

STUDENT HANDBOOK

LIVERMORE

High School

Home of the Cowboys



www.livermorehighschool.org

LIVERMORE HIGH SCHOOL

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STUDENT HANDBOOK 2026-2027

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BELL SCHEDULES

Daily Bell Schedule



LIVERMORE HIGH SCHOOL DAILY BELL SCHEDULE



Monday/ Tuesday <i>Anchor Day</i>			Wednesday <i>Block Day Odd</i>			Thursday <i>Block Day Even</i>			Friday <i>Anchor Day</i>		
Period	Begins	Ends	Period	Begins	Ends	Period	Begins	Ends	Period	Begins	Ends
A	7:17 AM	8:22 AM				A	7:17 AM	8:22 AM	A	7:17 AM	8:22 AM
1	8:30 AM	9:25 AM	1	8:30 AM	10:05 AM	2	8:30 AM	10:05 AM	1	8:30 AM	9:25 AM
2	9:33 AM	10:28 AM							2	9:33 AM	10:28 AM
3	10:36 AM	11:31 AM	3	10:13 AM	11:48 AM	4	10:13 AM	11:48 AM	3	10:36 AM	11:31 AM
4	11:39 AM	12:34 PM	Access/ CAP	11:56 AM	12:26 PM				4	11:39 AM	12:34 PM
Lunch	12:34 PM	1:04 PM	Lunch	12:26 PM	12:56 PM	Lunch	11:48 AM	12:18 PM	Lunch	12:34 PM	1:04 PM
5	1:12 PM	2:07 PM	5	1:04 PM	2:39 PM	Access/ CAP	12:26 PM	1:21 PM	5	1:12 PM	2:07 PM
6	2:15 PM	3:10 PM				6	1:29 PM	3:04 PM	6	2:15 PM	3:10 PM
B	3:18 PM	4:23 PM				B	3:12 PM	4:17 PM	B	3:18 PM	4:23 PM

Students are expected to follow the daily bell schedule and report to each assigned class or CAP location on time. Special schedules may be used for assemblies, testing, finals, minimum days, or other school events and will be communicated by the school when applicable.



LIVERMORE HIGH SCHOOL MISSION AND VISION

Mission

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

Vision

Livermore High School's vision is to foster the academic, social, emotional, and physical growth of every student. All students acknowledge their own and others' unique qualities, act with integrity, and graduate ready for college and/or a career.

"Every day is a great day to be a Cowboy!"

LHS VALUES AND STUDENT EXPECTATIONS

LHS Student Learning Outcomes (SLO'S)

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

L. 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 and 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 based on cultural and personal beliefs.

LHS Positive Behavior Matrix

(Cowboy HEROES)

Honor Education- The LHS community recognizes that globally the advantage of 12 continuous years of education is something that only reaches the privileged few. This is our students' last chance to receive education at no cost to them, and one of the last opportunities to be provided a meeting space to gather with peers and engage in discussions with support of someone with extensive knowledge in the subject area.

be **Respectful-** To achieve all other aspects of Cowboy HEROES, we must first be respectful: of ourselves, of each other, and of the learning spaces provided.

be **Open Minded-** To make the most of teaching and learning, we must be open to others' experiences, open to new ideas, open to trying something new, and open to continue trying to master a new skill even when it is difficult.

be **Engaged-** To make the high school educational experience most rewarding, we must be willing to engage in all areas of teaching and learning. Sometimes it is easier to engage in learning some things than others, and we strive to stay engaged with teaching and learning, stay engaged with school activities (sports, clubs, programs), and stay engaged with each other as a learning community.

be **Safe-** Above all, school must be a safe place to learn. We all take personal responsibility to assure physical and social/emotional safety for all LHS students, staff, and families.

Behavior Matrix Link: [LHS COWBOY HEROES](#)

ACADEMICS AT LIVERMORE HIGH

Grade Reporting:

Livermore High School reports student progress at designated progress-report periods and at the end of each semester. Progress report grades provide a snapshot of student progress during the semester. Semester grades are final grades and are posted to the student's official transcript.

Students and parents/guardians are encouraged to monitor grades regularly and contact teachers directly with questions about grades, missing assignments, assessments, or classroom expectations.

Grade reporting dates for the 2026–2027 school year will be published by the school. Students or parents/guardians may request a printed grade report from a teacher at any time.

Semester 1 Progress Report: The last day of the marking period is October 2nd. Progress Report Grades will be emailed home by October 16th.

Semester 1 Final Grades: The last day of the semester is December 18th, grades posted during the week of January 6th

Semester 2 Progress Report: The last day of the marking period is March 19th. Progress Report Grades will be emailed home by April 2nd.

Semester 2 Final Grades: the last day of the semester is May 27th, grades posted during the week of May 31st.

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

Course Schedule:

The master schedule is built based on the course requests students submit during registration. Students should choose courses carefully because course requests determine staffing, course offerings, and the number of sections available.

Courses are yearlong unless otherwise noted. Students are expected to complete both semesters of their selected courses.

Schedule changes are limited and are not guaranteed. Counselors will address programmatic errors made by the school, such as a missing required course, incorrect placement, duplicate course, or incomplete schedule. Changes based on a change of mind after registration, preference for a different period, or requests for a specific teacher will not be considered.

Class Standing:

Each semester course passed with a D- or higher earns 5 credits. Students must complete a minimum of 60 credits per year to remain on track for graduation and must complete 220 credits to meet Livermore High School graduation requirements.

For UC/CSU A-G college entrance requirements, students must earn a C- or higher in approved college-preparatory courses.

Credit Recovery / Repeating Courses

A failed course earns 0 credits and must be repeated or completed through an approved credit recovery option in order to earn credit toward graduation.

Students should meet with their counselor if they need to recover credits, repeat a course, improve a grade, meet a prerequisite, or maintain progress toward graduation and college eligibility.

A student may need to repeat or recover a course if:

- The student failed the course.
- The student did not earn the grade required to move to the next course level.
- The student did not earn a C- or higher in a UC/CSU A-G approved course.
- The student is behind in credits needed for graduation.

Credit recovery options may include summer school, an approved district program, or another approved method. Students and families should speak with the student's counselor before enrolling in any outside or non-district course.

Transcripts: Your Academic Record

The LHS Registrar’s Office maintains an official transcript for each student. A transcript is the student’s permanent academic record and includes courses taken, grades earned, credits earned, and other academic information required for graduation, college applications, scholarships, athletics eligibility, and post-secondary planning.

All courses taken at Livermore High School are recorded on the transcript. Courses taken outside of LVJUSD may be added to the transcript only when they meet district requirements and are submitted through the appropriate process. Students must provide an official transcript from the issuing school or institution before outside coursework can be reviewed or posted.

Courses taken more than once remain on the transcript. Repeated courses, non-district courses, transfer courses, and grade replacement or credit recovery options are recorded and calculated according to LVJUSD policy and administrative procedures.

Students and families should contact the student’s counselor before enrolling in any outside course or credit recovery option, and should contact the Registrar’s Office with questions about official transcript records.

Non-District Courses / Outside Course Credit

Students who wish to take a course outside of LVJUSD must speak with their counselor and complete the required approval process before enrolling. Non-district courses may include online courses, distance learning courses, courses from another school or program, or other courses not offered directly through LVJUSD.

Required Steps Before Enrolling

Before enrolling in a non-district course, students must:

- Speak with their counselor and get approval.
- Complete the required Course Plan Agreement Form with their counselor..

- Confirm whether the course may be used for remediation, advancement, augmentation, or enrichment.
- Understand that students and families are responsible for any course costs.
- Upon completing the course, submit an official transcript to the LHS Registrar no later than the end of the current school year. If a student is in 12th grade, all transcripts must be submitted by the end of their final school year. If the institution offers an email option to send it directly to your School Counselor, this is acceptable and will be considered an official copy (Transcripts emailed from student/parent are not considered official).

Completion of a non-district course does not automatically guarantee LHS credit, grade replacement, GPA calculation, course placement, UC/CSU acceptance, NCAA acceptance, or acceptance by private colleges, universities, scholarship programs, or other outside institutions.

Approved Purposes for Non-District Courses

Remediation (to earn a higher grade for a course in which a D or F was originally earned): Students wishing to remediate a grade of D or F may do so by enrolling in an equivalent NDC for high school credit. Both the original (LVJUSD) grade, as well as the remediated (NDC) grade/institution's name, will appear on the LVJUSD transcript. All courses taken through LVJUSD summer school or academic prep through online recovery programs are listed on the LVJUSD transcript. LVJUSD summer school is for recovering F grades. An official transcript is required for verification of the completed course. The course will be included in both the high school GPA and graduation requirements.

Advancement (to get into a higher-level course in the following academic year.) : No course(s) will go towards LVJUSD graduation requirements. Grades must be C- or higher in the NDC to advance to the next course level in accordance with the current high school advancement policy. A record of the course and grade will be added to the LVJUSD high school transcript under the grade issuing institution's name. The NDC will be excluded from the high school GPA and graduation requirements. Students can advance one level per subject during their high school career, (provided graduation requirements are met at LVJUSD sites.) An official transcript is required for verification of the completed course. Prior to enrolling in a course, students must contact their school counselor. See below for specific directions regarding this process.

Augmentation: World Languages not offered at an LVJUSD school. Course and

grade will be added to the LVJUSD high school transcript under the grade issuing institution's name. The NDC will be included in both the high school GPA and graduation requirements for World Language. The maximum number of NDC credits that may be counted toward graduation requirements is 20 throughout grades 9-12. The course and/or outside institution you choose may not be accepted by the UC/CSU system, private colleges, and universities, out-of-state institutions, or NCAA as fulfilling their entrance requirements. It is your responsibility to check with an admissions officer from each campus to which you intend to apply to ensure the course will be accepted.

Enrichment: (for personal interest; students will NOT receive LVJUSD credit)

For full requirements and deadlines, students and families should review BP/AR 6146.25 and speak with their counselor before enrolling in any non-district course.

LIBRARY

The Livermore High School Library is a space for students to read, study, conduct research, complete academic work, and collaborate appropriately with classmates.

Students must have their LHS student ID card to check out library books and materials. Students are responsible for returning library materials on time and in good condition. Lost, damaged, or overdue materials may result in fines or replacement charges.

Library Use Expectations

Students using the library are expected to:

- Use the library for academic purposes, quiet study, reading, research, or appropriate small-group collaboration.
- Keep voices low and avoid behavior that disrupts others.
- Treat students, staff, library materials, furniture, and equipment with respect.
- Clean up after themselves and dispose of trash properly.
- Follow all directions from library staff and school staff.

Students visiting the library during class time must have teacher permission and an approved pass. Students are expected to report directly to the library and return directly to class when finished.

Food, Drinks, and Vending Machine

Eating is not allowed in the library. Students who bring food into the library or eat in the library may be asked to leave.

The vending machine may be used only during passing periods and lunch. Students may not leave class to use the vending machine.

Library Restrictions

Students who do not follow library expectations may receive a warning, be asked to leave the library for the rest of the day, lose library privileges during lunch or passing periods, and/or receive disciplinary consequences. Refusal to follow directions or repeated misuse of the library may result in longer restrictions from 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 be in good standing to obtain a work permit. Permits to Work and Employ may be denied or canceled 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.

STUDENT RECOGNITION

Livermore High School recognizes students for academic achievement, completion of Career Technical Education pathways, extracurricular involvement, and school service.

Honor Roll

Students earn Honor Roll recognition by earning a weighted grade point average of 3.0 or higher during a grading period.

Students earn Principal's Honor Roll recognition by earning a weighted grade point average of 3.7 or higher during a grading period.

Academic Block L Awards

Academic "Block L" Awards are based on a student's cumulative weighted GPA at the end of each semester.

To earn a Block L, a student must earn a weighted GPA of 3.7 or higher for two consecutive semesters.

Students may earn stars for continued academic achievement:

- **1st Star:** 3.7 or higher for four consecutive semesters.
- **2nd Star:** 3.7 or higher for six consecutive semesters.
- **3rd Star:** 3.7 or higher for seven consecutive semesters.

The semesters must be consecutive. If a student's GPA drops below 3.7 during the sequence, the student does not continue toward the next star until a new consecutive sequence begins.

Calculations are made at the end of first semester. Freshmen have completed only one semester at that point and are not yet eligible for a Block L or star. Seniors are the only students who may be eligible for a 3rd star because they are the only students who have completed seven semesters. Semester 2 of senior year does not count toward the Block L Award.

Graduation Honor Cords

Students who graduate from LHS with a cumulative weighted GPA of 3.5 or higher at the end of first semester of senior year are awarded an honor cord to wear at graduation.

- **Cum Laude:** GPA 3.5–3.69
- **Magna Cum Laude:** GPA 3.7–3.89
- **Summa Cum Laude:** GPA 3.9 or higher

CTE Cord

Students who complete at least one Career Technical Education pathway at Livermore High School with a grade of C or higher earn a CTE 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 in academics, activities, and service.

For every additional 50 points earned, a star is awarded. Forms and information about the Script L Award are available at the Activities Window.

ATTENDANCE, CAMPUS ACCESS, AND STUDENT MOVEMENT

Regular attendance is essential for student learning, academic progress, and school safety. Students are expected to attend all assigned classes and school activities on time unless they have been excused through school attendance procedures.

Reporting and Clearing Absences

All absences must be cleared by a parent/guardian within three school days of the student's return to school. When possible, parents/guardians should notify the school of an absence before it occurs.

Absences may be reported in one of two ways:

- Email the Attendance Office at **LHSattendance@LVJUSD.org**.
- Call the 24-hour Attendance Recorder at **(925) 606-4812 ext. 2333**.

When reporting an absence, please include:

- Student's first and last name.
- Student ID number.
- Date and duration of the absence.
- Reason for the absence.
- Name and relationship of the person reporting the absence.

Parent/guardian verification is required to clear an absence. However, parent/guardian verification does not automatically make an absence excused. Absences are excused only when they meet state, district, and school attendance criteria.

Checking In and Out Through Attendance

Students must report to the Attendance Office:

- To check out before leaving campus for an appointment, illness, family need, or other approved reason.
- To check back in when returning to campus during the school day.
- When they do not feel well.
- If they arrive late and cannot access campus because entrance gates or

doors are locked.

Students may not leave campus during the school day without checking out through the Attendance Office. Students who leave campus without properly checking out may be marked unexcused and may receive disciplinary consequences.

Emergency Communication During School Hours

Parents/guardians who need to contact a student during school hours, including in an emergency, should contact the Attendance Office. Students should not receive or respond to parent/guardian phone calls or text messages during instructional time.

Students who answer phone calls or text messages during instructional time are in violation of the school [Electronics/Cell Phone Policy](#).

Off Campus Lunch

Off-campus lunch is a privilege extended to seniors in good standing. Only seniors in good standing may leave campus during lunch.

This privilege may be revoked due to attendance concerns, academic concerns, behavioral issues, referrals, failure to follow off-campus lunch procedures, or moving violations received while off campus during lunchtime.

All other students must remain on campus during lunch. Students who leave campus without permission are subject to disciplinary action, including but not limited to detention, loss of privileges, loss of participation in school activities or events, and other school consequences.

Seniors who wish to leave campus for lunch must exit and return through the **Cowboy Alley** gate only. Seniors must show their student ID card when leaving campus and when returning to campus.

Seniors who return late from lunch, fail to show their student ID card, or do not follow off-campus lunch procedures may have their ID card held and may lose off-campus lunch privileges.

Package Drop-Off and Food Delivery

To help maintain campus safety and minimize disruptions to instruction, students may not have food delivered to campus through food delivery services, including services such as DoorDash, Grubhub, Uber Eats, or similar services. Food delivery service drivers attempting to deliver to campus will be turned away.

This does not apply to parents/guardians bringing lunch or other approved items to the school office.

Parents/guardians dropping off food or packages should use the front office drop-off system. Students will be notified and directed to pick up items at the Activities Window during lunch or passing period, not during instructional time.

Students may not leave class to pick up food, packages, or personal items unless directed by school staff. If there is an urgent need for a student to come to the office immediately, parents/guardians should contact office staff for assistance.

Excused and Unexcused Absences / Make-Up Work

Absences from school or from an individual class may be excused only for reasons permitted by California Education Code, district policy, and school procedures. Parent/guardian verification is required to clear an absence, but parent/guardian verification does not automatically make an absence excused if the reason does not meet excused absence criteria.

Absences must be cleared by a parent/guardian within three school days of the student's return to school. Absences that are not cleared within this timeline, or that do not meet excused absence criteria, may be recorded as unexcused.

A student who misses class without permission, leaves campus without properly checking out through the Attendance Office, or is absent from an assigned class without authorization may be marked unexcused or as a cut.

For excused absences, students will be given the opportunity to complete missed assignments and tests that can reasonably be provided. Teachers may assign reasonably equivalent work when the original assignment, activity, or assessment

cannot reasonably be recreated. Make-up work must be completed satisfactorily within the allowed timeline and will be graded according to the same academic standards as the original work.

Students with excused absences will have the same number of school days as the number of excused absence days to complete and submit make-up work, unless the teacher provides a longer timeline. For example, a student with two excused absence days will generally have two school days after returning to complete make-up work.

Long-term assignments, projects, or assessments that were assigned before the absence may still be due on the original due date unless other arrangements are made with the teacher.

For unexcused absences or cuts, students are responsible for the learning, assignments, and assessments missed. However, teachers are not required to provide credit, make-up assignments, or make-up assessments for work missed due to an unexcused absence or cut.

Repeated unexcused absences or cuts may result in parent/guardian contact, attendance intervention, referral to Child Welfare and Attendance staff, loss of privileges, detention, and/or disciplinary action.

Please see our [attendance policy and procedures](#) for how to excuse an absence.

[CA Dept. of Education Truancy](#)

[CA Ed Code Reason for Excused Absences](#)

CAP/Access Period Expectations

CAP/Access Period is instructional time. Students are expected to report directly to their assigned or selected CAP/Access location and check in through 5-Star before the late bell.

On **Open CAP Days**, students may sign up to attend the teacher/course they would like to access for academic support, enrichment, intervention, or make-up work. Students must report directly to that teacher's classroom and check in through 5-Star before the late bell.

On **Closed CAP Days**, students must report directly to the teacher/class assigned to

them in PowerSchool. Students must check in through 5-Star with their assigned teacher before the late bell.

Students may not report to an unauthorized location, wander campus, visit another teacher without approval, or leave their CAP/Access location without teacher permission and an approved 5-Star pass.

Students who do not report to the correct location, fail to check in through 5-Star, leave without permission, or are found in an unauthorized location may be marked absent, tardy, or unexcused and may receive disciplinary consequences. Students should expect that misuse of CAP/Access time or failure to follow CAP/Access procedures will likely result in loss of phone privileges and lunch or after-school detention.

Late to School / Class

Students are expected to arrive to school and to each class on time. Being on time supports student learning, reduces disruptions to instruction, and helps maintain a safe and orderly campus.

A student is considered on time when they are in their assigned class and assigned seat when the bell rings. If no specific seat has been assigned, the student must be in the teacher-designated instructional area when the bell rings.

Students who are not in their assigned class and assigned seat or instructional area when the bell rings may be marked tardy.

If a student arrives late to school, the student should report directly to class. If a student cannot access campus because gates or entrance doors are locked, the student should report to the Attendance Office for assistance.

Students returning to campus after an appointment or after checking out during the school day must check back in through the Attendance Office before returning to class.

If a student arrives late to class, the student is expected to enter quietly, minimize disruption, and follow the teacher's classroom procedures. Teachers will determine whether missed work, instruction, activities, or assessments may be made up in accordance with classroom and school policies.

Repeated tardies may result in parent/guardian contact, attendance intervention,

referral to Child Welfare and Attendance staff, counselor or administrator support, detention, and/or loss of school privileges. Unexcused tardies may also affect a student's good standing for school activities, dances, athletics, senior privileges, and other school events.

Leaving School During Instructional Time

Livermore High School is a closed campus. Students may not leave campus during the school day unless they have been properly checked out through the Attendance Office.

If a student needs to leave school during the day for an appointment, illness, family need, or other approved reason, the student must report to the Attendance Office before leaving campus. The Attendance Office will verify parent/guardian permission and determine whether the absence may be excused.

Students may not leave campus based only on a text message, phone call, or other direct communication from a parent/guardian. Parent/guardian communication must go through the Attendance Office before a student leaves campus.

If a student leaves campus without checking out through the Attendance Office, the absence will be marked unexcused and the student may be subject to disciplinary action. Students returning to campus during the school day must check back in through the Attendance Office before returning to class.

If a student becomes ill during the school day, the student should report to the Attendance Office, Nurse's Office, or another school staff member for assistance before contacting a parent/guardian to leave campus.

Leaving Class During Instructional Time

Students are expected to remain in their assigned class during instructional time. Students may leave class only with teacher permission or at the direction of school staff.

Students may not leave class during the first 10 minutes or last 10 minutes of the class period unless directed or approved by school staff. Only one student from each class may be out of the classroom at a time.

Livermore High School uses the 5-Star pass system for students leaving class during instructional time. Students must receive teacher permission and have an approved 5-Star pass before leaving class for the restroom, office, nurse, library, or any other approved location.

Students who are given permission to leave class are expected to go directly to the approved location and return to class promptly. Students may not use a pass to wander campus, visit other classrooms, meet with friends, use vending machines, pick up food or packages, or go to unauthorized areas.

Misuse of passes, excessive time out of class, leaving class without permission, or being in an unauthorized area may result in parent/guardian contact, loss of pass privileges, detention, and/or disciplinary action.

Nothing in this policy prevents students from receiving assistance in an emergency or in situations involving health, safety, or documented accommodations.

Visitors

All adults who have business on campus must check in at the Attendance Office and obtain a visitor pass. Adult visitors must sign in and wear a visitor pass while on campus.

Student guests are not permitted to visit campus during school hours.

Closed Campus

Livermore High School is a closed campus. Students may not leave campus during the school day unless they have been signed out through the Attendance Office or are seniors with off-campus lunch privileges during lunchtime.

Students may not leave campus during passing periods, class time, CAP/Access, brunch, or lunch without permission. Students who leave campus without authorization may be marked unexcused and may receive disciplinary consequences.

Seniors may lose off-campus lunch privileges due to attendance concerns, academic concerns, disciplinary issues, failure to follow off-campus lunch procedures, or moving violations received while off campus during lunch.

STUDENT LIFE, ACTIVITIES, and ATHLETICS

Livermore High School encourages students to get involved in school activities, student leadership, clubs, athletics, publications, and school events. Participation in school activities is a privilege, and students are expected to follow school rules, maintain good standing, and represent LHS positively.

Student Government

Student government includes Student Legislature and Class Government for the senior, junior, sophomore, and freshman classes. Each class elects officers and representatives who help plan class activities, rallies, fundraisers, and community projects.

Student Legislature includes class officers, class representatives, student body officers, and commissioners. Student Legislature helps plan school-wide assemblies, campus cleanup days, staff appreciation events, and other special projects.

Student Legislature meetings are run by the Student Body President according to the Student Body Constitution and Bylaws. Copies are available at the Activities Window. Students should listen to the Daily Gram for meeting announcements and opportunities to participate.

ID Cards

For safety and identification purposes, all students are required to have their current LHS student ID card with them while on campus and at school activities. Failure to present a student ID card when requested by school staff may result in disciplinary action.

A current student ID card is required to purchase tickets or items at the Activities Window, attend school dances, leave campus for senior lunch privileges, and pick up a yearbook.

Lost student ID cards may be replaced at the Activities Window for a replacement fee.

ASB Stickers

Students may purchase an Associated Student Body (ASB) sticker for their student ID card. The ASB sticker helps support student activities and may provide discounts or free admission to selected school events.

Students with an ASB sticker may attend home athletic contests for free and may receive reduced prices for dances and other school activities when applicable.

ASB sticker prices are published annually by the school.

ASB Web Store

Many school items, including dance tickets, athletic contributions, and other activity-related purchases, are available through the [Cowboy Web Store](#) on the Livermore High School website.

The web store accepts debit and credit cards with a Visa or MasterCard logo. Students who are blocked from making purchases in the office may also be blocked from making purchases online.

Dances and School Events

Dances and school events are school-sponsored activities for students who maintain positive attendance, academic, and behavioral records. Attending dances and school events is a privilege for students in good standing.

A dance agreement or behavior contract may be required as part of the ticket purchase process. All school rules apply at dances and school events.

Students who violate school rules or dance/event expectations may lose privileges, be removed from the event without refund, and have parents/guardians notified. Serious or repeated violations may result in additional disciplinary consequences.

The following expectations apply to school dances and events:

- Tickets are not sold at the door.
- Students must bring their current LHS student ID card.
- Students must have an approved guest pass for any outside guest.
- Students and guests must arrive within the first hour of the event.
- Students and guests may not leave before the final hour of the event.
- Students may be subject to alcohol screening before entry.
- Students must dance and behave appropriately.

- Homecoming, Junior Prom, and Senior Ball require formal attire.

Good Standing

To attend school functions, dances, athletic events, senior activities, extracurricular activities, and other school-sponsored events, students must be in good standing.

A student is considered in good standing when they meet the following expectations:

Academic

- No F grades on the semester report card prior to the dance/event or at the time of ticket purchase.

Attendance

- No more than 5 unexcused class-period absences in the current semester.
- No more than 10 unexcused tardies in the semester when ticket sales begin.
- No more than 2 unexcused tardies during the week of the event.

Citizenship

- No suspensions.
- No more than 2 [School Expectations Violations](#)
- No more than 1 Level I Behavior violation, as described in the Secondary School Discipline Policy.

Students are expected to follow school rules, school procedures, and staff directions. A student who willfully disregards school rules, school procedures, or staff directions may lose school privileges, including attendance at dances, rallies, athletic events, senior activities, extracurricular activities, and other school-sponsored events.

When appropriate, disciplinary or attendance concerns may also affect participation in extracurricular activities, including athletics, consistent with school, district, team, league, and CIF expectations.

Depending on the situation, loss of privileges may be immediate and may last up to 30 school days or longer when warranted by the severity or pattern of behavior.

Guests / Guest Passes

Homecoming, Junior Prom, and Senior Ball are the only dances where students may bring a non-LHS guest.

Students who wish to bring a guest must pick up a Guest Pass form from the Activities Window at least five school days before ticket sales. Completed guest pass forms must be returned to the Activities Window for Vice Principal approval. Tickets may be purchased only after the guest pass is approved.

LHS students are responsible for their guests and must accompany them to the dance. Guests must bring identification that verifies their age.

Middle school students and guests over the age of 20 are not allowed at LHS dances. Junior Prom and Senior Ball are off-campus events and are open only to members of the respective class and approved guests age 20 or younger.

Student Publications

Cowboy Nation News (CBNN) is presented through the LHS Studio Broadcast course. Any information that students want presented, must go through the Activities Request approval process through ASB.

Clubs

LHS offers a variety of student-led clubs. Students interested in joining a club should listen to the Daily Gram for meeting announcements or check the school website under Student Life.

Students who want to start a club must recruit at least eight interested students, find a faculty sponsor, and complete a statement of purpose. Club forms are available at the Activities Window.

All LHS clubs are open to all LHS students.

Athletic Program

Students who have no more than one F grade and have at least a 2.0 unweighted GPA for their most recent grading period are eligible to participate in the

extracurricular athletics program.

Students must also meet all school, district, team, league, and CIF eligibility expectations. Students are required to have a current physical exam each school year before participating in athletics.

Transportation, equipment, and other team participation information will be shared with athletes and families by the Athletic Director and coaches.

Sophomores may be eligible for a PE waiver if they earned a B or higher in PE during freshman year, passed the FitnessGram, and participate in an LHS sport during 10th grade.

Information about LHS athletics can be found on the school website under Athletics. Students may select the fall, winter, or spring season to view available athletic programs.

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 Valley High School

Information about athletics offered at LHS can be found on the school website under Athletics, or by using [this link](#). Select a season (fall, winter, spring) from the menu to view the various athletic programs.

AVENUES OF COMMUNICATION

Clear communication between students, families, teachers, counselors, administrators, and support staff helps resolve concerns and support student success. Students and families are encouraged to begin with the staff member most directly connected to the question or concern.

Teachers

Parent-student-teacher communication is an important part of student success. Teachers have email and voicemail and regularly check both. Teachers should respond to parent/guardian and student communication within 48 hours when school is in session.

High school students are learning to be their own advocates. This is an important life skill. When appropriate, students should first attempt to resolve questions or concerns directly with their teacher. Parents/guardians are welcome to contact teachers to share concerns, ask questions, or support their student.

When contacting a teacher, students and families should communicate respectfully and provide enough information for the teacher to understand the concern.

Conflict Resolution

Concerns should be addressed as close to the source as possible. Most classroom concerns should begin with a conversation between the student and the teacher. When appropriate, parents/guardians may also contact the teacher.

Students and families should follow these steps when trying to resolve a concern:

1. The student should speak with the teacher directly when possible.
2. The parent/guardian may contact the teacher if the concern is not resolved or if additional support is needed.
3. If the concern remains unresolved after communication with the teacher, the student or parent/guardian may contact the student's vice principal for support.
4. If the vice principal is unable to help resolve the concern, the principal may be included in the final steps toward resolution.

Students, families, teachers, and administrators should consider all perspectives and work toward a respectful and productive resolution.

Contacting Students During School Hours

Parents/guardians, relatives, and friends should not call, text, or deliver messages directly to students during school hours, including in emergencies. Students' phones should be silenced and put away during instructional time in accordance with Ed Code and the school Cell Phone and Electronics Policy.

Parents/guardians who need to contact a student during school hours should call the Attendance Office at **(925) 606-4812 ext. 2333**. In emergency situations, the nature of the emergency must be shared with school staff so the message can be delivered appropriately and in a timely manner.

Students who answer phone calls or text messages during instructional time may be in violation of the school Cell Phone and Electronics Policy.

How to Contact Staff

Staff email addresses generally use the first letter of the staff member's first name followed by the staff member's full last name and **@lvjUSD.org**.

Example: Andrew Smith would be **asmith@lvjUSD.org**.

To reach a staff member by voicemail, call the LHS main line at **(925) 606-4812** and enter the staff member's extension.

Wellness Center

The Wellness Center supports student social, emotional, and behavioral wellness. Academic success is closely connected to student well-being, and the Wellness Center provides a space for students to receive support, de-escalate, reflect, and connect with appropriate resources.

An LHS counselor provides primary oversight of the Wellness Center, with additional staff support.

Wellness Center supports may include:

- Restorative practices.
- Social and emotional learning support.
- De-escalation and reflection.
- Peer wellness resources.
- Student groups and support programs.
- Connection to counseling, COST, and other school support systems.

Students may access the Wellness Center according to school procedures and staff direction.

Program Components:

- Restorative Practices- The wellness center serves as an emotional sanctuary, where students can come for de-escalation, and reflection.
- Wayfinder- Social and emotional curriculum that helps students understand the emotional responses they experience, understand that these are often normal, and learn healthy ways to regulate their emotions.
- Student Culture Keepers:
Culture Keepers make it possible to have a campus culture which creates safer spaces at school for students to speak their truths and to listen to others without judgment, both inside and outside of the classroom. They are the leaders who bring to life the cultural imprint of our organization through systems and processes, tools and communication, and personal relationships.
- The Culture Keepers are the overarching student organization for peer wellness resources which run through the Wellness Center:

Counselors

LHS counselors support students in the areas of academics, personal/social development, and college and career planning.

Counselors help students with:

- Academic scheduling.
- Graduation requirements.
- College entrance requirements.

- Academic intervention and classroom success.
- Short-term counseling and crisis support.
- Referrals to outside resources when needed.
- Organization, study skills, time management, test preparation, and healthy coping strategies.
- College, career, and post-secondary planning.

Counselors work with students, families, teachers, vice principals, and the Career Center to help students set goals and make progress toward life after high school.

Vice Principals

Vice principals support student discipline, school safety, conflict resolution, and student progress toward graduation.

Vice principals may help resolve concerns after students and families have followed the communication steps described above. Vice principals may also support students with personal, social, emotional, behavioral, attendance, or academic concerns.

Students and families should contact the student's assigned vice principal when they need administrative support after exhausting all other efforts.

Confidentiality:

Most information students share with a counselor is private. However, confidentiality has limits when student safety, school safety, or legal reporting requirements are involved.

Examples of information that may not remain confidential include:

1. Academic concerns that require school support.
2. Harm to self.
3. Harm to others or threats to others' safety.

4. Abuse, neglect, assault, or someone harming the student.
5. Violations on school property, including theft, drugs, weapons, vandalism, or other safety concerns.

Students who are unsure about confidentiality should ask their counselor to explain what can remain private and what must be shared for safety or legal reasons.

SCHOOL CONTACTS AND SUPPORT STAFF

LHS Office Hours:

7:30am – 4:00pm

For general information or assistance, call the LHS Main Line at **(925) 606-4812** and follow the prompts to reach the appropriate office or department

Nurse:

Students who need medical assistance during the school day should go to the Nurse's Office, the Attendance Office, or notify any adult on campus.

Students who feel ill should not leave campus or contact a parent/guardian to leave without first reporting to school staff.

Child Welfare and Attendance

Child Welfare and Attendance staff review student attendance and truancy. Their primary role is to support students in attending school regularly and to help families resolve attendance concerns.

Child Welfare and Attendance staff may communicate with students, families, teachers, counselors, and administrators regarding attendance concerns.

Current CW staff: Kristine Ness (A-Mora) ext. 2420

Heather Self (Morales-Z) ext. 2311

Campus Supervisors

Campus supervisors play an important role in maintaining a safe, respectful, and orderly school environment. Throughout the day, they monitor campus activities, supervise common areas, assist with traffic and parking, respond to safety concerns, support student behavior, and work closely with school administrators as well as law enforcement when appropriate to help ensure the safety and security of our campus.

Students are expected to treat campus supervisors with respect and follow their directions just as they would any other school staff member. Failure to comply with the directions of a campus supervisor or engaging in behavior that disrupts campus safety may result in disciplinary action.

Our Campus supervisors are Akshaan Ali, De'Angela Sanders, Aimee Moreno, and Emmanuwell Meighan.

School Resource Officer (SRO)

The School Resource Officer is a member of the Livermore Police Department assigned to Livermore High School.

The School Resource Officer helps build positive relationships with students and assists school administration with school-related incidents, safety concerns, and criminal investigations when appropriate. Our site SRO is Officer Ebner and can be reached at ext. 2365.

Lost and Found

Students should check at the Activities Window for items lost or found on campus.

PARENT/COMMUNITY INVOLVEMENT

Livermore High School values the support of parents, guardians, alumni, boosters, and community partners. These groups help support students, staff, athletics, activities, scholarships, and school programs.

Parent Teacher Student Association (PTSA)

PTSA is to contribute toward 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.

[PTSA Link](#)

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 fundraisers. 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.

[Boosters Club Link](#)

LHS/GHS Boosters

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

[LHS/GHS Boosters Link](#)

LHS 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." To date, they have funded almost a quarter million dollars of grants to teachers, clubs and programs of Livermore High. Please consider supporting the [Livermore High School Alumni Association](#) by visiting their website.

COMMUNITY HELP AGENCIES

If you or your family needs support, please visit the following link for resources. You will find resources such as but not limited to mental health, suicide, mental health and grief.

[Student-Family Community Help Resources](#)

CODE OF CONDUCT

Livermore High School expects students to act with honesty, integrity, and respect for the learning environment. Students are responsible for following school rules, classroom expectations, and staff directions.

Academic Integrity: Cheating and Plagiarism

Cheating and plagiarism are serious violations of academic integrity. They undermine the learning process and are not acceptable at Livermore High School.

Cheating and plagiarism include, but are not limited to:

- Presenting another person's work, ideas, writing, answers, project, or effort as one's own.
- Presenting work created by artificial intelligence as one's own unless the teacher has specifically allowed that use.
- Copying from another student or allowing another student to copy one's work.
- Sharing answers, assignments, documents, photos, screenshots, or other materials when not authorized by the teacher.
- Using notes, books, calculators, phones, electronic devices, websites, artificial intelligence, or other resources on an assignment, quiz, test, or assessment when the teacher has not approved their use.
- Submitting the same work for more than one class or assignment without teacher approval.
- Helping another student cheat or plagiarize.

It is not cheating or plagiarism when students collaborate as directed by the teacher, participate in approved group work, or use outside sources with proper citation and teacher permission.

First Occurrence

A first occurrence of cheating or plagiarism may result in:

- No credit and no make-up opportunity for the assignment, assessment, or activity.
- Parent/guardian notification by the teacher.
- A referral to the student's vice principal.

- Documentation in the student's discipline record while enrolled at LHS.

If a teacher becomes aware of a student copying work from another class, the teacher may contact the teacher of that class.

Subsequent Occurrences

A subsequent occurrence of cheating or plagiarism may result in:

- The same steps listed for a first occurrence.
- A conference with the student, parent/guardian, teacher, and vice principal.
- Additional academic or disciplinary consequences.
- Possible loss of credit for the assignment, assessment, activity, or course, depending on the circumstances and applicable school procedures.

Students are expected to ask their teacher before using outside help, artificial intelligence, online tools, shared documents, or other resources if they are unsure whether the use is allowed.

Dress Code

Livermore High School's dress code is intended to support a positive, safe, and respectful learning environment. The dress code applies on campus and at school-sponsored activities.

Appropriate dress expectations for dances, graduation activities, athletics, performances, and other special events may be communicated separately by the school.

Dress Code Standards

Students are expected to dress appropriately for school and school activities in a way that does not endanger health, safety, or welfare, and does not substantially disrupt the educational environment.

Students must follow these dress code standards:

1. Shoes must be worn at all times unless not required as part of an instructional activity.
2. Clothing, accessories, and jewelry may not include writing, pictures, symbols, or other content that is crude, vulgar, profane, obscene, libelous, slanderous, or sexually suggestive.
3. Clothing, accessories, and jewelry may not degrade cultural, religious, or ethnic values; advocate racial, ethnic, or religious prejudice or discrimination; promote sex, tobacco, drugs, alcohol, or unlawful acts; or create a disruption to the school environment.
4. Dark glasses may not be worn indoors unless authorized by administration for a valid medical reason verified in writing by a physician.
5. Clothing must be sufficient to conceal undergarments. See-through tops and bare abdomens are prohibited.
6. Gang-related clothing or accessories, including but not limited to bandannas, symbols, emblems, or insignia, are prohibited. School officials may consider student history and information from community agencies or resources when determining whether clothing or accessories are gang-related.

The dress code may be modified as appropriate to accommodate a student's religious or cultural observance, health condition, or other circumstance deemed necessary by the principal or designee.

The principal or designee may also impose dress requirements for special school activities, physical education classes, athletic activities, and other extracurricular or cocurricular activities.

Final determination of what constitutes appropriate dress is made by school administration.

Dress Code Enforcement and Consequences

When practical, students will not be directed to correct a dress code violation during instructional time or in front of other students.

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, vice principal, or designee. A change of clothes may be required. The student may 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 may be required. A parent/guardian conference may be held if 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 will be made. A parent/guardian conference is required. The student may receive detention, lose school privileges, and/or be assigned school/community service. The violation will be documented.

CAMPUS EXPECTATIONS AND SAFETY PROCEDURES

Livermore High School students are expected to help maintain a safe, clean, respectful, and orderly campus. Students must follow school rules, campus procedures, posted signs, and directions from school staff at all times.

Unauthorized Areas

Students may not loiter or gather in unauthorized areas during school hours or school activities.

Students are expected to remain in approved areas of campus and report directly to their assigned class, activity, or approved destination. Students found in unauthorized areas may be redirected by staff and may receive disciplinary consequences.

Litter and Trash

Students are expected to help keep classrooms, common areas, outdoor spaces, and the surrounding neighborhood clean.

Students must dispose of trash and recycling in appropriate containers. Littering, leaving food or trash behind, or failing to clean up after oneself may result in campus clean-up, detention, loss of privileges, and/or other disciplinary consequences.

Parking

Only students with valid LHS parking permits may park in the student parking lot. Students may also use legal street parking near campus where permitted.

Students may not park in the St. Michael's parking lot, LHS staff parking areas, visitor parking spaces, or any other unauthorized area of campus. Visitor spaces are reserved for parents/guardians and other visitors who have official business on campus.

Students who park without a valid permit or park in an unauthorized area may receive a parking ticket and may lose parking privileges.

Posting Signs

Students may post signs related to school activities, elections, clubs, or approved school events on designated bulletin boards.

Signs and posters may not be attached to walls, windows, doors, or other unauthorized surfaces. Signs may be posted inside classrooms only with teacher permission.

All signs must be appropriate for school and must be approved in advance by an LHS administrator. Signs may not advertise businesses, products, or outside organizations unless approved by administration. Unauthorized signs will be removed.

Bicycles, Skateboards, Skates, and Scooters

Students may ride bicycles, skateboards, skates, or scooters to school, but they may not ride them on campus during school hours.

Bicycles must be locked in designated bike racks. Skateboards, skates, and scooters must be carried while on campus.

Students who ride bicycles, skateboards, skates, or scooters on campus may lose the privilege of bringing them to school and may receive disciplinary consequences.

Smoking, Vaping, Tobacco, and Nicotine Products

Tobacco-Free Schools:

Livermore Valley Joint Unified School District is a tobacco-free district. Smoking, vaping, and the use or possession of tobacco or nicotine products are prohibited on school property, in district buildings, in district vehicles, and at school-sponsored activities or athletic events, whether held on or off district property.

Prohibited products include, but are not limited to, cigarettes, smokeless tobacco, snuff, chew, clove cigarettes, electronic cigarettes, electronic hookahs, vape pens, and other vapor-emitting devices, whether or not they contain nicotine.

Students may not use, possess, share, sell, or distribute tobacco, nicotine, vape products, or related paraphernalia at school or school-sponsored activities.

This policy does not prohibit the lawful use or possession of prescription products or approved cessation aids, such as nicotine patches or nicotine gum, when used in accordance with laws and school procedures for student medication.

Violations may result in parent/guardian contact, confiscation of prohibited items, disciplinary consequences, loss of privileges, and/or referral to appropriate support or intervention services. Serious or repeated violations may result in additional school consequences.

Restroom Policy:

In an effort to maintain safety in our restrooms, as more and more students are feeling unwelcome for appropriate restroom use, the following protocols will be implemented starting Fall 2026:

Students are to be in restrooms only for appropriate use. They are not for hanging out, eating lunch, socializing, etc. Please also see our Tobacco-Free Schools section of the student handbook. The flow in and out of restrooms should be quick to allow students who need to use the facilities the ability to do so.

1. All students must sign out of the classroom via 5-star. Bathroom passes expire after 7 minutes. If a student is out longer than the 7 minute limit or does not use 5-star to leave class, progressive discipline will be enforced
 - 1st offense: Teacher will remind student of appropriate time out of class
 - 2nd offense: Teacher will communicate home with parent
 - 3rd offense: Vice Principal notified and communicate with student and parent
 - 4th offense: Escort to restroom required moving forward (for all classes)
2. 1 person per stall in restrooms only. If more than 1 person is found in a stall together students will be brought to office and subject to search. Parents will be notified. Progressive discipline will take place as necessary.

Restroom occupancy limited to the number of stalls/urinals and sinks in the restroom. Any student in excess of that number will be asked to wait outside until space is available. Students not exiting as requested will be brought to speak with their grade level administrator. If behavior continues progressive discipline will be followed.

CELL PHONES AND OTHER ELECTRONICS

Cell Phones and Electronic Devices

Our cell phone and electronics policy aims to create a conducive learning environment for all students. The use of communication devices is allowed on campus and during school sponsored activities, but is subject to specific restrictions outlined below. Communication devices include cellular/wireless phones, video/audio recording devices, and any other technology designed for similar purposes or electronic communication.

Permitted Use of Cell Phones and Communication Devices:

1. **Before and After School:** Students are allowed to use their cell phones and communication devices before and after school hours.
2. **Passing Period and Lunch:** Students can use their cell phones and communication devices during passing periods and lunch breaks.

Prohibited Use of Cell Phones and Communication Devices:

1. **Instructional Time:** During class time, all cell phones and electronic communication devices must be silenced or turned off, and put away out of sight to minimize distractions and disruptions to the learning environment, unless a teacher gives a student permission to use for academic purposes.
2. **Misuse:** At no time are students allowed to use communication devices inappropriately on campus, or in a way that disrupts the learning environment on campus. This includes any use for threatening, harassing, ridiculing, or cyberbullying.
3. **Privacy and Photography:** Cell phone cameras and other devices are not to be used to photograph, videotape, or record students or staff at school or school sponsored activities without the prior consent of parents/guardians and approval of school staff.

Responsibility for Electronic Devices:

1. **Damage or Loss:** The school will not be held responsible for the damage or loss of electronic communication devices brought on campus or to school-sponsored activities, regardless of whether the device is in the possession of a student or school official.

Consequences:

- 1. First Office Referral:** All of the following will occur: 1. Student meeting with their Vice Principal. 2. Phone is held with the Vice Principal until the end of the school day. The student may retrieve their phone after school. 3. Parent/Guardian notification.
- 2. Second Office Referral -** All of the following will occur: 1-3 from First Offense. Parent/Guardian must retrieve the students' phone.
- 3. Third Office Referral -** All of the following occur: All steps from Offense 1 and 2; SST meeting with a parent, VP, counselor, and general education teacher; and a behavior plan that may include the student turning their phone into their VP on a daily basis.

*Please note that this policy is subject to change in alignment with district guidelines. The ultimate goal of this policy is to promote a positive learning environment, minimize disruptions in class, and ensure the responsible use of cell phones and communication devices among our students. We appreciate your cooperation in adhering to these guidelines to create a respectful and focused learning environment for all students.

See Also:

[LVJUSD Board Regulation 5136.36: Student Use of Electronic Communication Devices](#)

[LVJUSD Board Policy 5144: Discipline](#)

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.

STUDENT RESPONSIBILITIES

- To attend school on a regular basis
- To be on time and prepared to work
- To bring required materials & assignments
- To know and comply with school rules
- To treat staff and fellow students with respect regardless of ethnic, group, religion, gender, sexual orientation, color, race, national
- origin, and physical or mental ability
- To respect public and private property
- To follow directions of school staff
- To behave in a way that does not disrupt the learning of others
- To know and comply with the district discipline policy
- To dress appropriately (B.P. 5332 Student Dress Code)

PARENT RESPONSIBILITIES

- To send students to school neat, clean
- To cooperate with school staff in

and appropriately dressed and ready to learn

- To instill in students an attitude that school is important
- To schedule and attend school conferences when appropriate
- To assure prompt and regular attendance at school
- To be available to school staff during the day by informing the school of current phone numbers for home, work or emergency

helping students with academic, discipline or attendance problems

- To notify the school whenever a student cannot attend
- To know and comply with classroom and school rules and review the requirements with students

TEACHER RESPONSIBILITIES

- To establish classroom expectations for behavior
- To require compliance with classroom and school rules and review consequences
- To teach the prescribed courses of study in a professional manner
- To maintain a safe and well-organized classroom environment conducive to learning

- To make every attempt to communicate with parents and administrators when student behavior is unsatisfactory
- To treat parents, students and fellow staff members with respect regardless of ethnic group, religion, gender, sexual orientation, color, race, national origin and physical or mental ability.
- To be consistent in applying classroom and school rules.

ADMINISTRATOR RESPONSIBILITIES

- To inform staff, students, and parents on a regular basis about school and district discipline standards
- To be consistent in applying the district discipline policy
- To work with School Resource Officers, School Community Liaison, and campus personnel in implementing the district discipline policy
- To thoroughly investigate before determining if a violation has been committed
- To treat students with respect and always

give them the opportunity to tell their side of a discipline issue.

- To treat teachers, parents, and staff members with respect regardless of ethnic group, religion, gender, sexual orientation, color, race, national origin, and physical or mental ability
- To inform parents immediately or as soon as possible about student discipline matters
- To provide parents with information regarding the process of any discipline procedure
- To notify parents when students are

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:

- 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
- Behavior intervention/support
- Detention
- Exclusion from school activities
- School/community service

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

- Parent/guardian contact/conference
- Written warning
- Behavior intervention/support
- 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
- Behavior intervention/support
- Detention
- Exclusion from school activities
- School/community service
- 1-5 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 a school employee, and failure to report to an 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:

- 1-3 day suspension
- Exclusion from school activities
- Police involvement
- Behavior intervention/support

Second Offense:

- 1-5 day suspension from school
- Exclusion from school activities
- Police involvement
- Behavior intervention/support
- Alternative education program

Third Offense:

- 1-5 day suspension
- Exclusion from school activities
- Police involvement
- Behavior intervention/support
- 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 substances.
- 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 the 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
- Behavior intervention/support
- Police involvement
- Recommendation for expulsion

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

- 5-day suspension
- Exclusion from school activities
- Behavior intervention/support
- 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
- Behavior intervention/support
- Police involvement
- Involuntary transfer to another school

**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.

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.
- 1-5 day suspension, exclusion from school activities.
- Police report.
- Mandatory recommendation for expulsion.
- Written extension of suspension pending expulsion hearing.

EXPLANATIONS OF SPECIFIC BEHAVIORS AND TERMS

Abusive/Malicious Teasing- Any words or gestures intended to insult, hurt feelings or show defiance. Remarks or actions intended to harm another student or see him/her suffer

Aggressive/Intentional Fighting- Willful intent to injure another student. A student who aids or abets the infliction or attempted infliction of physical injury to another person may be suspended. **(48900t)**

Appropriate Dress- Clothes shall be sufficient to conceal undergarments. See-through tops and bare abdomens are prohibited. “Gang related apparel” is prohibited on campus (E.C. 35183). The School Board Policy on Student Dress Code policy #5332 is available online at **www.livermoreschools.com**.

Bicycles- Students may ride bicycles to school; helmets are required. For their protection, bikes should have a strong lock and chain, and be parked in the bike racks provided. Bikes may be ridden in designated areas or walked on school grounds during regular school hours. Skates, skateboards, roller blades, or any other wheeled mode of transportation may not be ridden on school grounds.

Bullying- A student or group of students that through repeated physical, written, verbal or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel **(BP 5131.2)**.

Cyberbullying- The transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation (BP 5131)

Detention - School- Restriction from normal school activities such as recess and lunch, for disciplinary or other reasons as determined by the school administration. Detaining a student beyond the normal school day as determined by the teacher or principal as allowed under district policy.

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

Disrespect of Others Students/Staff- Failure to be courteous or thoughtful towards other students/staff. Behavior and/or 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 subjected to such language or behavior should report the incident to a teacher or administrator. (BP 5145.3 and BP 5145.9)

Electronic Signaling Devices –The possession of electronic signaling devices such as pagers and cell phones are permitted under restricted conditions (BP 5131.2)

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. (BP/R 5144.1)

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.

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 Hours- Students should arrive at school no earlier than 15 minutes before class starts and should go home immediately upon dismissal unless part of an authorized program. No supervision is provided for students who arrive earlier or stay later.

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. Students may not be present on any school campus or at school activities during the period of suspension. (BP/R 5144.1 and AR 5144.2)

Suspension On Campus- Removal from class and/or other school activities

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. Students who refuse to comply with staff directives may be suspended on the first offense.