

# **Covina-Valley Learning Options Academy**



## **C-VLOA**

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LEARNING OPTIONS  
ACADEMY

### **PARENT/STUDENT HANDBOOK 2025-2026**

## **Who to contact:**

### **Covina-Valley Learning Options Academy**

**Available 7:30 a.m to 4:00 p.m.**

#### **◆ Principal**

Rebecca Handzel 626-974-4800  
rhandzel@c-vusd.org

#### **◆ Assistant Principal**

Demitra Christine 626-974-4800  
dchristine@c-vusd.org

#### **◆ Psychologist**

Andrew Peregoy 626-974-4814  
aperegoy@c-vusd.org

#### **◆ Principal Secretary**

Melissa Kone 626-974-4803  
mkone@c-vusd.org

#### **◆ Nurse**

Anna Valenzuela 626-974-4826  
avalenzuela@c-vusd.org

#### **◆ Attendance**

Jessica Rivera 626-974-4811  
jessicarivera@c-vusd.org

#### **◆ Transcripts**

Kathleen Castro 626-974-4824  
kcastro@c-vusd.org

#### **◆ Counseling Concerns & Academic Course Request**

Michelle Lopez 626-974-4827  
michellelopez@c-vusd.org

#### **◆ College and Career Readiness (available 8:45 a.m.-12:30 p.m.)**

Valerie Quiroz 626-974-4830  
vquiroz@c-vusd.org

#### **◆ District Social Worker**

Roxanne Flores 626-974-4800  
rflores@c-vusd.org

#### **◆ Tech Support (TSS)**

Please ask for the TSS help desk at 626-974-7000

**COVINA-VALLEY LEARNING OPTIONS ACADEMY**  
**758 W. Grondahl St.**  
**COVINA, CALIFORNIA**  
**Phone (626) 974-7000 - FAX (626) 974-7032**

Dear C-VLOA Parents and Guardians,

I am pleased to welcome you to the 2025-2026 school year and introduce myself as the Principal of C-VLOA.

At C-VLOA, we value strong, positive relationships with students because we know this foundation prepares our students to become lifelong learners in our rapidly changing, multicultural society. Our mission is to create a culture that emphasizes academic rigor and student learning in an environment that supports each individual's unique emotional, social, and academic needs. C-VLOA focuses on instilling our students with critical thinking skills, a global perspective, and a respect for core values so that they are equipped to tackle academic, personal, and emotional challenges.

Students can also enroll in various CTE pathways, Work Experience, Adult Education, and College Credit courses to earn additional high school and college credits. Many of our students can return to their comprehensive high schools ready to graduate!

**Greetings to Students**

This student handbook is designed to help you and your parents better understand the program of C-VLOA. It is important that you familiarize yourself with the information contained within it. Your success in school depends on you. Your co-operation and initiative determines that success. We sincerely welcome you and hope your experience at C-VLOA will be a successful and meaningful part of your life.

**Greetings to Parents/Guardians**

We welcome your student to C-VLOA and encourage you to play an active role in this relationship. Feel free to contact the school whenever questions, concerns, and/or problems arise. Your input as parents/guardians is a valuable tool in determining and assessing policy procedures and programs.

A meaningful education requires cooperation between parents, students, and the school. It is our intention to make available the most meaningful educational program possible for your child.

*Rebecca Handzel*  
Principal, C-VLOA



## 2025- 2026 BELL SCHEDULE

Primary/Upper Elementary	Mr. Hert	Mr. Hert	Mr. Hert	Mr. Hert
	Group 1 Grade 1	Group 2 Grade 2	Group 3 Grade 3	Group 4 Grade 4
8:30-9:00	Morning Meeting- SEL, Check-in, Attendance	Morning Meeting- SEL, Check-in, Attendance	Morning Meeting- SEL, Check-in, Attendance	Morning Meeting- SEL, Check-in, Attendance
9:00 - 9:30	Synchronous Instruction Group 1	Independent Work Time	Independent Work Time	Independent Work Time
9:30 - 10:00	Independent Work Time	Synchronous Instruction Group 2	Independent Work Time	Independent Work Time
10:00 - 10:30	Break/Independent Work Time	Break/Independent Work Time	Break/Independent Work Time	Break/Independent Work Time
10:30 - 11:00	Independent Work Time	Independent Work Time	Synchronous Instruction Group 3	Independent Work Time
11:00 - 11:30	Independent Work Time	Independent Work Time	Independent Work Time	Synchronous Instruction Group 4
11:30 - 12:00	Independent Work Time	Independent Work Time	Independent Work Time	Independent Work Time
12:00 - 12:35	Lunch	Lunch	Lunch	Lunch
12:35 - 2:30	Independent Work Time	Independent Work Time	Independent Work Time	Independent Work Time

Important Dates	
	10/8, 11/21, 12/17- 12/19 4/3, 6/1- 6/3 *On Minimum Days, students will be assigned independent work from 12:30- 3:50
Minimum Days:	
TK-12 Student Holidays:	8/29, 10/31, 11/24- 11/26, 12/22- 12/24, 12/29- 12/31, 4/7- 4/10
Teacher Professional Development Day- No Students	10/31
Final Exams- High School Only	12/17- 12/19 6/1- 6/3

Upper Elementary/ Middle School	Grades 5-8 - Mrs. Ramos
8:30 - 9:00	Morning Meeting - SEL, Check-in, Attendance
9:00 - 10:30	Independent Work Time Synchronous Instruction Grade 5 (M), Grade 6 (T), Grade 7 (W), Grade 8 (Th)
10:30 - 10:45	Break
10:45 - 12:00	Independent Work Time
12:00 - 12:35	Lunch
12:35 - 2:30	Independent Work Time

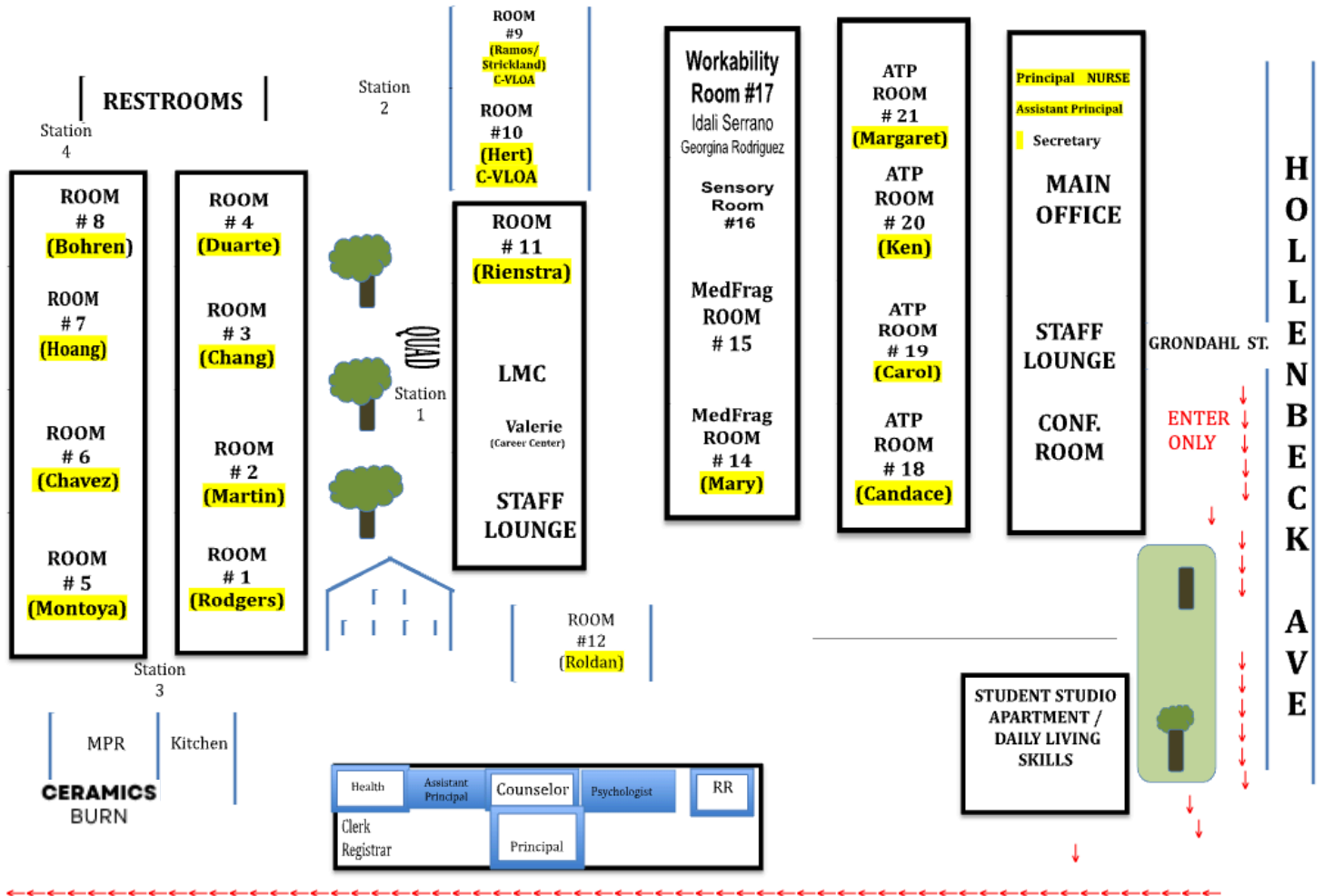
High School Grades 9-12	Mr. Strickland	
8:30 - 9:00	Morning Meeting, SEL, Check-in, Attendance	
9:00 - 10:30	Independent Work Time* 9:00 - 9:30 Grade 9 (M), Grade 10 (T), Grade 11 (W), Grade 12 (Th)	Aceilus monitoring, 1:1, meetings as needed. Intervention groups as Needed
10:30 - 10:45	Break	
10:45 - 12:00	Independent Work Time	Aceilus monitoring, 1:1, meetings as needed. Intervention groups as Needed
12:00 - 12:35	Lunch	
12:35 - 2:00	Independent Work Time	
2:30 - 3:50	Independent Work Time	

## Campus Map

### Fairvalley High School /Adult Transition Program

758 WEST GRONDAHL STREET, COVINA, CA.

(626) 974-4800/(626) 974-4822



**Covina-Valley Unified School District 2024-2025 School Calendar**

August 2024				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

September 2024				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

October 2024				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

November 2024				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

December 2024				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

January 2025				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

February 2025				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

March 2025				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

April 2025				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

May 2025				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

June 2025				
M	T	W	TH	F
F, M	F, M	F, M	**MS / HS MS	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

Instructional Days Taught:			
Sch. Month	TK-5	6-8	9-12
8/21 - 9/13	18	18	18
9/16 - 10/11	20	20	20
10/14 - 11/8	20	20	20
11/11 - 12/6	13	14	14
12/9 - 1/3	10	10	10
1/6 - 1/31	18	18	18
2/3 - 2/28	18	18	18
3/3 - 3/28	20	20	20
3/31 - 4/25	15	15	15
4/28 - 5/23	20	20	20
5/26 - 6/5	8	7	7
<b>Totals</b>	<b>180</b>	<b>180</b>	<b>180</b>

**Holidays for 2024-25**

Sep 2 Labor Day  
 Nov 11 Veterans Day  
 Nov 28 Thanksgiving Day  
 Nov 29 Local Holiday (CSEA)  
 Dec 24 Local Holiday (CSEA)  
 Dec 25 Christmas Day  
 Dec 31 Local Holiday (CSEA)  
 Jan 1 New Year's Day  
 Jan 20 Martin Luther King Day  
 Feb 10 Local Holiday (CSEA)  
 Feb 17 President's Day  
 Apr 11 Spring Holiday (CSEA)  
 May 26 Memorial Day  
 June 19 Juneteenth Day  
**Winter Break**  
 Dec 23, 2024 - Jan 3, 2025  
 (District Office closed)  
**Spring Break**  
 Apr 7-11, 2025

**TK-12th Grade Student Holidays**

8/30, 11/25-27, 12/23, 26-27,  
 30, 1/1-3, 4/7-11  
**\*Teacher Professional Development Day - No Students**  
 1/24 (All TK-12)

**\*\*Teacher Work Day - No Students by Grade Level**  
 ES - 11/22, MS - 6/5, HS - 6/5

**F - Final Exams - High School Only**  
 12/18-20 and 6/2-4

**M - Minimum Days**  
 ES - 12/20 6/4, 6/5 and 2 days  
 TBD  
 MS - 12/20, 6/2-4 and 2 days  
 TBD  
 HS - 2 days TBD

## **School Wide Learner Outcomes P3D**

Students will be:

- Prepared- to be successful in the future, utilizing a strong foundation in reading comprehension, writing and math skills.
- Proficient-in the use of technology.
- Proficient-in research and investigation on both an independent and collaborative basis.
- Developing-a post-secondary educational plan for a successful transition to College and Career.

## **School Services**

### **Counseling**

The counseling and guidance program is an integral part of the total school educational program and is unique in that it begins before the student arrives at C-VLOA. Enrollment begins with a review of the student's transcript, which shows the number of credits accumulated, courses completed and required courses needed. From this, an individual learning program and a sound educational plan will be developed.

A Personal Learning Plan (PLP) is the start of the orientation process. This plan is in continuous development and review as the student progresses through the C-VLOA program. The Personal Learning Plan begins with individual assessment in basic areas and continues to include career choices and development. The program is designed to meet the personal, social, and educational/career needs of the students.

## **Attendance Policies and Procedures**

The Covina-Valley Unified School District believes that regular attendance plays an important role in student achievement. C-VLOA will work with parents/guardians and students to ensure compliance with all state attendance laws and may use appropriate legal means to correct problems of chronic absenteeism and/or trancies, especially when absences threaten to negatively influence the student's educational success.

Education Code Sections 48200, 48269, 48262, and 48267 set forth requirements that a parent, guardian, or other persons having charge of any child shall send the child to school. These sections strictly prohibit truancy, tardiness, and absences from school without an approved excuse. Students are held accountable for days missed from school. They will be required to make up the time lost. Poor attendance may result in a referral to SART, SARB, District Attorney, Probation, or The Department of Children's Services. Poor attendance is also a violation of the schools master agreement and could result in the student being sent back to their comprehensive school site.

## **Clearing Absences**

It is the parent/guardian's responsibility to notify the Attendance office when a student is absent from school by telephone call or written note **within three days of the absence**. Please contact the attendance office at (626) 974-4811. Upon their return to school, students are to clear their absences with the attendance office before their first period class. Absences not cleared within three days will be considered unexcused. If your student will be out, please contact the Attendance Office to arrange for Temporary Independent Study.

## **Excused Absences**

For school purposes an excused absence is one due to illness, quarantine, or medical, dental, and/or optometric services rendered. An absence from school to attend a funeral of an immediate family member or relative for one day in the state or three days outside the state is also considered excused.

## **Unexcused Absence**

For school purposes, an unexcused absence is when the student is out of school for reasons other than an excused absence. Students who are excessively absent may be referred to the C-VLOA Student Attendance Review Team (SART). Subsequent absences may be referred to the C-VUSD Student Attendance Review Board (SARB).

## **Tardiness**

Students are expected to be logged in on time for class. Students that are habitually tardy will be subject to disciplinary action. Please see the C-VLOA Tardy Policy below:

- **Tardy Policy:**  
There are NO EXCUSED TARDIES. If a 15% tardy rate is reached students will be deemed habitually tardy. Students deemed habitually tardy will receive two official notification warning letters in person and by mail. If a student does not correct the problem in a timely manner (4 weeks) and attendance does not improve, students may lose privileges.

## **School Attendance Review Team**

A School Attendance Review Team (SART) meets at the request of the Student Services Administrator when a student's absences, excused or unexcused, become excessive. Parents and students are required to attend this meeting. SART will develop an attendance and/or behavioral contract for the student and parent. Failure to abide by the contract may result in a referral to the School Attendance Review Board.

## **School Attendance Review Board**

The School Attendance Review Board (SARB) meets with students and parents referred by the District Supervisor of Child Welfare and Attendance. The Board consists of members of local Law Enforcement, the District Attorney's Office, a Probation Officer, the Supervisor of Child Welfare and Attendance and other community resources. The Board will determine if the responsibility for poor attendance rests with the parent or the child and make the



appropriate legal referral.

## **Behavioral Guidelines and Expectations**

### **Parking Lot Rules**

1. When coming onto campus for business, please observe all the parking rules.
2. The speed limit in the parking lot is **5 MPH**.
3. All vehicles must be parked within the designated parking lines and headed in the proper direction.
4. All traffic must be in the proper direction. Do NOT drive against the flow of traffic.
5. When exiting the parking lot, observe posted signs and markings.

### **Vehicle Searches**

All vehicles parked in the student lot, on school grounds, or parked adjacent to school grounds for the purpose of arriving to or leaving from school are subject to search by school or police officials when there is a reasonable suspicion of involvement in an unauthorized activity.

### **Dress Code**

Covina-Valley Unified School District actively supports the concept of providing a safe, positive atmosphere on campus to allow all students to excel, to feel physically and emotionally secure, to establish tolerance for everyone, to exercise personal responsibility and good judgment, and to focus on learning. Student dress has been shown to influence behavior and the learning environment. The standards apply to all students, even if they are attending class online.

The only exception is for school-related organizations wearing designated uniforms for a specific purpose. The following policy regarding student attire has been approved by the Board of Education.

1. Students are expected to wear:
  - a. clothing that is hemmed and free from tears, rips, and holes
  - b. clothing that is not revealing (must not show any “private” body parts or undergarments.)
  - c. school and personal property (i.e., notebooks, folders, backpacks, etc.) that are free of graffiti/tagging
  - d. clothing and accessories worn in the manner in which they were designed to be worn
2. Students may not wear, display, or be in possession of clothing and/or accessories that:
  - a. indicate an association with a group (such as taggers), gang, or crew which is determined to be detrimental to the safety and well-being of the school community
  - b. are obscene, sexually explicit, suggestive, or derogatory
  - c. express or advocate violence; express racial, gender, ethnic, or religious messages interpreted by school personnel as negative, derogatory, or inappropriate

- d. promote or advocate the use of drugs, alcohol, tobacco, or intoxicants of any kind
  - e. create a disruption to the safe and orderly operation of the school
3. Hat policy: Hats and headwear that meet all provisions of the C-VLOA Dress Code are allowed with the following exceptions:
- a. hats may not be altered/personal
  - b. hats must be appropriate to the weather; e.g. snow hats, raised sweatshirt hoods, beanies, and knit caps are allowed only during very cold or inclement weather necessitating winter or raincoats
  - c. hair nets, hair trainers, do-rags, and similar head covers are not allowed
  - d. teachers and office staff have the option of requiring that hats be removed indoors

School administrators will make reasonable decisions regarding dress standards that reflect the goal of safety and a positive learning environment. Whenever a student's appearance or dress is in violation of the dress code policy, the student will be given the choice of either contacting someone to bring a change of clothing or wearing a loaner piece of clothing for the remainder of the day.

### **Electronic Communication Devices**

C-VLOA allows student possession or use of electronic communication devices on a school campus; however, it does not assume liability if such devices are damaged, lost, or stolen. All electronic communication devices are to be completely turned off (including any text messaging functions) inside the classroom during the instructional day unless directed by the teacher and/or administrator, as well as during outdoor classes, assemblies, meetings, and other school-day activities. Electronic communication devices may be used in a class if directed by the instructor as part of the instructional activity. Except as otherwise provided in this policy, any use during all other times is strictly prohibited. If such devices are turned on or used without permission, any teacher or administrator has the right to immediately confiscate the device. Additionally, speakers are not allowed on campus and will be confiscated.

### **Personal/School Property**

C-VLOA assumes no responsibility for the loss or theft of personal property. Electronic devices such as cell phones, iPads, etc. are all considered personal property and are the sole responsibility of their owners. The administration will investigate the loss of such personal property at its own discretion, and students are strongly encouraged to leave all such items at home.

### **Items for Sale**

Students are not permitted to sell any items on the C-VLOA campus or at any school-related activities. These items include but are not limited to soda, candy, chips, and homemade snacks etc. Students caught selling will be subject to further disciplinary action.

### **Academic Integrity**

Any student caught cheating will be given a “0” or “F” grade on that particular assignment. Cheating includes but is not limited to copying another student’s test answers, homework, or essay; taking pictures of a test or assignment and sending them to other students; giving answers to a test or homework assignment; plagiarism, which also includes the internet. Any student caught cheating will be subject to disciplinary consequences.

### **Textbooks, 1 to 1 Devices, and Other School Equipment**

Books and other materials or equipment issued to students for home use remain the property of the school district. Additionally, students will be assigned a classroom textbook to be shared with other students in other sections. All materials and equipment must be kept clean, handled carefully, and returned in good condition. Students will be required to pay for the cost of repair or replacement for damaged or lost items. The cost of replacing a classroom textbook for damage or loss will be shared among the students assigned to that textbook. C-VLOA and the Covina-Valley Unified School District have provided our students with their own take-home student device. Students will be loaned a Chromebook/Laptop for use on school-related projects and assignments.

### **Public Displays of Affection**

Public Displays of Affection (PDA) are not acceptable behavior. Students violating the PDA regulation are subject to disciplinary action. This regulation is in effect at all school activities. Students caught in any area of the campus or at a school event engaging in any type of sexual activity and/or lewd/obscene conduct will be subject to further disciplinary consequences, including but not limited to suspension.

### **Bully Prevention Policy**

C-VLOA believes that all students have the right to a safe and healthy school environment. The District, schools, and the community have an obligation to promote mutual respect, tolerance, and acceptance.

C-VLOA will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate or harass another student through words or actions. Such behavior includes direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and verbal, written, or electronic off-campus expression.

C-VLOA expects students and/or staff to immediately report incidents of bullying to Student Services. Staff are expected to immediately intervene when they become aware of a bullying incident. Each complaint of bullying will be promptly investigated. This policy applies to pupils on school grounds, while traveling to and from school, or during a school-sponsored activity. This may also include, but is not limited to, inappropriate use of technology while off campus.

Staff will discuss this policy with their students to assure them that they need not endure any form of bullying. Pupils who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

- Any student who engages in bullying may be subject to disciplinary action up to, and including expulsion.
- Students are expected to immediately report incidents of bullying to staff or administration.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.

### **Fighting**

Fighting is never an acceptable means to resolve conflicts. If a problem exists between or among students, they are encouraged to seek help from the Counseling or Student Services office before the situation escalates to the fighting stage. Both are skilled in conflict resolution and are sensitive to complex issues and situations.

If a fight does occur, both participants may be suspended, regardless of who “threw the first punch.”

Please note: A person cannot claim self-defense if he/she engaged in verbal antagonizing or challenging prior to the physical altercation. Neither can someone claim self-defense if an opportunity was available to get away or seek assistance from school personnel. Just because a person is hit first does not mean that a student has the right to retaliate without disciplinary consequences. Students who are not involved will be expected to clear the fight area, allowing staff and security personnel complete access to the altercation. Any person blocking or obstructing access to an altercation will also face disciplinary action.

### **Pranks/Vandalism**

Vandalism results in the destruction or defacement of property no matter the intent or the degree of damage. Pranks are considered acts of vandalism and will be dealt with as such. Pranks need not be limited solely to property. Participation in pranks/vandalism may jeopardize a senior’s participation in activities, including the graduation ceremony itself.

### **Smoking/Tobacco Products Tobacco-Free**

The Covina-Valley Unified School District is committed to providing a tobacco-free environment and to promoting smoking-cessation programs for its students. This policy shall be disseminated throughout the school district and community by the posting of tobacco-free signs and posters, public announcements at school events and in written communications.

Students are prohibited from smoking or being in possession of tobacco products in any area on campus or adjacent areas, and at all school activities, including events held at the District Field or other off-campus sites. Students are subject to citation by the Covina Police Department. Staff and visitors are also prohibited by law, from smoking on campus or at any school event. This includes vaping. Remember, no smoking is permitted anywhere on campus at any time. If you smoke and would like to quit, the Assistant Principal can refer you to an anti-tobacco program.

### **Illegal Substances**

The actual or attempted sale of, use of, or possession of tobacco, alcohol in any form, controlled substances (including prescription drugs), illegal drugs, substances designed to resemble illegal drugs, or substances purported to be illegal drugs while under the jurisdiction of the school shall be subject to appropriate disciplinary action. Such action may include, but not be limited to, police notification, suspension, and/or expulsion. Students who engage in these activities off campus and who return to school or school-sponsored activities shall be subject to the same sanctions outlined above. A student driver is responsible for any and all illegal substances within the vehicle, no matter who is using or found to be in possession of such substances. Students may not have drug paraphernalia in their possession on campus or at any school-sponsored activity. Paraphernalia includes, but is not limited to, lighters, matches, bongos, roach clips, pipes, syringes, razor blades, and rolling papers. This also includes e-cigarettes and/or vaporizers.

### **Canine Detection Program**

The Covina-Valley Unified School District has partnered with a canine detection agency to bring trained detection dogs to all of our District schools. The canines serve to detect and deter illegal substances through random, unannounced inspections. The non-aggressive, retrieving breeds are trained to detect the presence of drugs, alcohol, and gunpowder-based items. If detected and found, the school administration will initiate the appropriate disciplinary action.

### **Medications**

Students must check in all medications at the Health Office. Under no circumstances may any type of medication be ingested outside of the Health Office. Any exceptions must be cleared three days in advance. If the exceptions are medically related, a doctor's note will be needed at the time of the request.

## **Policies, Procedures, and Discipline**

It is the goal of C-VLOA to provide students with a campus that is relaxed, safe, and secure. In order to accomplish our goal, we need an environment in which teachers can instruct and students can learn with dignity and with safety. Consequently, we need rules and regulations that do not limit the educational process, but enhance it. With the above purpose in mind, we believe the following rules and regulations are necessary.

### **Rules and Regulations (District Guidelines)**

Students are expected to follow all school and classroom rules. It is expected that all students will enter class prepared to learn. Individual students will not be allowed to monopolize or disrupt class time. Teachers will enforce procedures dependent upon individual rule infractions to ensure effective student guidance and discipline.

**Ed. Code Section 48915 states:**

The principal shall recommend a pupil's expulsion for any of the following acts, unless the principal finds, and so reports in writing to the Board of Education, that expulsion is inappropriate, due to a particular circumstance, which shall be set out in the report of the incident:

1. Causing serious physical injury except in self-defense
2. Possession of any firearm, knife, explosive, or other dangerous objects
3. Unlawful sale or use of any controlled substance
4. Robbery or extortion
5. Assault or Battery

**Ed. Code Section 48900 states:**

Students will be warned/counseled, suspended for one to five days, suspended for remainder of school semester, or recommended for expulsion for violating the following acts:

1. Caused, attempted to cause, or threatened to cause physical injury to another person.
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or any other dangerous object.
3. Unlawfully possessed, used, sold or otherwise furnished, or been under the influence of any controlled substance, alcoholic beverage, or an intoxicant of any kind.
4. Committed or attempted to commit robbery or extortion.
5. Caused or attempted to cause damage to school or private property.
6. Stole or attempted to steal school or private property.
7. Possessed or used tobacco of any kind.
8. Committed an obscene act or engaged in habitual profanity or vulgarity.
9. Unlawful possession of, offered, arranged, or negotiated to sell any drug paraphernalia.
10. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
11. Knowingly received stolen school property or private property.
12. Possession of an imitation (replica) of a firearm.

**Ed. Code Sections 48900.2, 48900.3, 48900.4, and 48900.7 states:**

The following behaviors are not allowed and may lead to suspension or expulsion:

Sexual harassment, Hate violence or hate-motivated behavior, Intimidation, threats, or harassment toward other students, groups of students, or school staff. Terrorist threats were made against school officials, school property, or both. These rules apply when the behavior happens:

1. On school grounds
2. While going to or coming from school
3. During lunch (whether on or off campus)
4. At or while traveling to or from any school-sponsored activity.

Our school is dedicated to creating a safe, inclusive, and respectful environment for all students and staff. Any violations of these rules will be taken seriously and addressed according to California law and district policy.

### **C-VLOA Conduct and Behavior**

Violation of the following rules will result in a warning/counseling, suspension from one class period, or one to five days, suspension for the remainder of the semester, involuntary transfer from the C-VLOA campus, or possible recommendation for expulsion:

1. To cause or attempt to cause injury to another.
2. Possession, furnishing, or distribution of drugs, alcohol, or drug paraphernalia.
3. Possession, furnishing, or distribution of firearms, knives, explosives of any kind, or any item that can be deemed a dangerous weapon on campus.
4. Use of a tobacco product on campus.
5. No directed profanity on campus, in classrooms, towards students, teachers or school personnel.
6. C-VLOA is a closed campus. Any person(s) entering or leaving campus must have permission from the office staff.
7. Students who are habitually truant will be referred to the following process:
  - a. School Attendance Review Team (S.A.R.T.) – students are placed on a contract.
  - b. School Attendance Review Board (S.A.R.B.) students are referred to the District Attorney.
- 8.) Gang-related activities, including graffiti: Felt-tip pens, magic markers, spray tips, or spray cans are prohibited on campus.
- 10.) Operating a vehicle on campus: Privileges will be revoked for the following violations:
  - a. Speeding and reckless driving.
  - b. Driving other students without the permission of the principal.
  - c. Students are not permitted to take other students off campus during school hours.

### **Bus Conduct and Behavior**

Appropriate behavior is expected from all students who are entering, traveling on, or exiting the school bus. California Administrative Code 14103 states disorderly conduct on the bus or refusal to submit to the authority of the driver shall be sufficient reason for the pupil to be denied the privilege of bus transportation.

The following actions are prohibited:

1. Disorderly conduct
2. Profanity, obscenity, or vulgarity
3. Smoking or possession of tobacco, drugs, or drug paraphernalia
4. Loud or unnecessary noise
5. Standing, kneeling in the seats
6. Standing, sitting, or walking in the aisle while the bus is in motion
7. Placing body part(s) outside the bus
8. Possession of sharp pointed objects of any kind or marking and writing on the bus
9. Objects thrown out of the bus windows

Covina-Valley Unified School District actively supports the concept of providing a safe, positive atmosphere on campuses in order to allow all students to excel, to feel physically and emotionally secure, to establish tolerance for everyone, to exercise personal responsibility and good judgment, and to focus on learning. Student dress has been shown to influence behavior and the learning environment. The following policy regarding student attire has been approved by the Board of Education.

Student dress or appearance that, in the judgment of school administration, is unsafe, lewd, indecent, obscene, vulgar, promotes use of drugs or alcohol; indicates affiliation with gangs or negative groups; or disrupts the orderly operation of the school shall result in disciplinary action as well as liability for restitution if damages occur.

### **Safe Place to Learn Act**

#### **Ed Code 234 and 234.1**

Covina-Valley Unified School District is committed to maintaining a learning environment that is free from discrimination, harassment, violence, intimidation, and bullying based on actual or perceived characteristics such as disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. All school personnel who witness an act of discrimination, harassment, violence, intimidation, or bullying must take immediate steps to intervene when it is safe to do so. Any student who engages in acts of discrimination, harassment, violence, intimidation, or bullying related to school activity or school attendance occurring within a school of the school district may be subject to disciplinary action up to and including expulsion. To report an incident and/or to receive a copy of the district's



antidiscrimination, anti-harassment, anti-intimidation, and anti-bullying policies, please contact the school principal.

- How to Report Concerns –
  - Call or Text: 626-591-2550
  - Email: [speakup@c-vusd.org](mailto:speakup@c-vusd.org)

## **Transfer Policies**

### **Voluntary Transfer**

A student who has voluntarily transferred to C-VLOA shall have the right to return to their comprehensive high school at the beginning of the school year or new semester with the consent of the principal or his designee.

### **Involuntary Transfer**

Involuntarily transferred students may request a review for the return to their comprehensive high school of residence at the end of each semester.

### **Criteria to Return to a Comprehensive High School**

The District Placement Committee, which is composed of the C-VLOA Principal and Counselor, Supervisor of Child Welfare and Attendance, and Deans or Assistant Principals from the Comprehensive High Schools, will determine whether the transferred student meets the following criteria:

- a. Student and parent or guardian have requested the return to school of residence. All students requesting to return to their school of residence must fill out the form "Application to Return to Comprehensive High School".
- b. Student's academic performance and attendance must be satisfactory.
- c. Students demonstrate a positive attitude and are prepared to make the proper adjustments at the resident high school.

### **Due Process**

This handbook has explained the major disciplinary problem areas and the actions that follow the school rules and regulations. All students are entitled to due process. Procedures are in place that school officials must follow prior to taking appropriate disciplinary action, as well as procedures that students must adhere to. Students are protected under due process. If a parent/guardian or student becomes involved in a situation in which a suspension or expulsion might result, the process will be fully explained to the parties involved.

### **Parents' Right to Know Regarding Teacher Qualifications**

To Parents/Guardians:

Your child is attending a school that receives Title I federal funds through the Elementary and Secondary Education Act (ESEA). At the beginning of each school year, local educational agencies receiving Title I funds are required to notify parents whose student(s) attend a Title I school that they may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum:

1. Whether the student's teacher:
  - Has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
  - Is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
  - Is teaching in the field of discipline of the certification of the teacher.
2. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you would like this information, please contact Michele Doll, Ed.D. at (626) 974-7000.

### **C-VLOA 2025-2026 Title I, Part A School-Parent Compact**

The Covina-Valley Learning Options Academy and the parents of the students participating in activities, services, and programs funded by Title I, Part A, agree that the School-Parent Compact outlines how the parents, the entire school staff, and the students will share in the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high academic standards.

It is important that families and schools work together to help students achieve high academic standards. Through a process that includes teachers, families, students, and community representatives, the following are agreed-upon roles and responsibilities that we, as partners, will carry out to support student success in school and life.

#### **School's Responsibilities:**

Provide high-quality curriculum and instruction.

- Endeavor to motivate our students to learn.
- Have high expectations and help every child develop a love of learning.
- Communicate regularly with families about student progress.
- Provide a warm, safe, and caring learning environment.
- Provide meaningful, daily homework assignments to reinforce and extend learning.
- Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community.
- Actively participate in collaborative decision-making and consistently work with families and my school colleagues to make schools accessible and welcoming places for families, which helps each student achieve the school's high academic standards.

- Communicate respectfully with students, staff, and families.
- Create opportunities for access to staff to discuss student progress and opportunities to volunteer, participate in, and observe the educational program.

#### **Student's Responsibilities:**

- Come to school on time, ready to learn and work hard.
- Bring necessary materials, completed assignments, and homework.
- Know and follow school and class rules.
- Ask for help when needed.
- Communicate regularly with parents and teachers about school experiences so that they can help.
- Respect the school, classmates, staff, and families.

#### **Parents'/Family Responsibilities:**

- Provide a quiet time and place for homework and monitor TV viewing/technology use/Social Media.
- Read with your child or encourage your child to read every day (20 minutes K-2, and 30 minutes for grades 3-5).
- Communicate with the teacher or the school when you have a concern.
- Ensure that your child attends school every day on time and gets adequate sleep, regular medical attention, and proper nutrition.
- Regularly monitor your child's progress in school.
- Participate at school in activities such as school decision-making, volunteering, and/or attending parent events.
- Communicate the importance of education and learning to your child.
- Communicate respectfully with staff, students, and other parents at the school.

This Compact was established by *Covina-Valley Learning Options Academy* on 08/27/2024 and will be in effect for the 2025-2026 school year. The school will distribute the Compact annually to all parents and family members of students participating in the Title I, Part A program.

### **Covina-Valley Learning Options Academy**

#### **Title I, Part A School-Parent Involvement Policy 2025-2026**

C-VLOA has developed a written Title I, Part A parental involvement policy with input from Title I, Part A parents. An annual meeting is held within the first two months of school to gather input on the policy. The school has distributed the policy to parents of Title I, Part A students by sending it home with students for signatures, along with the Family/School Partnership Compact. The school's policy describes the means for carrying out the following Title I, Part A parental involvement requirements:

#### **Involvement of Parents in the Title I, Part A Program**

C-VLOA does the following practices to support parental involvement:

- Convenes an annual meeting to inform parents about Title I, Part A requirements and about the rights of parents to be involved in the Title I, Part A program. Parents of Title I, Part A students are notified in English and in Spanish of the date and time of the annual meeting in conjunction with the school's Back-to-School Night.
- Offers a flexible number of meetings for Title I, Part A parents, such as meetings in the morning and evening to accommodate parents' schedules.
- Involves parents of Title I, Part A students in an organized, ongoing, and timely way in the planning, review, and improvement of the school's Title I, Part A programs and the Title I, Part A parental involvement policy. Parents of Title I, Part A students continue to be informed and involved through organized, ongoing, and timely School Site Council meetings. The policy is reviewed in the annual review of the Single Plan for Student Achievement and updated periodically to meet changing needs of parents and the school.
- Provides parents of Title I, Part A students with an explanation of the curriculum used at the school, assessments used to measure student progress, and the proficiency levels students are expected to meet. Parents will receive information about the curriculum, the program, and student expectations. They will also be instructed on how to provide input to the School Site Council. Parents of Title I, Part A students will receive oral and written communication regarding student academic performance through phone calls, emails, Back-to-School Night, Family Nights, conferences, trimester report cards, and SARC. State testing results will be sent home via the mail.
- If requested, provides parents of Title I, Part A students with opportunities for regular meetings that allow the parents to participate in decisions relating to the education of their children. Parents are offered the opportunity to attend the regular Title I, Part A meetings and/or to receive information via the School Site Council at its regularly held meetings.

### **School-Parent Compact**

C-VLOA has jointly developed and distributed to parents of Title I, Part A students a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. The compact describes specific ways the school and parents will partner to help children achieve the state's high academic standards. The school-parent compact addresses the following items:

- The school's responsibility is to provide a high-quality curriculum and instruction.
- The ways parents will be responsible for supporting their children's learning.
- The importance of ongoing communication between parents and teachers through, at a minimum, annual parent-teacher conferences; frequent reports on student progress;

access to staff; opportunities for parents to volunteer and participate in their child's class; and opportunities to observe classroom activities.

The school developed the policy with Title I, Part A parent input garnered through the Annual Title I, Part A Parent Meeting and School Site Council. The school distributes the policy to Title I, Part A parents by sending it home with students for signatures. Parents may have access to staff at any time to discuss student progress.

### **Building Capacity for Involvement**

C-VLOA engages Title I, Part A parents in meaningful interactions with the school. The Compact supports a partnership among staff, parents, and the community to improve student academic achievement. To help reach these goals, the school established the following practices:

- Assists Title I, Part A parents in understanding the state's academic content standards, assessments, and how to monitor and improve the achievement of their children. Copies of content standards are provided to parents in English and in Spanish. Assessment data is reviewed at Back-to-School Night, Family Nights, and during conferences. Teachers send home notices to parents regarding ways to monitor and improve student achievement.
- Provides materials and training to help Title I, Part A parents work with their children to improve their children's achievement. Materials and training for parents are provided at Back-to-School Night, Family Nights, Parent and Child events (PAC), and before, during, and after school meetings.
- Educates staff members, with the assistance of Title I parents, in the value of parent contributions and in how to work with parents as equal partners. The principal provides information and training to the staff each fall on the value of parents as partners in their child's education.
- Coordinates and integrates the Title I, Part A parental involvement program with other programs, and conducts other activities, such as parent resource centers, to encourage and support parents in more fully participating in the education of their children. Programs are coordinated and aligned through the collaboration of the EL Parent Group, PTA, SSC, and ELAC.
- Distributes information to Title I, Part A parents related to school and parent programs, meetings, and other activities in a format and language that the parents understand. All school information is distributed in English and in Spanish.
- Provides support for parental involvement activities requested by Title I, Part A parents. Parental involvement activities are incorporated into the Single Plan for Student Achievement and evaluated annually.

### **Accessibility**

C-VLOA provides opportunities for the participation of all Title I, Part A parents, including parents with limited English proficiency, parents with disabilities, and parents of migratory students. This includes providing information and school reports in a format and language that parents understand. All parents receive notification in English and in Spanish and are encouraged to attend school-wide parent education activities. Accommodations are available to assist physically handicapped parents, and translation in Spanish is provided at all parent meetings. Child care is often available at parent outreach meetings.



**Welcome to the Covina-Valley Council of PTAs' page!**

The Covina-Valley Council of PTAs is aligned with the National PTA mission which is "Every Child. One Voice." and California State PTA's mission which is to positively impact the lives of all children and families.

We are thrilled to share with you that this year, we have chartered a new PTSA unit at our Fairvalley High School. Welcome, Fairvalley High School PTSA. Please, help us support our newest unit, and become a PTA member there!

All of our 16 PTA/PTSA units and council are very active and are strong advocates for all of our children throughout the district. Our amazing and dedicated volunteers work behind the scenes, hand in hand with their schools on a daily basis to find out the best possible ways to support and connect with our students and community.

The Covina-Valley Council of PTAs oversees these 16 individual PTAs/PTSAs in our district with approximately 150 volunteers serving on individual units. We are a part of the First District PTA which oversees councils and out-of-council units that span from Burbank to Pomona, with approximately 240 schools total.

As of January, we currently stand at 6,458 PTA members, which is 88% of our 7,300 membership goal for the 2024-2025 school year. Our membership theme is "Membership is the key." We wholeheartedly appreciate the support of the whole Covina-Valley community. The support of our teachers, staff, and administration is truly phenomenal. We feel really blessed to be able to serve and support the needs of all of our students in our district.

If you have any questions or want to reach out to us, please email us at: [covinavalleycouncilpta@gmail.com](mailto:covinavalleycouncilpta@gmail.com) and a board member will be happy to connect with you.