MOUNT PLEASANT MIDDLE SCHOOL

STUDENT HANDBOOK
2026-2027

Home of the Jr. Lancers

11 Broadlawn Drive
Livingston, NJ 07039
973-535-8000
Web: http://www.mpm.livingston.org

NAME_____

TEAM_____

HOMEROOM TEACHER_____

Have a Lancertastic Day!

MT. PLEASANT MIDDLE SCHOOL

★ SCHEDULES FOR 2026 - 2027 ★

REGULAR SCHEDULE

Period	Time
1/4	8:35–9:23
2/3	9:26–10:08
3/2	10:11–10:53
4/1	10:56–11:38
Lunch	11:41–12:23
Enrichment	12:26–1:08
5/7	1:11–1:53
6	1:56–2:38
7/5	2:41–3:23

ADVISORY SCHEDULE

Period	Time
Advisory	8:35–9:12
1/4	9:15–9:53
2/3	9:56–10:34
3/2	10:37–11:15
4/1	11:18–11:56
Lunch	11:59–12:38
Enrichment	12:41–1:19
5/7	1:22–2:00
6	2:03–2:41
7/5	2:44–3:23

DELAYED OPENING SCHEDULE

Period	Time
1/4	10:35–11:09
2/3	11:11–11:41
3/2	11:43–12:13
4/1	12:15–12:45
Lunch	12:47–1:17
Enrichment	1:19–1:49
5/7	1:51–2:21
6	2:23–2:52
7/5	2:54–3:23

EARLY DISMISSAL - NO ENRICHMENT

Period	Time
1/4	8:35–9:07
2/3	9:09–9:38
3/2	9:40–10:09
4/1	10:11–10:40
Lunch	10:42–11:12
5/7	11:14–11:43
6	11:45–12:14
7/5	12:16–12:45

EARLY DISMISSAL

Period	Time
1/4	8:35–9:04
2/3	9:06–9:31
3/2	9:33–9:58
4/1	10:00–10:25
Lunch	10:27–10:57
Enrichment	10:59–11:24
5/7	11:26–11:51
6	11:53–12:18
7/5	12:20–12:45

MPM PRIDE • RESPECT • RESPONSIBILITY MPM

Have a Lancertastic Day!

2026-2027 Schedule

PERIOD	SUBJECT	TEACHER	ROOM #
ADV			
1			
2			
3			
4			
L			
E			
5			
6			
7			

Mount Pleasant Middle School

Dear Jr. Lancers,

Welcome to Mt. Pleasant Middle School! We are so excited that you are joining our school community and beginning this exciting new chapter as a middle school student. Starting sixth grade is a big milestone, and we can't wait to get to know each of you and watch you learn, grow, and succeed throughout the year.

At Mt. Pleasant Middle School, we believe that every student deserves to feel safe, welcomed, valued, and challenged. Our school is designed to meet the unique academic, social, and emotional needs of middle school students. We encourage you to try new things, ask questions, build friendships, and take advantage of the many opportunities that MPM has to offer.

Being a Jr. Lancer means taking pride in your learning, making responsible choices, and treating yourself and others with kindness and respect. We ask that you come to school each day ready to learn, give your best effort, ask for help when you need it, and contribute positively to our school community. Together, we will create an environment where everyone feels connected, supported, and empowered to succeed.

This Student Handbook is an important resource that will help you understand the procedures, expectations, and policies that guide our school community. We encourage you and your family to read it together and refer to it throughout the school year. Becoming familiar with these expectations will help ensure a successful and enjoyable experience at Mt. Pleasant Middle School.

We are thrilled to welcome you to the MPM family. We know this year will be filled with new experiences, exciting opportunities, and lasting memories. We can't wait to see all that you accomplish as a Jr. Lancer.

Have a Lancertastic year!

Bronawyn O'Leary
Principal
Mt. Pleasant Middle School

Have a Lancertastic Day!

ATTENDANCE POLICY

Absences, Late Arrivals and Early Dismissals

Students are expected to attend school every day that school is in session. Absences and tardies impact the education of the missing student, as well as all other students in the class. When teachers are required to remediate for absent students, it removes time from the rest of the class. Livingston Public Schools places a high emphasis on student attendance to ensure that all children meet state-mandated criteria and to hold the expectation that every student will attend every day to assure maximum progress. **Board of Education Attendance Regulation #5200 states: A student must be in attendance a minimum of 90% of the school year in order to receive credit.** As such, a student absent more than **18 days of school** shall be subject to penalties up to and including retention. (Livingston Board of Education Policy #5200). **Lastly, a student must be present for at least half (½) of the school day to be counted as present for the day. For Mt. Pleasant Middle School, this equates to 3 hours and 3 minutes of instructional time. (Livingston Board of Education Regulation #5200)**

Participation in co-curricular activities is a privilege. A student must attend classes regularly in order to be eligible to participate in these activities. **A student must be present in school for at least 3 hours 3 minutes in order to participate in extracurricular and evening activities.** All student absences, with the exception of those resulting from field trips, school activities, court appearances, administrative prerogative or exclusion, and religious observances as defined by the State, will be applied against the attendance requirements set forth by the Board of Education. Any questions regarding this policy should be directed to the building principal.

Attendance Procedures for Truancy Determination

In implementing policies and procedures regarding student attendance, District Administrators shall first determine whether a student's failure to report to school is an "unexcused" or "excused" absence for determining truancy. The determination as to whether to grant an excused absence lies in the sole discretion of the building principal or principal's designee. In making this determination, an "unexcused" absence shall be based on the definition of a "school day" as set forth in N.J.A.C. 6A:32-8.3. This section provides that a "school day" shall consist of not less than four (4) hours of actual instruction. The determination of whether a student's failure to report to school is an "unexcused" or "excused" absence shall also be based on the following six considerations:

1. 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 nurse. The parent or legal guardian must consent to allow for communication 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. A student with a chronic medical condition should submit documentation to the school nurse for the possible development of an Individual Health Plan.
   Your child must be fever-free for 24 hours WITHOUT FEVER-REDUCING MEDICATION before returning to school. Your child cannot return for 24 hours after any episode of vomiting or diarrhea. Do NOT send your sick child to school because there is a class trip or assessment. If you have any questions regarding your child's symptoms or questions concerning sending your child to school, please contact our school nurse. Additionally, please notify the nurse of any communicable disease such as strep throat, flu, stomach virus, chicken pox, etc.
2. Family illness or death.
3. Extraordinary Educational Opportunities: Educational opportunities include those tied to the student's course of study and may not be of a duration that 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." Extraordinary opportunity forms must be submitted two weeks prior to the requested date.
4. Written parental permission: For instances in which an absence shall be an undue disruption to the continuity of the child's instruction, the request for an excused absence may be denied notwithstanding receipt of written parental permission. Excused religious observances: Please refer to the list of State Approved Religious Holidays.

5. Provisions of an IEP, where applicable. Matters concerning excessive absence, or a pattern of absence shall be referred to the Child Study Team as needed.

Except in the event of an emergency, the parent or legal guardian must submit to the building principal or principal's designee an advance written request that their child be excused from school, or from a portion of the school day, on a given date or dates for one of the reasons set forth above. This written request must be accompanied by any documentation that the parent or legal guardian wishes the building principal or principal's designee to consider. Where emergent circumstances prevent the submission of a written request in advance of the anticipated absence(s), this documentation must be submitted as soon as practicable thereafter.

Attendance Chart for School Absences

UNDOCUMENTED	DOCUMENTED	ADMINISTRATIVELY EXCUSED (NON-CHARGEABLE)
The following items will be marked as undocumented, and therefore count toward the retention threshold of 18 absences. ● No note provided ● Note not approved by administration ● No note from doctor for 3+ consecutive days for illness ● Truancy	The following items will be marked as documented; however, they still count toward the retention threshold of 18 absences. ● 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	The following items must be documented and will be listed on the attendance record for the student, but do not count against attendance: ● Administrative exclusion or prerogative ● Suspension ● Court Appearance ● Religious observance as documented by the parent and approved by State Guidelines ● Death in the immediate family ● Educational opportunities as approved by the administration ● School-sponsored field trips ● School-provided Home Instruction
Consequences for Undocumented Absences: 1-4 undocumented absences: The administration will contact the parent to develop an action plan. 5-9 undocumented absences: The administration will contact the parent to review/revise the action plan. 10+ undocumented absences: The cumulative absences will be considered truancy and referred to the court system.	**Consequences for Documented Absences:** **90% requirement for attendance,** a student absent more than **eighteen (18) days** of school, **regardless of whether the days are considered excused absences or unexcused absences,** shall be subject to sanctions up to and including retention.	**Consequences for Non-Applied Absences:** There are no consequences for Non-Applied Absences. The administration, however, reserves the right to deny field trips and extraordinary opportunity requests based on a student's attendance record.
CONSEQUENCES FOR TOTAL ABSENCES: Upon the 10th documented or undocumented absences, the parent will speak with the building administration regarding the frequency of absences.		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.

It is the responsibility of the parent/guardian to manage their child's attendance for the year. Automatic notification from the district will be sent to parents/guardians during the school year when their student has reached a threshold of 10 absences. A second notification will occur when a student reaches 15 days. This is done to ensure that the school and the family of each student work together to monitor attendance and the completion of schoolwork. If you receive a notification, please follow the directions in the letter to establish an appointment with the appropriate school administrator.

Because of the **90% requirement for attendance,** a student absent more than **eighteen (18) days** of school, **regardless of whether the days are considered excused absences or unexcused absences,** shall be subject to sanctions up to and including retention. If the parent or legal guardian wishes to appeal the categorization of any particular student absence, the parent or legal guardian must submit a written petition to the Principal. In keeping with the dictates of the due process procedure, the building administration shall review appeals brought by petition.

Parents or legal guardians may apply to the building principal and Superintendent/Designee for a waiver of the 90% attendance requirement for an extraordinary opportunity. The application must be made at least fourteen (14) days in advance of the event, unless there are emergent circumstances that prevent the parent or legal guardian from making the request in a timely manner. It is within the discretion of the Superintendent or building principal to determine whether an event qualifies as an extraordinary opportunity that will result in the waiver of the 90% attendance requirement.

This regulation is independent of Livingston Board of Education Regulation #5200 relating to the calculation of absences for purposes of determining truancy. The **Code of Conduct** of the Livingston School District details the Board of Education Policy and Regulations. The complete policy and related regulations can also be found on the Livingston School District's website.

Students at Mt. Pleasant Middle School students are expected to be in school on time and to stay for the entire school day. Students are expected to be in their homeroom by 8:35 am. Dismissal for a regular school day is at 3:23 pm. Absences, tardies and early dismissals could be subject to the following:

- **Detention:** Students who have three or more tardies in any given marking period may be assigned central detention. Continued excessive tardies could lead to further disciplinary consequences. Excessive tardies can result in a Saturday detention.
- **Principal Notification:** Students who accumulate a total of 10 absences/tardies/early dismissals shall be contacted by the school principal to discuss these patterns and helpful interventions.
- **Principal Conference:** Students who accumulate a total of 10 absences or 10 tardies/early dismissals shall require a conference with the principal to develop an action plan to improve attendance/tardies.
- **Superintendent/Designee Conference:** Students who accumulate a total of 20 absences or 20 tardies/early dismissals shall require a conference with the Superintendent/Designee.

Reporting Absences, Late Arrivals and Early Dismissals

In order to ensure the safety of our students, parents should report their child's absence or tardiness in the Genesis Parent Portal before their child's school starts for the day. This system replaces the "Call For Safety" procedure.

- Log onto the Genesis Parent Portal

Reporting an Early Dismissal

All attendance reporting including absences, tardy, and early dismissals should be reported using the portal. Click here to view instructions for reporting an early dismissal in Genesis. We encourage you to submit early dismissals by the start of the school day. Parents may request an Early Dismissal in Genesis until 2:00 p.m. on the day of the dismissal. After that time, please call the office directly at **973-535-8000 x2938** to speak with attendance secretary, **Mrs. Tracy Caldera**. Please follow up with an email to the attendance secretary at tcaldera@livingston.org Include your child's name, who is picking up the student, reason for the early dismissal, and time you would like your child to be ready for you to sign them out.

Procedures for Leaving Early

Student Instructions: *On the day of the early dismissal please remind your child to check SmartPass throughout the day for their early dismissal pass.*

Parent Instructions: *When you arrive to pick up your child, please bring a valid ID, ring the bell and report to the main office to sign out your child.*

Anticipated or Pre-Arranged Absences

Family vacation days are considered absences. Family vacations or trips should coincide with holiday periods scheduled on the district calendar. Scheduling vacation during regularly scheduled school time creates excessive stress for students as they must make up work upon their return, while concurrently learning new subject matter. Parents are expected to discuss extenuating circumstances with administration **prior** to making such arrangements. **School work will not be provided to students in advance of such trips.** It is also unreasonable to expect teachers to devote substantial time to one student before and after school to make up hours of missed instructional time. Instead, students should take advantage of assignments and information provided by teacher websites as a primary means of keeping up with work.

Make-up Work for an Absence

If a student is absent for three or more consecutive days due to an extended illness, parents may request make-up work. Parents should contact the **School Counseling office, (973)535-8000 x2938** and plan to pick up assigned work after school on the day following their request for make-up work.

Students who have been absent for one or two days are expected to make up work/assessments 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 time frame 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.)

Entering School Upon Arrival

For personal safety and security reasons, we ask that students arrive between 8:10 a.m and 8:30 a.m. Homeroom begins promptly at 8:35 a.m. Upon arrival, students who walk or are dropped off at the curb may enter the side door near the cafeteria (Door 3) to gain access to the cafeteria at 8:10 a.m. Bus students will enter through the Mt. Pleasant Avenue side door (Door 6) and sit in the auditorium. Students with early study or co-curricular meetings must obtain passes from teachers and club advisors. Students assigned an A.M. Central Detention may also enter school early, but they must report to the main office through the main entrance (Door 5).

Staying After School for Activities and Events

The school day ends at 3:23 p.m. Students may not stay after school unless they are participating in a supervised co-curricular activity or athletic program, seeking academic assistance from a teacher, or serving extended detention. All other students are to wait for pick-up on the sidewalks or in the designated area in front of school.

ANNOUNCEMENTS

School-wide announcements concerning special activities are delivered to students during homeroom. Daily announcements are also posted on the Mount Pleasant website https://mpm.livingston.org.

BUILDING SECURITY

For security reasons, all visitors must enter through the front door and are required to report to the main office with proper identification upon arrival to obtain identification badges. Parents are not permitted to move about the school for any reason without arranging appointments in advance and must follow the stated procedures for visiting the building.

INTERNET ENABLED DEVICES

The Board of Education prohibits student use of internet-enabled devices on school grounds during the school day in accordance with N.J.S.A. 18A:36-40b. The Board adopts this Policy and Regulation 5516 pursuant to N.J.S.A. 18A:36-40b. and the guidelines developed by the Commissioner of Education concerning student use of internet-enabled devices during regular school hours, on a school bus, or during school-sponsored events when the student is under the direct supervision of a teaching staff member or employee of the Board.

All internet enabled devices must be turned off and kept in a student's hall locker. Personal communication between parents and students via cell phones is disruptive to the school environment; emergency communication must be coordinated through the main office. Use of the cell phone during the school day is strictly prohibited. If a cell phone is seen or rings during the school day, it will be taken from the student and brought to the main office and returned at the end of the school day. Upon the second offense or thereafter, consequences will be assigned and the cell phone must be picked up by a parent or legal guardian.

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, inappropriately expose their bodies, or affect the educational program of the school.
Please adhere to the following:

- Proper and safe footwear is required at all times. When students are participating in Art, Technology, or Science labs, shoes should cover all parts of their feet. Slippers are not permitted to be worn in school.
- Exposure of the mid drift is not permitted and shorts and skirts must be of acceptable length.
- Clothing that sexualizes a student's body is not to be worn to school. Students should be able to dress with current fashion trends, but in a respectful and school appropriate manner that does not draw negative attention to their bodies. These standards extend to all gender identities.
- Clothing that could cause harm to any student or damage school property is not to be worn.
- Slogans, patches and emblems that are obscene, drug/alcohol related, gang related or violent in nature are not permitted in school or at any school-sponsored activity.
- Hats may not be worn in the Mount Pleasant Middle School building.

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. Parents will be contracted to bring a change of clothing. Additional consequences are noted in the discipline section of this handbook.

EMERGENCY CLOSINGS/EARLY DISMISSALS

When school is closed or delayed due to inclement weather, or when school has an emergency/early dismissal, automated phone messages and a district-wide e-blast will be sent to families of children in Livingston Public Schools. Please find all Mt. Pleasant Middle School schedules listed on page 2 of this handbook. Additionally, up-to-date information can be viewed on the Livingston district website at www.livingston.org.

EMERGENCY DRILLS AND PROCEDURES

Mt. Pleasant Middle School has a detailed Emergency/Crisis Plan approved by the District administration and the Livingston Police Department in conjunction with the Essex County Emergency Management Office. We have a Crisis Team which reviews our plans and procedures on a regular basis to ensure that all precautions are taken for the safety and security of our students. As per state law N.J.S.18A:41-6, one fire drill and one security drill will be conducted each month throughout the school year. Students who do not comply with emergency procedure guidelines and behavioral expectations are subject to administrative disciplinary consequences. Emergency drill procedures and expectations for behavior during the drills will be shared with the students.

HOME AND SCHOOL COMMUNICATION

An important goal of middle school is to maintain a strong and positive link between home and school. We welcome and encourage every parent and guardian to become an active part of his or her child's school life. To keep parents and guardians informed of important information, Mt. Pleasant Middle School **maintains its own website at** https://mpm.livingston.org.

Should an issue arise, the primary link and first contact for discussing concerns and questions about a student is the classroom teacher. Parents should email the teacher or contact the main office to leave a message requesting that the teacher contact them. If a student wishes to email a teacher with a question or concern, the student must email with their school-assigned email address. As per BOE Policy 3283, all e-mails between a teaching staff member and a student must be sent or received through the school district's e-mail system. Teachers also maintain on-going communication with parents through email and class pages on the website. For other questions and concerns beyond the scope of the classroom, parents may also contact their child's guidance counselor, the Child Study Team, or school administration.

All teachers maintain a Schoology page where students/parents will be able to view assignments, upcoming events, study guides, and long-term projects. Many of them also include study skill suggestions for their subject area, current topics and notes, practice questions or problems, and blogs.

Leaving Messages and Items for Students

Classroom disruptions interfere with teaching and learning; therefore, **the office staff will not interrupt a class to deliver messages or belongings to students.** Parents should drop off any messages or items for students in the main office. Students can pick these items up during their lunch period.

Please be sure to clearly label any delivered items with the student's first and last name and team number. Students who know of a delivery ahead of time may pick up their item during a passing period; otherwise, the item will be given to the student during lunch.

Locks and Lockers

All gym and hall lockers are considered the property of the Livingston Board of Education and its schools. **The school administration has the right to inspect any locker when reasonable grounds for a search exist.** Students are cautioned ***NOT*** to keep any valuables or expensive items inside any lockers. The school is not responsible for theft of personal items; students are responsible for their own possessions. Each student is assigned a hall locker and lock. The student will be charged $5.00 for a lost lock. Only school-issued locks are permitted on lockers. Students should learn their lock combination and keep it to themselves. Lockers are to be closed quietly and kept locked at all times.

Anyone using a locker other than his or her own, or tampering with another person's locker, will be subject to disciplinary action, including loss of locker privileges. Students are held responsible for any damage to their lockers by being assessed repair or replacement costs. Students are to keep their lockers clean and neat. Students should remove lunch items on a daily basis. Decorations may not be placed on the outside of lockers; however, magnetic (**not adhesive**) decorations and organizational shelves may be placed on the inside of lockers.

Lost and Found

Found items should be taken to the office as soon as possible. All found items are kept in the hallway outside of the main office, except items of value, which are kept in the main office. At various intervals during the school year, the general lost-and-found is cleaned out and donated. Students should ask the secretary for permission to look in the lost and found area for lost items any day before school, after school or during lunch periods.

Lunches

Menus, with prices, are posted in the cafeteria and are published on the website. For the occasional forgotten lunch or lunch money, the cafeteria will issue an alternate lunch, which must be repaid the next school day.

Celebrations (parties) **are not permitted.** Food and refreshments may not be delivered to the cafeteria during lunch periods, nor are students permitted to bring treats to share with others. POMPTONIAN is the District's food management company. They can be reached at **(973)535-8000 x8051.**

Mount Pleasant Middle School follows the Livingston School District's nutrition policies to ensure that our food selections are healthy. We also enforce the District's policy on Anaphylaxis to Food and Other Substances (#5331) to ensure the safety of all children. We encourage healthy and safe choices for all students. With allergies throughout the school, it is best for students NOT to share their food items with other students. Students should also be cautious about sharing lotions, creams, cleansers or sprays with other students. Young people may not know what reaction they may have to any of these substances.

Personal Possessions

Parents or guardians should not permit their children to bring expensive or fragile objects to school. **School personnel and the school district are not responsible for any damage, theft, or loss of personal possessions and property.**

Textbooks & School Equipment

Backpacks are not permitted in classrooms or halls. Books, equipment and materials that are assigned or loaned to students are expected to be cared for in a responsible manner. Textbooks must be covered and returned after use with a minimum of wear. Fines, up to the replacement cost of any damaged or lost textbook or materials, will be levied.

TRANSPORTATION

Bicycles

Students are permitted to ride their bikes to school; however, bicycle riding is not permitted on school grounds, including any paved or sidewalk areas, during school hours. Students should walk their bicycles on the sidewalk of school grounds and lock their bikes safely in the bike rack. Local ordinance requires students to wear helmets when riding bikes. Skateboards, scooters, hoverboards, etc. are not permitted on school grounds.

Bus Passes

Only students with bus passes may ride the bus. These passes must be carried and shown when requested.

Students may only ride on the bus to which they have been assigned and must use only their assigned bus stop. Parents may not give their student a note that they are allowed to go home with a friend on another bus or use an alternate bus stop. Lost or destroyed passes (up to 3) will be replaced upon receipt of a note from home and $1.00. Bus students may get a temporary pass from the office (maximum of one 1 per month). Students who lend or borrow bus passes will have their permission to ride the bus suspended.

Bus Rules

The Livingston School District has established the following rules to safeguard all our students and to allow our buses to operate efficiently. All students must abide by the following rules:

1. Report to their assigned bus stop several minutes before the scheduled arrival time.
2. Bus drivers have been instructed to accept and drop off students only at assigned stops.
3. Observe the property rights of all neighbors at, to, and from the bus stop.
4. Wait on the sidewalk or the edge of the lane -- a safe distance from the bus -- until it comes to a full stop.
5. Students who must cross the roadway to reach their destination shall cross in front of the stopped bus after the driver verifies that warming lamps are operating and indicates that conditions are safe to cross.
6. Board the bus without pushing or crowding, and be seated quickly in their assigned seats.
7. Remain seated while the bus is moving, and keep their books, lunches, book bags, instruments, and hands in their seat area.
8. Students assigned to buses equipped with seatbelts are required by law to fasten them. Failure to do so can result in immediate loss of bus privileges.
9. Keep arms, hands, and other parts of their body inside the bus. Throwing any objects out of the school bus windows will be grounds for immediate suspension of bus privileges.
10. Fighting, profanity, threats, weapons, laser pointers, drugs and smoking are strictly forbidden on the bus.
11. Talk should be in conversational tones and should not become boisterous or loud.
12. No food, snacks, or chewing gum on the bus.
13. Deposit trash in the waste container at the front of the bus. Keep your bus clean!
14. Avoid large key chains or dangling objects to allow for unimpeded boarding and departing.
15. Do not tamper with any parts of the bus or bus equipment. If any seats are damaged, the cost of repair may be charged to the student assigned to that seat.

16. Remain quietly seated and await instructions from the driver in the event of an emergency. Students may be instructed to leave the bus and wait at a safe distance. Students are to fully participate in bus evacuation drills.
17. Cooperate with the bus driver and behave in a respectful manner at all times.

If a disciplinary problem should occur on a bus in the afternoon and the problem is such that, in the judgment of the driver, it is unsafe to proceed, the driver may return to school to seek immediate administrative assistance. Bus drivers are instructed to report any infractions to the school principal/designee. Should a student be reported to the administration for violation of the aforementioned rules, disciplinary action will be taken that may include the loss of bus privileges or other consequences appropriate to the situation.

Vending Machines

Vending machines are for student use during lunch or when remaining after school for activities and events. Students MAY NOT carry or eat food in the halls or classrooms.

PROGRAMS OF STUDY & GRADING AND REPORTING

Advisory

The goal of our Character Education Program is to develop the whole child by focusing on the pillars of the Livingston Public Schools Portrait of a Graduate. Students will experience Advisory through the lens of team-building activities and tasks which will be used as the vehicle to promote conversations and open dialogue about adolescent themes such as communication, problem solving, group dynamics, listening and time management.

Enrichment

The Enrichment period has been created to accommodate specific programs in BSI, Middle School Healthy Habits, and Band, Chorus, and Orchestra, and to extend and encourage student growth in literacy. Students who do not participate in a course during the Enrichment period are expected to read for the majority of the period and will be permitted to allot a portion of the period to complete independent work. Students are expected to come into the Enrichment period with an independent reading book. Enrichment may also be used for students to receive extra help from teachers on an as-needed basis.

Teaming in Middle School

Students are part of a team with teachers who work closely with their students. Team teachers and students work together to build community and create a sense of belonging for each member of the team. Team teachers meet daily during common team planning and collaborate with the guidance counselor, administrators and exploratory/cycle teachers to build a strong network of support for their students.

Parental concerns that involve multiple disciplines or student needs that may impact across the curriculum can be addressed through the team leaders of each team. Team leaders meet with the building administration weekly. Team leaders are a valuable resource for parents to communicate with for extra help or guidance when a child is experiencing any difficulty or has a situation that can impact their academic work, behavior, or confidence.

Team Leaders for Mount Pleasant Middle School for the 2026-2027 School Year:

Team Leader	Team
Ms. Sydney Pollard	Team 1
Mrs. Christina Ness	Team 2
Mrs. Audrey Giordano	Team 3
Mrs. Lisa Klemens	Team 4
Mrs. Kristi DeMiceli	Cycles, H&PE, Instructional Aides, Special Education, Support Staff, and World Language

GRADING AND REPORTING

The Livingston Public School District believes that multiple components of performance must be reviewed to fully assess a child's progress and development. The District also believes that timely and specific feedback on a regular basis is a critical component for student growth. Teachers regularly assess students and provide feedback to students and parents on their academic progress throughout the school year. Teachers will provide feedback on all assessments within a timely manner. Please refer to the **District's *Grading and Reporting Handbook*** for specific information regarding grading and reporting.

Academic Integrity

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, one must never betray oneself or others by giving into that pressure and compromising one's integrity by cheating, plagiarizing, or stealing; nor must a student ever misrepresent the truth in order to obtain special privilege.

Cheating, plagiarism, forgery and unauthorized computer use are strictly prohibited. Please refer to the district Code of Conduct for more specific information regarding violations of academic integrity. Any student caught cheating or plagiarizing will receive a zero for that work. An administrative review may be conducted to determine the authenticity of a student's work. Students involved in such an issue will not be able to make the assignment up. He or she may also receive an additional assignment to understand the potential legal and personal consequences of cheating or plagiarizing.

Assessments

All assessment materials will be returned to students after they have been graded and recorded, except for mid-term and final exams. Tests/quizzes will be returned within seven (7) school days, and projects/essays will be returned within twelve (12) school days. Assessments will be reviewed during class. Assessment grades will be posted by the close of business two days after the assessment has been returned to the students (Refer to page 4 of the ***District's Grading and Reporting Handbook*** for a more detailed description regarding assessment practices/procedures.)

Grades are earned according to the following numerical ranges (Grades of A+ are not issued):

A	93-100	C	73-76.99
A-	90-92.99	C-	70-72.99
B+	87-89.99	D+	67-69.99
B	83-86.99	D	63-66.99
B-	80-82.99	D-	60-62.99
C+	77-79.99	F	59 and below

I	Incomplete due to missing work. Students are required to complete this work in a timely fashion.
N	No Grade
N/C	No Credit
P	Passing
S	Satisfactory
U	Unsatisfactory
WP	Withdraw Passing
WF	Withdrawn Failing
X	Medical Excuse
Z	Exempt

Calculating Final Grades

Marking Period 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 marking period) 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 marking period 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

Academic and School Achievement Recognition

Honor Roll: To be eligible for the Honor Roll, a student must have a 3.2 grade point average and no grade lower than a "C".

High Honor Roll: To be eligible for the High Honor Roll, a student must have a 3.6 grade point average and no grade lower than a "B".

As per BOE Policy 5410 Promotion and Retention, At the Middle School level, a student who does not earn a passing grade in one or more core content area(s) may be retained in that content area(s) until he/she completes one of the following, all of which must be approved by the District: a traditional summer school course, an online course, or another option as deemed appropriate. If a student earns a failing grade in all four core content areas, he/she may be retained in that grade level.

Homework/Academic Support

The District philosophy regarding the vision for or purpose of assigning homework is as follows: 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; and d) at times, as a form of assessment.
Homework will account for up to, but no more than, 15% of a student's marking period grade in any course. Homework must be submitted on time in order to be eligible for full credit. Homework grades will be posted on a weekly basis by the close of business on the Tuesday following the week being reflected in the grade book.

Homework plays a vital role in developing good work habits and reinforcing learning. Doing homework regularly and assuming ownership of one's own learning are part of a student's responsibility. Students are given an agenda/planner, which they are expected to use for recording assignments and planning long-range tests and projects. Parents can support their child's development of responsibility and self-management skills by checking their child's agenda often. Assignments, assessments and projects are posted on individual teachers' Schoology pages. Parents are encouraged to check this frequently and also direct children to check and download any information that is needed.

As responsible learners, it is important for students to seek support and help from teachers if they are having difficulty in any subject. Teachers are available during Enrichment, after school from 3:25 – 3:46 p.m., or in the morning before school as agreed upon between the student and teacher. The school counselor can also assist students who are having difficulty with their work and may host groups to assist students with organization and management of homework.

Missing Assignments/Assessments

Students who have been absent for one or two days are expected to make up work/assessments **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 students return 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.

Report Cards and Interim/Progress Reports

Report cards are available online through the parent portal at the end of each marking period. Middle school students receive traditional letter grades for all core curriculum, cycle, elective and health/physical education courses.

Due to the implementation of parental access to student grade books, secondary schools do not automatically send interim or progress reports for all students. However, teachers will have the option to provide comments to individual students during the interim reporting period, should they choose to do so.

The schedule for report cards for the 2026-2027 school year is as follows:

	Marking Period	Marking Period Begins	Marking Period Ends	Report Cards Posted
	T1	8/31/2026	12/2/2026	12/11/2026
	T2	12/3/2026	3/17/2027	3/25/2027
	T3	3/18/2027	6/22/2027	6/22/2027
Graded T1	MP1	8/31/2026	11/4/2026	
Graded T2	MP2	11/5/2026	1/25/2027	
Graded T3	MP3	1/26/2027	4/7/2027	
Graded T3	MP4	4/8/2027	6/22/2027	

Cycle	Marking Period	Cycle Course Begins	Cycle Course Ends
Graded T1	F1	8/31/2026	10/23/2026
Graded T2	F2	10/24/2026	01/03/2027
Graded T2	F3	1/4/2027	2/26/2027
Graded T3	F4	2/27/2027	4/28/2027
Graded T3	F5	4/29/2027	6/22/2027

STUDENT SERVICES

School Counseling

Mount Pleasant Middle School's counseling program includes individual and group activities designed to help students benefit from the opportunities and experiences offered in and outside school. Our primary purpose is to help students help themselves. The guidance counselor, team leader and the teacher teams are the basic units of guidance in our school. Together, they provide a network of support to guide students through the transition of their sixth-grade year.

The School Counseling Department includes two trained counselors who assist students in working through problems, issues and concerns that center around school, career information, educational planning, and interpersonal relationships. During personal conferences, the counselor assists students in identifying their strengths and areas for

improvement by discussing the student's performance in school, self-management and organization skills, and overall adjustment to middle school. The process involves guiding students through problem solving and solution finding. Students may make an appointment with their counselor by coming to the School Counseling office before the start of Period 1 or immediately after school. Parents may arrange a conference with a counselor by contacting the School Counseling Department during school hours at **(973) 535-8000 ext. 2938.**

Library/Media Center

The school Media Center will be open to students after school for browsing, research, reading and checking out materials. During the school day, students wishing to check out a book may get a pass from their teacher. The media specialist flexibly schedules classes into the media center for instruction and research using print and non-print resources. The media center maintains its own web page, which can be accessed through the Mount Pleasant Middle School website. Most books and magazines may be borrowed for a two-week period. Reference books may only be used in the media center.

STUDENT HEALTH SERVICES

Nurse: Ms. Diana Heesemann (973) 535-8000 x8079 dheesemann@livingston.org
Health Forms available at https://mpm.livingston.org under the heading Health Office.

A registered School Nurse is on duty to administer first aid, conduct health screenings, administer medications, give assistance to students who are ill, and to provide information to assist students in maintaining wellness or in managing chronic and short-term illnesses. Students who need to visit the nurse must have a pass from the classroom teacher. If a student requires medication during the school day, the nurse must have written permission on file from the parent and the physician. The physician must provide written orders stating the name of the medication, the purpose of its administration to the specific student for whom it is intended, its proper timing and dosage, and the time when its use will be discontinued. Medication must be delivered to the school nurse by the student's parent or legal guardian and must be in the original container labeled by the pharmacy or physician. This regulation applies to cough syrup/drops, pain relievers/aspirin, and all over-the-counter medications. These medications must be kept in the health office and be taken under supervision of the nurse. A student is only permitted to self-administer medication for asthma or potentially life-threatening illnesses, and written permission for self-administration must be provided.

ATHLETICS AND ACTIVITIES

Student Activities

The middle school is designed to provide opportunities for students to participate in a variety of activities and programs, which promote healthy living and positive interaction with peers and adults. Daily announcements, signs posted throughout the school, and the website inform students of upcoming events and activities in which they can become involved at Mount Pleasant Middle School. Activities occur before and after school, as well as in the evening.

On the middle school level, students take the initiative to begin clubs, sponsor special programs and perform community service. Parents should encourage these behaviors, but allow for the students to take the responsibility for the various activities. Some of the programs available to students include the following:

Intramural Recreational Sports such as basketball, volleyball, and indoor soccer are open to all students in Grade 6 after school throughout the year. Note: Mt. Pleasant Middle School does not have interscholastic sports. Students who wish to participate in any intramural activity must have all medical paperwork, including a sports physical, on file in the nurse's office. Please refer to the Mt. Pleasant Middle School website for more information and to access the necessary forms.

Co-curricular clubs and programs are open to all students. Please see the website for a complete list of the clubs and activities at Mt. Pleasant Middle School.

DISCIPLINE POLICIES AND PROCEDURES

Student Discipline Process and Philosophy

"Students Taking Responsibility"

Every student is entitled to a quality education within an environment that promotes respect, courtesy, caring, trustworthiness, responsibility and pride. School discipline should protect and nurture the physical, social, mental, and emotional growth of its youth. As each student progresses through the middle school years, greater levels of self-control and commitment to the school community are expected. Discipline policies and procedures serve to direct behavior, and yet encourage personal effort extended toward self-direction. The following democratic principles and goals guide the administration of the middle school discipline policies and procedures at all levels and in all cases:

- All students have dignity and worth.
- All students have the capacity to learn cooperation and respect for self and others.
- All students should understand the policies that affect them and be provided opportunities for individual growth and change while considering the welfare of the school community.
- Parents perform a participatory role with that of the school and its staff in preparing young adolescents for productive and fulfilling lives.

The goals of Mount Pleasant Middle School's Student Discipline Process are:

- To maintain a positive, safe learning environment for all students while providing support for those students who interfere with this process.
- To provide support and intervention structures for students who, for various reasons, demonstrate behaviors in conflict with the school community's expectation that all students be courteous, respectful and responsible.
- To utilize support and intervention structures designed to work *with* students and teachers in developing a caring community where mutual problem solving and interdependence are emphasized and modeled.

Mount Pleasant Middle School adheres to the disciplinary policies and guidelines stated in **The District Code of Conduct** set forth by the Livingston Public Schools. The District Code of Conduct is available online and parents must acknowledge electronically that they have reviewed its contents. Students in violation of the Code of Conduct and or designated school or classroom rules will be administered disciplinary consequences. These consequences may include A.M./P.M. detention, Saturday detention, suspension, or other consequences as deemed appropriate by the school administration.

Discipline Process and Philosophy

The expectation is that the classroom teacher will address minor disciplinary infractions. If a student demonstrates a pattern of misbehavior, the teacher should discuss that within the team setting and take advice from the team leader and other members of the team to best address the situation. If an issue needs further attention or the pattern escalates, the principal can get involved in resolving the issue. Serious discipline matters could require the intervention of the principal.

The school counselors frequently can give insight and direction to teachers or team leaders concerning student's behavior or attitudes. Their input is invaluable in helping develop the most appropriate response especially with serious behavioral patterns. Teachers, guidance counselors and the administration will make every effort to ensure that behavior and attitude issues are addressed promptly and effectively. Our goal is to ensure that every child has the support and strategies that are necessary to be an independent, responsible learner.

Classroom, Lunch, and Extended Detentions

If a student is assigned an after school teacher/academic detention, a one-day notice is given so that students can make transportation arrangements. It is the student's responsibility to make the teacher aware of any special problems. For frequent or excessive misbehavior, an A.M. central detention OR P.M. extended detention may be assigned by the school administration. Students who are assigned A.M. central detentions are to report at **8:00 a.m.** on the day or days assigned. Students who are late to detention will **not** be given credit for that day's detention. Students assigned a P.M. extended detention report directly to the detention from **3:30 - 4:00 p.m**.

Students who do not report to an assigned detention may be assigned additional detentions or extended detention. Continued failure to report to assigned detentions will result in further disciplinary action, including Saturday detention, or possible suspension.

DISTRICT POLICIES AND PROCEDURES

At Mt. Pleasant Middle School, we believe that sixth grade is an important time for students to learn, grow, and develop the skills needed to make positive choices. Our Jr. Lancer Point System is designed to provide students and families with a clear and consistent understanding of behavioral expectations while giving students opportunities to learn from their mistakes. Behavioral infractions are organized into three tiers—Level A, Level B, and Level C—based on the seriousness of the behavior, with each tier assigned a specific point value. Students will begin the school year with 50 points. If a student receives a disciplinary infraction, points will be deducted based on the assigned point value of that infraction. When points are lost, the focus is not simply on the consequence, but on helping students understand what happened, reflect on their choices, and determine what they can do differently moving forward. The Point Rubric is used to determine a student's disciplinary status throughout the school year based on their current point total. A student's point status may result in supports or consequences including, but not limited to, loss of privileges, development of behavior goals or support plans, parent/guardian meetings, and loss of eligibility for leadership roles, recognition opportunities, or school-sponsored activities. The goal of the rubric is to provide clear expectations while giving students opportunities to reflect, improve, and work toward restoring their standing. This system is intended to be restorative and focused on growth. Students will have meaningful opportunities to earn points back by demonstrating responsibility, participating in restorative activities, making positive choices, and showing improvement over time. Our goal is to teach accountability while reminding students that a mistake does not define them. Every day provides a new opportunity to make a positive choice, demonstrate growth, and experience success as a Jr. Lancer. *The Administration has the right to use discretion when assigning disciplinary actions.*

Jr. Lancer Point System

Level A Infraction	Points	Level A Consequence
1. Disruptive classroom behavior by action or vocal expression	1	1st offense: warning 2nd offense: 1 after-school detention Subsequent offenses: discretion of administration
2. Horseplay/Running/Pushing in the hallway	1	1st offense: warning 2nd offense: 1 after-school detention Subsequent offenses: discretion of administration
3. Failure to follow a staff member's directions	1	1st offense: warning 2nd offense: 1 after-school detention Subsequent offenses: discretion of administration
4. Failure to bring a book to Enrichment	1	1st offense: warning 2nd offense: 1 after-school detention Subsequent offenses: discretion of administration
5. Eating food/candy/chewing gum in the classroom	1	1st offense: warning 2nd offense: 1 after-school detention Subsequent offenses: discretion of administration

6. Class truancy: ● Being absent from class without the proper permission ● Being out of class for more than 10 minutes without proper pass/permission	1	**1st offense**: warning **2nd offense**: 1 after-school detention **Subsequent offenses:** discretion of administration
7. Dress code violation	1	**1st offense**: warning/call home to change **2nd offense:** call home to change/1 after-school detention **Subsequent offenses:** discretion of admin.
8. Tardy to school	1	**1st/2nd tardy:** warning **3rd tardy**: parental notification via genesis 1 after-school detention **6th tardy**: parental notification via genesis 2 after-school detentions **Subsequent offenses:** discretion of administration
9. Tardy to class	1	**1st/2nd tardy:** warning **3rd tardy**: call home by teacher and 1 after-school detention **Subsequent offenses:** discretion of administration
10. Failure to possess identification (lanyard)	1	**1st offense**: warning **2nd offense:** 1 lunch detention **Subsequent offenses:** discretion of administration
11. Failure to follow cafeteria rules	1	**1st offense**: warning **2nd offense:** seat change **3rd offense**: lunch detention/assigned seat **Subsequent offenses:** discretion of administration
12. Found in a location not indicated on pass	1	**1st offense:** warning **2nd offense**: 1 after-school detention **Subsequent offenses:** discretion of administration
13. Loitering in hallways/corridors/bathrooms	1	**1st offense:** warning **2nd offense**: 1 after-school detention **Subsequent offenses:** discretion of administration
14. Use of inappropriate language, profanity or offensive gesture (not directed at a staff member or student)	1	**1st offense:** warning **2nd offense**: 1 after-school detention **Subsequent offenses:** discretion of administration
15. Out of class without a pass	1	**1st offense:** warning **2nd offense**: 1 after-school detention **Subsequent offenses:** discretion of

		administration
16. Failure to report to a detention	1	Detention Doubled
17. Inappropriate use of electronics- Use of Chromebook for purposes other than directed by staff	1	**1st offense:** Confiscation and lunch detention **2nd offense:** Confiscation and afterschool detention **Subsequent offenses:** discretion of administration

Level B Infraction	Points	Level B Consequence
1. Repeated Level A offenses- 3 times	2	Discretion of Administration
2. Forgery or falsification (written or verbal) on a school pass, note from home, assessment, permission slip	2	**1st offense:** 1 after-school detention **2nd offense:** 1 Saturday detention **Subsequent offenses:** discretion of administration
3. Minor bus disruption- may or may not result in a bus referral	2	**1st offense:** warning **2nd offense:** assigned seat/ 1 after-school detention **Subsequent offenses**: discretion of administration
4. Disruption/inappropriate behavior/removal from detention	2	Detention doubled
5. Not reporting to the Main Office and/or administrator when directed by a staff member	2	**1st offense**: warning **2nd offense**: 1 after-school detention **Subsequent offenses:** discretion of administration
6. Use of inappropriate language, profanity or offensive gesture (directed at a staff member or student)	2	**1st offense:** 2 after-school detentions **Subsequent offenses:** discretion of administration
7. Class disruption resulting in removal from classroom	2	**1st offense:** lunch detention **2nd offense:** after-school/Saturday detention **Subsequent offenses:** discretion of administration
8. Unauthorized exiting of class	2	**1st offense:** lunch detention **2nd offense:** after-school/Saturday detention **Subsequent offenses**: discretion of administration
9. Disruption/inappropriate behavior during a school assembly	2	**1st offense:** lunch detention **2nd offense:** after-school/Saturday detention **Subsequent offenses:** discretion of

		administration
10. Disrupting a class from the hallway	2	**1st offense:** lunch detention **2nd offense**: after-school/Saturday detention **Subsequent offenses:** discretion of administration
11. Academic integrity violation: cheating, plagiarism/inappropriate use of AI	2	**1st offense:** Loss of credit for work **Subsequent offenses:** discretion of administration
12. Lying to a staff member or Administration	2	**1st offense:** lunch detention **2nd offense:** after-school/Saturday detention **Subsequent offenses:** discretion of administration
13. Endangering the physical well-being of others (even if there is no intent to harm)	2	**1st offense**: 2 after-school detentions **Subsequent offenses:** discretion of administration
14. Disrespecting a staff member/classmate	2	**1st offense:** lunch detention **2nd offense**: after-school/Saturday detention **Subsequent offenses:** discretion of administration

Level C Infraction	Points	Level C Consequence
1. Repeated Level B offenses- 2 times	3	Discretion of Administration
2. Major disruptions during fire drills or emergency drills	3	**1st offense:** 2 after-school detentions **Subsequent offenses:** discretion of administration
3. Theft- School property/student property	3	**1st offense**: 1 -3 days after-school detention **Subsequent offenses:** discretion of administration
4. Vandalism of school equipment and or school building including but not limited to: classrooms, hallways, bathrooms, lockers, cafeteria, auditorium	3	**1st offense**: 1 -3 days after-school detention **Subsequent offenses:** discretion of administration
5. Major bus disruption/Fighting, throwing items inside/out of the bus, or any action deemed to interfere with the orderly operation and safety of the bus/More than one bus referral	3	**1st offense:** Bus suspension **Subsequent offenses:** discretion of administration
6. Threats of any kind toward a staff member or student including any words or actions that harm or	3	**1st offense**: 1 day out of school suspension **Subsequent offenses:** discretion of

threaten another person's body, property, self-esteem, or group acceptance		administration
7. Use of personal internet enabled devices (arrival to school through end of the school day) including but not limited to: ● Cell phones ● Smart watches	3	**1st offense:** Confiscation and detention **2nd offense**: Confiscation, Saturday detention, parent pick up required **3rd offense:** Confiscation, Saturday detention, parent pick up required **4th offense**: Confiscation, in-school suspension, parent pick up required.
8. Physical altercation/fighting	3	**1st offense:** 1-3 days out-of-school suspension **Subsequent offenses**: discretion of administration
9. Physical/verbal assault	3	**1st offense:** 1-3 days out-of-school suspension **Subsequent offenses:** discretion of administration
10. Leaving the school building without permission	3	**1st offense:** 1 day in-school suspension **Subsequent offenses:** discretion of administration
11. Unauthorized videotaping, filming, photography of students or staff	3	**1st offense:** 2 after school detentions **Subsequent offenses**: discretion of administration
12. Possession of weapons/dangerous instruments	3	**1st offense**: 10 days out of school suspension and referral to superintendent **Subsequent offenses**: discretion of administration
13. Tamper, steal, damage and/or deface a student or staff's property	3	**Ist offense:** 1-3 days after-school detention **Subsequent offenses**: discretion of administration
14. Any written, verbal or physical, electronic gesture that disrupts a student's ability to learn and or/ a school's ability to educate its students in a safe environment.	3	**Ist offense:** 1- 3 days ISS and/or OSS **2nd offense**: 3-5 days ISS and/or OSS **Subsequent offenses**: 10 days OSS
15. Bias/hate actions- Any behavior designed to intimidate a person or group using verbal, written or non-verbal communication	3	**1st offense**: 2-4 days ISS and/or OSS **2nd offense:** 3-5 days ISS and/or OSS **Subsequent offenses:** 10 days OSS
15. Demeaning any race, religion, nationality, handicapped condition, gender (verbal or written) *Possible HIB investigation	3	**1st offense:** 2 after school detentions **Subsequent offenses:** discretion of administration
16. Indecent Exposure- Including but not limited to depantsing another student	3	**1st offense:** 2 after school detentions **Subsequent offenses:** discretion of administration

Jr. Lancer Point Rubric

Point Benchmarks	Status	What is looks like
50-48	Full Jr. Lancer Status	Student receives all privileges: Jr. Lancer Leader eligibility, Lancer Legend Eligibility, and participation in all school-sponsored events, activities, and assemblies.
47-42	Level 1 Support	Student receives a **warning and administrative check-in** to review expectations and identify strategies for improvement. Student completes a reflection. **Privileges remain in place**, but continued point loss may result in restrictions. **Leadership/recognition eligibility may be temporarily paused** until improvement is demonstrated.
41-36	Level 2 Support	Student participates in a **student conference and targeted behavior support**. Parent/guardian is notified. Student develops a short-term behavior goal and participates in regular check-ins. **Leadership/recognition eligibility is temporarily paused** until improvement is demonstrated. **Selected privileges and participation in non-academic school events/activities are restricted** based on the behavior and school policy.
36-31	Level 3 Support	Student requires a **formal behavior improvement plan** developed with the student, family, and school staff. Increased monitoring/check-ins are implemented. **Selected privileges and participation in non-academic school events/activities are restricted** based on the behavior and school policy.
30 and below	Level 4 Support	Student receives an **individualized intensive behavior support plan**, including parent/guardian conference, administrator/counselor involvement, frequent progress monitoring, and targeted interventions. **Selected privileges and participation in non-academic school events/activities are restricted** based on the behavior and school policy. A clear plan is established for the student to regain privileges and return to higher status.

Jr. Lancer Point Recovery Chart

Action	Points Earned	Criteria/Examples
**Once a student falls below 47 points, they are given the opportunity to earn points back.		
Two consecutive positive weeks	+2	Student has two full school weeks with no disciplinary referrals and consistently follows school expectations.
Four consecutive positive weeks	+4	Student has four full school weeks with no disciplinary referrals and consistently follows school expectations.
Improved attendance/timely arrival to school and/or class	+2	Student is consistently on time for school in the morning and class throughout the day.
Positive staff recognition	+2	Student receives documented recognition from a staff member for demonstrating improvement or consistently modeling Jr. Lancer expectations.
Demonstrating leadership/helpfulness	+3	Student takes it upon themselves to show leadership/helpfulness to a classmate, staff member or throughout the building.
Successful Check-In Cycle	+2	Student successfully completes a designated check-in/check-out period and meets the established daily or weekly goal.
Reflection & Recommitment	+1	Student thoughtfully completes an assigned reflection and identifies specific strategies for making better choices.
Restorative Action Completed	+1	Student completes an assigned restorative action such as repairing harm, participating in a restorative conversation, or making amends.
Behavior Goal Completed	+2	Student successfully meets an individualized behavior goal established with a teacher, counselor, or administrator.
Behavior Plan Goal met	+3	Student on a Level 2, 3, or 4 meets the identified goal for the designated monitoring period.

AFFIRMATIVE ACTION/EQUAL EDUCATIONAL OPPORTUNITY

In order to maintain learning and working environments that are in compliance with state regulations and are free from harassment, the Board of Education has developed policies and procedures on affirmative action, equal educational opportunity, sexual harassment, and grievances. The Board of Education affirms that no student shall be excluded from participation in, denied the benefits of, or be subjected to discrimination under any educational program or activity of this district on the basis of race, color, creed, religion, age, sex, affectional or sexual orientation, marital status, ancestry, national origin, place of residence, social or economic background, or disability. (Livingston Board of Education Policies 5750, 5751 and 5755).

Information about grievance procedures, Board of Education policy, and informational brochures are available from the building principal or the District Affirmative Action Officer. A grievance is defined as a complaint of discrimination based on race, color, creed, sex, national origin, or disability. A middle school student who has a grievance should discuss the problem with a parent/guardian first. The parent and/or the student should meet with or contact the principal. Staff or pupils may file a formal grievance related to harassment on any of the grounds addressed in this policy. The affirmative action officer will receive all complaints, carry out an investigation, and protect the rights of both the person making the complaint and the alleged harasser.

The district-level Affirmative Action Officers are Mr. Charles Raphael and Ms. Maura Tuite. The District Section 504 Compliance Officer, Mrs. Lisa Capone-Steiger, Assistant Superintendent for Student Services, is responsible for compliance with the ADA/Section 504, which addresses the issues of accessibility to programs and facilities for handicapped individuals. The building-level ADA/Section 504 coordinator is the building Principal, Mrs. Bronawyn O'Leary. The building-level Anti-Bullying Specialist is the building Assistant Principal, Mrs. Donna Anello-Feldman.

Bias, Racial, or Ethnic Crimes

Students are cautioned against the use of any verbal or written statements, pictures, or symbols directed to any members of our school community or made in a general or anonymous fashion. Any alleged incident of bias/racial/ethnic crimes will be reported to the appropriate local/county police authorities and may also result in school-based sanctions. All school-reporting practices will be in compliance with law.

Sexual Discrimination and Harassment of Students

The Board of Education prohibits acts of sexual harassment and discrimination. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment and discrimination, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment; and, since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment and discrimination. Please refer to Livingston Board of Education Policy #5750, #5751, and #5755.

HARASSMENT, INTIMIDATION AND BULLYING

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

"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, 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 d) or by severely or pervasively causing physical or emotional harm to the student.

Please refer to Livingston Board of Education Policy #5512.

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.

Note: The use of the word "bullying" will refer to all acts of harassment, intimidation and bullying.

Q: How are harassment, intimidation and bullying defined?

A: A new 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 of a group and teasing. It can also be in the physical form of hitting/pushing, tripping or aggressively approaching another student.

Note: Students involved in a conflict do not necessarily constitute an act of bullying.

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

A: Students are expected to:

- Tell a person who is harassing, intimidating or bullying him/her to stop.
- Respect the right of all students to be educated in an environment free of intimidation and bullying.
- Respect the property of others.
- If possible, constructively attempt to stop incidents of bullying.
- Walk away from incidents of bullying and report the incident of bullying to an adult on campus if an attempt to constructively stop an incident of bullying is not successful.
- Refrain from participating in any act that a reasonable person would perceive to believe: is intimidating of 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 of incidents of harassment, intimidation 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.

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. An investigation 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 within 5 days of the completion of the investigation.

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

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

Q: What should I do if the bullying continues?

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

Q: What is cyber-bullying?

A: Cyber-bullying is the use of electronic information and communication devices, to include but not be limited to, e-mail 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; or
- Places an individual in reasonable fear of personal harm or damage to the individual's property; or
- 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 consequences may include one or more of the following:
- Loss of privileges
- Administrative detention
- In-school suspension
- Out-of-school suspension
- Reporting of the incident to law enforcement, and
- Expulsion

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 sessions (individual or group)
- Peer support group
- Parent conferences
- School-wide anti-bullying activities
- Evaluation for threats to others or oneself
- Restitution

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

A: Parents have the right to appeal the decision of the building Principal to the Superintendent or his/her designee. Further appeal may be made to the Board of Education and it shall be granted within 10 days of the request. A decision in writing by the Board will be made at the next scheduled Board of Education meeting. A final appeal can be made to the Commissioner of Education no later than 90 days after the Board of Education's decision. All appeals must be in writing.

Q: How is retaliation viewed in the harassment, intimidation and bullying law?

A: It is prohibited by law for any school district employee, student, parent or member of the Board of Education to retaliate or make false statements against any person who reports an act of harassment, intimidation or bullying.

Consequences/interventions for harassing, intimidating or bullying another student or remediating an instance of harassment, intimidation or bullying may include one or more of the following:

- Alternative education programs
- Counseling
- Detention
- Expulsion
- In-school suspension (ISS)
- Mediation
- Non-participation in school sponsored activities
- Out-of-school suspension (OSS)
- Parent/legal guardian conference
- Saturday detention
- Warnings

SUBSTANCE ABUSE POLICY #5530

The fundamental purpose of our educational process is to foster the intellectual, emotional, social, and physical well-being of each child. In fulfilling this purpose, the Livingston Board of Education accepts responsibility to provide a safe environment, free of drugs, within our schools and to assist our students to learn how to lead drug-free lives.

Accordingly, the Board will establish and maintain a comprehensive substance abuse intervention, prevention and treatment referral program in the schools of this district. The intent of the policy is preventative and therapeutic, but the Board will take the necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances.

The Board prohibits the use, possession, and/or distribution of a 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 will be subject to discipline.

The following policy and its accompanying regulation will outline the steps the district will take in relation to:

- A comprehensive program of drug, alcohol, tobacco and steroid education;
- The identification and remediation of pupils involved with drugs, alcohol, tobacco and steroids;
- The examination and treatment of pupils suspected of being under the influence of drugs, alcohol, tobacco or steroids to determine the extent of the pupil's drug or alcohol use or dependency;
- The treatment and discipline of pupils who use, possess or distribute drugs, alcohol, tobacco and steroids in violation of law or this policy through referral to an appropriate drug/alcohol abuse program as recommended by the department of health; and
- The readmission to school and treatment of pupils who have been convicted of drug, alcohol, tobacco and/or steroid offenses.

Definitions

"Substance" means alcoholic beverages, controlled dangerous substances as defined at N.J.S.A. 24:21-2, anabolic steroids, any chemical or chemical compound that releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined at N.J.S.A. 2C:35-10.4, or over-the-counter prescription medications which are improperly used to cause intoxication, inebriation, excitement, stupefaction, or

dulling of the brain or nervous system.

"Substance abuse" means the consumption or use of any substance for purposes other than for the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.

"Evaluation" means those procedures used by a certified or licensed professional trained to assess alcohol and other drug abuse which determine a pupil's need for an educational program or treatment that extends beyond the regular school program by virtue of the use of substances by the pupil or a member of the pupil's family.

"Intervention and referral to treatment" means those programs and services offered to help a pupil because of the use of substances by the pupil or a member of the pupil's family.

Prevention/Instruction

In keeping with the Board's intent to provide preventative and therapeutic assistance to all pupils, an education curriculum for grades K-12, emphasizing primary prevention of alcohol, drug, and substance abuse shall be used, providing students with information and developmental exercises regarding chemical substances. Pupils will receive education, including tobacco and anabolic steroids, appropriate for the pupil's age, maturity, and grade level.

The Board will provide intervention and treatment referral services by teaching staff members who are properly and appropriately certified and trained to render such services.

Such services include instruction, counseling and related services to a pupil who is receiving medical or therapeutic care for diagnosed substance abuse, referral to a community agency approved by the County Local Advisory Council on Alcoholism or Drug Abuse or the State Department of Health; support services for pupils who are in care or returning from care for substance dependency; and/or a special class or course designed to meet the needs of pupils with problems of substance abuse.

A substance abuser who has also been identified as potentially disabled shall be evaluated by the Child Study Team to determine his/her eligibility for special education and/or related services. The Board will provide a program of outreach to parent(s) or legal guardian(s) of pupils that includes information on the district's substance abuse curriculum, the identification of substance abusers and rehabilitation organizations and agencies. The Superintendent is directed to develop the program in consultation with local agencies recommended by the Commissioner and to offer the program at times and in places convenient to parent(s) legal guardian(s) on school premises or in other suitable facilities.

Building-Based Programs

In keeping with the district's preventative and therapeutic efforts, building-based programs will be developed district-wide, to provide services to students whose academic careers are being adversely affected. The purpose of these programs will be to address individual learning difficulties, behavioral problems, emotional well-being and alcohol/drug dependency issues. These programs include all building-based intervention teams, such as the CORE Team or Intervention & Referral Services (I&RS). The membership of these teams shall include, but are not limited to: the building principal or designee, regular education teacher(s) and a school staff member selected from one of the following professional titles:

- School Counselor
- Learning Disabilities Teacher-Consultant
- School Social Worker
- School Nurse
- School Psychologist
- Speech-Language Specialist
- Substance Awareness Coordinator/Student Assistance Counselor

The function of the building-based intervention programs is to develop educational/behavioral strategies and to provide crisis intervention, assessment, and referral.

There are instances where substance abuse may be suspected by a certified staff member and reported to the CORE Team, as per N.J.A.C. 6A:16-4.1(b). The CORE Team may recommend a referral for a medical evaluation through one of the following resources:

- By a district approved medical facility.
- Private practitioners certified by an appropriate drug and alcohol licensing board.
- Out-of-State agencies licensed by the appropriate State regulatory agency for alcohol and other drug services; or
- Appropriate community agencies as defined in N.J.A.C. 6A:16-4.1(b).

When such a recommendation is being made, the Principal or his/her designee shall consult with the pupil's parent(s) or legal guardian(s) and the Superintendent.

If the written report of the medical evaluation verifies that alcohol or other drugs do not interfere with the student's physical and mental ability to perform in school, the student shall remain in school. If there is a positive determination from the medical examination indicating that the student's alcohol or drug use interferes with his/her physical and mental ability to perform in school, attendance at school will not resume until a written report has been submitted to the parent, principal and Superintendent from a physician who has examined the student which states that the student's alcohol or other drug use no longer interferes with his/her physical and mental ability to perform in school.

All drug/alcohol assessment, counseling and treatment programs not provided by staff members of the district or not recommended or required under the district policy shall be at the sole cost and expense of the parent/guardian and not be paid in whole or in part by the Board of Education.

Substance Abuse - Identification, Evaluation, and Intervention - During School Hours and School Events All staff members shall be alert to signs of substance abuse by pupils in school and shall respond to those signs in accordance with administrative regulations. Any staff member to whom it appears that a pupil may be under the influence of a substance on school property, at a school function or on any transportation vehicle provided by this board shall report the matter as soon as possible to at least one of the following:

- The Principal or Assistant Principal
- The School Nurse
- The Substance Awareness Counselor

The Principal and/or his/her designee, in response to this report may refer the student to the School Nurse for further assessment. If testing is warranted, the Principal and/or his/her designee will:

- Notify the parent(s) or legal guardian
- Notify the Superintendent
- Arrange for an immediate examination of the pupil at a Board approved facility. "Immediate" is defined in the following way:
- Parent(s) shall pick up the child within two hours of being notified by the school.
- The child shall receive a medical examination with a drug test within two hours of being picked up by the parent(s).
- If parent(s) or guardian(s) are not available or cannot meet the time frames established in this policy, the school shall arrange for transportation of the student to the approved testing facility or to the emergency room of the nearest hospital.
- The district reserves the right to contact the police or emergency services to transport the student. In this case, a staff member will accompany the student.
- Any expense for transporting the child will be borne by the parent(s) or guardian(s).
- The parent(s) or legal guardian may request the examination be conducted by a physician other than at the school approved facility. This examination will not be at the district's expense and must meet Board approved standards for toxicity.
- A written report will be furnished by the examining physician to the parent(s) or legal guardian(s), principal and the Superintendent within one school day of the referral of the student for suspected alcohol or other drug use. If the parent(s) or child refuses to be screened or fails to produce the required report within one school day, the appropriate disciplinary procedures will be implemented.
- If the written report of the medical examination is not submitted to the parent(s) or legal guardian(s), principal, and Superintendent within one school-day of the referral of the student for suspected alcohol or other drug use, the student will be allowed to return to school until such time as a positive determination of substance abuse is received from the physician. If the student is not permitted to return to school, the absence shall be deemed excused.

Consequences

The Superintendent, or designee, will report pupils to law enforcement authorities if the staff member has reason to believe a pupil is unlawfully under the influence, possessing or in any way is involved in the distribution of controlled dangerous substances, anabolic steroids, or drug paraphernalia, on or within 1,000 feet of the outermost boundary of school property pursuant to N.J.A.C. 6A:16-6.3(a). The Superintendent will not report pupils who have voluntarily sought treatment or counseling for a substance abuse problem provided the pupil is not involved or implicated in a drug distribution activity.

Consequences for Possession/Under the Influence of Drugs/Alcohol during school hours or at school events

1st offense

- Notify Superintendent and Police
- Four (4) days out-of-school suspension
- Parent meeting with administration

2***nd offense***

- Notify Police and Superintendent
- Ten (10) days out-of-school suspension
- Parent meeting with administration

3rd offense

- Notify Police and Superintendent
- Parent meeting with administration
- Out-of-school suspension pending Superintendent review and/or hearing for expulsion with the Board of Education

Consequences for Distribution of Drugs/Alcohol

1st offense

- Notify Police and Superintendent
- Parent meeting with administration
- Ten (10) days out-of-school suspension

2nd offense

- Notify Police and Superintendent
- Parent meeting with administration
- Out-of-school suspension pending Superintendent review and/or hearing for expulsion with the Board of Education

Conditions for Re-Entry for all Offenses

- Mandatory full evaluation from a state approved facility
- Agreement to follow the recommendations of the assessment and evidence towards meeting the treatment goals
- Agreement to be subject to continued drug screenings
- Parent meeting (re-entry conference) with administration

The Board directs the Superintendent to establish consequences for a pupil not following through on the recommendations of an evaluation for alcohol or other drug abuse and related behaviors. The sanctions, established pursuant to N.J.A.C. 6A:16-4.4, shall be graded according to the severity of the offense, the nature of the problems and the student's individual needs.

WEAPONS AND OTHER PROHIBITED OBJECTS

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

For the purposes of this document, weapons or dangerous instruments are broadly defined to include, but not limited to, those defined in N.J.S.A.2C:39-1f and N.J.S.A.2C:39-1r. A student found or observed on school property or at a school

event to be in possession of a weapon or dangerous instrument, shall be reported to the principal immediately. The principal shall immediately inform law enforcement officials and the superintendent.

Disciplinary action shall be taken against students who possess, handle, transmit, or use weapons or dangerous instruments. As in all disciplinary cases, due process will be provided to the student.

Disciplinary action imposed by the school may be in addition to sanctions leveled by legal authorities.

Have a Lancertastic Day!