

# LIVERMORE HIGH SCHOOL

600 Maple Street  
Livermore, CA 94550  
Office: (925) 606 - 4812  
Fax: (925) 606 - 4851

[www.livermorehs.schoolloop.com](http://www.livermorehs.schoolloop.com)

## STUDENT HANDBOOK 2018-2019

This agenda belongs to:

---

### DAILY BELL SCHEDULE

**Monday, Tuesday,**

**Thursday & Friday**

Per 1: 8:00am – 9:10am

Per 2: 9:20am – 10:35am

Per 3: 10:45am – 11:55am

Lunch: 11:55am – 12:30pm

Per 4: 12:35pm – 1:45pm

Per 5: 1:55pm – 3:05pm

**Wednesday**

CAP 8:00am-8:25am

Per 1: 8:30am – 9:20am

Per 2: 9:30am – 10:20am

Per 3: 10:30am – 11:25am

Lunch: 11:25am – 12:00pm

Per 4: 12:00pm – 12:50pm

Per 5: 1:00pm – 1:50pm

### FINAL EXAM SCHEDULE

**Trimester 1**

Thursday, November 15

Friday, November 16

**Trimester 2**

Wednesday, March 6

Thursday, March 7

**Trimester 3**

Wednesday, June 5

Thursday, June 6

**Day 1**

Per 1: 8:00am - 10:00am

Per 2: 10:10am - 12:10pm

Lunch: 12:10pm - 12:40pm

Per 5: 12:45pm - 2:45pm

**Day 2**

Per 3: 8:00am - 10:00am

Per 4: 10:20am - 12:20pm



## **LIVERMORE HIGH SCHOOL**

### **MISSION**

**Our mission is to provide all students a challenging, standards-based, socially responsible education in a safe and nurturing environment.**

### **VISION**

**We envision LHS as a premier learning community in which teachers, staff, and parents lead by example and work collaboratively to help all students strive and achieve.**

*“Together we can, together we will, cowboy UP!”*

# LHS STUDENT LEARNING OUTCOMES (SLO'S)

LHS graduates will possess the following knowledge and skills needed for **LIFE**:

**I. Literacy and Critical Thinking:** Literacy focuses on the reading, writing, speaking and listening proficiency of our students. In its broader sense, it covers proficiency in technology, managing information, developing relationships with others and solving problems collectively.

**I. Innovation:** Innovation focuses on creativity and, in the area of assessment, on different assessment modes to determine progress toward course mastery. The use of CTE Capstone Projects are examples of our long-term goals and assessment for students progressing through the Career and Technical Education programs.

**F. Fitness:** Fitness at Livermore High School extends beyond the school environment to the formation of healthy habits lifestyle. Our goal in the area of physical fitness is to increase parent awareness and continue to build focused lessons and activities to target our areas of greatest need. Healthy eating and healthy choices are a component of our program development. Emotional health as a result of an empathetic and physically safe environment is a key component and a high priority.

**E. Ethics:** Are moral principles that determine standards for human behavior. It is a challenging concept given diverse opinions bases on cultural and personal beliefs.

# ACADEMICS AT LIVERMORE HIGH

## GRADE REPORTING

Final grades are posted on School Loop at the end of each trimester according to the following schedule:

Trimester 1 ends November 16<sup>th</sup>, grades posted during the week of November 26<sup>th</sup>.

Trimester 2 ends March 7<sup>th</sup>, grades posted during the week of March 11<sup>th</sup>.

Trimester 3 ends June 6<sup>th</sup>, grades posted during the week of June 10<sup>th</sup>.

At any time, students or parents can request a printed grade report from any teacher.

### **WITHDRAWING *DURING* THE FIRST FIVE DAYS OF A TRIMESTER:**

If a student withdraws from a class during the first five days of the trimester, the class will be dropped from the student's course history. For all progress reports, report cards and transcripts, it will appear as if the student was never in the class.

### **WITHDRAWING *DURING* THE FIRST FIVE DAYS OF A PROGRESS**

**REPORT:** If a student withdraws from a class during the first five days after the first progress report, the trimester grade and transcript will reflect a "W", followed by a "P" or "F" reflecting whether or not the student was passing (P) or failing (F) at the time of withdrawal.

### **WITHDRAWING *AFTER THE* FIRST FIVE DAYS OF A PROGRESS**

**REPORT:** No withdrawal will occur beyond the 5 days after the first progress report.

### **TRANSCRIPTS: Your academic record**

The registrar's office maintains an accurate transcript for each LHS student that includes all courses taken, grades earned, and credit earned during the student's four years of high school. All courses taken at LHS are recorded; courses taken elsewhere are recorded only if they count toward the student's graduation progress and are taken at accredited institutions (such as other high schools or summer school programs, or district-approved online institutions). Courses taken more than once remain on the transcript, and all grades and credit earned are counted toward graduation progress and computed in the student's cumulative GPA.

## **LIBRARY**

You must have your Student ID card to check out library books and materials.  
*There is a fine of five cents per day for books returned late to the library.*

## **WORK PERMITS**

Information about Work Permits is located at the Activities Window. Students under 18 must have a work permit in order to work. Students must also have a minimum 2.0 grade point average along with a positive attendance and behavior record to obtain a work permit. Permits to Work and Employ may be denied or cancelled at any time by a school official whenever it is determined that school work, attendance, or health of a minor is impaired by the employment of this minor.

## **LOCKERS**

A limited number of lockers are available to students on a first come, first served basis. A sign up list is kept at the Activities Window. Lockers are school property and, by law, are subject to random, unannounced searches. LHS does not guarantee the safety of property left in a locker and will not replace property if it is stolen.

## **STUDENT RECOGNITION**

### **HONOR ROLL/ACADEMIC BLOCKS**

Students achieve Honor Roll status by earning a weighted grade point average of 3.0 or higher during one grading period and Principal's Honor Roll status for weighted GPA of 3.7 or higher. Students become eligible for an Academic Block L Award by maintaining a 3.7 weighted GPA for three consecutive grading periods and Academic Star Awards for maintaining this GPA for five consecutive grading periods. Additional stars are awarded for seven and nine consecutive trimesters on the Principal's Honor Roll. Students who graduate from LHS in the top 3 deciles are awarded an Honor Cord to wear at graduation.

## **SCRIPT L AWARD**

LHS awards a Script L to students who excel in academics, extracurricular activities, and school service. To earn the award, students must accumulate 100 points for academics, activities, and service. For every additional 50 points earned, a star is awarded. Forms and information about Script L are available at the Activities Window. See Mrs. Torres for information.

## **ATTENDANCE POLICIES & PROCEDURES**

### **ABSENCES MUST BE CLEARED WITHIN 3 DAYS**

Absences can only be cleared by a parent/guardian. Please call the attendance recorder on the morning of or evening **BEFORE** the absence.

24 Hour Attendance Recorder: (925) 606-4812 x2333  
Office hours are 7:30am to 4pm  
(When school is in session)

### **REPORT THE FOLLOWING:**

1. Student's first name and ID number
2. Date and duration of the absence
3. Reason for absence
4. Identify yourself (i.e. relationship to student)

### **REPORT TO THE ATTENDANCE OFFICE:**

1. **TO SIGN OUT BEFORE** you leave for an appointment (doctor/dentist, illness, or for personal reasons)
2. **TO SIGN IN** when checking back into school
3. When you do not feel well
4. If campus entrance gates and doors are locked when you come late to school

## **EMERGENCIES**

Students and parents who feel they face an emergency situation that requires them to make contact during school hours should do this through the Attendance Office. Parents are urged to not use cell phones to make these kinds of contacts directly with students.

## **OFF CAMPUS DURING LUNCH**

Only seniors in good standing may leave campus during lunch.

## **EXCUSED AND UNEXCUSED ABSENCES**

Absences from school or from a class can be excused only for a few specific reasons and only if the student brings a note or a parent calls the Attendance Office within three days of the absence. Excused absences are absences for school business, illness, doctor's appointments, court dates, religious observances, or funerals. Other absences cannot be marked excused. It is important that students have their absences excused because most teachers will not allow students whose absences are not excused to make up work that they missed because of the absence. If a student is absent, a parent needs to send a note listing the student's name and ID number, the date(s) of the absence, and the reason for the absence; or, a parent can call the Attendance Office at 606-4812 x2333, and leave a message that includes the same information. The voice mail in the Attendance Office is available 24 hours a day, seven days a week.

## **LATE TO SCHOOL**

Please keep in mind that tardies disrupt classroom instruction and can affect grades. If you are late to school, go directly to class. Your teacher will determine if you can make up missed work. If you are late to school and cannot get back on campus due to locked gates or entrance doors, go to the Attendance Office for assistance.

## **LEAVING SCHOOL**

If you need to leave school during the day, (for example, to go to a doctor's appointment), go to the Attendance Office and check out *before* leaving. The Attendance Office will check your note or call your parent to make sure that the absence is excused. If you leave school and do not check out at the Attendance Office, your absence will be marked unexcused. Additionally, if you return to school from an appointment, you must check back in at the Attendance Office.

## **VISITORS**

All adults who have business on the campus must obtain a pass from the Attendance Office. Adult guests must sign in and must wear a visitor pass while on campus. No student guests are permitted to visit during school hours.

## **CLOSED CAMPUS**

Livermore High School is a closed campus. This means that students may not leave campus during the school day unless 1) they have been signed out at the Attendance Office or 2) they are a senior with privileges to leave campus during lunchtime. Seniors will have this privilege depending on their prior reporting period grades and it may be revoked for disciplinary reasons, grades, attendance issues, and/or moving violations received while off campus during lunchtime.

## **STUDENT GOVERNMENT**

Student government includes Student Legislature and Class Government (Senior, Junior, Sophomore and Freshman). Each class elects officers and representatives who then plan class activities, rallies, fund-raisers, and community projects. Classes hold frequent meetings to plan events. Listen to the Daily Gram for announcements of meetings.

Student Legislature consists of class officers, class representatives, and student body officers and commissioners. Student Legislature helps plan school-wide assemblies, campus cleanup days, staff appreciation days, and other special projects. Student Legislature meetings are run by the Student Body President according to provisions set forth in the Student Body Constitution and Bylaws. Copies are available at the Activities Window.



# ACTIVITIES

## ID CARDS

In the interest of promoting safety and keeping inappropriate individuals off our campus, Livermore High School requires all students to wear their ID cards on lanyards or on their person at ALL times.

Students must wear their ID Cards with the exception of shop and physical education classes. Failure to do so will result in disciplinary action.

A current 2018-2019 card must be shown to buy tickets or items at the Activities Window, to be admitted to school dances, and to pick up your yearbook. Seniors must show their ID card when leaving campus for lunch. Lost ID cards may be replaced for a \$5 fee at the Activities Window.

## ASSOCIATED STUDENT BODY (ASB) STICKERS

Show your school spirit and save money in the process by purchasing an Associated Student Body (ASB) Emblem for your ID card. For the year 2018-2019, the ASB emblem costs \$50. Buy an emblem and you will be able to attend all home athletic contests for free, and you will be able to attend dances at a reduced price. An ASB Emblem saves \$\$\$\$\$!

## ASB WEB STORE

Many items (dance tickets, sports contributions, etc.) are available online at the Web Store through a link at [www.livermorehsonline.com](http://www.livermorehsonline.com) or by a direct link at [www.livermorehs.revtrak.net](http://www.livermorehs.revtrak.net). The web store accepts credit or debit cards with a Visa or MasterCard logo. If your student is blocked from purchasing in the office they will also be blocked from purchases on-line.

## DANCES

These are school-sponsored events for students who have demonstrated a positive attendance, grades and behavior record. Attending dances is a privilege extended to students in good standing. A dance agreement/behavior contract will be part of the ticket purchase process for every school dance. If a student violates the dance policy, an administrator will take their school ID card. If a student violates the dance policy a second time, he/she will be immediately removed from the dance, without refund, and his/her parents will be notified. School personnel will make the final decision concerning appropriate dancing.

To attend any of our school functions, a student must be in “good standing”.

The definition of “good standing” is:

- No “F’s” on the trimester report card prior to the dance/event.
- No more than 5 unexcused class periods.
- No more than 10 unexcused tardies in the trimester when ticket sales begin.

All school rules apply at all events/dances.

- *Homecoming, Winter Ball, Jr. Prom and Sr. Ball are all events that require dressy or formal attire.*
- *Tickets for dances are never sold at the door.*
- *Be sure to bring your current 2018-2019 student ID card to all dances. You will not be admitted without your ID.*
- *You must have a guest pass for any outside guests.*
- *Everyone attending a dance must arrive within the first hour and no one can leave a dance before the last hour.*
- *Remember that all students will be subject to a “breathalyzer” check (via an alcohol detection device) prior to entry to the event.*
- *No inappropriate or suggestive dancing will be allowed.*
- *No bending over or squatting down to the floor.*
- *All students must be upright at all times.*

## **GUESTS/GUEST PASSES**

Homecoming, Winter Ball, Junior Prom and Senior Ball, are the only dances that you may bring a non-LHS guest. Pick up a Guest Pass form from the Activities Window at least five days prior to ticket sales. Completed forms are to be returned to the Activities Window for Vice Principal approval. Once approved, tickets may be purchased. You must accompany your guest to the dance and make sure your guest has an ID that verifies his/her age. No middle school students or students over the age of 20 are allowed at LHS dances. The Junior Prom and Senior Ball are off campus events and are only open to members of the respective class and invited guests 20 years of age or younger.

## **STUDENT PUBLICATIONS**

The journalism and yearbook classes at LHS publish the school newspaper and the yearbook. Students may submit a letter to the editor, art, photography, poetry, or other creative works to the newspaper publication. See the journalism/yearbook teacher to make submissions.

## **CLUBS**

There are a wide variety of student led clubs at LHS. To join a club, listen to the Daily Gram for meeting times. To start a club, recruit eight students who are interested, find a faculty sponsor, and write a statement of purpose. Forms to start a club are available at the Activities Window. All LHS clubs are open to all LHS students. Many of the clubs at Livermore High are listed here. Ask at the Activities Window for more information about them: Alma de Bronze, Athletics, Cinematography CTR, Close Up, Culture Exchange, Debate, Drama, Engineering, FFA, Green Engineering Academy, GSA/Spectrum, High School Rodeo, Ignited Youth, Interact, Link Crew, Literary Magazine, Me to We, Poetry, Science Bowl, Snowboarding, Sports, Tri-M, Verbivore, and Young Life.

## **ATHLETIC PROGRAM**

All students who have no more than one “F” and at least a 2.0 unweighted GPA for their most recent trimester are eligible to participate in the extra-curricular athletics program. Sophomores only may be eligible for a PE waiver, if in their Freshmen year they earned a “B” or higher in a PE course and passed the Fitness Gram. Students are required to have a current physical exam (administered by an M.D.) each school year. In addition, transportation, equipment, and other participation contributions for the various teams will be discussed with the participants and their families. The Athletic Director and team coaches will have details about these matters as they apply to the various sports.

## **EAST BAY ATHLETIC LEAGUE SCHOOLS**

**Amador Valley High School**

**California High School**

**Carondelet High School**

**De La Salle High School**

**Dublin High School**

**Foothill High School**

**Granada High School**

**Monte Vista High School**

**San Ramon High School**

**Dougherty High School**

## **SPIRIT SQUADS**

To be eligible for spirit squads, students must meet the same eligibility requirements as the sports program. Tryouts are in the early spring. Listen for announcements in the Daily Gram or check at the Activities Window.

## **AVENUES OF COMMUNICATION**

### **TEACHERS**

Communicating with teachers: Parent-Student-Teacher communication is an integral part of our education system. To this end, all teachers have voicemail and email (see website) which facilitates this communication. Teachers regularly check both and should reply within 48 hours. Should there be a need to contact a teacher with a question, comment or concern, please follow the guidelines listed below. If a problem arises, these guidelines will help expedite a successful resolution:

1. High school students are learning to be their own advocates. This is a valuable life skill and a powerful tool to develop as a young adult. Parents are welcome to contact teachers and alert them of an issue, but students should attempt to resolve the issue directly with the teacher.
2. Discussion of the issue should remain between student, parent, and the teacher. Soliciting public opinion without directly addressing the issue with the immediate parties concerned may hinder a successful resolution.
3. Remember, there are always two sides to every story. A student's concerns as well as the concerns of the teacher or administrator should be respectfully considered as resolution is reached.
4. Being open to discussing a problem/issue is a vital component to resolution.
5. If students or parents feel the problem has not been resolved, a vice principal will be available to help ensure resolution.

Conflict resolution: Problems that occur in a class should initially be discussed between the student (and parent) and the teacher. If the problem is not resolved to

the satisfaction of both parties, the problems should then be discussed with the student's vice principal. If the vice principal, as mediator between the parent and teacher, is unable to resolve the conflict, the principal will be invited to participate in the final steps toward resolution.

Contacting students during school hours: Parents/guardians, relatives, friends, etc. may not call, text, or deliver messages directly to students during school hours, even in the case of an emergency. The nature of all emergencies must be disclosed to an administrator who will facilitate the delivery of the message in a timely manner. Students should have their cell phones turned off during school, so parents should not attempt to contact students on their cell phones. Parents can call the attendance office at 606-4812 ext. 2333 if they need to contact their student during school hours.

How to contact staff: To email a teacher, use the first letter of his/her first name and the entire last name followed by @lvjUSD.org (i.e. for Andrew Smith, contact [asmith@lvjUSD.org](mailto:asmith@lvjUSD.org)). To reach a teacher via voicemail, please call 606-4812 followed by the teacher's extension.

## **VICE PRINCIPALS**

Vice principals deal with discipline issues, and student progress toward graduation. They will be available to help resolve a conflict with a teacher or other staff member after the guidelines listed above have been followed. Vice principals are the first contact for students with emotional or personal problems.

## **COUNSELORS**

The Livermore Counselors offer and support services that cover the three domains of the National School Counseling Standards in academic, personal/social and career.

### **Academic:**

- Academic scheduling
- Support students to meet graduation requirements
- Provide intervention for classroom success

### **Personal/Social:**

- Ensure that the students are adequately supported in areas impacting their overall well-being.

- Available for short term one-on-one counseling and crisis intervention as needed including referral to outside resources.
- Work with Vice Principals to help students adapt and be successful in the high school community.
- Help students develop life skills for high school and beyond (organization, test-taking tips, time management, study tips, healthy coping skills, etc.).

**Career:**

- Offer workshops to assist students prepare for their future such as test preparation and college application preparation.
- Collaborate with the Career Center in assisting students in setting and implementing personal goals for life after high school.

**Confidentiality:**

By law, most of what students share with their guidance counselor is protected by confidentiality. However, there are a few exceptions to this rule which usually pertains to student or school safety. Below are examples of information that is NOT confidential.

1. Academics
2. Harm to self
3. Harm to others (threats to others' safety)
4. Others' harming students (neglect, physical or sexual abuse or assault, etc.)
5. Violations on school property (stealing, using or distributing drugs/weapons, harm to school property/vandalism, etc.)

If you are ever unsure about what is considered confidential, please ask your counselor to review the limits of confidentiality and answer any questions you have. As counselors, our ultimate goal is to provide a safe and welcoming environment for students to share, while at the same time, ensuring both student and school safety.

## **TELEPHONE DIRECTORY**

**(925) 606-4812 Main Line**

Principal, Mrs. Scudder ext. 2317

Students with last name:

A-F see counselor, Mrs. Edwards ext. 2344  
see vice principal, Mr. Christopher ext. TBD

G-L see counselor, Mr. Waziri ext. 2426  
see vice principal, Mr. Fletcher ext. 2320

M-R see counselor, TBD  
see vice principal, Ms. Nebo ext. TBD

S-Z see counselor, Mrs. Mattimore ext. 2312  
see vice principal, Mrs. Mohammed ext. 2322

## **SUPPORT STAFF**

### **LHS OFFICE HOURS**

**7:30am – 4:00pm**

Need other information or help? Call the LHS Main Line to hear instructions about how to reach various school departments.

### **NURSE**

Students who need the services of the nurse should go to the Nurses Office, Attendance Office or tell any adult on campus.

### **CHILD WELFARE ATTENDANT**

CWA's review student attendance and truancy every day. Their main goal is to support students in attending school. They communicate to parents and problem solve attendance issues. CWA's also support teachers with student attendance problems.

## **CAMPUS SUPERVISORS**

Campus supervisors are available on campus throughout the day. They do all they can to ensure the safety of all students and the orderliness of the campus. They can assist students with a variety of problems and are an excellent source of information. Students must follow instructions from campus supervisors just the same as they do from any other adult on campus.

## **SCHOOL RESOURCE OFFICER (SRO)**

There is a School Resource Officer assigned to LHS. The officer is a member of the Livermore Police Department and is on campus to create positive relations with the youth of Livermore. The officer also assists the school administration with school related incidents and criminal investigations.

## **LOST AND FOUND**

Students should inquire at the Activities Window about items lost or stolen on campus.

# **PARENT/COMMUNITY INVOLVEMENT**

## **PARENT TEACHER & STUDENT ASSOCIATION**

PTSA is to contribute towards an enriched educational and social experience for LHS students, staff and families. They provide volunteers, creating and organizing the event, offering planning ideas, or communicating with families to gather participation and donations.

## **BOOSTERS CLUB**

The Boosters Club is composed of parents actively supporting boys' and girls' athletics at LHS. Boosters Club is primarily funded by membership dues, contributions, and fund raisers. Funds raised are used to purchase sports related equipment and services that are not provided by the school district. Every sport has a parent representative.



## **LIVERMORE HIGH SCHOOL/GRANADA HIGH SCHOOL BOOSTERS**

The LHS/GHS Boosters are a group of former Livermore High School athletes, former students, and civic-minded businessmen to foster and stimulate scholarship and athletics in the community high school.

## **ALUMNI ASSOCIATION**

LHSAA creates opportunities for alumni to interact with each other and to provide ongoing support for current LHS students, faculty and administration in their mission of “preparing every student for future education and productive citizenship”.

## **COMMUNITY HELP AGENCIES**

### **HOTLINES**

Ambulance/Fire/Police (Emergency)	911
Crisis Hotline	(800) 784-2433
Homeless Hotline	(800) 808-6444
Teen Crisis	(800) 999-9999
National Runaway Hotline	(800) 786-2929
Suicide Prevention (24 hours)	(800) 309-2131

### **DRUG AND ALCOHOL SERVICES**

AA (Alcoholics Anonymous)	(925) 829-0666
Alateen/Al-Anon	(925) 932-6770
AXIS	(925) 462-1755
After Hours Crisis	(800) 309-2131

## **TREATMENT CENTERS**

John Muir	(925) 939-3000
Thunder Road	(510) 653-5040
Pregnancy	(925) 449-5887
Birthright	(925) 449-5887
Planned Parenthood	(925) 838-2108
Horizon School-Age	(925) 426-4275

## **ABUSE, RAPE, AND CRISIS SHELTERS**

Child Protective Services (CPS)	(510) 259-1800
Rape Crisis	(925) 449-5842
Shepherds' Gate	(925) 449-4283
Tri-Valley Haven	(925) 449-5842

## **AIDS/STD INFORMATION/SUPPORT**

AIDS Hotline	(800) 367-AIDS or (800) 367-2437
AIDS Project of East Bay	(510) 663-7979
San Francisco AIDS Foundation	(415) 487-3000 or (415) 255-8336
AXIS Community Health Center	(925) 462-1755

## **COUNSELING SERVICES**

East Bay Family Services	(925) 373-0620
Horizons	(925) 371-4747
AXIS Community Health Center	(925) 462-1755

## **Eating Disorders**

Eden Hospital	(510) 537-1234
Stanford University Hospital	(650) 723-5440
Woodside Family Health	(916) 927-9300

## **Psychiatric Services/Hospitals**

Children's Hospital (Pleasanton)	(925) 463-8970
Children's Hospital (Fremont)	(510) 796-1100
Gladman Hospital-Oakland	(510) 536-8111
Highland County Hospital (Oakland)	(510) 437-4366

# CODE OF CONDUCT

## CHEATING AND PLAGIARISM

Cheating and plagiarism are serious offenses that undermine the integrity of the educational process.

### **Cheating and Plagiarism include, but are not limited to:**

- Presenting the work, ideas, or efforts of another as one's own.
- Allowing one's own work to be presented as the work of another, and using books, notes or calculators as helpers for tests or assignments when the teacher has not approved their use.
- It is not plagiarism or cheating if a student is doing group work as directed by a teacher or if a student incorporates the work of others with appropriate citation.

A copy of the school policy will be given at Walk Through for parent signature and needs to be returned to the LHS Activities Window.

As there is no defense for cheating, LHS sees no need for an initial leniency. The policy of Livermore High School is not to distinguish between 'degrees' of seriousness. Cheating is cheating regardless of the importance or weight of the assignment.

### **First Occurrence:**

- The student will receive no credit and no make-up privileges.
- The teacher will notify the student's parents, by documented phone call or in writing.
- A referral will be sent to the grade level vice-principal and will be kept in the student's file as long as the student is enrolled at LHS.
- If a teacher sees a student copying work from another class, s/he will contact the teacher of that class.

### **Subsequent Occurrences:**

- Same steps as the first occurrence are followed.
- The student's Vice Principal will set up a conference with the student, parent, and teacher to inform the parent of the second referral and to discuss the serious nature and consequences of this offense.
- The second referral even if from a different teacher, may be grounds for failing. If the student does fail, a statement to this effect shall be placed in the student's permanent record.

## **DRESS CODE**

This regulation specifies standards that promote a positive and safe learning environment for students. Annual notice of this regulation shall be provided to students, parents, and staff. In addition, each school site council or other school committee shall regularly review these standards. District and school dress codes shall be enforced on the school campus and at any school-sponsored activity. Appropriate dress for school dances, graduation activities and other special events will be communicated to parents and students by the school.

## **STANDARDS**

1. Students shall dress appropriately for educational activities in which they will participate so as not to endanger their health, safety, or welfare, or that of others, or cause a disruption to the educational process. The following articles of clothing are not permitted:
  - Back-less or strap-less tops
  - Low-cut tops and dresses
  - Bare-midriff tops
  - Shorts, skirts, pants, and tops that fail to conceal undergarments
  - Shorts, skirts, and dresses that are an inappropriate length for school
2. Shoes shall be worn at all times unless not required as part of an instructional activity. No slippers allowed.
3. Clothing, accessories, and jewelry shall be free of writing, pictures, symbols or any other insignia that are crude, vulgar, profane, obscene, libelous, slanderous, and sexually suggestive or promote drug use, alcohol, gang activity or violence. Clothing, accessories, or jewelry that degrade any cultural, religious or ethnic values, that advocate racial, ethnic, or religious prejudice or discrimination, or that promote sex, the use of tobacco, drugs, or alcohol or any unlawful acts are prohibited.
4. Sun-protective clothing, including hats, may be worn outdoors during the school day on school campuses. On school campuses, the wearing of hats indoors is left to the discretion of the administration and teaching staff.
5. Dark glasses shall not be worn indoors, except for valid medical reasons authorized by the administration and verified in writing by a physician.

6. Gang-related clothing or accessories, including but not limited to bandannas, or other symbols, emblems, or insignia are prohibited. School officials shall consider student history and information obtained from community agencies and resources when making these judgments, because gang dress changes frequently.

Any clothing, jewelry or accessories, that creates a safety or health concern, or cause or threatens to cause a disruption to the educational process, is prohibited. Exceptions may be made by the administration for special days, special events, or activities. Repeated violation of the District or school dress code(s) shall be considered a violation of Education Code section 48900 (k): disruption of school activities and/or willful defiance of valid school personnel authority. Appropriate consequences shall be specified and implemented according to the Secondary Discipline Policies.

Final determination of what constitutes appropriate dress shall be made by the school administration.

## **DISCIPLINE PROCEDURES FOR DRESS CODE**

The following procedures and consequences shall be followed when there have been violations of the Student Dress Code:

### **First Referral:**

The student will be brought to the school office, and a parent/guardian contact will be made. The student will receive a warning and will be reminded of the dress code requirements by the principal or vice-principal. A change of clothes is required. The student shall be sent home if necessary. The violation will be documented.

### **Second Referral:**

The student will be brought to the school office, and a parent/guardian contact will be made. A change of clothes is required. A parent conference may be held as necessary. The student may receive detention and may lose school privileges. The violation will be documented.

### **Third Referral:**

The student will be brought to the school office, and a parent/guardian contact shall be made. A change of clothes is required. A parent conference is required. The student will receive detention and lose school privileges. Suspension from school and community service may also be required by the school administration. The violation will be documented.

## **UNAUTHORIZED AREAS**

Students are not allowed to loiter in unauthorized areas during school hours.

## **LITTER AND TRASH**

Students are expected to help everyone in keeping the classrooms, the campus, and surrounding neighborhood clean and free of litter. Please use garbage cans and recycling bins. LHS is a proud participant in the Go Green program.

## **PARKING**

Only students with LHS parking permits will be allowed to park in the student parking lot. (Additional parking is available on streets near campus.) Students may not park in St. Michael's parking lot, the LHS Staff parking areas or any other part of the LHS campus. The visitors' parking area is also off limits for students. These spaces are for parents or people who have business with school officials. Students' cars parked in the staff lot or in visitors' spaces will receive a parking ticket. Students parked in the student parking lot without a parking permit will also receive a parking ticket.

Please be aware due to construction for the new gym and pool, parking spaces will be limited. Check the website for parking updates.

## **POSTING SIGNS**

Students may post signs regarding school activities or elections on any of the bulletin boards provided around campus. Do not attach signs to walls, windows, or doors. Signs and posters may be posted inside classrooms with teacher permission. All signs must be in good taste and must be approved in advance by an LHS administrator. Signs may not advertise businesses or products. Unauthorized signs will be removed.

## **BICYCLES, SKATEBOARDS, SKATES, AND SCOOTERS**

Riding bicycles, skateboards, skates, or scooters on campus is never allowed. Bicycles must be locked in designated bike racks, and skateboards, skates, and scooters must be carried on campus.

## **SMOKING, VAPING AND TOBACCO USE OR POSSESSION**

### **Tobacco-Free Schools:**

The Board of Education recognizes the health hazards associated with smoking, vaping and the use of tobacco products, including the breathing of second-hand smoke, and desires to provide a healthy environment for students and staff.

The Board prohibits the use of any tobacco products at any time in District-owned or leased buildings, on District property and in District vehicles.

This prohibition applies to all employees, students, and visitors at any school-sponsored instructional program, activity, or athletic event held on or off District property. Any written joint use agreement governing community use of District facilities or grounds shall include notice of the District's tobacco-free schools policy and consequences for violations of the policy.

The Board prohibits the use of products containing tobacco and/or nicotine, including, but not limited to, smokeless tobacco, snuff, chew, clove and electronic cigarettes, electronic hookahs, and other vapor emitting devices, with or without nicotine content, that mimic the use of tobacco products any time, in District-owned or leased building, on school or District property, and in school or District vehicles. However, this section does not prohibit the use or possession of prescription products, or other cessation aids such as nicotine patches or nicotine gum. Student use or possession of such products must conform to laws governing student use and possession of medications on school property.

The Board prohibits smoking or use of any tobacco-related products and disposal of any tobacco-related waste within 25 feet of any District playground, except on a public sidewalk located within 25 feet of the playground.

## CELL PHONES AND OTHER ELECTRONICS

**District policy is currently under review. Our cell phone and electronics policy may change to reflect district policy.**

This regulation specifies standards that promote a positive learning environment for students. Use of communication devices is permitted on campus and at school sponsored activities under restricted conditions. Electronic signaling/communication devices include cellular/digital telephones, personal data assistants (PDA), laptop computers with cellular/wireless phone capability, video/audio recording devices, and any new technology developed for similar purposes.

1. Use of cell phones, pagers, IPOD and other communication devices on campus is permitted only during the following times:
  - a. Before and after school (K-12)
  - b. During passing periods and during lunch (grades 9-12 only)
2. At no time are students permitted to use cell phones, IPODS or other personal electronic devices during a class or instructional period. Cell phones, IPODS, or other personal electronic devices must be turned off during class time.
3. At no time are students permitted to use communication devices inappropriately on campus. The use of communication devices to threaten, harass, ridicule, or for other forms of cyber-bullying are prohibited and may result in suspension or expulsion per the Secondary Discipline Policy.
4. Due to privacy laws regarding minors, cell phone cameras are not to be used to photograph, videotape, or record students at school or school activities without the prior consent of parents/guardians and approval of school staff, unless sanctioned by the principal for particular school events such as parades, awards assemblies, sporting events, or other performances.

**Electronic offenses are cumulative for a school year.**

**First Offense:** Warning and reminder regarding permitted use.

**Second Offense:** Parent contact and 3-day detention.

**Third Offense:** Parent contact and 5-day detention.

**Fourth:** In-school suspension.

**Fifth:** Out of school suspension.



# **LIVERMORE VALLEY JOINT UNIFIED SCHOOL DISTRICT SECONDARY SCHOOL DISCIPLINE POLICY**

*The Livermore School District wants each student to enjoy a secure learning environment and a rich educational experience.*

This discipline policy was developed to promote consistency in dealing with unacceptable behaviors and to require students to become increasingly more responsible for their behavior. We believe that if students clearly understand the rules and the consequences for inappropriate behaviors, they can make intelligent choices. We expect parents to recognize the importance of school rules and to cooperate with their enforcement. Hence, we ask that parents and students read and discuss this handbook.

We know that the vast majority of our students are considerate, well behaved and responsible. We will make a consistent effort to notice, praise and reward these positive behaviors.

Consequences for inappropriate behavior should include opportunities for the student to learn from his/her mistake. Whenever possible, students should be included in intervention programs that will help them acquire the skills to make positive choices in the future.

- To know and comply with the district discipline policy.
- To dress appropriately (B.P. 5332 Student Dress Code).

## **BEHAVIOR CATEGORIES**

Unacceptable student behavior is grouped from the least serious to the most serious. Repeated disregard of school rules leads to increasingly serious consequences. These rules apply while students are on school grounds, while going to or coming from school, during the lunch period whether on or off campus, and during, or while going to or coming from a school sponsored activity such as athletic events, dances, and other extra/co-curricular activities [E.C. 48900(p)]. Schools may have additional written rules appropriate to their particular campus, which further explain what is summarized here.

Suspension from school can only be imposed when other means of correction fail to bring about proper conduct. However, a pupil may be suspended on a first offense for the following violations:

The pupil committed any of the following violations:

- Caused or threatened to cause physical injury.
- Willfully used force on another person except in self-defense.
- Possessed a dangerous object.
- Possessed, used, or furnished a controlled substance or alcoholic beverage.
- Arranged to sell or furnish a “look alike” controlled substance.
- Committed robbery or extortion.
- The pupil’s presence at school causes a danger to persons or property.
- The pupil’s presence at school threatens to disrupt the instructional process.

## **CLASSROOM EXPECTATIONS**

Teachers will establish classroom rules and inform students and parents/guardians about these guidelines. Rules will specify both behavior and academic expectations that the student must meet to be successful. Examples are coming to class on time, bringing the required materials, and following teacher directions. If classroom rules are disregarded and learning is disrupted, the teacher will take one or more of the following actions:

- Student/teacher conference.
- Teacher-held detention.
- Additional assignments.
- Parent contact/conference.
- Office referral.
- Suspension from class.

Repeated violations may result in suspension from school.

## **SCHOOL EXPECTATIONS**

Schools will establish standards of behavior that promote positive school climate and campus safety. Parents/guardians and students will be informed about these guidelines. Examples of behaviors that are disruptive and not acceptable are:

- Not wearing ID badge on their person.
- Inappropriate dress.
- Disrespect to other students.
- Disrespect to school staff.
- Loitering in restricted areas.

- Profanity/abusive language.
- Littering.
- Use of skateboards, roller blades, razors or any wheeled mode of transportation on campus during school operational hours.
- Possession of radios, tape players, laser pointers or other items considered disruptive.
- Possession of electronic signaling devices such as cell phones and IPODS are permitted with certain conditions.
- Defiance or disobedience.
- Forging or falsifying school information/correspondence.
- Violating the computer and network electronic information policy.

**Consequences:**

**First Offense:** One or more of the following shall occur:

- Parent/guardian contact/conference
- Written warning
- Detention
- Exclusion from school activities
- School/community service

**Second Offense:** One or more of the following shall occur:

- Parent/guardian contact/conference
- Written warning
- Detention
- Exclusion from school activities
- School/community service
- 1-3 day suspension from school

**Third Offense:** One or more of the following shall occur:

- Parent/guardian contact/conference
- Written warning
- Detention
- Exclusion from school activities
- School/community service
- 3-5 day suspension from school

## **LEVEL I BEHAVIORS - SUSPENSION AND/OR POSSIBLE POLICE INVOLVEMENT MAY OCCUR**

- Disruption of school activities.
- Willful defiance of school authorities, including failure to identify oneself when asked by school employee, and failure to report to administrator or timeout room when sent.
- Verbal threats and/or intimidation of others including sexual harassment, bullying or teasing.
- Possession of realistic toy weapons; imitation firearm.
- Possession or use of tobacco or tobacco products.
- Gang related activity or attire.
- Possession or sale of drug paraphernalia.
- Obscene act or habitual profanity or vulgarity.
- Causing or attempting to cause damage to school or private property.
- Theft/attempted theft of school or private property or possession of stolen property.
- Unauthorized operation of a motor vehicle on campus.
- Possession or use of pepper spray; tear gas.

**Consequences: A parent/guardian conference will be made for each violation. In addition:**

**First Offense:** One or more of the following shall occur:

- 1-3 day suspension
- Exclusion from school activities
- Police involvement
- Intervention Program

**Second Offense:** One or more of the following shall occur:

- 3-5 day suspension
- Exclusion from school activities
- Police involvement
- Intervention Program
- Alternative Education Program

**Third Offense:** One or more of the following shall occur:

- 5 day suspension
- Exclusion from school activities
- Police involvement
- Intervention Program
- Recommendation for expulsion

## **LEVEL II BEHAVIORS - SUSPENSION REQUIRED; POSSIBLE EXPULSION RECOMMENDATION**

(E.C. 48900)

- Caused, attempted to cause or threatened physical injury to another person (i.e. fighting).
- Willfully used force on another person except in self-defense.
- Possession of a dangerous object.
- Possession or use of alcohol or controlled substance.
- Hate violence and/or degrading or inflammatory behavior towards others.
- Offering to sell a controlled substance and delivering a substitute.
- Intimidation or threats to school staff.
- Continued disruption of school activities or repeated willful defiance of school authorities.
- Harassment/intimidation of a witness.
- Terroristic threats.
- Aided or abetted the infliction or attempted infliction of physical injury.
- Offered, arranged or negotiated to sell, or sold Soma.

**Consequences: Suspension is required in accordance with Education Code. A parent/guardian conference will be made for each violation.**

**In addition:**

**First Offense:** One or more of the following shall occur:

- 3-5 day suspension
- Exclusion from school activities
- Intervention program
- Police involvement
- Recommendation for expulsion

**Second Offense:** One or more of the following shall occur:

- 5-day suspension
- Exclusion from school activities
- Intervention program
- Police involvement
- Involuntary transfer to another school
- Recommendation for expulsion

**Third Offense:** One or more of the following shall occur:

- 5-day suspension
- Exclusion from school activities
- Intervention program
- Police involvement
- Recommendation for expulsion

### **LEVEL III BEHAVIORS - RECOMMENDATION FOR EXPULSION IS MANDATED BY LAW (E.C. 48915 A)**

- Causing serious physical injury to another person, except in self-defense.
- Possession of any firearm, knife, explosive or other dangerous object of no reasonable use to the pupil at school (i.e., firecrackers or anything that fires a projectile, including BB guns & pellet guns).
- **Unlawful possession of a controlled substance, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.**
- Robbery or extortion.
- Assault or battery upon a school employee.

**Consequences: The following shall occur:**

- Parent conference within 5 days.
- 3-5 day suspension, exclusion from school activities.
- Police report.
- Mandatory recommendation for expulsion on the first offense unless the principal feels there are extenuating circumstances and so reports to the Board of Education.

**In some cases** the following shall occur in addition to the consequences listed above:

- Written extension of suspension pending expulsion hearing.
- Involuntary transfer to another school or program.

## **LEVEL IV BEHAVIORS – EXPULSION IS MANDATED BY LAW (E.C. 48915 C)**

- Possession, selling, or otherwise furnishing a firearm.
- Brandishing a knife at another person.
- Unlawfully selling a controlled substance.
- Committing or attempting to commit a sexual assault or sexual battery.
- Possession of an explosive.

### **Consequences: All of the following shall occur:**

- Parent/guardian conference within 5 days.
- 3-5 day suspension, exclusion from school activities.
- Police report.
- Mandatory recommendation for expulsion.
- Written extension of suspension pending expulsion hearing.
- Board of Education is required to remove student from district programs for a minimum of one year.

## **EXPLANATIONS OF SPECIFIC BEHAVIORS AND TERMS**

**Abusive Language** - Students are responsible for communicating openly, honestly and without abusive language. Abusive language may be defined as any words or gestures intended to insult, hurt feelings or show defiance.

**Appropriate Dress** – Students will wear clothes that are suitable for school and give proper attention to personal cleanliness. Clothing shall not present a health or safety hazard or distract from the educational process. The following articles are not permitted: back-less or strap-less tops; low-cut tops and dresses; bare-midriff tops; shorts, skirts, pants and tops that fail to conceal undergarments; and shorts, skirts, and dresses that are shorter than thumbs’ length when arms are at side (BP/AR 5332). “Gang related apparel” is prohibited on campus (E.C. 35183). The School Board Policy on Student Dress Code policy #5332 is available on line at [www.livermoreschools.com](http://www.livermoreschools.com).

**Degrading and Inflammatory Statements/Behavior** - The Livermore School District strives to maintain schools free from degrading and inflammatory statements and behavior. Behavior/language which degrades the unique qualities of an individual such as race, ethnicity, culture, heritage, sexuality, physical/mental attributes, religious beliefs or practices will not be tolerated and may be cause for suspension and/or expulsion. Individuals who believe they

have been subjects to such language or behavior should report the incident to a teacher or administrator (B.P. 5145.3 and 5145.9).

**Disruption of School Activities** - Irresponsible interruptions of the learning process of other students will be followed by a consequence. Repeated disruptions may lead to suspension.

**Drugs and Illegal Substances** - Legal drugs are medications prescribed by a doctor. It is a crime to sell, possess, use or be under the influence of illegal drugs, including alcohol, on campus. Offending students will be suspended, and the violators will be reported to the local police.

**Electronic Signaling Devices** – E.C. 48901.5 – (a) No school shall permit the possession or use of any electronic signaling device that operates through the transmission or receipt of radio waves. However, no pupil shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician to be essential for the health of a pupil or use of which is limited for purposes related to the health of the pupil. (b) The governing board shall take all steps it deems practical within existing resources to discourage pupils from possessing or using electronic signaling devices, except for the health of a pupil.

**Expulsion** - Students can be denied attendance at all schools within the school district for a specified period of time. State law prescribes the reasons and procedures for expulsion. Students can be expelled only by the school board.

**Fighting** - Students are responsible to settle their differences in a civil manner. A student who allows him/her to be provoked into fighting will be considered as guilty as the one who starts the fight.

**Assault** - Assault is the unlawful attempt, coupled with the present ability, to commit a violent injury on the person of another. The injury does not have to occur; an attempt to do so constitutes an assault.

**Battery** - Battery is striking or touching another person with intent to harm. If the assault or battery is serious enough it will be classified as a Level III offense, and the student will be recommended for expulsion.

**Injury** - Injury is a physical injury requiring medical treatment. Serious injury is serious impairment of physical condition, including but not limited to, loss of consciousness, concussion, bone fracture, a wound requiring extensive suturing and serious disfigurement. A pupil who aids or abets the infliction or attempted infliction of physical injury to another may suffer suspension but not expulsion. (48900q)



**Littering** - Students must use the trashcans for all litter. Students who choose to litter the environment will clean it up. Continual littering will be followed by more severe consequences.

**Loitering** - Students are to stay away from other schools during school hours (7:30 a.m.-5:00 p.m.). **Students with legitimate business at another school must first go to the office and request permission to be on the grounds.** Students attending athletic or other events open to the public must go directly to the area designated for the public and remain there until they leave the school grounds or until directed to leave by a member of the school staff. **Students loitering on or about another school's campus may be suspended. Students, who do not leave promptly, after being asked to do so, are subject to arrest.**

**Sexual Harassment** - Sexual harassment violates State and Federal law and School District Policy. Unwelcomed sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when it creates an intimidating, hostile or offensive environment. Students should report such incidents to school staff. Copies of Board Policy 5145.7, Sexual Harassment, are available at each school site.

**School Property** – includes, but is not limited to, electronic files and databases.

**Suspension from School** - Removal of a student from school for one to five days. Student may not be present on any school campus or at school activities during the period of suspension.

**Teacher Suspension** – E.C. 48910 – A teacher may suspend any pupil from their class, for any of the acts enumerated in section 48900, for the day of the suspension and the day following.

**Theft and Vandalism** - Taking or damaging the property of others. Any major theft or vandalism will require a police report and suspension from school. Parents of students who destroy property will be billed for damage. The liability of the parent/guardian is limited to \$10,000 [E.C. 48904 (a)(1)].

**Willful Defiance** - Students are responsible for listening to and following the directions of adults in authority without undue delay. All adults who work at the school have the right and responsibility by law to supervise student behavior. When a student refuses to follow directions, the following steps will be taken: If a resolution can be achieved by simple communication between the student and adult, then it will be done. The adult will assume responsibility for initiating this encounter. If a resolution cannot be achieved through discussion, a referral will be written and filed with an administrator. If the defiance is judged to be major insubordination, a suspension will follow. 07/02

## DATES TO REMEMBER 2018-2019

August 3	Link Crew Freshmen Orientation
August 3	Walk Through ... Freshmen
August 14	Walk Through ... Sophomores, Juniors and Seniors
August 17	Walk Through Make-Up
August 17	Teacher Workday/No school
August 20	First Day of School
August 24	Back to School Rally
September 3	Labor Day/No School
September 5	Back to School Night, 6:30-9:00 pm
September 12	Wednesday Night Tutoring begins
September 14	Senior Picnic
October 5	Student Non-Attendance Day
October 8 - 12	Homecoming Spirit Week
October 11	Homecoming Float
October 12	Homecoming Rally
October 12	Homecoming Game
October 13	Homecoming Dance
October 19	PSAT
October 22	Tri Valley College & Career Fair @ Amador Valley High
November 16	Trimester 1 Ends
November 19 - 23	Thanksgiving Holiday
December 21 – Jan. 7	Winter Recess
January 21	Martin Luther King Jr. Day/No School
February 18	President's Day/No School
February 20	Incoming Freshman Night Expo
March 7	Trimester 2 Ends
March 8	Student Non-Attendance Day
March 23	Junior Prom
April 1 - 5	Spring Recess
May TBD	Academic Block L & Teacher Recognition Awards
May 21	Senior Awards Night
May TBD	Senior Disneyland Trip
May 27	Memorial Day/No School
June 1	Senior Ball
June 6	Trimester 3 Ends and Last Day of School
June 7	Teacher Work Day, Graduation Practice at 8:30 am and Ceremony at 6:00 pm.

**\*MAKE SURE TO CHECK THE LIVERMORE HIGH SCHOOL WEB PAGE AT [www.livermorehs.schoolloop.com](http://www.livermorehs.schoolloop.com) FOR UP TO DATE INFORMATION.\***

