:

Grade	Numerical Value X Percentage	Product
Sem 1: A-	$3.66 \times .90 =$	3.2940
FE: B-	$2.66 \times .10 =$	0.2660
	Total:	3.5600*

*** 3.56 in the Grade Point Value (GPV) and Grade Range Table falls within the range of 3.50-3.82, which is a A-. Therefore, the final grade for the data above is a A-.**

WEIGHTED GRADE EQUIVALENT VALUE

The following is the weighted grade equivalent value for each level and grade attained. The grade is calculated prior to being assigned weight.

GRADE	CP or General Courses	HONORS	AP
A	4.00	4.50	5.00
A-	3.66	4.16	4.66
B+	3.33	3.83	4.33
B	3.00	3.50	4.00
B-	2.66	3.16	3.66
C+	2.33	2.83	3.33
C	2.00	2.50	3.00
C-	1.66	2.16	2.66
D+	1.33	1.83	2.33
D	1.00	1.50	2.00
D-	.66	1.16	1.66
F	0	0	0

CALCULATING WEIGHTED GRADE POINT AVERAGES

To calculate the Weighted Grade Point Average (GPA), the weighted grade equivalent is multiplied by the number of credits for the course to obtain the total calculated quality points for each course. The total calculated quality points are then added together and

divided by the total credits **attempted** to obtain the Weighted Core GPA. The calculations are done to the 2nd decimal place as indicated on the transcripts. The following is an example of a sample schedule and the calculation of the Weighted Core GPA:

COURSE	FINAL GRADE	WEIGHTED GRADE EQUIVALENT	COURSE CREDITS	TOTAL CALCULATED QUALITY POINTS
Chinese 1 CP	B+	3.33	5	16.65
U.S. History HONORS	B	3.50	5	17.50
Health/PE	A	-	-	-
Geometry CP	B	3.00	5	15.00
LUNCH	-	-	-	-
Chemistry HONORS	B+	3.83	6	22.98
English 3 CP	B	3.00	5	15.00
Spanish 3 CP	B	-	-	-
Ceramics	A	-	-	-
		Totals	26	87.13
		Weighted Core GPA (87.13/26=)		3.35*

The following is an example of a sample schedule and the calculation of the Weighted All Course GPA:

COURSE	FINAL GRADE	WEIGHTED GRADE EQUIVALENT	COURSE CREDITS	TOTAL CALCULATED QUALITY POINTS
Chinese 1 CP	B+	3.33	5	16.65
U.S. History HONORS	B	3.50	5	17.50
Health/PE	A	4.00	5	20.00
Geometry CP	B	3.00	5	15.00
LUNCH	-	-	-	-
Chemistry HONORS	B+	3.83	6	22.98
English 3 CP	B	3.00	5	15.00
Spanish 3 CP	B	3.00	5	15.00
Ceramics	A	4.00	5	20.00
		Totals	41	142.13
		Weighted All Course GPA (142.13/41=)		3.47*

Each senior is provided with a sixth semester Weighted Core GPA and Weighted All Course GPA on an unofficial copy of his/her school transcript at the beginning of the school year. A seventh semester Weighted Core GPA and Weighted All Course GPA

is also calculated for seniors in February. This GPA is calculated based on the first three full years and completed credit for one half year (2.5 for a 5 credit course) of credits earned at Livingston High School. The Valedictorian and Salutatorian are determined by a calculation of the students' seventh semester Weighted Core GPA. In order for a student to be included in the Livingston High School GPA calculation for Valedictorian or Salutatorian, the student must have been enrolled at Livingston High School for a minimum of five semesters as well as maintain a residency requirement. In the event that there is a tie for Valedictorian, a Salutatorian will not be named.

PROGRESS REPORTS

Due to the implementation of parental access to student grade books, secondary schools will no longer send interim or progress reports for all students. However, teachers will have the option to provide comments to individual students should they choose to do so.

At the secondary level, if a student average at mid-semester point is below a 'C-' or if the student's performance drops significantly, the teacher will notify the parent via progress report, phone call or email message. After the mid-semester point, if it is determined that a student will be receiving a grade of 'D' or 'F', the parents will receive notification via a phone call or email message.

As always, parents may request a conference with teachers to discuss the progress of students. This may be done at any time during the school year. To leave a message for teachers, call the main office at 973-535-8000 ext. 8100 or use email. All teachers' email addresses can be found on the school's website.

REPORT CARDS AND HONOR ROLL

Report cards are issued twice a year: February and June. The criteria for attaining Honor Roll or High Honor Roll is based upon the calculation of a Non-Weighted Grade Point Average (GPA) of all grades earned in all courses for each semester. This Non-Weighted GPA is calculated by multiplying the Grade Point Value (GPV) equivalent (on a 4.0 scale) by the number of credits for the course to obtain the total calculated quality points for each course. The total calculated quality points are then added together and divided by the total credits attempted to obtain the Non-Weighted GPA. In order to achieve **Honor Roll** status, students are required to maintain a **3.2** Non-Weighted GPA, providing no grades are lower than a **"C-"**. **High Honor Roll** will require a minimum of a **3.6** Non-Weighted GPA, with no grades lower than **"B-"**.

A student cannot attain either Honor Roll or High Honor Roll if an unsatisfactory mark in citizenship has been given that semester. Please see pg. 17 for more information.

"NO CREDIT" FINAL GRADE

A student will receive a grade of "N/C" once the allotted number of absences for the semester (7) or year (14) is exceeded. Academic failure will supersede loss of credit due to attendance.

INCOMPLETES

If, because of a legitimate reason, the student fails to complete all the major assignments for the semester, the student will, regardless of the grades accrued during the semester, be assigned a grade of "**Incomplete**" by the teacher. The student will be given **five school days** from the close of the semester to submit work and have a grade recorded for the semester. If the student fails to submit the required work within the five school-day period, the grade of "**0**" (failure) will be assigned for this work; it will be averaged in with other grades earned for the semester. (For just cause, an administrator may extend the five-day period.)

In order to give students the full benefit of the five school-day makeup period, teachers **must** notify any student to whom a grade of "**Incomplete**" was given and provide the student with a list of the outstanding assignments prior to the posting of the report card. During the second semester, students who have not completed assignments for legitimate reasons, and who would normally be candidates for being assigned a semester grade of "**Incomplete**" will be notified. Students must complete all owed work by the completion of the school year or receive a grade of "**0**" for the work. No teacher may assign a final grade of "**Incomplete**" without the approval of the Principal or Assistant Principal.

UNSATISFACTORY CITIZENSHIP COMMENTS

An **Unsatisfactory School Citizenship Comment** will be assigned by an administrator for any violation of school rules related to a student's honor within the building. Please refer to the Infractions Chart beginning on pg. 29 for specific infractions.

An Unsatisfactory School Citizenship Comment invalidates a student's honor roll designation, if applicable, for the semester in which it occurs. The comment will be removed from future report cards if there are no further incidents that merit the comment. An Unsatisfactory School Citizenship Comment may affect eligibility for Honor Societies during the school year in which it is received.

Livingston High School does not include disciplinary information on transcripts and does not share unsatisfactory citizenship comments or other disciplinary reports with colleges, universities, etc.

PROCEDURE FOR QUESTIONS REGARDING GRADES/CHALLENGES

1. The student should meet with the teacher to discuss the grade.
2. The student should meet with the teacher and the department supervisor to discuss the situation. If desired, the school counselor and/or parent/guardian may attend. The department supervisor will mediate the problem.
3. If satisfaction has still not been attained, the student may appeal to the principal or his/her designee who will review the situation with all parties involved and render a decision.

It continues to be the policy of this school to respond to questions regarding the assignment of grades; however, questions or challenges must be timely to be relevant. Therefore, no question about, or challenge to, an assigned grade may be made after the end of the marking period following the marking period in which the grade was assigned. The basis (reason) of any appeal of grades must be clearly stated when requesting a meeting and/or challenging a grade. If the grade in question was from the fourth marking period or the final exam, students have until the third Friday of the following September to challenge the grade.

HEALTH, DRIVER'S EDUCATION AND PHYSICAL EDUCATION

As a reminder, Livingston High School will pilot a Semester Calendar during the 2019-2020 school year, departing from a traditional four-marking-period calendar. The initiative is designed to relieve some of the stress and workload that surround end of marking periods and to provide opportunities to assess more naturally in a course sequence. Semester 1 will culminate on January 31, 2020, with set end-of-semester testing days. **During the pilot, Health and Physical Education classes will continue to rotate quarterly. Each student will earn two semester grades. One will reflect the average of one quarter of health and one quarter of physical education and the other will reflect the average of two quarters of physical education.** In order to maintain communication with parents, progress reports will be published at the midpoint of each semester. Please see my letter dated May 14, 2019 for full information on our [semester calendar pilot](#).

ACADEMIC SOCIETIES

NATIONAL HONOR SOCIETY

The National Honor Society is a national organization with chapters at a large number of secondary schools in the country. Admittance to this society is based on the extent to which the candidates have distinguished themselves in four areas: scholarship, service, leadership, and character. Additionally, a student's disciplinary conduct record will be considered when reviewing applications into NHS. At LHS, selection to the National Honor Society is made in the spring of the junior year with a second opportunity for admittance at the beginning of the senior year. Students with a cumulative core weighted GPA of 3.65 or higher are eligible to apply for membership to the National Honor Society.

SUBJECT-SPECIFIC HONOR SOCIETIES

There are several department honor societies. Each society follows its own specific guidelines for induction. Please see your teacher or the department supervisor for more specific information. Students who have a breach of academic integrity in a specific subject area and ineligible for that subject specific honor society.

For the classes of 2020, 2021 and 2022, students are only eligible for subject specific honor societies if they satisfy the following qualifications:

GPA of 3.50 or higher in the specific subject area
Weighted Overall GPA of 3.00 or higher
Weighted Overall GPA of 2.00 or higher for Elective Honor Societies

Beginning with the class of 2023, students are only eligible for subject specific honor societies if they satisfy the following qualifications:

GPA of 3.65 or higher in the specific subject area
Weighted Overall GPA of 3.00 or higher
Weighted Overall GPA of 2.00 or higher for Elective Honor Societies

GRADUATION

GRADUATE WITH HONORS

A prestigious award of Academic Excellence will be awarded to students with a GPA of **4.0** or better. This award will be presented and distributed to seniors at the annual graduation ceremony in June. The award is based on the seventh semester GPA that is computed in February of the senior year.

GRADUATION SPEECHES

Beginning with the Class of 2022, two student speeches will be delivered during the graduation ceremony in June. The first speech will be delivered by the class's Valedictorian. The second speech will be selected among speeches submitted by any member of the graduating class. In selecting the speech that will represent the graduating class, a faculty panel will consider the message and quality of the speech, as well as the contributions made by the applicant throughout the student's time at Livingston High School.

FINAL EXAM PROCEDURES

GENERAL PROCEDURES

Semester courses and full year courses at Livingston High School may have final exams. A final exam schedule will be published for students and teachers toward the end of the school year. A scheduled exam must be taken unless it has been administratively excused prior to the day of the exam. Failure to take an exam will result in a grade of “Incomplete” (I) being recorded until the exam has been completed. In a required course, the “I” could prevent a student from graduating until the work is done and an actual grade assigned. Only with administrative approval, of legitimate reasons, may exams be taken before their scheduled exam date, and only if the teacher is available and willing to coordinate an alternative testing time with the student. Alternative exam times may not occur during other scheduled classes.

All Advanced Placement students who have taken the AP exam have the opportunity to be exempt from taking a final exam. The exemption may be granted if the student has earned a cumulative average of a “B-” or better for all marking periods. Final exam exemption is by teacher approval and contingent upon maintaining good grades and acceptable work habits. If a project is given in lieu of a final exam in an AP course, there will be no exemptions from this project. Conditions for completing a project and criteria for evaluating it are left to the professional discretion of the AP teacher.

ABSENCES DURING EXAMS

1. Before 7:50 a.m. on the day of the exam, the parent or guardian must alert the attendance office to report the absence.
2. An absence note from the parent must be submitted to the house administrator on the day the student returns to school. This note should substantiate the fact that the student was ill on the day of the exam. Other reasons for absence will not be accepted for a make-up exam.
3. If no call is made on the day of the missed exam, a doctor’s note medically excusing the absence must be provided to the house administrator when the student returns to school.
4. Make-up days are assigned for final exam periods. Students (9th, 10th, 11th grades) unable to complete the final exam(s) during the scheduled make-up session must make an appointment to take their final exam(s) with their house administrator by the end of the school year.

Attendance Policies

ATTENDANCE PROCEDURES

Any student who is not in attendance four (4) hours of the school day will be considered absent according to N.J.A.C. 6A:32-8.3.

If your child is going to be absent, please call Ext. 8066. You may also send an email notification of the absence to LHSAttendance@livingston.org. Upon a student's absence, the school administrator will first determine if the student is excused or unexcused for the absence. The determination to grant an excused absence is based on the N.J. Administrative Code, which is outlined in Livingston Board of Education Policy 5200 and Regulation 5200. The following table summarizes the three categories under which an absence might fall: "Unexcused Truant," "Unexcused Verified" and "Administratively Excused."

Attendance Chart for School Absences

UNEXCUSED TRUANT (CHARGEABLE)	UNEXCUSED VERIFIED (CHARGEABLE)	ADMINISTRATIVELY EXCUSED (NON-CHARGEABLE)
<p>The following circumstances will be marked as Unexcused Truant and therefore count toward the loss-of-credit threshold of 14 absences for a full-year course and 7 absences for a semester course:</p> <ul style="list-style-type: none"> • No note provided • Note not approved by administration • No note from doctor for 3+ consecutive days for illness • Truancy, as determined by the principal or his designee. 	<p>The following circumstances will be marked as Unexcused Verified and will count toward the loss-of-credit threshold of 14 absences for a full-year course and 7 absences for a semester course:</p> <ul style="list-style-type: none"> • Illness for 1-2 days as documented by parent • Illness for 3+ consecutive days as documented by a physician • Family illness • Written parental permission as approved by the administration • College visits 	<p>The following circumstances <u>must be documented</u> and will be listed on the attendance record for the student, but do not count toward the loss-of-credit thresholds:</p> <ul style="list-style-type: none"> • Administrative exclusion or prerogative • Suspension • Court appearance • Religious observance as documented by the parent and approved by State guidelines • Death in the immediate family • The NJ State Driving Exam (half a day) • Extraordinary Opportunities as approved by the administration (see below) • School sponsored field trips • School-provided Home Instruction • Required college orientation/testing (official documentation required)
<p><u>Consequences for Unexcused Truant Absences:</u></p> <p><u>1-4 Unexcused Truant absences:</u> The administration will contact the parent to develop an action plan.</p> <p><u>5-9 Unexcused Truant absences:</u> The administration will contact the parent to review/revise the action plan.</p> <p><u>10+ Unexcused Truant absences:</u> The cumulative absences will be considered truancy and referred to the court system.</p> <p>Additional disciplinary action may be taken as outlined on page 30.</p>	<p><u>Consequences for Unexcused Verified Absences:</u></p> <p>These absences accrue, along with Unexcused Truant absences, to the threshold of 14 allowable absences for a full-year course and 7 allowable absences for a semester course.</p>	<p><u>Consequences for Excused (Non- Chargeable) Absences:</u></p> <p>There are no consequences for Non-Chargeable Absences. The administration, however, reserves the right to deny field trips and extraordinary opportunity requests if the student does not have an exemplary attendance record.</p>
<p><u>CONSEQUENCES FOR TOTAL ABSENCES:</u></p> <p>After 9 total chargeable absences, the parent will receive a letter and speak with the building administration regarding the frequency of absences.</p> <p>After 14 total chargeable absences for a full-year course and 7 total absences for a semester course, the student will lose credit for the course.</p> <p>Tardies to class and extended health office visits accrue as absences (see below).</p>		<p>The absences listed in this column are not applied toward the attendance requirements for either class or daily attendance as stated in the Code of Conduct.</p>

TARDY ATTENDANCE CALCULATIONS

For class attendance purposes, it must be noted that the following shall apply:

- Tardies of fewer than 10 minutes to any class shall be counted as a 1/3 “unexcused truant” absence from class.
- Tardies of more than 10 minutes to class shall be counted as a truancy and a full “unexcused truant” absence from class.
- Early dismissal from school, unless for administrative reasons, shall be counted as an “unexcused verified” absence from class for each period missed.

HEALTH OFFICE VISITS

If a student is in the health office for more than ten (10) minutes it will be considered an unexcused absence from the class during which the visit occurred. This absence will count toward a student’s total absence accumulation for that class.

STUDENT ILLNESS

If the child is anticipated to be absent for more than three (3) consecutive school days or a pattern of absence is suspected, a written medical excuse must be provided by the child’s physician and verified by the school physician. The parent or legal guardian must consent to allow for communications between their personal physician and the school physician for the purpose of verification. If it is determined that the parent or legal guardian meets the State criteria for financial hardship, the parent or legal guardian should contact the building principal to request assistance in obtaining the appropriate medical documentation.

CHRONIC MEDICAL CONDITIONS & PROVISIONS OF THE IEP

A student with a chronic medical condition should submit documentation to the school nurse for the possible development of an Individual Health Plan. The “Student Medical Certificate” form is available online under “Health Office.” Matters concerning excessive absence or a pattern of absences shall be referred to the Child Study Team as needed.

EXTRAORDINARY OPPORTUNITIES

Educational opportunities include those tied to the student’s course of study, and may not be of a duration which unduly disrupts the continuity of student instruction. These will only be considered for approval when a student has exemplary attendance. The “Request for Extraordinary Opportunity” form is available online under “Parent Resources.” A student out for an extraordinary opportunity is accountable for any school work that is missed. **Extraordinary opportunity forms must be submitted two weeks prior to the requested date with supplementary documentation to support the requested absence.**

STATE APPROVED RELIGIOUS HOLIDAYS

Please see the State Department of Education website at <http://www.state.nj.us/education/genfo/holidays.htm> for the list of State Approved Religious Holidays.

MAKEUP OPPORTUNITIES AFTER AN ABSENCE

Students who have been absent for one or two days are expected to make up work/tests within two class days of returning to school. If the absence is three days or longer, the missed work must be made up within five class days after the student returns to school unless previous arrangements have been made with the teacher due to extenuating circumstances. Missing assignments will be posted as a zero (0) until the work has been submitted or until the timeframe for completing the work has expired. If work is not made up within the designated time frame, a grade of zero (0) will be maintained. (For just cause, a teacher/administrator may extend the time frame for completion of missing assignments.)

PROCEDURE FOR REQUESTING CLASSWORK/HOMEWORK

For absences of fewer than three days, students are advised to visit the teacher's Schoology page for daily classwork and/or homework assignments or contact the teacher directly if necessary. If student absences exceed three days, students may seek out assistance from their school counselor if needed.

HOME INSTRUCTION POLICY

A student is eligible to receive home instruction from an instructor hired by the Board of Education when a physician has assessed and memorialized in a medical notification that a student will be absent for more than 10 consecutive school days, or 20 cumulative school days. All requests of this nature must come from a physician and are required to be approved by the district's physician. The request must be provided on the letterhead of the physician with the original signature of the physician. Should you believe that your child is in need of home instruction, please contact the student's school counselor. In addition, home instruction cannot be offered in elective subjects.

PROCEDURES FOR CLASS ATTENDANCE

CLASS ATTENDANCE AND LOSS OF CREDIT

A student must be in attendance a **minimum of 90% of the school year** in order to receive course credit. As such, a student absent more than fourteen (14) unexcused days of school, **regardless of whether the days are considered Unexcused Truant or Unexcused Verified absences**, shall be subject to penalties up to and including retention. A student absent more than 14 days (7 days for a semester course) from a particular course shall be subject to penalties up to and including loss of credit for that course. **Although a student may satisfactorily complete the course objectives, a student may not receive credit if the attendance requirement for that course is not fulfilled.**

TARDINESS TO SCHOOL

Students are tardy if they arrive to their first block class after the 7:50 a.m. bell has rung. Students arriving up to 8:00 a.m. should report directly to their first class. All students who have physical education first period or arrive after 8:00 a.m. must sign in

at the attendance office before going to their first period class. If lateness is due to a late school bus or religious service, it will not be counted as an absence from the class period provided that the school has ample notification and/or necessary documentation.

TARDINESS TO CLASS

Students are tardy to class if they arrive after the bell indicating the start of the period. In addition to tardies accruing as unexcused absences, as noted on pg. 22 students will receive detention hours for unexcused tardies to the same class. The consequences for accumulated unexcused tardies to the same class are outlined below:

- 3 tardies = 2 lunch detentions
 - 6 tardies = 1 two-hour administrative detention
 - 9 tardies and multiples of three thereafter = Saturday detention and loss of open lunch privileges for seniors for the remainder of the marking period.
- The cumulative count of student tardies will reset at the beginning each nine week cycle for detention purposes only.
 - If a student accrues detention hours, they may not participate in after school activities until their school obligation is satisfied on the day of the detention.
 - Seniors returning late from lunch will not be eligible for open lunch the next day.

CLASS TRUANCY

Truancy is defined as absenting oneself without permission from scheduled periods, being unaccounted for (including bathroom visits) for more than 10 minutes of a class, or causing a disruption in the hallways regardless of the amount of time out of class. This includes classes, lunch, or activities such as assemblies. Administrative action as it relates to a cut from a scheduled period is outlined on the following page:

Offense Consequences:

1st Offense:

- All work missed will result in loss of credit
- One Saturday detention
- Potential loss of co-curricular activities
- Written parental notification

2nd Offense:

- All work missed will result in loss of credit
- Two Saturday Detentions
- Attendance Agreement
- Potential loss of co-curricular activities, such as prom, field trips, and athletics
- Written parental notification

3rd Offense:

- Written parental notification and/or conference
- The student will be denied credit for the course for the year in which the accumulated 3rd offense occurred. The student must remain in class in order to be eligible for summer school
- The 3rd overall occurrence will result in the loss of co-curricular activities (including prom, field trips, and athletics) for the remainder of the year
- One Day ISS

CLUB AND CO-CURRICULAR INVOLVEMENT AND ABSENCES

Participation in a club or a co-curricular activity is a privilege. In order to be eligible to participate:

- All students must arrive by 8:50 a.m. with a note from a parent/guardian and remain in school for the duration of the school day.
- All students must attend school for a minimum of 4 hours and 30 minutes and present a doctor's note with a time stamp upon arrival. If time out of the building for a doctor visit exceeds 2 hours and 20 minutes, the student will not be eligible to participate.

A student involved in a co-curricular activity who is assigned to an Administrative Detention/Saturday Detention may not participate in any aspect of the activity on that day until their detention has been served. A student who is assigned to in-school suspension for the day may not participate in activities on that day. A student who is

assigned an out-of-school suspension may not participate in activities until they participate in a re-entry conference with administration.

Hazing or other physical or verbal harassment of fellow club members, or the expectation that club members will be subjected to initiation rites involving physical or verbal abuse, is strictly prohibited. Club members involved in such action are subject to removal from the club and out-of-school suspension. Law enforcement officials may be involved.

EARLY DISMISSAL REQUESTS

Students must bring a note from their parent or guardian requesting any early dismissal to the attendance office. The note should indicate the time of departure and return, if applicable, and the reason for the absence. If a parent wishes for their child to walk home from school when dismissed early, the note should specify this request. If the student is a licensed driver, the parent must specifically indicate in the note that the student has permission to leave and drive on their own. Dental and medical appointments should be made after school hours.

AP TEST DAYS

Students taking an AP exam on a particular day are administratively excused from classes used for testing time only. Students may receive parental permission to be absent from other classes during the school day with a parent note; however, absences with a parent note still count towards the “unexcused verified” class absences for the classes missed.

ATTENDANCE APPEAL PROCEDURE

If a student exceeds the allowable number of absences, the student’s parent or legal guardian may appeal the non-credit status using the following procedure.

1. **Petition for Appeal** – A written petition must be submitted to the assistant principal by the student’s parent/guardian, no later than five (5) school days after the receipt of no credit status. Failure to do so will forfeit the right to an appeal. The student must regularly attend school and class until their appeal is heard and a decision is rendered.
2. **Student Attendance Review Committee (SARC)** – In keeping with the dictates of the due process procedure, the SARC shall review cases brought by petition. The appeal committee will be comprised of an assistant principal, teachers, school nurse and school counselor of the appealing student. Additionally, a case worker will be involved if appropriate.
 - If the appeal is denied by SARC, the student may appeal to the principal.

AGE OF MAJORITY LAW

The Age of Majority Law considers eighteen-year-old students adults in New Jersey. However, the law also gives the school the right to control the conduct of all students whether eighteen or younger.

1. Eighteen-year-old students may sign their own dismissal notes; however, an assistant principal must approve these notes in order for the student not to be counted as truant. The student then signs out in the attendance office at the approved time.
2. Eighteen-year-old students may sign their own field trip permission slips, exemption forms, and physical forms without prior approval of school authorities.
3. Eighteen-year-old students may review their official school records.
4. Eighteen-year-old students are subject to all other regulations according to school policy.

Student Discipline

PHILOSOPHY

The Livingston High School community believes that an orderly environment is conducive to learning and that reasonable and firm rules are necessary to ensure the health, safety, and welfare of each person. The cooperation and support of educators, parents, and students is essential to maintaining a quality school. Therefore, student behavior shall be reviewed in the context of the school-home partnership.

We also believe that the best discipline is self-directed and students should accept responsibility for their behavior. To this end, the school community provides resources for students to demonstrate their developing maturity in which there is a minimum emphasis on rules and a greater emphasis on personal/group rights and responsibilities. Students are expected to exercise their responsibilities before a discipline problem occurs. However, when acceptable alternatives are not utilized and students violate the good order of the school, remediation and consequences shall be prescribed to help students learn the importance of accepting responsibility for one's actions.

CODE OF CONDUCT

The rules that appear in the Code of Conduct do not limit the administration's authority to maintain safety, order, and discipline in the school, but offer specific guidance in listing acceptable and unacceptable behavior.

1. Students and staff must treat each other with mutual respect and courtesy.
2. Respect Yourself -- Respect Others -- Respect Your Environment
3. Conform to reasonable standards of socially acceptable behavior.
4. Resolution of conflicts shall be done in a manner which respects the dignity of each person.
5. Preserve the degree of order necessary to the educational program in which students are engaged.
6. Obey constituted authority and respond to those who hold that authority.

The complete text of Board Policy #5600 and the Code of Conduct may be viewed on the District’s website and is available at each school.

STUDENT RIGHTS AND RESPONSIBILITIES

- Students have the right to a quality education and their responsibility to do their best with that opportunity.
- Students have a right to have their concerns heard and the responsibility to use proper school channels.
- Students have a right to be treated with respect and a responsibility to treat others with respect.
- Students have a right to due process and a responsibility to act honestly in communication with school officials.

LIVINGSTON HIGH SCHOOL RULES AND CONSEQUENCES

While LHS puts great emphasis on responsibility, it is necessary to specify certain behaviors and consequences. It is also understood that a variety of factors may be considered in determining consequences for some behaviors. Administrators know that consistency is important, however, they will use their professional judgment in making decisions regarding corrective actions. The individual and the circumstances involved are considered. Listed below are examples of unacceptable behaviors for which school staff are expected to take preventative and/or corrective action. The information provided in this section of the handbook serves as a guide that will be used as a basis of judgment for unique situations. In circumstances where actions do not fall within the categories listed, administrators will use their discretion in determining consequences. Repeated violations or a pattern of inappropriate conduct will result in greater consequences.

The minimum consequences for the offense are listed below:

Administrative detention (1 hour): D	In-School Suspension: ISS
Administrative detention (2 hours): 2D	Out-of-School Suspension: OSS
Lunch detention: LD	Refer to counseling: RC
Saturday Detention: SD	Behavioral Contract: BC
Police Contact: P	Unsatisfactory Citizenship: UC
Adhere to all protocols delineated by LPS policy: AP	

Attendance Related Sanctions

Infraction	Consequences	
Failure to report to a lunch detention	One 2D	
Failure to report to an administrative detention	First offense: Detention hours doubled Second offense: One day SD	
Failure to report to a Saturday detention	First offense: Two days SD Second offense:	

	One day ISS UC	
Class Truancy: A student who is absent from class without the proper permission, or is out of class for more than 10 minutes for any reason, or is causing any disruption in the hallways regardless of the time out of class, is considered truant.	First offense: One day SD Second offense: Two days SD UC Third offense: One day ISS, Loss of credit/activities UC Refer to page 26 for additional consequences	
Full day truancy	Two days ISS	P UC
Leaving the school building without the permission of an administrator or the school nurse	First offense: One day SD Second offense: One day ISS	BC UC
Students found on another school's campus during the school day	One day ISS	UC
Students found on district property while under suspension	Four days OSS	P UC
Tardy to School/Class	Third offense: Two LD Sixth offense: One 2D Ninth offense: One day SD & Loss of Open Lunch Privilege	
No current school identification card when entering the building	Third offense: One (1) LD Sixth offense: One 2D Ninth offense: One (1) day SD & Loss of Open Lunch Privilege	

Behavioral Misconduct

Infraction	Consequences	
Procedural Violation	One day LD to One day SD	
Disrespectful behavior	One 2D UC if applicable	
Defiance of authority: Failure to respond to the direction of any school personnel	One day SD	UC
Continued and willful disobedience: A repeated pattern of failing to abide by school rules	One to Four days ISS/OSS	RC BC UC
Illegal parking on school property /parking in faculty parking lot	One day SD	
Profanity or obscene conduct in the school building	One day SD	UC
Profanity or obscene conduct directed toward staff	One day OSS	UC
Breach of Academic Integrity/Cheating/Plagiarism	One day SD Additional penalties outlined on page 9	UC
Failure to produce a school identification badge to any school personnel when asked	One D	
Breach of School Security	One day SD	UC
Disruption of the learning environment by action, attire or vocal expressions	One 2D UC if applicable	
Repeated Dress Code violations (See pg. 55-56 for the Dress Code Policy)	One Day SD UC if applicable	

Violence and Vandalism

Infraction	Consequences	
Conduct dangerous to the physical well-being of others: Students, through their direct or indirect actions, place another person in danger of physical harm, even if there was no intent to harm. (Includes throwing food, etc.)	One day SD	UC
Inappropriate Use of Physical Force: Any student who engages in reckless behavior that poses a substantial danger to one's self and others (ie. Pushing, shoving, or hitting another student)	First offense: One to Four days ISS and/or OSS Second offense: Three to Five days OSS Third offense: Five to Ten days OSS	RC BC UC
Fighting: Any student who engages in a physical confrontation with another person on school grounds or during a school activity, in which both parties have substantial culpability for the actions, shall be considered to have committed an act of fighting	First offense: Three to Four days ISS and/or OSS Second offense: Ten days OSS Third offense: Referral to Superintendent	RC BC P UC
Assault: Any student who harms, injures, or recklessly strikes with intent to cause harm on school grounds or during a school activity. Reckless behavior that could cause harm.	First offense: Three to Four days ISS and/or OSS Second offense: Ten days OSS Third offense: Referral to Superintendent	RC BC P UC
Threat directed at another student or member of the Livingston BOE faculty or staff. Discipline dependent on the severity of the incident.	One to Four days ISS and/or OSS	RC BC P UC
Vandalism: The destruction, marring, or defacing of someone else's personal property or school property.	Two to Four days ISS and/or OSS Restitution	RC BC P UC
Any written, verbal or physical gesture (including electronic communication) that disrupts a student's ability to learn and/or a school's ability to educate its students in a safe environment, including any words or actions that harm or threaten another person's body, property, self-esteem or group acceptance.	First Offense: One to Three days ISS and/or OSS Second offense: Three to Five days OSS Continued offenses: Ten days OSS	RC BC P UC
Bias/Hate actions: Any behavior designed to intimidate a person or group either using verbal, written, or non-verbal communication. New Jersey defines bias/hate crimes as those involving race, ethnicity, religion, or sexual orientation.	Four days ISS and/or OSS	RC BC P UC
Possession or use of weapons or dangerous instruments and/or any object that can reasonably be considered a weapon (including pen	Ten days OSS Referral to the	RC BC

knives and BB guns); this includes objects made to look like dangerous instruments.	Superintendent for further disciplinary action	P UC
Explosive devices (and look-alikes): Possession or use of explosive devices, such as firecrackers, cherry bombs, tankers, M-80's, etc.	Ten days OSS Referral to the Superintendent for further disciplinary action	RC BC P UC
Theft: The unauthorized or attempted taking of personal or school property; Assuming another person's identity; Participating in these actions as a lookout; or by possessing stolen property	Four days ISS and/or OSS	RC BC P UC
The unauthorized or attempted taking of food from the cafeteria; leaving the lunch line with food without making payment; participation in these actions as a look out; or by possessing stolen food	One to Four days ISS/OSS	RC UC
Violation of Fire Regulations: Making false fire reports, falsely activating a fire alarm, lighting matches or any flame not approved as part of classroom instruction, threatening to bomb, burn, or to destroy school property or the property of school personnel or students	Ten days OSS Referral to the Superintendent for further disciplinary action	RC BC P UC

Sexual Offenses

Infraction	Consequences	
Displays of Affection	One day SD to One day ISS	UC
Inappropriate Sexual Conduct	One to Four days ISS/OSS	UC
Harassment, Exposure, or Inappropriate Touching	Three to Five days OSS	RC BC UC
Assault	Ten days OSS, Referral to the Superintendent for further disciplinary action	RC BC P UC

Possession/Use of Materials that Violate School Policy

Infraction	Consequences	
Inappropriate use of electronic devices during class time	First offense: Confiscation Second offense: One 2D UC if applicable Third offense: One day SD UC if applicable	
Gambling, and/or any activity or “game” in which the object is the winning of money, favors, or other valuables	One 2D to SD, Confiscation	UC
Possession of pornographic material	One day SD, confiscation	UC
Dissemination of pornographic/inappropriate material	One to Three days ISS and/or OSS	RC BC P UC
Possession of tobacco products: cigarettes, cigars, chewing tobacco, etc.	One day SD, Confiscation	RC UC
Use of tobacco products: cigarettes, cigars, chewing tobacco, etc. BOE Policy #5533	One to Three days ISS and/or OSS , Confiscation	RC P UC
Vaping or using vapor products, such as electronic smoking devices. BOE Policy #5533 Vaping of any kind will enact the district’s substance abuse protocols.	One to Three days ISS and/or OSS , Confiscation	RC AP P UC
Drug Paraphernalia: Possession of any drug-related item, or potentially drug-related item, such as electronic smoking devices (vapes, Juuls, etc.), rolling papers, pipes, etc. This infraction will enact the district’s substance abuse protocols.	One to Three days ISS and/or OSS , Confiscation	RC AP P UC
Alcohol/Drugs (and look-alikes): 1. Possession 2. Use and/or consumption This infraction will enact the district’s substance abuse protocols.	First offense: Referral to Superintendent Four days OSS Parent meeting with administration Second offense: Referral to Superintendent Ten days OSS Parent meeting with administration Third offense: Parent meeting with administration Out-of-school suspension pending Superintendent review and/or hearing for expulsion with the Board of Education	RC AP P UC
Distribution of Drugs/Alcohol or Intent to distribute This infraction will enact the district’s substance	First Offense: Referral to Superintendent	RC AP

abuse protocols.	Parent Meeting with Administration Ten days OSS Second Offense Parent Meeting with Administration Out-of-School Suspension pending Superintendent review and /or hearing for expulsion with the Board of Education	P UC
Positive drug screening following the enactment of the substance abuse protocol.	Four days OSS	RC AP P UC

REMEDICATION AND CONSEQUENCES

BEHAVIORAL CONTRACTS

Behavioral contracts will be mutually developed in the context of a student, parent, counselor, child study team member and administrative conference. Each party will have the opportunity to explain their goals, the means of achieving these goals, and the expectations of other parties involved. Once the terms have been mutually agreed upon, this will be the basis upon which the administrator will make decisions if a student does not fulfill their contractual obligations.

PROBATION

Students may be placed on disciplinary probation as a consequence of violating school rules. During this time, students are to demonstrate that they can fulfill their responsibilities of respecting themselves, others, and the environment. The conditions of probation, which may include restrictions or suspension from co-curricular activities, will be detailed in a behavioral contract.

ADMINISTRATIVE DETENTION

Teachers or administrators assign detention when students are in need of a consequence which restricts their freedom of movement for a brief period of time. This is done to have students reflect on their behavior that led to the issuance of the detention. Some detentions are during the lunch period, while others are after school for one or two hours. Lunch detentions are held in room D161. Students must arrive by 11AM. If a student has a lab on the day of an assigned lunch detention, the student should see their assistant principal to reschedule the detention. After school detentions are held in Cafeteria EF from 3:05 – 5:05 p.m. Failure to report for an administrative detention will result in the doubling of detention hours or a Saturday detention. Cell phones and other electronic devices are not allowed to be used during any detention. Computers may be used at the discretion of the detention proctor for school work only.

SATURDAY DETENTION

A Saturday detention is a consequence given for more egregious offenses. Students are to report to the detention, via the cafeteria-side entrance, **no later than 8:00 a.m.** Students will be dismissed at 12:00PM. This is not the time for socializing or conversation. Students are to bring work with them in order to use the time efficiently. Cell phones and other electronic devices are not allowed to be used during any detention. Computers may be used at the discretion of the detention proctor for school work only. Failure to attend a Saturday detention will result in the detention being doubled to two Saturdays. A repeated pattern of missing detention will result in the student being assigned to in-school suspension.

IN-SCHOOL SUSPENSION

In-School Suspension is served during the school day. ISS is a consequence given in order to allow students continued access to counseling services during a suspension. Students who are issued an In-School Suspension will be excluded from co-curricular events throughout the period of the suspension. This exclusion includes club activities, student performances, sporting events, proms, senior games, and the like.

ISS is designed to be a productive experience where students are afforded the opportunity to consider the behavior choices that led them to ISS; reflect on the sources of the problems that triggered said behavior; and explore alternative courses of action in the event of future conflict. The Dean of Students will work with faculty and staff to develop approaches aimed at analyzing decision-making processes, identifying positive choices with students, and equipping them with other resiliency skills that will assist them at Livingston High School and beyond. ISS is located in Room A109.

OUT-OF-SCHOOL SUSPENSION - BOE Policy# 5610

Out-of-School Suspension is recognized as the most severe form of disciplinary action with the exception of expulsion. It should be considered as such by the entire school community. The assistant principal will contact the student's teachers in order to collect work that the student will miss during their suspension. The work will be available to be picked-up in the school counseling office by a parent/guardian. In accordance to N.J.A.C 1610.2, arrangements for home instruction will be provided when an OSS exceeds 4 days.

During the period of OSS, a student shall not be on or near the school campus. Athletic events, co-curricular activities, and school or class events, including graduation, are privileges and not a right. As such, during the period of OSS, a student shall not be allowed to attend athletic events, co-curricular activities, and school or class events. A student who chooses to ignore this portion of the consequence will be subject to further disciplinary action including, but not limited to, arrest for criminal trespass. Additionally, the principal, and/or his designee, reserves the right to revoke school privileges indefinitely from a student who is assigned OSS based on the nature of the offense.

A reentry conference must be held in order for the student to return to classes and co-curricular activities. This conference will be held with the student, parent/guardian,

counselor, assistant principal, and principal. This conference will be arranged at the time of the suspension.

RESTITUTION

Students may be required to make restitution to the school district or to individuals. Such restitution may include, but not be limited to financial reimbursement, apologies, or school service. **For further information about fines, refer to BOE Policy # 5513.**

POLICE IN SCHOOL

Police may enter the school if asked by school officials, if they suspect a crime has been committed or have a warrant for search or arrest. If a student is questioned by the police, school officials must see that all questioning takes place privately, in the presence of the principal or his/her designee. If the officer has a juvenile complaint or warrant, the principal shall request that the questioning be delayed, if possible, until the parents/guardians can be present. If the officer refuses, the principal must attempt to have the parents/guardians informed immediately, and shall remain with the pupil during the questioning. **For further information, refer to Law Enforcement Memorandum of Understanding found on file in the LBOE offices.**

STUDENT APPEALS PROCESS

If a student or parent/guardian wishes to appeal a consequence, they must speak to the following individuals in the sequence of steps outlined below:

1. The teacher who originally assigned the penalty
2. The department supervisor if discipline is not involved
3. The student's Assistant Principal
4. The Principal

The Principal will be the final appeal for detentions. For consequences of greater severity, the appeals process may continue, if necessary, as follows:

1. Assistant Superintendent
2. Superintendent

The Superintendent will be the final appeal for short-term suspensions. If necessary, appeals for long-term suspensions may continue to The Board of Education.

Athletics

The athletic program is a well-rounded, extensive, and varied program. In accordance with Title VI and Title IX, non-contact boys' sports are co-educational; a female can try out, if she desires.

Our school is a member of the Super Essex Conference (SEC) and NJSFC for football. The Lancers compete in state competitions in Group IV, North Jersey Section I. Athletic information can be found at www.lhslancers.com.

Information regarding the interscholastic athletic program, including practice and game schedules as well as directions to games and forms can be found on the high school website. Any other questions can be directed to Mr. Porfido, the Athletic Director at 973-535-8000 ext. 8065 or by e-mail to rporfido@livingston.org.

There are established **rules of conduct which should be adhered to by all spectators** attending any of our athletic games.

1. We should show our appreciation of any display of athletic ability, but we should not make any remarks that signify poor sportsmanship.
2. We should carefully dispose of papers and soda bottles.
3. We should keep off the playing area at all times to preserve its condition.
4. We should not willingly attempt to distract a person participating in games.
5. In all athletic contests we should accept the official's decisions.
6. Remember everything we do reflects on our school's reputation.

There are also basic rules of conduct that should be followed by **all athletes** participating in our school's sports program. The following is a "CODE OF CONDUCT" issued by the athletic department to all students involved in athletics. It is reprinted here so that all students are aware of the standard rules of behavior expected of our athletes. Any violation of these "Code of Conduct" rules may result in suspension or termination from the athletic program.

LHS ATHLETICS "CODE OF CONDUCT"

1. Athletes should take pride in their performance. Appearance and attitude greatly affect their play. Livingston High School has always demonstrated good sportsmanship on and off the field. We are proud of our tradition.
2. Hazing or other physical or verbal harassment of fellow players, or players on other teams, or the expectation that athletes will be subjected to initiation rites involving physical or verbal abuse, is strictly prohibited. Athletes involved in such action are subject to removal from the team and out-of-school suspension. Law enforcement officials may be involved.

3. There is nothing wrong with losing. However, an athlete must put forth one's best effort. Just as one must be humble in victory, an athlete must also be gracious in defeat.
4. The game officials are in charge of the athletic event. In this position they must be treated with respect and obeyed without question.
5. The use of drugs, alcohol and tobacco are detrimental to your best performance. Athletes should refrain from their use (this includes the use of steroids). All athletes are required to be alcohol-free, tobacco-free and drug-free 24 hours a day, 7 days a week. Athletes who use and/or are in possession of these items are subject to disciplinary action as outlined by the Board of Education Policy. Attendance at parties or gatherings where alcohol, tobacco, or drugs are present is strictly prohibited. Athletes must depart or make a reasonable attempt to depart from such affairs or situations immediately once these substances are discovered. An athlete may be suspended from practice and play pending an investigation and may be subject to legal and/or disciplinary actions as per Board of Education policy. This rule does not restrict athletes from attending family functions where alcoholic beverages are present. The purpose of this rule is to deter underage drinking and/or substance abuse.
6. Each coach will specify a set of training rules. These must be obeyed completely.
7. Opposing players and coaches are guests at our home events; they are to be treated with respect at all times.
8. Profanity and verbal abuse will not be permitted.
9. Competitive athletics involves a high degree of emotion. These emotions must always be kept under control. Improper emotional displays, poor conduct and other signs of immaturity will not be tolerated.
10. Equipment which is issued to student athletes belongs to the school and is for use at practices and games only. No uniform or practice equipment is to be worn to school or at outside events without special permission of the athletic director. This equipment must be turned in immediately following the conclusion of each season. A fine will be levied for lost equipment. This is a "fine" as equipment is **not** sold.
11. If a student has a medical excuse from Physical Education he or she may not participate in an athletic activity on those days.
12. An athlete who is assigned to an Administrative Detention/Saturday Detention may not participate in practice or a game on that day until their detention has been served. A student who is assigned to in-school

suspension for the day may not participate in athletics on that day. A student who is assigned an out-of-school suspension may not participate in athletics until they participate in a re-entry conference with administration.

13. A physical examination is required by state regulations at least once each school year. Each student is responsible for getting a physical examination. As per state law, the school will offer physical examinations only to students who do not have a family doctor or those who cannot afford one. A State of New Jersey medical form is used to record this exam. No athlete will be permitted to participate until this form has been properly completed and signed by the examining doctor. Written parental permission is required for each sport.
14. In addition to the physical examination, all students are required to be baseline tested using the ImPACT Test Protocol (www.impacttest.com) every two years of their high school career by the athletic training staff.
15. If an athlete has a serious injury, he/she will not be permitted to participate until they have been cleared by a doctor in writing.
16. The New Jersey State Interscholastic Athletic Association which is the governing body of high school sports in New Jersey, in conjunction with the State Department of Education, has instituted a random steroid testing program for some athletes who participate in high school athletics.
17. Participation in athletics is a privilege. In order to be eligible to participate:
 - a. All student-athletes must arrive by 8:50 a.m. with a note from a parent/guardian and remain in school for the duration of the school day.
 - b. All student-athletes must attend school for a minimum of 4 hours and 30 minutes and present a doctor's note with a time stamp upon arrival. If timeout of the building for a doctor visit exceeds 2 hours and 20 minutes, the student will not be eligible to participate.

This program will randomly test students who compete on teams that qualify for the NJSIAA state tournament for certain substances that are banned for use. If any of these substances are detected after this random testing is conducted, that individual will be banned from competing in high school sports in New Jersey for a period of 365 days. The only exception to this legislation will be if the student has signed a written document from a fully licensed physician, stating that the individual is being treated for a medical condition that permits the use of this banned substance. In order to facilitate this process, every student who wishes to participate in high school athletics must submit a signed consent form from the parent and student consenting to this test prior to participation. If the form is not submitted, the student will not be allowed to play.

During the online registration all students, parents, and coaches will be required to electronically sign the student/parent SAGE athletic contract. All forms must be signed prior to the start of the season.

ELECTRONIC REGISTRATION FOR ATHLETIC PARTICIPATION

All athletes must be registered through our online registration process. Participants must have completed the online registration AND step 2 prior to the posted closing date for each season in order to be eligible. Online registration procedures and forms are located under the **Athletics Tab** on the home page of the Livingston High School website.

Registration is a **two-step process** so please follow these instructions:

Step 1 - Register your student online. If a student isn't certain in which sport she or he would like to participate, parents should still register for the sport in which some interest has been expressed. The selection can always be changed prior to the beginning of the new sport's tryouts.

PLEASE NOTE: If this is the first time you are registering a student, upon completion of the form, you will be asked to set up a **Family Account**. By doing so, future registration forms will be pre-filled for your convenience but allowing you to make changes if needed. **Once a registration form has been submitted, a confirmation page will be displayed indicating that Step 1 has been completed.** *If you have another student to register for a sport, please log into your account and then select the Athletic Registration Form so all your children are associated with your one Family Account.*

Step 2 – Pre-participation Physical Evaluation and Health History Questionnaire

A valid athletic physical must be on file with the high school nurse prior to the start of each athletic season. Please select **either** option **A** or **B** below that pertains to your child:

A - If the athletic physical **has not** expired by the first day that practice begins for the selected sport, that physical will take the student athlete throughout the entire season even if the physical may expire during the season. **HOWEVER**, the parent **still** must complete the "**Health History Update Questionnaire**" and submit this one page form to the high school nurse during the enrollment period to complete Step 2.

B - If the athletic physical **will** expire prior to the first day of practice for the selected sport, a new athletic physical, including the "**Health History Update Questionnaire**", must be submitted to the high school nurse during the enrollment period to complete Step 2.

We recommend that the parent keep copies of these forms prior to submitting them to the high school nurse.

Athletic physicals are valid for *one year*. If a student has an athletic physical on file that is less than a year old as of the first day of practice for the sport, then the only item

that the parent will need to complete will be the Health History Update Questionnaire. This form along with the athletic physical form can be found on the LHS athletic page on the high school website. If the physical will expire prior to the first day of practice, a new athletic physical will be required

If a parent has difficulty obtaining a physical and meeting the season deadline for submitting forms due to having no medical “home” or any other personal matter, parents should take advantage of the free athletic physical that is offered at the high school. The free mass physical date is offered once per calendar year in June. “Completely registered” means that all of the online forms have been submitted and the physical form or the Health History Update Questionnaire has been submitted to the school nurse prior to the deadline.

LATE REGISTRATION

Every effort should be made to submit all registration forms by the deadline date of each season's enrollment period. Late registrants will be accepted as long as all paperwork can be fully processed by the **third day** of a team's practice. Please note that it takes approximately ten (10) days for the athletic department, including the high school nurses, to complete the medical portion for hundreds of students prior to the first day of practice. Therefore, late registrants are not guaranteed to be made eligible for participation.

If a late registrant is made eligible to participate on a team, the student athlete will not be active to play in the first three official games of the season, but will be required to attend practice and follow all team rules. This practice works to ensure equal opportunity for all students during practice/tryout season.

Please see the LHS Athletic website for each season’s registration windows.

ATHLETIC ELIGIBILITY

The Board of Education has adopted as Board policy the rules and regulations of the New Jersey State Interscholastic Athletic Association (NJSIAA). The Board reviews the rules annually to ascertain that they continue to be in conformity with the objectives of the Board.

The bylaws of NJSIAA cover a broad spectrum of eligibility regulations, ranging from preserving the amateur athletic status of students to prohibiting athletic recruitment among member schools. But, the eligibility standards which are most frequently applied by NJSIAA deal with age, academic standards, the semesters of eligibility and transfers.

An athlete cannot participate in interscholastic athletics if he or she has reached the age of nineteen (19) prior to September 1 of any year. Eligibility for athletic competition is based on requirements established by NJSIAA. Failure to attain the required number of credits will cause an athlete to be ineligible for competition.

Incoming students from grade 8 do not have academic requirements for the fall and winter athletic seasons. However, starting with the spring season, all ninth graders must conform to all academic requirements that are in place for the remainder of the student body. These requirements are as follows:

To be academically eligible for the fall and winter seasons, the student must have passed a minimum of 30 credits from the previous school year (not cumulative). This includes credits earned during the summer for make-up purposes only. Again, this academic requirement applies only to grades 10, 11, and 12.

Academic requirements for the spring athletic season for all grade levels include passing a minimum of 15 at the conclusion of the first semester.

Finally, if a student is academically eligible at the start of the season, that student shall remain eligible until the end of that season.

THE EIGHT SEMESTER RULE

No student shall be eligible for high school athletics after the expiration of eight (8) consecutive semesters following the student's entrance into the ninth grade.

SUMMER RECESS PRACTICE

From the last day of school to the first day of the next school term, all restrictions are rescinded for practice. Schools may issue any and all equipment for practice use during the summer recess and the local school district may determine to what extent the school, the coaches, and the students are to be involved in the "summer recess" program.

TRANSFERS

Transfer Rules can be reviewed by logging onto the NJSIAA website at www.njsiaa.org.

SPORTS OFFERED AT LIVINGSTON HIGH SCHOOL

FALL SEASON

Boys Cross Country
Girls Cross Country
Cheerleading
Football
Field Hockey
Boys Soccer
Girls Soccer
Girls Tennis
Girls Volleyball

WINTER SEASON

Boys Basketball
Girls Basketball
Cheerleading
Boys Fencing
Girls Fencing
Bowling
Ice Hockey
Boys Swimming
Girls Swimming
Boys Winter Track
Girls Winter Track
Wrestling

SPRING SEASON

Baseball
Softball
Golf
Boys Lacrosse
Girls Lacrosse
Boys Tennis
Boys Track
Girls Track
Boys Volleyball



CLUBS AND ACTIVITIES OFFERED AT LIVINGSTON HIGH SCHOOL

Livingston High School is proud to offer a range of clubs and activities for students that fall within the realms of service, co-curricular and social opportunities. Students should watch *A.M. Wired* and check the website for additional information. Students may start a club by securing an advisor, completing a club approval form and speaking to the assistant principal in charge of club applications. Details, forms and deadlines to start a new club or reapprove an existing club can be downloaded by the club advisor from the school webpage.

CO-CURRICULAR ACTIVITIES & CLUBS PHILOSOPHY

It is the philosophy of the school for students to enrich their high school experience by participating in athletics, clubs, or other activities. Interested members of the faculty who take pride in providing a meaningful athletic, social, or co-curricular experience supervise these activities. These activities present opportunities for students to participate in a broad range of organizations. This also serves as a venue for students to learn and improve leadership skills. Once clubs are officially approved, they will be published on the school's website under the activities section. Because co-curricular activities and clubs are a privilege for LHS students, a student may be suspended or removed from co-curricular activities and clubs at the discretion of the administration should the student violate the LPS Code of Conduct.



School Counseling



PHILOSOPHY AND SERVICES

The mission of the Livingston Public Schools Counseling Program is to provide support services that promote the social, emotional, and academic growth for all students. School Counselors help build a foundation for lifelong learning in a culturally sensitive environment by fostering self-respect, awareness of others, self-efficacy and access to individual interventions and community resources. Our vision is for students to understand career pathways as well as how to navigate a global society, make informed decisions and effect successful transitions. By working in partnership with educators, parents, and the community, School Counselors assist all students in achieving the skills and knowledge necessary to be productive, contributing members of society.

The Livingston High School Counseling Department strives to provide comprehensive and sequential services to students. The primary goal of the School Counseling program is to promote the academic, emotional, and social growth of all students. School Counselors help build a foundation for learning by assisting students to develop self-respect, self-advocacy, awareness of others and a positive attitude toward acquiring knowledge.

School counseling services include individual and small group counseling, scheduling, reviewing transcripts and post-secondary planning. Counseling services are most beneficial when conducted in partnership with teachers, and parents/guardians. A team approach to student advocacy provides proper support and communication for student success.

Livingston High School 2019-2020 SCHOOL COUNSELOR ASSIGNMENTS				
	GRADE 12 <i>Class of 2020</i>	GRADE 11 <i>Class of 2022</i>	GRADE 10 <i>Class of 2022</i>	GRADE 9 <i>Class of 2023</i>
GUZMAN	A-CHAND	A-BURD	A-CAI	A-CAS
MORGENROTH	CHANG-FAB	BURG-DUB	CAM-DRA	CEN-FAR
RENGA	FAR-GUL	DUF-GUL	DUF-HAB	FEL-HAI
KESSLER	GUO-KOR	GUP-KH	HAL-KIN	HAN-KHO
BERRYANN	KRA-MANN	KIM-LIN	KIR-MCC	KIM-LEVIN
DESAMOURS	MANU-PAC	LING-NU	MCH-PEL	LEVIT-NIK
PICHARDO	PAD-SAY	NY-SAMB	PER-SHAJ	NIS-SCHN
MOLARO	SCH-UME	SAMO-T	SHAP-VER	SCHR-THO
JOSEPH	UWA-Z	U-Z	VIR-Z	TON-Z

SCHOOL COUNSELING PROGRAM

The mission of the Livingston Public Schools Counseling Program is to provide support services that promote the social, emotional, and academic growth for all students. Counselors help build a foundation for lifelong learning in a culturally sensitive environment by fostering self-respect, awareness of others, self-efficacy and access to individual interventions and community resources. Our vision is for students to understand career pathways as well as how to navigate a global society, make informed decisions and effect successful transitions. By working in partnership with educators, parents/guardians, and the community, school counselors assist all students in achieving the skills and knowledge necessary to be productive, contributing members of society.

In order to meet these challenges, a comprehensive program of individual, small group, and large group sessions are planned around various stages of student growth and development. Each student will be assigned to a particular counselor who then works to ensure that his or her unique developmental needs are addressed. Parents are encouraged to be involved in this process and work collaboratively with the counselor on any concerns that they might have. **Please refer to the LHS Course Guide for complete information regarding graduation requirements, grade point average, NCAA eligibility, course selection, program planning, course levels and schedule changes.**

SCHEDULE PLANNING

Throughout their high school career, students have the privilege and responsibility of developing their own program of study. The individual program selected will assist students to achieve educational, occupational, and personal goals.

Many core courses are offered through Livingston High School on different ability levels: General, College Preparatory, Honors, and Advanced Placement. It is

important for students to consider their interests, abilities, and time constraints when selecting a course schedule and especially a course level. One Honors or AP course might work with a rigorous sports schedule, but three AP courses might negatively impact a student's life. Remember that courses should be selected based on individual abilities and needs.

In selecting the most appropriate courses each year, students are responsible for consulting with parents, teachers, and the counselor. A program of studies is best determined on the basis of previous performance in the subject area selected, various related test results, and career and educational goals. Students should keep in mind that their program must fulfill Board of Education and New Jersey State Graduation Requirements. (The option is not available for students to audit classes without teacher/administration approval). Please refer to the Course Guide for detailed information and resources for planning purposes.

SCHEDULE CHANGES

There should be little need to change a schedule after the initial selection of courses, due to the emphasis placed on the importance of individual counseling for educational planning. Valid reasons for schedule changes are limited to the correction of a computer error, addition of a required course, addition of credits required by seniors for graduation, and an adjustment for summer school completion.

Requests for teacher changes will only be considered if a student had a teacher in a prior course and there was ongoing conflict. Such requests are discussed with a school counselor, made in writing and approved by an administrator. Requests for teacher changes based merely on likes or dislikes, or preferred teaching styles will not be honored. Livingston High School has an obligation to ensure equity in placement for all students based on their course needs.

Please note the following scheduling procedures:

It is the expectation of the Livingston High School administration and staff that a student demonstrating proficiency (earning a minimum grade of C) will remain in his/her scheduled course. Therefore, a student requesting a level change, who demonstrates such proficiencies, will need to present evidence of extenuating circumstances.

OPEN ACCESS

Livingston High School is committed to providing all students equal access to curriculum and courses. Encouraging students to enroll in challenging courses provides the opportunity for students to raise their achievement levels, ensure postsecondary success, and work readiness.

Classes are offered at various levels of difficulty. Students are supported in taking rigorous courses at the Honors or Advanced Placement (AP) level in areas where they have interest or career aspirations. Past performance and student success in a subject area are key indicators of future success.

LHS offers open access for all students to take Honors and AP courses. These courses follow a rigorous curriculum extension of the college preparatory course and often require higher levels of workload, including extensive independent study by the students. Teachers make recommendations to guide students to select the most appropriate program and course level. In considering these recommendations, students and parents are encouraged to select an appropriate course load that balances curriculum demands with a healthy, well-rounded lifestyle.

School Counselors are available to assist and support students and parents throughout the scheduling process. Students are encouraged to communicate with their teachers about recommendations, as well as with their parent in preparation of selecting their courses with their School Counselor.

HONORS AND AP COURSES

Parents and students should consider every Advanced Placement (AP) and Honors course selection carefully to ensure success and avoid dramatic schedule changes. Students are expected to maintain the pace of an Honors or an AP course throughout the year. Students who earn a grade below a C- during the last schedule change window in an AP or Honors course will have the option of switching into the lower-level course, but they will not be moved automatically. Communication will be prioritized in making this decision and will include teachers, school counselors, and/or administrators meeting with students and families to assist individuals in making good decisions and determining a plan for moving forward in the school year. In specific cases, administrative discretion will be used as necessary, including decisions regarding future scheduling. Students choosing to drop the course during the last schedule change window, will have a Withdraw, “WP” or “WF,” noted on their transcript for the dropped class.

All Advanced Placement students who have taken the AP exam have the opportunity to be exempt from taking a final exam. The exemption may be granted if the student has earned a cumulative average of a “B-” or better for all marking periods. Final exam exemption is by teacher approval and contingent upon maintaining good grades and acceptable work habits. If a project is given in lieu of a final exam in an AP course, there will be no exemptions from this project. Conditions for completing a project and criteria for evaluating it are left to the professional discretion of the AP teacher.

SCHEDULE CHANGES DURING THE SUMMER:

It is strongly suggested that each student review their final grades and overall performance with teachers, parents and School Counselors to determine if a level change is appropriate. Elective and level changes will be honored during the summer prior to the deadline and based upon availability of the course.

Should a schedule change be necessary, students should contact the school counseling department. School Counselors are available throughout the summer, Mondays through Thursdays. Please visit the [LHS School Counseling](#) website for more

information or contact Mrs. Terrie Lieberman in the school counseling office for assistance: (973) 535-8000 ext. 8060 or TLieberman@livingston.org.

A specific deadline for any request for a level change can be found in the Course Guide.

SCHEDULE CHANGES DURING THE SCHOOL YEAR: DROPPING A COURSE

The request to drop a course should only occur after much thought and consultation have taken place. Students must make an appointment with their School Counselor if they are contemplating dropping a course. Students requesting to drop a course from their schedule must submit a Schedule Change Form to their School Counselor. On this form, the reason for requesting the change must be stated. It is the responsibility of the student to acquire all of the signatures necessary to process a change, including a parent/guardian, school counselor, teacher and department chairperson/supervisor. All requests will be reviewed by the classroom teacher, department chairperson/supervisor, School Counselor, and an Assistant Principal before rendering a decision. The student’s school counselor will discuss schedule options with the student should it apply.

A student may drop a full-year course prior to the end of the third schedule change window. For a second semester course, students may select to drop a course prior to the midpoint of Semester Two. If a student drops a course during the first or second schedule change windows, no notation will be recorded on the permanent record. Dropping a course during the third schedule change window will result in a grade of “WP” or “WF” on the student’s permanent record.

LEVEL CHANGES

A change in the level of a specific subject may only be made after thorough discussion is held with the student, parent/guardian, school counselor, teacher and curriculum chairperson/supervisor. The level change must be approved by a parent/guardian and an administrator. There will be three time periods during which a student may change a level. Each of these periods carries with it different procedures for calculating the first semester grade. The time periods and grade calculations are as follows:

Schedule Change Window	Changes Permitted	Transcript Notation	Grade Calculation for 1st Marking Period
1	Move Up or Drop in level	None	Grade = 100% from new course; Moving up a level: Student will make up all missing work <i>including summer assignments by October 1 of the current school year.</i> Dropping down a level: Student will make up all missing work with the exception of summer assignments
2	Drop in level only	None	Grade = 25% from original course and 75% from new course
3	Drop in level only	“WP” or “WF”	Grade = 50% from original course and 50% from the new course.

For specific dates, please visit the LHS School Counseling department website.

During the first schedule change window, should a level change result in the loss of an elective course, a student will be permitted to replace the original elective selection based upon enrollment. No additional schedule changes will be made to accommodate the elective selection.

Please note: Seniors with schedule changes after their transcripts have been sent to colleges are responsible for notifying the colleges of the change and for having an updated transcript mailed to each college.

CAREER PROGRAMS

School Counselors will meet with students to review standardized test scores and optional interest inventory results, discuss individual interests, and investigate possible careers. Several computer-based occupational programs can be utilized as a beginning step in career exploration. Naviance Student, an internet-based web tool, is utilized at each grade level to explore careers, participate in career interest inventory programs and in the college search and application process.

It is important for students to learn about themselves and their interests. Students are encouraged to work with their school counselor to develop resources that will help them to reach their career goals.

There is a variety of programs available for students who plan to enter the world of work immediately after graduation or who plan to attend a career or vocational school. A student interested in these options should meet with their school counselor to investigate the occupational, business, and work-study programs offered at Livingston High School. Essex County Vocational Technical Schools offers many valuable shared-time and full-time programs for students. Parents/guardians are encouraged to speak with counselors at Heritage Middle School and Livingston High School as a resource for assisting with program planning during high school and post-secondary planning.

Course offerings in the Business and Technology sections of the course guide provide detailed information about specific courses that are of value to the student who is interested in furthering their career and post-secondary interests, vocational, technical or work-experience focus during high school.

POST-SECONDARY PLANNING

Most students continue with some form of post-secondary education upon graduation from Livingston High School. The School Counseling department provides students with assistance in planning their post-secondary school career. This help is provided through the following services: individual conferences; college and career conferences; college/career school fairs; cooperative education; senior service; test interpretation; and vocational school.

It is important to be aware that the requirements for college entrance may differ from the requirements for graduation from high school. It is the responsibility of the student to research information regarding the expectations of specific college choices. The school counselors at Livingston High School are available to assist with the process.

All students must complete the requirements for graduation from Livingston High School. High school graduation requirements, at minimum, may or may not prepare a student for entrance into a specific college. Generally, colleges expect students to have taken four years of English, three to four years of college-preparatory mathematics, three years of laboratory sciences, two to four years of a World Language and three years of social studies. College selectivity must be considered related to high school programming. Students and parents are encouraged to explore and research post-secondary interests by using Naviance and College Board databases.

Students who have specific goals should concentrate on taking courses in specific areas of interest during their high school career. Students are encouraged to try courses in different departments to explore their interests and possible post-secondary ventures. Students should aim to become well-rounded learners and take advantage of opportunities in various departments, as this will further challenge each student to learn, create, contribute and grow.

TESTING SERVICES

Livingston High School is a National Testing Center for students to take their Advanced Placement (AP), SAT, SAT II, PSAT and ACT exams. Information about these tests can be found on the School Counseling website and in the School Counseling office. Parents and students are encouraged to consult directly with College Board (www.collegeboard.com/testing) and ACT (www.ACTstudent.org).

School Code (CEEB): 310705

Test Center Number:

SAT 31-445

ACT 238730



Health Services



The school health program is intended to promote health and prevent illness. The school nurse will assess and evaluate the health and developmental status of the student in order to make a nursing diagnosis and establish priority for action.

The school nurse should be informed of any medical problems concerning a student such as heart, kidney, orthopedic, surgery, allergies, long-term disabilities, or a change in health status. Contagious diseases should be reported to the school nurse at all times. School health services include the administration of all sports physicals. Physical examinations are required for students new to the school and for juniors. Vision and aural screening, tuberculosis testing, measurements of height and weight, blood pressure, and a scoliosis examination are also required.

In the event of illness or accident, parents will be contacted to arrange medical care or students may be allowed to rest temporarily and then return to class.

Medications are not allowed to be given by the school nurse without a doctor's prescription and parental consent. Even the simplest of medications can cause reactions that mask pain or other symptoms and may delay diagnosis and treatment.

If it is necessary for a student to take medication during school hours, all such medication must be left with the school nurse and taken only in their presence. A note signed by a doctor and parent must be presented to the nurse when medication is required. **There are special requirements for students who need medication on field trips. Please check with the nurse regarding this issue.**

Parents of students lacking up-to-date vaccinations or boosters will be advised of the legal requirements and will be given reasonable time to comply. Failure to comply will result in the student's exclusion from school until the requirements are met as per state law.

PROCEDURES IN THE HEALTH OFFICE

If a student reports to the health office, they must sign in and sign out under the nurse's supervision and approval. **Any student who does not follow this procedure, or who signs in and leaves, will be considered truant.** Students must have a pass in order to report to the health office unless there is an immediate medical emergency. **If a student is in the health office for more than ten (10) minutes it will be considered an unexcused, verified absence.**

Spending time in the lavatories will not be an accepted excuse in place of the nurse's assistance; the student will be marked truant from class if signed out to the bathroom for more than 10 minutes. No student may leave the building due to illness without clearance from the nurse. When a student has been cleared by the nurse to leave the building, the student **must sign out through the attendance office.** This will be marked as an early dismissal from school and is an unexcused, verified absence from class. Students who have been dismissed from the building by the health office must obtain medical clearance from a physician in order to return to school on that same day.

Seniors not returning to school from off-campus lunch due to sudden illness must contact the attendance office. Failure to do this will result in an "unexcused truant absence" with no make-up work permitted. The student will be responsible to bring a parental excuse on the following day in order to substantiate the call.

Media Center

The Media Center is located on the first floor in "A" hall across from the Main Office. It houses a large collection of books, periodicals, online catalogs and DVDs

specifically geared to the academic and recreational needs of the students and staff. The Media Center is open Monday through Friday from 7:15 a.m. until 4:00 p.m.

The Media Center features networked computers that provide access to the online catalog and research databases and eBooks. The databases and eBooks are available 24/7 both in school and at home. Usernames and passwords for home use can be obtained in the Media Center. The Media Center website, which contains links to the catalog and databases as well as pathfinders, book reviews, and links to websites, can be found under “Departments” on the LHS website.

Computers in the Media Center are for academic use only. Printing from the network printers is limited to a reasonable number of pages set forth by the Media Center staff. Students should ask permission before printing to the color printer. A photocopier is also available for student use. The price is ten cents per copy.

During the school day students will be admitted from a class, study hall, or lunch with a signed pass from the sending teacher. Upon entrance, students must sign into the Media Center. Students who leave the Media Center before the end of the period need to sign out, have their pass signed by the Media Center staff, and return the pass to the sending teacher. Passes for students who stay until the end of the period will be returned to the sending teacher by the Media Center staff. Accountability and behavior standards are the same as those expected in any subject class.

CIRCULATION POLICY FOR THE MEDIA CENTER

1. Books (circulating) may be borrowed for two weeks and renewed up to three times. Students do not have to have the books with them in order to renew them. **The fine for overdue materials is five cents per item per day.**
2. Books (reserve collections) may be borrowed overnight (2:41 p.m. to 7:45 a.m. the following school day). **The fine for overdue materials from a reserve collection is ten cents per item per period or \$1.00 per school day.**
3. Reference books and magazines may not be borrowed.
4. Library obligations of more than four weeks will result in the loss of library privileges.

CIRCULATION OF LOANER LAPTOPS AND CALCULATORS

1. Loaner laptops and calculators may be borrowed for 24 hours. Items must be returned by 8am the following day. **The fine for an overdue computer or calculator is \$1.00 per school day.**
2. Students may not take out another laptop or calculator before the initial device is return and the fine is paid.
3. Excessive patterns of failure to return borrowed devices may result in loss of privileges.

LOST MEDIA CENTER MATERIALS

Students are responsible for all materials charged out to them. If materials are lost, the student will be charged the replacement value of the material plus all fines that have accrued up to the date on which payment is made.



General Policies and Procedures



ACCEPTABLE USE OF TECHNOLOGY

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.

For further information and the complete Acceptable Use Policy please refer to BOE Policy #2361.

AFFIRMATIVE ACTION/DISCRIMINATION

Livingston High School will provide information, resources, and training to prohibit discrimination of employees and students. The Livingston Board of Education affirms that no student shall be excluded from participation in, denied benefits of, or be subject to discrimination under any educational program or activity of this district on the basis of gender, sexual orientation, race, color, religion, national origin, or applicable handicap.

Any student who has a question or complaint regarding affirmative action should seek the help of a teacher, administrator, security personnel, or counselors, who will assist in referring the matter to the building level affirmative action officer. The building affirmative action officer is responsible for coordinating the district's efforts to comply with regulations implementing Title IV and Title IX.

CELL PHONES

In the high school, cellular phones may be used during non-instructional times (before school, after school, during lunch and passing times). They may also be used as assistive technology at the discretion of the teacher in the classroom but should never cause a distraction or a disruption in the instructional process.

CLASSROOM RESOURCES

Every student must have a copy of the class text and their district assigned computer. These computers, including all provided accessories (cases, power cords, pens, etc.) must be returned at the end of each school year or before withdrawal from school. If a

device becomes inoperable or damaged for any reason, the student must report the problem to the school-based technology department immediately. The LHS Help Desk is located in the Media Center. All repairs must be done through the district technology department. Under no circumstances can a device be taken to an outside company for repair or service. Subject to availability, a loaner device may be issued by the District.

If, in the course of the year, a class textbook is damaged, fines may be assessed. Additionally, at the end of the year, your textbooks are returned for entrance to your final examinations. Your texts and computers are public property so please do not deface them in any way.

DATING VIOLENCE AT SCHOOL: POLICY #5519

The Board of Education believes a safe and civil environment in school is necessary for children to learn. A pupil who is a victim of dating violence suffers academically and the pupil's safety at school is jeopardized. Acts or incidents of dating violence at school whether they are verbal, sexual, physical, or emotional will not be tolerated and will be dealt with in accordance with the District's Code of Conduct. **For further information, refer to BOE Policy # 5519.**

DISHONESTY

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

DISMISSAL

At the conclusion of the school day, students who do not have after school appointments or other school obligations should leave the building as soon as possible. Students should not use the halls or the front foyer as a place to socialize or "hang out."

Co-op students who leave before the end of the regular school day are expected to leave the grounds and school vicinity. The purpose of their early dismissal is to go to their job or to have time to do school assignments prior to going to work.

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 parents/legal guardians only when a student's dress and grooming are a distraction to other students' ability to learn through violence or drug-related references, inappropriately exposing their bodies, or affecting the educational program of the school. Students should be able to dress with current fashion trends, but in a respectful and school-appropriate manner. These expectations extend to all gender identities.

Please adhere to the following:

- Student attire should not interfere with the school’s ability to identify or engage students, and should not interfere with the productivity of the student or the class. School staff reserve the right to require the removal of hats, hoods, sunglasses, etc. if a student cannot be identified or is a disruption to the self or others.
- Proper and safe footwear is required at all times. When students are participating in lab science or technology classrooms, shoes should cover all parts of their feet.
- 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 related, gang or violent in nature are not permitted in school or at any school sponsored activity.
- Shorts that cut at the backside or have pockets protruding from the bottom should not be worn in school.
- Undergarments should not be exposed as a part of any outfit at any time.
- Strapless tops are not school appropriate.
- 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 or to a school activity 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/legal guardian bringing a change of clothes to school
- Parent/legal guardian student conference
- Detention
- Saturday Detention/Suspension
- In-school suspension

DRUG AND ALCOHOL POLICY

In order to assure the safety and welfare of students, staff, and other persons on school property or at school sponsored activities, certain substances are prohibited on any school property, at any school-sponsored activity, or going to or from school or any school-sponsored activity, regardless of where that activity takes place.

The Board prohibits the use and/or consumption, possession, and/or distribution of any substance on school premises, at any event away from the school premises that is sponsored by this Board, and on any transportation vehicle provided by this Board. A pupil who uses, possesses or distributes a substance, on or off school premises, at any event away from the school premises that is sponsored by the Board, and on any transportation vehicle provided by the Board during or after school hours, or a student exhibiting symptoms of being under the influence or having a chemical abuse

problem will be subject to the specific procedures, sanctions, disciplinary actions and due process provisions for violation of the Livingston Board of Education Substance Abuse Policy

For the complete policy, please refer to the Livingston Board of Education District Policy #5530.

FINES

If a student has lost or damaged a textbook, school issued supplies, or equipment, the student is liable for either the return or monetary compensation for the item(s) in question. Students are urged to fulfill all financial obligations before the end of each school year. Failure to pay all fines by graduation may prevent a student from receiving their diploma.

FUNDRAISING

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. The appropriate assistant principal must approve fundraisers. This form can be obtained from the club advisor.

HALL CONDUCT

All students in the hallways should remain quiet when classes are in session. Please do not stand outside of classrooms; go about your business and then proceed back to your assigned location. Any student who is out of class, walking the hallways, looking into or disrupting other classes, arranging social handouts, etc. may be considered truant regardless of the amount of time out of class. Please go about your business in a timely manner.

LOCKS/LOCKERS

All incoming freshmen and new students will be assigned a locker. All students will keep their locker assignments until graduation. Students are responsible for providing their own lock for their lockers. Fines are assessed for any damage done to lockers. Please remember that the lockers are the property of the Board of Education and thus, subject to random searches by the school and/or law enforcement officials. The district will not be responsible for replacing a lock that needs to be cut off of a locker.

Students in Physical Education will also be assigned a locker. They must also provide their own lock for use in the locker room. All lockers must be cleaned out at the end of each school year.

It is unwise to keep any valuables inside any lockers. The school will not be held responsible for any theft; you are responsible for the security of your possessions.

LOST AND FOUND/MISSING ITEMS

Clothing found in the high school is brought to the cafeteria to be put in cabinets on the back wall. Other incidentals are brought to the main office. **Students are advised not**

to bring large sums of money, electronics, or expensive jewelry to school; their safety cannot be guaranteed, even in your own locker. Locks should always be tested to be certain they are closed. Any loss or theft should be reported immediately to the main office to complete a Theft/Loss Report.

LUNCH

The unit lunch period is an opportunity to relax and interact with friends. The atmosphere should be calm and conducive for social interaction. Inappropriate behaviors will cause students to lose the privilege of selecting their own lunch location. Please note the following:

1. Students must be in designated lunch areas within the first five minutes of the lunch period.
2. **Students are responsible to clear all refuse from their table and place it in any of the many garbage receptacles located throughout the cafeteria.** If refuse is left in an area, all present are responsible to clean up the area.
3. If it is deemed that a student's behavior is unacceptable, a teacher or administrator will move his/her seat. Compliance to this directive is expected.
4. No seat may be reserved. Livingston High School is an inclusive environment, not built on exclusion of individuals. If a student claims a vacant place, that student is entitled to it.
5. Students should not use a brush, comb, or compact in the cafeteria for obvious health reasons.
6. For comfort and safety, the arrangement of the chairs and tables is not to be altered. Additional chairs should not be brought to any table.

OPEN LUNCH

Open lunch is a policy that permits **seniors only** to leave school grounds during the unit lunch period. No senior student will be permitted off campus for lunch until both the student and parent/legal guardian have electronically signed their respective Open Campus Lunch Contract and the Code of Conduct.

- Livingston High School is not responsible for the supervision of any student while that student is off campus and assumes no responsibility for any injury that may occur while the student is off campus.
- Only students who have attained Senior status are eligible for Open Campus Lunch.
- The student must have school ID to identify himself/herself as a Livingston High School Senior.
- The student must continue to be in good standing with respect to discipline and attendance.
- The student is responsible for his/her own transportation. The student will report any loss-of-driving privilege to the administration.
- The student must return to Livingston High School for the remainder of the school day after lunch. If a student becomes ill during lunch, the student's parent/legal guardian must immediately notify the attendance office that the student will be absent for the remainder of the day. The

student must present a note from the parent/legal guardian upon his/her return to school.

- Students returning late from open lunch will not be allowed to go out for lunch the following day.
- The student must not be tardy for any class following his/her lunch period. Cumulative tardies will result in student suspension of the privilege. For full details of the attendance policy, refer to pages 21-28 in the LHS Student Handbook.
- Truancy by the student to any class at any time of the day may result in revocation of the Open Campus Lunch privilege.
- The student may not transport any student off campus who does not have the Open Campus Lunch privilege.
- The student will not litter in Livingston High School, the parking lots, or surrounding area/neighborhood.
- The high school administrators reserve the right to revoke the privilege for the entire class.
- All students will adhere to the expectations set forth in the LPS Code of Conduct and LHS Handbook. Violations or suspected violations will be addressed accordingly by the Livingston High School administration.

SAFETY & SECURITY

Safety and security is the most basic need that must be met in order for learning to occur. We all must feel safe in order to teach, learn, and be a community. To ensure the safety and security of the building, all exterior doors will be locked during the school day. The responsibility of security rests on the shoulders of every individual who enters the building. It is every person's responsibility to report anything suspicious that you see or hear by telling an adult as soon as possible. We all must work together to ensure the safety of our Lancer community. Under no circumstances should a student allow anyone to enter the building through a locked door at any time of day. Doing so will be considered a breach of school security and will result in a Saturday detention.

The Livingston Board of Education authorizes the use of electronic surveillance devices at all school buildings, grounds and on school buses as per policy #7441.

Identification Badges

All students will be issued an identification badge in September. These badges are to be carried by the students and shown daily when entering the building. These IDs will be required for certain school functions and special events as well as the SATs.

Each student is responsible for their own ID badge. Loss of an ID badge will require a \$5.00 replacement fee. Replacements for lost IDs will be available in the Media Center.

Fire Drill Procedures

As per state law, one fire drill will be conducted each month.

1. When the fire alarm is rung, all students and staff must leave their rooms using the correct exit. An evacuation sign and map are posted in each room.
2. All windows and doors must be closed during a fire drill.
3. Students should pass through the halls **quickly and silently**.
4. When exiting the building, move away from the exits and doorways so that everyone will have an opportunity to vacate the building. **Do not block exit doors!**
5. Students and staff will remain outside the building until the bell sounds to return to classes. Students should remain with their classes.
6. Teachers have the responsibility of keeping their class together and taking attendance.

Security Procedures

As per state law, one security drill will be conducted each month in addition to the required fire drill. Procedures and directives are in place for a lock-down, shelter-in-place, and/or the evacuation of the building. The superintendent, the principal, or a designee may call a lock-down or shelter-in-place for:

1. A building emergency involving students or staff.
2. An incident which would necessitate a search of the building.
3. The presence of an unwanted person in the school building or on the property.

SEARCH/SEIZURE AND STUDENT RIGHTS

The Livingston School District recognizes that a pupil's right of privacy may not be violated by unreasonable search and seizure and directs that no pupil be searched without reason or in an unreasonable manner.

Teachers and building administrators are charged with the responsibility of maintaining order and discipline in the schools of our district and of safeguarding the safety and well-being of the pupils in their care.

In the discharge of that responsibility, the principal or his designee, **may search the person or property of a pupil, with or without the pupil's consent**, whenever there are **reasonable grounds** to suspect that the search will turn up evidence of a violation of law or of school rules or there is evidence of possible endangerment to the **safety** of other pupils. Such searches will be conducted in accordance with guidelines issued by the state Attorney General's "New Jersey School Search Policy Manual."

Items which are not to be in school or in a student's possession, and that are in plain sight, may be confiscated by staff and not returned to students. Such contraband would include, but is not limited to, vaping devices, tobacco products, dangerous or hazardous items, and lighters or matches. Possession of such items may subject the student to disciplinary action. Law enforcement officials may be involved.

Additionally, the Board acknowledges the need for in-school storage of pupil's possessions and shall provide storage places such as lockers for that purpose. Where

lockers are provided for such storage, pupils may lock items against incursion by other pupils. In no storage place provided by the Board shall pupils have such an expectation of privacy as to prevent examination by the principal or his designee. As such, the district maintains its prerogative to “random locker searches.” Namely, random inspections of lockers may be conducted by school authorities and/or law enforcement officials.

STUDENT ASSISTANCE/CRISIS COUNSELOR

The SAC functions as a crisis counselor and deals with problems of student concern, as well as alcohol and substance abuse. The SAC will develop programs as needs are identified. The SACs are readily available to students, parents, and staff. Mrs. Field’s office is in room B243 and can be reached at 973-535-8000 ext. 2950. Ms. Giacobbe’s office is in room B232 and can be reached at 973-535-8000 ext. 6929.

STUDENT PARKING

Student parking is available in the pool parking lot, in the Madonna Drive public lot, and in the designated areas of the oval. Township parking ordinances are posted on the streets around the school and should be observed to avoid fines.

Students who park in a staff parking space will be assigned a Saturday detention.

STUDENT RECORDS

Student records are maintained for the benefit of the student according to state code. Parent/guardian and/or adult students have the right to request an appointment with the counselor to review the record. Student records are viewed only by professionals at Livingston High School who have a direct concern for the student. Release of transcripts or other permanent record data to anyone other than those designated by the State Department of Education shall require a written statement by the parent/guardian or an eighteen-year-old student. No information will be released to colleges or employers without written authorization.

STUDY HALLS

Study hall is intended to be a reasonably quiet and suitable place to do homework or study for tests. Food service for study halls in the cafeteria will not begin until after attendance has been taken. Separate rules have been established for the use of the media center. Students must observe all the rules that have been established for the orderly conduct of the study hall.

Expectations include:

1. Be in your assigned seat when the bell rings.
2. Bring materials so that you can study or read quietly.
3. If you would like to leave the room for any reason, an appropriate and properly filled out pass is required.

WEAPONS AND OTHER PROHIBITED ITEMS

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 sponsored activity under the supervision of professional school staff, or while en route to or from school or any school sponsored function.

WORKING PAPERS

State law requires that persons 14 to 18 years of age obtain employment certificates (working papers) in order to accept part-time or full-time employment. These certificates may be obtained from the main office.

If you are **not** an LHS student, you must bring a copy of your birth certificate or other proof of age. Employment certificates will not be issued for positions out of state.

The principal can deny the issuance of employment papers if, in his/her opinion, the employment experience would adversely affect the student's school work. Information outlining the procedure to follow in obtaining an employment certificate may be obtained in the main office. Return all completed forms to the main office.

WRITING & MATH LAB

Writing and math labs are held during the unit lunch. Writing lab is held in the media center while math lab is held in room D160, which is accessed through the media center.

VANDALISM

Students who maliciously or willfully damage, deface, or destroy school property will be expected to give restitution for the objects or property. They will also face further disciplinary sanctions. This includes graffiti in and on the school property.

VISITORS

All visitors must present a valid photo ID, sign in at the security desk, and obtain a visitor's badge. Visitors should then report to the main office. Visitors without a badge will be asked to leave the premises. **Student visitors are not permitted.**



HARASSMENT, INTIMIDATION, BULLYING OR HAZING

For Further information refer to: BOE Policy #5512



Please note: Any changes and revisions to State statute or LBOE policy supersede information contained here-in.

Regulations that enhance existing laws for the prevention of harassment, intimidation and bullying are in place for the 2019-2020 school year. The legal definition and the major changes in the law are listed below. A parent-and student-friendly question and answer section can be found on the following pages.

Legal definition

“Harassment, intimidation or bullying” means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated by 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 by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function, on a school bus or off school grounds as provided for in section 16 of P.L. 2010, Chapter 122, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

- A. a reasonable person should know, under the circumstances, that his/her actions will have the effect of physically or emotionally harming a student or damaging the student’s property, or placing a student in a reasonable fear of physical or emotional harm to his person or damage to his property;
- B. has the effect of insulting or demeaning any student or group of students; or
- C. creates a hostile educational environment for the student by interfering with a student’s education or by severely or pervasively causing physical or emotional harm to the student.

Interventions and procedures in place to meet the requirements of the NJ DOE policies and regulations can be found at www.livingston.org:

- A District Anti-Bullying Coordinator has been designated.
- Each school will have an Anti-Bullying Specialist and School Safety/School Climate Team.
- Bullying incidents that occur off school grounds will be investigated if they disrupt or interfere with the orderly operation of the school.
- Any adult or student who witnesses an incident of harassment, intimidation or bullying must report the incident to the principal that

same day.

- The principal will inform the parents of all students involved in an incident of harassment, intimidation or bullying. Information should include the nature of the incident, what evidence was found, if consequences were imposed, and if services were provided to address the incident.
- Parents have the right to appeal any decision made regarding an incident of harassment, intimidation and bullying to the LBOE.
- The State will assess how effective LPS has implemented a system to prevent harassment, intimidation and bullying and the results will be posted on the District website.

Reprisal, Retaliation, or False Reporting:

HIB law prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying, and consequence and appropriate remedial action will be assigned for a person who engages in reprisal or retaliation. Consequences and appropriate remedial action will also be determined for a person found to have falsely accused another as a means of retaliation or as a means of harassment, intimidation or bullying.

ALL SCHOOLS WILL HAVE A CULTURE WHERE BULLYING IS NOT TOLERATED

Bullying will not be tolerated in any school, on school buses, during any school activities, on the way to or from school or at any other time that affects the operation of the school. To make this possible, the District has developed a system for reporting and responding to instances of harassment, intimidation and bullying. Below are questions and answers that will help to explain the system put in place to stop harassment, intimidation and bullying in our schools.

Q: How are harassment, intimidation and bullying defined?

A: The anti-bullying law defines bullying as any act based on race, religion, disability or any other characteristic, which disrupts the orderly operation of the school or causes physical and/or emotional harm to the victim. Bullying involves a difference of power between parties, usually happens repeatedly, is intentional and can happen in-person or electronically. Bullying can be in the form of taunts, insults, threats, humiliation, exclusion from a group and teasing. It can also be in the physical form of hitting/pushing, tripping or aggressively approaching another student.

Q: What are the student behavioral expectations in a bullying-free environment?

A: Students are expected to:

- Report any act that is harassing, intimidating, or bullying to a school staff member immediately.
- Respect the right of all students to be educated in an environment free of harassment, intimidation, and bullying.
- Respect the property of others.
- Implement up-stander strategies taught throughout the school

- counseling curriculum.
- Refrain from participating in an act that a reasonable person would perceive to believe:
 - Is intimidating to others.
 - Excludes others for the purpose of humiliation.
 - Is a physical activity that would intimidate another student (hitting, tripping, pushing, etc.)
- Not make any false accusations against other students regarding incidents of harassment, intimidating, or bullying.

Q: How should a student report bullying?

A: If a student is being bullied, he or she must report the incident to any school District staff member immediately. All staff members are trained to know where to bring information regarding the incident. The student reporting the incident will be asked to fill out an incident statement, as will the staff member who either witnessed the incident or received the report from a witness or the victim. An HIB reporting form may be found on LPS website.

Once the statement is given to the anti-bullying specialist in the school, all parents of the students involved will be notified of the incident. Should an investigation be warranted it will be initiated no later than the following day and the investigation will be completed within 10 days. Parents will be notified if the District found any evidence of harassment, intimidation or bullying no later than five days after the LBOE has acknowledged the report in the next regularly scheduled meeting of the LBOE meeting following the completion of the investigation.

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

A: Yes. These actions include:

- Reporting the incident immediately to a school staff member.
- Keeping written notes of dates, times, places, witness names and other information.

Q: What should I do if the bullying continues?

A: Immediately report the incident to a school administrator or other school staff member. It is important to tell your parent/legal guardian that the bullying is continuing.

Q: What is cyber-bullying?

A: Cyber-bullying is the use of electronic information and communication devices, to include but not be limited to, email messages, instant messaging, text messaging, cellular telephone communications, internet blogs, internet chat rooms, social networking websites, internet postings, and defamatory websites that:

- Deliberately threatens, harasses, intimidates an individual or group of individuals.
- Places an individual in reasonable fear of personal harm or damage

- to the individual's property.
- Has the effect of substantially disrupting the orderly operation of the school.

Q: What are the consequences for acts of intimidation, harassment or bullying?

A: Factors such as the age of a student, the degree of harm, severity of the behaviors, past history and patterns of behavior, and the relationship between parties involved will be taken into account when consequences are administered. If the findings of an investigation result in a student requiring consequences for his/her behavior, the principal or designee, in conjunction with any information found in the student handbook (in grades 6-12), will assign a consequence as deemed appropriate.

Q: What are ways to remediate after an act of harassment, intimidation or bullying has occurred?

A: Efforts to develop strategies to remediate behaviors that lead up to acts of harassment, intimidation or bullying must also be implemented to prevent further incidents. Remedial measures also help the victim of incidents to cope and be able to know what to do in future encounters of harassment, intimidation or bullying. Steps will also be taken to help students who are believed to have harassed, intimidated or bullied other students, so they understand appropriate social interaction and how other students feel when they are harassed, intimidated or bullied. Remedial measures may include one or more of the following:

- Counseling and/or;
- Education or Advisement and/or;
- Restitution

Q: What are the rights of parents to appeal consequences?

A: A parent may request a hearing before the Board of Education after receiving the written information about the investigation. Any request for such a hearing shall be filed with the Board Secretary no later than sixty calendar days after the written information is provided to the parents. The hearing shall be held within ten business days of the request, or the next scheduled LBOE meeting. The Board of Education shall conduct the hearing in executive session, pursuant to the Open Public Meetings Act (N.J.S.A. 10:4-1 et seq.), to protect the confidentiality of the students. At the hearing, the Board may hear testimony from and consider information provided by the school Anti-Bullying Specialist and others, as appropriate, regarding the incident, the findings from the investigation of the incident, recommendations for consequences or services, and any programs instituted to reduce such incidents, prior to rendering a determination.



Title 18A:37-1. Submission of pupils to authority.

“Pupils in the public schools shall comply with the rules established in pursuance of law for the government of such schools, pursue the prescribed course of study, and submit to the authority of the teachers and others in authority over them.”

Title 18A:37-2. Causes for suspension or expulsion of pupils.

“Any pupil who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him, or of the habitual use of profanity or of obscene language, or who shall cut, deface, or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school.”

Title 18A:37-3. Liability of parents of pupils for damage to property.

“The parents or guardian of any minor who shall injure any public or nonpublic school property shall be liable for damages for the amount of the injury to be collected by the board of education of the district or the owner of the premises in any court or competent jurisdiction, together with costs of the suit.”

Title 18A:36-3. Display of and salute to flag; pledge of allegiance.

“Every board of education shall: Require the pupils in each school in the district on every school day to salute the United States flag and repeat the following pledge of allegiance to the flag: "I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation, under God, indivisible, with liberty and justice for all," which salute and pledge of allegiance shall be rendered with the right hand over the heart, except that pupils who have conscientious scruples against such pledge or salute, or are children of accredited representatives of foreign governments to whom the United States government extends diplomatic immunity, shall not be required to render such salute and pledge but shall be required to show full respect to the flag while the pledge is being given merely by standing at attention, the boys removing the headdress. ”

Disclaimer

The procedures and policies stated in this document (other than those mandated by NJ statute) are subject to change during the school year at the discretion of the Board of Education and/or the high school administration.