

Lovell High School



Parent/ Student Handbook 2017-2018

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The following information is available in the front office:

- **Uniform Complaint Procedure**
- **Williams’s Settlement Complaint Procedures**
- **Sexual Orientation Harassment Policy**
- **Non- Discrimination Policy**

Cutler-Orosi Joint Unified School District

School Board Members

Name	Position	E-mail
Edwardo “Eddie” Valero	Board President	evalero@cojused.org
Mary Helen Espino	Board Vice President	mhespino@cojused.org
Lloyd McClard	Board Clerk	lmclard@cojused.org
Sandra Williams	Trustee	smwilliams@cojused.org
Marisol Rubalcaba	Trustee	mrubalcaba@cojused.org
Rebecca Jimenez	Trustee	rejimenez@cojused.org
Sarah Herrera	Trustee	saherrera@cojused.org

District Office Leadership

Name	Position	E-mail
Yolanda Valdez	Superintendent	YValdez@cojused.org
Craig Drennan	Assistant Superintendent	CBDrennan@cojused.org
Tanya Goosev	Assistant Superintendent	tgoosev@cojused.org
Faith Price	C.F. O.	FPrice@cojused.org
Gabriela Guzman	Director—Community Services and Categorical Programs	gmedina@cojused.org
Lisa Castillo	Director—College and Career Readiness	LCastillo@cojused.org
Gary Sanchez	Director—Special Services	GHSanchez@cojused.org
Ray Quintana	Director--Technology	rquintana@cojused.org
Bryan Miller	Director—Food Services	BMiller@cojused.org
Raffi Soghomonian	Director—M.O.T.	RKSoghomonian@cojused.org

Alternative High School Staff

Site Administration

Name	Position	E-mail
Mr. Robert Gonzales	Alternative Ed. Administrator	rgonzales@cojUSD.org
Ms. Josefina Rangel Trevino	Learning Director	jrtrevino@cojUSD.org
Evelyn Reyna	Secretary - Lovell	evreyna@cojUSD.org
Olivia Reyna-Ramirez	School Psychologist	olramirez-reyna@cojUSD.org

Lovell High School Staff

Name	Position	Email
Mrs. Sonia Williams	Math	swilliams@cojUSD.org
Ms. Julia Robles	English	jmedina@cojUSD.org
Mr. Tom Hosler	Science	tehosler@cojUSD.org
Mrs. Karen Stuart	Social Science	karen@cojUSD.org
Mr. Tim Diaz	English/Read 180/PE	tdiaz@cojUSD.org
Mr. Jose Palafox	Bilingual Instructional Aide	jopalafox@cojUSD.org
Mr. Roland Rico	Campus Security	rrico@cojUSD.org

Esperanza

Name	Position	Email
Mr. Leo Obrero	Teacher	lobrero@cojUSD.org
Mrs. Jeryll Reed	Teacher	jreed@cojUSD.org
Mrs. Ligia Franco	Teacher	lfranco@cojUSD.org
Ms. Kelly Johnson	Behavior Intervention Aide	kjohnsonlhs@cojUSD.org
Mrs. Dee Echavarria	Esperanza Clerk	dechavarria@cojUSD.org

Community Day School

Name	Position	Email
Mr. Phillips	All Subjects grades 7 th -12 th	stphillips@cojUSD.org
Mrs. Jeannette Pena	Bilingual Instructional Aide	japena@cojUSD.org

Custodial Staff

Name	Position	Email
Mr. Ruben Roman	Lead Custodian	rroman@cojUSD.org
Mr. Kyle Evert	Night Custodian	

Mission Statement:

Cutler-Orosi Joint Unified Alternative Schools offer a challenging learning environment that is safe, secure, and accepting of all learners.

Lovell PBIS Expectations:

PAWS

P~ Problem Solve

A~ Act Responsibly

W~ Make Wise Decisions

S~ Show School Spirit

Expected School Wide Learning Results

Lovell students will show school spirit by problem solving, acting responsibly, and making wise decisions by behaving as:

- An Effective Communicator that can:
 1. Read and speak in a clear reflective manner
 2. Consider different points of view
 3. Work successfully and collaboratively with others to be problem solvers
- A Self-Directed Learner who:
 1. Is competent in reading, writing and mathematics and have passed the necessary exit exams to be a high school graduate
 2. Can make informed decisions regarding education, career and life options
- A Lifelong Learner who:
 1. Has a strong work ethic and can produce high quality work
 2. Can recognize the value and practice of appropriate workplace etiquette
- A Responsible Citizens who:
 1. Will develop strong skills in honesty, morality, fairness, tolerance and respect
 2. Is self-aware and makes positive choices for their own future
 3. Has a good understanding of their role in a global society

Lovell High School Bell Schedule

2017-2018

Regular Schedule

Instructional Minutes

Bell Rings	7:55	
1 st Period	8:00 – 8:45	45 min
2 nd Period	8:47 – 9:32	45 min
Break	9:32 – 9:42	10 min
3 rd Period	9:44 – 10:29	45 min
4 th Period	10:31 – 11:16	45 min
5 th Period	11:18 – 12:03	45 min
Lunch	12:03 – 12:23	20 min
6 th Period	12:25 – 1:10	45 min
7 th Period	1:12 – 2:00	48 min

Bus pick up 2:00

Wednesday/Late Start

Bell Rings	9:20	
1 st Period	9:25 – 9:54	29 min
2 nd Period	9:56 – 10:25	29 min
Break	10:25 – 10:35	10 min
3 rd Period	10:37 – 11:06	29 min
4 th Period	11:08 – 11:37	29 min
5 th Period	11:39 – 12:08	29 min
Lunch	12:08 – 12:28	20 min
6 th Period	12:30 – 12:59	29 min
7 th Period	1:01 – 1:30	29 min
8 th Period	1:32 – 2:00	28 min

Minimum Day

Bell Rings	7:55	
1 st Period	8:00 – 8:30	30 min
2 nd Period	8:32 – 9:02	30 min
Brunch	9:02 – 9:12	10 min
3 rd Period	9:14 – 9:44	30 min
4 th Period	9:46 – 10:16	30 min
5 th Period	10:18 – 10:48	30 min
6 th Period	10:50 – 11:25	35 min
Lunch	11:25 – 11:45	20 min
7 th Period	11:47 – 12:17	30 min

Bus Pick up @ 12:17

**Community Day School Bell Schedule
Regular Schedule**

2017 – 2018

Instructional Minutes

1 st Period	7:30 – 8:20	English	50 min
2 nd Period	8:20 – 9:10	English	50 min
Brunch	9:10 – 9:20	Brunch	10 min
3 rd Period	9:20 – 10:10	Math	50 min
4 th Period	10:10 – 11:00	Social Studies	50 min
5 th Period	11:00 – 11:50	Science	50 min
6 th Period	11:50 – 12:30	Elective	40 min
Lunch	12:30 – 12:50	Lunch	20 min
7 th Period	12:50 – 1:30	PE	40 min
8 th Period	1:30 – 2:10	Fine Art	40 min

Van pick up 2:10

Foggy Day Schedule

1 st Period	9:00 – 9:45	English	45 min
2 nd Period	9:45 – 10:30	English	45 min
Brunch	10:30 – 10:40	Brunch	10 min
3 rd Period	10:40 – 11:25	Math	45 min
4 th Period	11:25 – 12:10	Social Studies	45 min
5 th Period	12:10 – 12:55	Science	45 min
6 th Period	12:55 – 1:40	Elective	45 min
Lunch	1:40 – 2:00	Lunch	20 min
7 th Period	2:00 – 2:45	PE	45 min
8 th Period	2:45 – 3:30	Fine Art	45min

Van Pick up @ 3:30

FOG DELAY SCHEDULE

When foggy weather impairs visibility, Cutler-Orosi Joint Unified School District will not operate school buses. There will be a delay in the transportation schedule, only bus transportation will be delayed two (2) hours.

PROCEDURES FOR CLEARING STUDENT ABSENCES

Attendance is an important part of student academic success. When a student must miss a day or more of school, please follow these procedures:

Parents

Please call our Lovell school office at (559) 528-4703 or Esperanza at (559) 528-3647:

- To verify the absence on the day of the absence
- To secure permission for a student to leave campus for an appointment
- If you have questions concerning your students absence or academic progress

Attendance: State Law requires persons under the age of 18 to attend school daily. Illness, medical appointments, a death in the family, an order to appear in court or a religious event are the only excusable reasons for being absent from school. The law requires your parent or guardian to provide the school a Medical note or court verification to verify the reason for your absence. The law requires your parent/guardian to notify the school for any other absence as well. An automated dialer will call home in the event your student is absent from a school period during the day.

All Students without proper parental clearance (Call in to the office) within 24 hours of the students return will receive an unexcused absence. Four unexcused absences will result in a truancy letter (SARB) and the initiation of the SARB process.

All absences must be cleared within a three day period from the date the absence occurred. We can only clear absences up to a week after the date of the absence (Depending on individual situation) if a student is absent, a doctor's note will be requested to clear the absence.

An automated dialer (School Messenger) will call your primary phone number in the event that your child is marked absent in one or more class periods that day. If you are unaware or have any questions concerning an absence, please call the school to ask about the absence.

We wish to keep you informed at all times of your student's absences with a phone call. If the absences are excessive, a School Attendance Review Board (SARB) letter will be sent home informing you of your student's attendance.

Teachers may indicate on the progress or report card that absences and or tardies are affecting your student's grade in class.

Please call Lovell High School Secretary for both Lovell and CDS students, Evelyn Reyna with any attendance questions or concerns you may have at (559) 528-4703.

For Esperanza students, please contact Dee Echavarria, clerk at: (559) 528-3647.
Having positive daily attendance is important to the success of your student.

Orientation: In order to register and attend any Cutler-Orosi School, you must fill out the district school registration packet before any classes can be assigned and a class schedule given. Next, it is required to meet with the principal or designee to orient the student to the program.

Warranted Release: (make-up work permitted) Parents must notify the school prior to the absence and obtain administrator approval. Please review the COJUSD Student Conduct Handbook for more information.

Excessive Absences:

If at any time a student's attendance issue prevents him/her from succeeding in school, the student may be classified as habitually truant and referred to the Cutler-Orosi Joint Unified School Attendance Review board (SARB) by a school administrator. These hearings involve the student, parents, and school in a legal action designed to improve the attendance of a student.

Truancy and Tardies:

An absence is a truant/cut when a student is absent from school without parent knowledge and or prior permission. Note: When a student arrives to any class more than 29 minutes late, this is considered an absence/and or cut.

Make-up work: It is the student's responsibility to request makeup work after returning from an excused or unexcused verified absence. This must be done without delay to avoid penalty. Teachers will allow students one day for each day missed to complete assignments after an excused absence so the grade will not be lowered as a result of incomplete work.

SARB (School Attendance Review Board): If a student's attendance or behavior needs improvement, parents or guardians are requested to appear before the School Attendance Review Board (SARB). SARB is specifically charged with finding solutions to unresolved student attendance and discipline problems by bringing together representatives from Student Services, Probation, Law Enforcement, Community representatives and others who serve on the board. SARB will work with parents or guardians in an attempt to understand why students are experiencing attendance and/or behavior problems, and serve as a vehicle to attempt to find a solution to the problem. When solutions are determined, the student and parent(s) will agree to an attendance and/or behavior contract that will be monitored and enforced.

SARB Process: Please refer to Cutler-Orosi Policy Handbook.

Attendance and Activities: Students must be present at least 50% of their scheduled courses per day to participate in any co/extracurricular activities (e.g., games, dances, field trips, band trips, etc.) Unless the school period of absence is verified by a doctor or court, the student is participating in a school-sponsored activity, or the student and parent have received prior administrative approval. Any note from a doctor/court must indicate the time of which the visit occurred. The visit must take place during the period of which the student was absent.

Leaving School: Students are not to leave campus during the day except with parent permission and a PERMIT TO LEAVE campus provided by the front office. A student who leaves campus ANY TIME during the school day without a “Permit to Leave” cannot receive an excused absence. Students may not call home to be picked up unless permission by office or administration is authorized.

Hall Passes: Lovell Students must have a hall pass signed by their immediate teacher in order to be out of class for any time or reason. Students will be monitored by campus security.

Student attendance is important for academic success. If a student needs to miss class for any reason, please follow the outlined procedures below. Parents and Guardians must call the Main Office at Lovell (559) 528-4703 or Esperanza (559) 528-3647.

1. Verify the reason for the absence on the day the absence occurs.
2. Secure permission for your student to leave campus for any necessary appointment.
3. To review your child’s attendance or for any other concerns that may arise.

BEHAVIOR AND DISCIPLINE

Rules and Procedures to ensure equitable school discipline:

Gang-related affiliation, behavior, and activities will not be tolerated. Schools are Gang-free zones and such behavior will result in a warning, possible suspension, expulsion, referral to SARB, as well as being referred to the Tulare County Sheriff’s Gang Task Force. In addition to a phone call home to discuss concerns, a letter will be sent to parents detailing the concerns of the schools regarding the student’s suspected gang behavior.

Hate-motivated behavior will not be tolerated and is subject to disciplinary action, including suspension, expulsion, and school transfer.

Inappropriate display of affection will not be tolerated and is subject to parent notification and discipline. Continued inappropriate behavior may result in suspension.

Bringing Inappropriate Items to School:

There are some items a student must not bring to school because they are dangerous to the student and to others. In addition, there are items which interfere with the rights of others to learn and must not be brought to school. Some of these items include, but is not limited to: fireworks, firecrackers, stink bombs, lighters, matches, handcuffs, chains, permanent markers, pills and medicine, pets, MP3 players, IPODs, and other electronic devices. In addition, the student may not bring pocket knives, toys, games (including cards, marbles, and dice), sunflower seeds, soda and other drinks brought in to campus (Principals Discretion) as well as candy, gum, tobacco products, water guns and water balloons, guns, look alike guns, pepper spray, live ammunition, laser pointers or any other dangerous objects as defined by the school principal. Dangerous or illegal items will be confiscated in addition to discipline consequences. The District is not responsible for the loss of personal items brought to school.

C. Cell Phones:

Cell phones are not allowed during class time. Teachers will confiscate the phone if students are not following school rules and return on first offense to student. On-going cell phone abuse will result in parents having to retrieve the phone from office or principal. Further discipline consequences will be assigned for continued disruption to the learning environment.

D. Student Dress Code:

The Education Code states that student apparel must not interfere with the education process or cause a safety hazard. All clothing should be worn in good taste and be clean. The district dress code applies to all school activities anywhere in the district, including games and dances, before, during, and after school.

See-through shirts or blouses, large mesh shirts, half shirts, spaghetti straps, sleeveless, oversized or undergarment tee shirts, ragged tee shirts, torn jeans, tube tops; halter tops, or revealing tank tops.

- Shirts or blouses revealing bare midriffs;
- Shirts or blouses that are low cut and/or revealing;
- Tank top straps must be two inches wide. One shirt by itself must have 2” shoulder straps not a combination of shirts.
- Any shirt or blouse where cleavage is visible will be considered low cut.
- Hats, except for school approved activities that require full-brimmed hats for health. Athletic hats must be worn with the bill facing forward and worn only during athletic events. No hats or caps of any kind are allowed to be worn indoors.
- Clothing with profane or inappropriate sayings or pictures with alcohol, drugs, or tobacco promotions and/or pictures, or Old English writing; only school or community jerseys are permitted. Jackets and other apparel including lanyards depicting professional sports teams shall not be worn. "In memory" shirts shall not be worn.

- Inappropriate footwear, including heeled shoes or flip-flops, beachwear type flip-flops, bed slippers or sandals/heels without heel straps are not permitted.
- Gang-type clothing, haircuts/fashion, and accessories including, but not limited to gang colors, shaved lines through eyebrows, baggy pants, baggy shorts with long socks, gang type belts/buckles or jewelry, may not be worn by identified gang members or associates.
- Sagging pants where underwear is visible, excessively baggy or oversized pants or shorts are not allowed. Oversized clothing that presents a safety concern or reflect a gang-style image is not acceptable. Solid Red, Blue, or Brown shirts are not allowed.
- Jackets or other apparel depicting colleges or universities are acceptable unless such team designations are associated with gangs or otherwise conflict with the standards for acceptable apparel. (See District Handbook for more details)

If school officials have concerns about the student's suspected gang behavior, you will be contacted by a site administrator and a letter will be sent home notifying parents of the concern and any additional restrictions that may be enforced. These measures are to show that we are a gang free zone and wish to keep all students safe as well as show neutrality as much as possible.

Profanity is offensive to others and will not be tolerated on any area of campus, including classrooms or on the school bus.

Lovell High School is a place where students learn, arrive on time prepared to work, dress and behave in a respectful manner.

Driving Policies

All students driving to school must present a driver's license and proof of insurance to the school secretary. Students will not be permitted to leave campus with a driver unless advance parent permission is given to school office staff.

CREDITS/GRADES

Grades: 5 points is equal to the completion of one class. If 10 or more credits are required, you must complete the remainder to get full credits for the course. Students may receive an NC-No Credit, Passing or grades A-C on final transcripts.

If a student completes the credits but has not completed the listed requirements for receiving a high school diploma, then a degree of "Completion" is given.

Report Card/Progress Reports: Report cards are mailed home at the end of each term. Progress Reports and Parent Report Card Nights are held twice a year at the end of each semester. Parents and/or guardians may request more updated reports as needed.

After School: Students are provided the opportunity to attain extra credit or credit recovery during the After School Programs including; enrichment, sports, extra credit and SCICON are all offered.

Cyber High: Students will be provided an account for Cyber High, which is a computer based program available on-line. Students may work on assigned courses during a scheduled class, during lunch, before and/or after school, in addition to working at home on their home computers/devices.

Testing: Each spring we administer mandatory tests including the California Assessment of Student Performance and Progress (CAASPP). These tests cover English Language Arts and Mathematics for 11th grade students and Science for 10th grade students. Students must be present during their scheduled test period and announcements will be made in advance. Other pertinent exams or tests may be given; parents and students will be notified beforehand.

It is important that we recognize the significance of state exams and the impact that the scores have on each student, the school, and our district. Teachers have worked hard to prepare the students therefore it is important to make sure your student attends. Students are encouraged to take each test seriously and to do their very best on each test section. Please note that attendance during the testing time period is very important since any test that students do not take will have a negative impact on their scores and subsequent “make-up dates” will have to be scheduled.

Students not meeting this standard each year will be required to successfully complete an intervention activity. Possible intervention activities include:

- A summer school academic class
- Additional reading and math intervention classes
- After school and during school tutoring

California High School Proficiency Exam (CHSPE):

The California High School Proficiency Exam (CHSPE) is a voluntary test that assesses proficiency in basic reading, writing and mathematics skills taught in public schools. The test is given in English only. **You may take the CHSPE only if you meet one of the following requirements on the test date:**

1. **You are at least 16 years old**
2. **You have completed at least one academic year of the tenth grade or you are enrolled in the second semester of tenth grade.**
3. **For additional information about the CHSPE and when it is offered go to the following website: www.cde.ca.gov/statetests/chspe**

***Please note: The CHSPE will not serve the same function as a diploma to gain entry into any US Armed Forces. Military recruitment will not accept a passing score on the CHSPE in lieu of a high school diploma.**

Counseling and Guidance:

The site Alternative Education Administrator, Learning Director, and/or counselor routinely meet with all students to ensure their academic, career and personal planning goals are being met. There is also mental health counseling as well as drug and alcohol counseling.

Scholarships: Scholarship information is also available through our leadership classes, Mrs. Stuart, the site counselor, and as administration.

GRADUATION REQUIREMENTS

Earning a diploma from Lovell High School/Esperanza requires the following:

1. Successful completion of 200 credits for students graduating during the 2017 or 2018 school year. Students graduating 2019 will be required to take and pass 220 credits.
2. All graduating requirements including but not limited to senior defense, etc.

Cutler-Orosi Joint Unified School District Graduation Requirements for Alternative High Schools

Subject		Credits
English		40
Math	(Required: Math 1)	30
Science	(Required: Physical 10, Biology 10)	20
Social Science	(Required: World Hist. US Hist., Civics, Economics)	30
Foreign Lang./Fine Arts		10
Physical Education		20
Electives	2017 and 2018 graduates	50
Electives	2019 graduates +	70
Total	2017 and 2018 graduates	200
Total	2019 + graduates +	220

2017 Incoming tenth graders will start the new configuration of 70 elective credits

Graduation Requirements:

In order to participate in the graduation ceremony, seniors must meet the following:

- 1). Attend School Regularly at least 90%
- 2). Complete senior defense requirements
- 3). Positive Discipline

Debts must be paid in order to receive your diploma

Graduation Ceremony Rules:

- Diploma: Diplomas will be issued from the last school attended.
- Practice: Morning practice the day of graduation is mandatory
- Citizenship: Good Citizenship must be maintained during the ceremony. No gum allowed. Anyone under the influence of alcohol or drugs before or during the ceremony will be removed from the ceremony. Students are checked for firecrackers, lighters, beach balls, balloons, noise makers, liquid string, laser pointers, and other contraband items when they arrive at the staging area
- Dress Code: Safe, appropriate footwear is required; no sunglasses; no flowers or other adornments. The tassel is worn over the right eye until the end of the ceremony.

Balloons: Balloons are not allowed in the auditorium during the commencement.

Calendar of Events 2017-2018

First Semester

July 4 th , 2017	Fourth of July
August 1 st -12 th	New Student/Parent Orientation
August 15 th	First day of school
August 30 th	Back to School Night
September 4 th	Labor Day
September 7 th	CDS back to School night
September	CELDT Testing window opens
October 6 th	End of Quarter One
October 18 th	Report Card Night, Lovell 5:00-6:30
October 19 th	Report Card Night, CDS 3:00-5:30
November 10 th	Veterans Day observed (no school)
November 20 th -24 th	Thanksgiving Break
December 16 th	End of Quarter Two/First Semester
December 18 th -Jan 5 th 2017	Winter break

SECOND SEMESTER

January 8 th	Second Semester Begins
January 15 th	Martin Luther King Day
February 12 th	Lincoln's Birthday
Feb 1 st -May 27 th	Physical Fitness Test Window
February 19 th	Presidents Day
March 16 th	End of Third Quarter
March 20 th	Report Card Night, Lovell
March 21 th	Report Card Night, CDS
March 26 th -30 th	Spring Break
April 16 th -May 25 th	CAASPP Testing Window
May 28 th	Memorial Day
June 5 th	Lovell High School Graduation
June 7 th	Last Day of School, End of Fourth Quarter and Second Semester
June 12 th - July 13.....	Summer School Window

Other Important Telephone Numbers for your Information

- Robert Gonzales, Alternative Education Administrator..... (559) 528-4703, ext. 6001
- Ms. Josefina Trevino Learning Director..... (559) 528-4703, ext. 6103
- Evelyn Reyna, Secretary, General School Information..... (559) 528-4703, ext. 6002
- Olivia Ramirez-Reyna, Psychologist..... (559) 528-4703, ext 6202
- Tulare Sheriff Sub Station..... (559) 591-3939
- Cutler-Orosi Transportation (559) 528-3831
- TCAP Tulare County Auto Transit (800) 431-9711

Student Referral to Lovell

A student referred to Lovell is done by a referral process and a transfer committee review team which meets quarterly to review possible transfers. The student referral is based on individual student need. Students may be referred for lack of credits or through the SARB process.

Students wanting to return to the Comprehensive High School

Students who have met the required credits may petition to return to the comprehensive high school prior to the end of the first semester (January) or at the end of the school year (June). The criteria for returning to Orosi High School is to:

- Have the necessary credits to be eligible to graduate on time with their class.
- Have the required attendance including excused and unexcused absences for the receiving site.
- Have a positive behavior/attitude and no major disciplinary infractions.
- Have been reviewed by the transfer committee at both the receiving and attending school.

Please remember, our job is to assist you in graduating all students with a high school diploma. We are here to serve you. Please come to school ready to learn, recover credits in a timely manner, and show respect to your teachers and staff.

Have a wonderful school year!

Robert Gonzales,
Alternative Education Administrator