

Livingston High School



Parent and Student Guide

2024-2025



Livingston

PUBLIC SCHOOLS

Amro Mohammed
Principal

30 Robert Harp Drive
Livingston, New Jersey 07039
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August 29, 2024

Dear Lancer Families:

As summer draws to a close, please take a moment to review this document for important updates and information for the 2024-2025 school year.

The beginning of a new school year is always filled with excitement; offering a fresh start and new opportunities. As you look ahead, consider setting some personal goals for the year. Whether you plan to try a new sport, challenge yourself academically or join a club, now is the time to make a plan and make the most of the year ahead!

The faculty and administration at Livingston High School are eagerly anticipating your return on our first day, Tuesday, September 3, 2024.

We are confident this will be a successful year as we work together to support our students' academic, social, emotional, and personal growth throughout high school. I encourage you to get involved, show your Lancer spirit, and attend Lancer events. If you have any questions, please don't hesitate to reach out to the school.

Wishing you a fantastic year, Lancers! See you on September 3rd!

Sincerely,

Amro Mohammed
Principal

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Our School Day

School hours: 7:50 a.m. to 2:41 p.m. daily

- Doors open at 7:20 a.m.
 - All bussed students and (in the event of inclement weather) those arriving before this time will be permitted to sit in the auditorium.
- Students may enter through the following doors:
 - Door 1 – Main entrance at the front of the building
 - Door 9 – Madonna Drive entrance to A hallway in the World Language wing
 - Door 22 – Cafeteria entrance off staff parking lot
- Students must show their current 2024-2025 school ID to scan into the building each day. IDs from previous school years will not be accepted.
 - Any student without ID must enter through the main entrance, no exceptions.
- Please keep in mind, beginning around 7:30 a.m. the oval will become congested with drop off traffic. 7:40 – 7:45 a.m. is the busiest time at student entrance doors. Please plan your arrival accordingly! Students are expected to be seated in class at 7:50 a.m. or they will be marked tardy.
- **Tuesday, September 3 – First Day! – All Class Meet Day**
 - Attend periods 1-8 to meet all teachers and classes
 - During homeroom students will review the rotation schedule, establish expectations of the building, review lunch procedures, and some other logistical details through AM Wired.
 - No Science labs
- **Wednesday, September 4 – Begin rotating drop schedule with an “A” Day**
 - A copy of the rotation calendar is available on the school website and can be [found here](#).

Accessing Your Student ID & Virtual Copy

Student IDs will be distributed on the first day of school (students in grade 9 received at orientation on 8/27). Please follow this entrance chart to collect your Student ID at the assigned door:

- Grade 9 – Main Entrance for any student who did not receive at orientation
- Grade 10 – Door 1; Main Entrance, front of school
- Grade 11 – Door 22; Cafeteria Entrance off staff parking lot
- Grade 12 – Door 9; A hall entrance on Madonna Drive to World Language wing

There will be a QR code on the back of the ID card that when scanned will pull up the student's virtual student ID, which can then be screenshot or saved on their phone.

- All students are required to present ID when entering the building daily.
- At all times, students are responsible for having the physical ID or virtual option available when asked to present ID.

Any students missing a photo and/or ID will be called down to the main office to take a photo and will receive a printed ID.

SmartPass

We will continue to utilize SmartPass, our electronic hall pass program, for hallway movement during class time. SmartPass assists with keeping the building safe and holding students accountable for their whereabouts and time spent out of class.

- All students have access to SmartPass through Classlink and, with teacher permission, can create and issue their own pass on their school issued device.
- Students are expected to refrain from lingering in halls, bathrooms, or staircases and return to class as quickly as possible.
 - When asked by a staff member, all students are expected to provide their name in a respectful manner so the system can be checked to confirm they have a valid pass.
- Student use of the SmartPass system will be monitored by administration. If a student appears to be creating an excessive amount of passes and/or spending excessive time out of class, the issue will be addressed by administration.



Lancer Time

Held weekly on Wednesdays per the LHS Rotation Calendar

This time is designed to meet with teachers, work with peers on group projects, get ahead on an assignment or homework, study for an upcoming assessment, utilize extra time, take care of personal needs, and/or meet with school counselors or other personnel. Club and athletic meetings may also be scheduled during Lancer Time.

Additionally, non-competitive athletic games will be coordinated and supervised through the PE department in the gym and outside while the school counseling department will

provide mindful crafting activities. Sign up for these opportunities is required and will be provided ahead of Lancer Time each week.

Students will not be permitted to gather in hallway spaces during Lancer Time. They are required to be in classrooms or supervised areas at all times.

Accessing Parent and Student Genesis Portals

Student schedules are accessible in the Genesis Parent and Student Portals. If you are unable to access your schedule, please be sure to check that there are no outstanding unpaid fines and to complete all forms that require acknowledgement and signatures.

When completing the required forms and permissions, students and parents are encouraged to sit together to review the expectations outlined in the Code of Conduct before you each sign the online acknowledgement. Students and parents may also access the LHS Student Handbook on the LHS Website for review.

Student Lockers

Locker assignments are located in the Genesis portal.

- Students who wish to use their locker must provide their own lock (only lockers in the science wing (locker number beginning with an S) have built in locks).
- Any lockers without a lock by Friday, September 20th will be sealed and not accessible.
- If a student wishes to utilize their locker and finds it is sealed, they should report to the main office for assistance.



Transportation, Drop Off and Pick Up Procedures

As mentioned, the school building will open to students at 7:20 a.m. daily. All students are reminded to walk on the sidewalks and cross in the crosswalks for safety. Students should not walk through the staff parking lot to access or depart the school.

Student Drivers:

There is no on-campus parking for student drivers. The high school parking lots are reserved for staff. Limited parking, first come-first served is available at:

- Municipal Lot on Madonna Drive
- Pool lot
- Oval
- Local streets following posted parking ordinances

At no time should students park in the St. Philomena's Church/Aquinas Academy lot or the public library lot. **Students found to be parking in the LHS staff lots will be subject to discipline per the Student Handbook.**

Parent Drop Off:

In conjunction with the Livingston Police Department and our district-wide safety committee, the designated areas for parent drop-off and pick-up are:

- Municipal Pool Oval
 - Wahler Road will be closed at the junction of Amherst Place between 7:30-7:50 a.m. Parents must enter from Belmont Drive and Taconic Road, circle into the municipal pool oval and exit to Amherst or Belmont.
 - **Do not** pull up to the traffic gate to drop off students, you must utilize the oval.
- Robert H Harp Drive main oval designated drop off/pick up area
 - Please pull all the way forward on the curb to help support traffic flow.
 - The mini oval directly in front of the school is reserved for school buses only, do not enter.
- Madonna Drive
 - The designated drop off area is after the entrance to the municipal lot on Madonna Drive.
 - Do not drop off outside of the designated area or pull into the municipal lot or driveways to turn around as this creates unsafe conditions.
- Please watch your speed when driving around the building and on the oval, and obey all posted signs

**At no time should parents enter staff parking lots to drop off students or turn around!
This is a safety hazard.**

Visitors to the Building

During the school day, all visitors must enter the building at the LHS Main Entrance. Upon entry, visitors are required to present ID and sign in at the security desk. A visitor pass will be issued and must be worn visibly while in the school building.

Parents who are dropping off items including lunch, sports equipment, homework, etc. must do so in the bin left outside the main entrance. Please be aware that while this bin will be emptied and items will be brought inside periodically throughout the day, it is not temperature controlled. LHS is not responsible for lost or taken deliveries. Unclaimed food left beyond 4:00p.m. will be disposed of.

Students may drop off their athletic equipment in the Fitness and Wellness Center before school only. All coaches have been instructed to advise their student athletes to bring their equipment to the Fitness and Wellness Center where it will be secured for the day.

Lunch Protocols and Pomptonian Food Service

No outside, third party food deliveries are permitted to the school, or on school grounds. This includes DoorDash, Uber Eats, and any other food delivery services, including delivery through local establishments. These deliveries cause disruptions for students, faculty & staff, and pose potential security and safety issues for Livingston High School. Please pack a lunch, or utilize the cafeteria services. **Any food placed in the bin by a delivery service will be discarded!**

Pomptonian is excited to continue lunch service this coming school year. [Click here](#) to learn what's new for 2024-2025.

Designated areas for student lunch block:

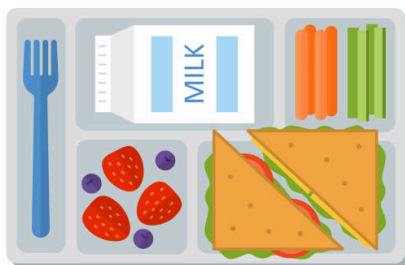
- Cafeteria
- Auxiliary Gym
- Fitness & Wellness Center Gym
- Outside between the buildings (weather permitting)

- Students are **not permitted** to gather or eat in the hallways.
- Students are **not permitted** on the second floor during lunch unless they have a SmartPass from a teacher/staff member.

[Click here](#) for more information about Pomptonian's menu offerings and payment options.

In addition to the regular menu, Pomptonian offers an allergy-safe menu. For more information regarding the allergy-safe offerings from Pomptonian and their food allergy practices, please [click here](#). Pre-Ordering for lunch is recommended.

Additionally, light breakfast will be available for purchase between 7:20 and 7:45 a.m. Once school starts at 7:50 a.m., the cafeteria will close until lunch.



Open Campus Lunch and Open Campus Study Hall

Open Campus Lunch:

Juniors and Seniors are eligible to participate in Open Campus Lunch for the 2024-2025 school year:

- Both the student and the parent must sign agreements in Genesis to be eligible for the privilege.
- Juniors and Seniors who leave campus at lunch must scan out, using their student ID, through the following doors:
 - Main entrance
 - A hall exit to Madonna Drive
 - A hall exit to the Staff Lot
 - Science exit to Madonna Drive
 - B Hall Exit to Madonna Drive (outside the Auxiliary Gym)
- All students **must** return through the school's main entrance and scan back in.
- Any student returning late from lunch is subject to discipline per the Student Handbook.

Open Campus Study Hall:

Only seniors enrolled in study hall are eligible to participate in Open Campus Study Hall:

- Both the student and the parent must sign agreements in Genesis to be eligible for the privilege.
- Seniors **must** enter and exit through the main entrance ***only*** and scan their student ID.

Student Attendance

Parents are required to report their child's attendance through the Genesis Parent Portal. Please be sure to let us know each morning before school starts if your child will be absent, tardy, or require an early dismissal along with the reason.

- [Follow these linked directions to enter an absence or tardy](#)
 - Absences can be recorded for up to 10 days in advance.
 - For tardies, record the student as absent and add a comment that the student will be late with an estimated time of arrival. Actual arrival time will be adjusted when the student arrives.
 - ALL students arriving late are **required** to check in at the attendance desk in the main office.
- [Follow these linked directions to enter an early dismissal](#)

The Genesis portal will display a list of all days you reported your child absent. As a reminder, please maintain confidentiality of your Genesis Parent Portal password. If you need to change your password, please do so by going to the Settings tab in the Parent Portal.



If you have any problems, please call our Technology Help Desk line at 973 535 8000 x2941.

Important Dates and Upcoming Events

Tuesday, September 3	First Day of School for Students
Wednesday, September 4 & Thursday, September 5	Undergraduate Yearbook Photos <i>**Please dress accordingly</i>
Thursday, September 5	New Livingston Families Orientation - 6:30p.m.
Thursday, September 12	Back to School Night - 7:00p.m.

Please check the [school website](#) regularly for calendar updates and the posting of our morning announcements, school events, and information. Also, please tune in to our AM Wired live broadcasts to watch our daily announcements. E-blasts and newsletters will be communicated to students and parents throughout the school year via our messaging system Blackboard.

Student Accident Insurance & Voluntary Student Insurance

The Livingston Board of Education has purchased insurance coverage to protect all students against accidental injury during all school sponsored and supervised activities, whether at the school or away, including participation in interscholastic athletics, cheerleading and band for grades 6-12. Please [click here](#) for additional information regarding student accident insurance and policy limits. If a student is injured, the athletic trainer or nurse puts the information into our student accident portal and a USF claim form is generated with the information that was entered.

If you are interested in purchasing voluntary student insurance for your child, please [click here](#) for the enrollment form.



Student and Family Support

In addition to your school counselors, administration is ready to support and assist Lancers and their families throughout the school year:

Mr. Amro Mohammed	Principal	Ext. 8101	
Assistant to the Mr. Mohammed: Mrs. Sinead Do (sdo@livingston.org)			
Mr. William Loughran	Interim Assistant Principal	Ext. 8040	Students with last names beginning with A-G
Assistant to Mr. Loughran: Mrs. Lauren Mercer (lmercer@livingston.org)			
Mrs. Laura DeNicola	Assistant Principal	Ext. 8105	Students with last names beginning with H-O
Assistant to Mrs. DeNicola: Ms. Jenna Salerno (jsalerno@livingston.org)			
Mrs. Marie Battist-Rock	Assistant Principal	Ext. 8104	Students with last names beginning with P-Z
Assistant to Mrs. Battist-Rock: Mrs. Lorraine Haenggi (lhaenggi@livingston.org)			
Ms. Brittany Gajewski	Dean of Students	Ext. 8074	
Assistant to Ms. Gajewski: Ms. Liz DeStefano (edestefano@livingston.org)			
Mr. Dave Cohen	Athletic Director	Ext. 8065	
Assistant to Mr. Cohen: Mrs. Kimberly Casale (kcasale@livingston.org)			

If you have an academic concern:

- **First Contact** - Your child's teacher for the subject in which you have a concern.

The teachers who work with our students on a daily basis are the best individuals to provide necessary feedback on student progress.

School counselors and case managers can also be available to assist students in developing self-advocacy, problem-solving, and conflict-resolution skills to address interpersonal and/or academic issues.

- **Second Contact - Department Supervisor**

Subject Area:	Supervisor:	Email/Phone:
Art/Music	Mara Rubin	mrubin@livingston.org Ext. 8116
Business/Tech	Robert Rolling	rrolling@livingston.org Ext. 8053
English	Kevin Wittmaack	kwittmaack@livingston.org Ext. 8038
Math	Antonio Matheus	amatheus@livingston.org Ext. 8052
PE/Health	Robert Grosso	rgrosso@livingston.org Ext. 8174
Science	Brian Carey	bcarey@livingston.org Ext. 7365
Social Studies	Dawn Feeley	dfeeley@livingston.org Ext. 8049
World Language	Alexandra Marzulla	amarzulla@livingston.org Ext. 8056
Supervisor's Secretary: Ms. Martha Ackermann mackermann@livingston.org Ext. 8883		

- **Third Contact - Assistant Principal**

