

# *South Hills High School*



*Student Handbook  
2023 - 2024*

# South Hills High School 2023-2024 Student Handbook

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To make sure students get the support we need, please take a moment to complete the form by clicking on the "[CLICK HERE](#)" link. Your participation means a lot to us and will help all the students in our district. Thank you for being a part of this important effort!

**Attendance Policies and Procedures**

The Covina-Valley Unified School District believes that regular attendance plays an important role in student achievement. South Hills High School 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.

**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) 974-6200. An absence that is not cleared within three days will be considered unexcused. **All unexcused absences must be cleared through Saturday School.**

If your student will be out for five or more school days, please contact the Attendance Office to arrange for Temporary Independent Study.

**Tardiness**

Students are expected to be on time to class. If detained by a teacher, the student should ask the teacher for a pass. Students who are late to class without a satisfactory excuse will be given an excused tardy by their teachers. Students that are habitually tardy will be subject to disciplinary action. Please see the South Hills High School Tardy Policy below:

- Students will be marked tardy if they are not in class when the tardy bell rings.
- Students are expected to remain in the classroom for the first and last 10 minutes of each period.
- Students must have a visible pass every time they leave the classroom.

Action	Consequence
1 <sup>st</sup> - 3 <sup>rd</sup> Tardy in a Week	<ul style="list-style-type: none"> <li>● Teacher marks student tardy and advises student</li> </ul>
4 <sup>th</sup> Tardy <b>or</b> 3 Tardies in One Class in a Week	<ul style="list-style-type: none"> <li>● Teacher marks student tardy and advises student</li> <li>● Parent contact</li> <li>● Student is assigned Lunch Detention</li> <li>● If student does not serve detention, they will be assigned Saturday School by Student Services Administrator</li> </ul>
5 <sup>th</sup> Tardy in a Week	<ul style="list-style-type: none"> <li>● Teacher marks student tardy and advises student</li> <li>● Parent contact</li> <li>● Student is assigned Lunch Detention</li> <li>● If student does not serve detention, they will be assigned Saturday School by Student Services Administrator</li> </ul>
6 or more in a Week	<ul style="list-style-type: none"> <li>● Teacher marks student tardy and advises student</li> <li>● Parent contact</li> <li>● Student is assigned Lunch Detention</li> <li>● Student and Parent will be referred to Student Services Office for conference and possible School</li> </ul>

### **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.

### **Students with a Free Period**

In order to provide an appropriate atmosphere for all classes and to provide adequate supervision of the campus, students who have a free period must choose one of the following options for the period that they do not have an assigned class: remain in the quad area or report to the library for quiet study. **Students may not visit classrooms or loiter in the hallways during their free period.** Junior or Senior students with a free 6<sup>th</sup> or 7<sup>th</sup> period should only remain on campus if they have school business they must attend to.

### **Closed Campus**

#### **Leaving Campus Midday**

South Hills High School is a closed campus. Providing a safe and orderly campus environment is important. Therefore, all students are required to stay on campus for their entire school day. However, students are allowed to leave during the school day with parental approval under the following circumstances:

1. Students with an off-campus lunch pass.
2. Students with an off-campus course.
3. Students who have medical or dental appointments and have been checked out by a parent with the attendance office.

Students who drive and have parental permission to leave campus during the school day for medical or dental appointments or emergency reasons must submit a note to the attendance office at the beginning of the school day to be issued an off-campus pass.

Parents will not be able to excuse these absences at a later time if their student has left campus without a pass.

#### **Saturday School**

Saturday School is from 8 a.m. to 12 p.m. on designated Saturdays. Students attending Saturday School need to abide by the following expectations:

- Arrive by 7:55 a.m. to check-in
  - Must show proof of work to be done during Saturday School
  - If a student does not come prepared with work, they will be sent home
- Work diligently throughout the Saturday School session
- Stay in designated session areas only leaving when permitted by supervising teacher

During Saturday School:

- Phone use is not allowed
  - Including Headphones
- Watching film or video on personal devices is not permitted
- Sleeping is not permitted

Students will be warned of violations and if issues continue it will result in being sent home and no credit will be earned for the Saturday School.

### **Lunch Pass**

Students with off-campus lunch pass and their parent/guardian are responsible for where the student goes for lunch and transportation. South Hills High School assumes no extra liability for any accident or injury incurred in the exercise of this lunch pass. Junior and Senior students meeting the following requirements are eligible to purchase an off-campus lunch pass.

### **Financial Obligations**

- All fines and fees must be cleared through the ASB office before applying for an off-campus lunch pass. Students with outstanding financial obligations are not eligible for an off-campus lunch pass.

### **Academic Achievement**

- Students must maintain a minimum 2.0 grade point average in order to be eligible for a lunch pass. Students that do not maintain a 2.0 grade point average will have their lunch pass revoked.

### **Attendance**

- Student must maintain at least a 95% attendance rate throughout the school year. Students must return from lunch on time and arrive to all classes on time. Excessive absences and/or tardiness will result in the student's lunch pass being revoked.
- Student MAY NOT leave campus at any other time without a parent checking them out through the attendance office.

### **Behavior**

- Students must have all Saturday Schools cleared from the previous school year. Student must also clear all Saturday Schools throughout the current school year.
- Student must present lunch pass each time they are leaving campus for lunch.
- Students may not take any students off campus that are not authorized to leave campus. This includes students that do not have a valid lunch pass in hand.
- Students must be courteous and respectful while in the community during lunch. Inappropriate behavior will result in the student's lunch pass being revoked as well as additional disciplinary consequences.

**Lunch passes will be revoked for those students who no longer meet the above criteria.**

### **Food Delivery**

- Due to safety concerns, South Hills High School will no longer accept food deliveries on campus.

### **Visitors on Campus**

Non-students and visitors are not allowed on campus during the school day. All visitors must receive permission from a school official to enter campus.

### **Messages and Deliveries**

Messages and deliveries, such as food, flowers and balloons are not sent to classes as it is disruptive to the learning environment, detracts from school personnel responsibilities, and creates a liability on the part of school personnel. Students are responsible for homework, lunch, and the scheduling of transportation and personal appointments during non-school hours. Off-campus food deliveries are

not encouraged.

## **Behavioral Guidelines and Expectations**

### **Student Parking**

Campus Supervisors make regular checks of all parking facilities; however, South Hills is not responsible for damage to or theft of student vehicles. Students are expected to abide by the following rules:

#### **Parking Lot Rules**

1. Students may only park in student lots and spaces. Students may not park in spaces designated for faculty/staff/visitors.
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.
6. Burning out, excessive speed or horseplay of any kind will be cause for disciplinary action and revocation of parking pass. Students not following safe and legal driving practices on campus will be subject to disciplinary action.
7. Students are not permitted to loiter in the parking lot at any time including before or after school, during the school day, at lunch, or between classes.
8. Students are not permitted to use their cars as lockers.

### **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.

### **Skateboard Policy**

Students may not ride skateboards on campus before, during or after school. Skateboards may not be carried around campus and must be locked on the skateboard rack during the school day. Skateboard will be confiscated if policy is broken. Students with repeat offenses will no longer be allowed to bring skateboards on campus.

### **Dress Code**

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 a 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.

1. Students are expected to wear or display the following:
  - a. clothing that covers undergarments, the back (below shoulder blades), and the midriff.
  - c. clothing that is free from excessive tears, rips, and holes
  - d. school and personal property that are free of graffiti (refer to 2a-e below)
  - e. 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 indecent, 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 South Hills High School Dress Code are allowed with the following exceptions:

- hats may not be altered/personal
- 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
- hair nets, hair trainers, do-rags, and similar head covers are not allowed
- teachers and office staff have the option of requiring that hats be removed indoors

Specific examples of what students should not wear/carry include, but are not limited to:

- strapless tube tops, including tube tops worn under overalls
- oversized and/or sagged pants that reveal undergarments or the midriff
- clothing that is overly tight, revealing, or extremely short
- belt buckles with initials clothing, headwear, or accessories worn in a particular manner/style/colors that represent gangs or racist attitudes
- a coordinated style that is determined by school officials, in consultation with law enforcement, to be reflective of gang/group affiliation
- clothing/jewelry/accessories that have the potential to be dangerous or to be used as weapons

Dress code rules related to safety and decency will be enforced on campus and at all school activities. School administrators will continue to evaluate issues related to appearance and clothing and will make reasonable decisions regarding dress standards that reflect the goals of a safe and positive learning environment.

Dress code guidelines are designed to help reduce potential problems on campus and provide a positive learning environment. All students are expected to comply with the school's dress code standard. Failure to comply with the dress code will result in the following consequences:

- First Offense:** The student is warned and will be required to change or adjust their clothing.
- Second Offense:** Parent notified. Clothing changed/adjusted.
- Third Offense:** Parent notified. Clothing changed/adjusted. Student assigned detention.
- Fourth Offense:** Parent notified. Clothing changed/adjusted. Student assigned Saturday School.
- Continued Offenses:** In-school or home suspension

### **Electronic Communication Devices**

South Hills High School 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.

**First Offense:** Electronic Device is confiscated and sent to the Student Services Office. Student may pick-up at the end of the school day.

**Second Offense:** Student will receive a "0." Parent notified by administrator. Student referred to Student Services for Saturday School.

### **Confiscated Items/Lost Property**

Confiscated items such as skateboards, cell phones, iPods, and other electronic devices will be released to the student on the first offense. Items will only be released to a parent or legal guardian thereafter. Repeated offenses will result in disciplinary action. The school is not responsible for any clothing items not claimed within a week. Keeping found property is considered theft. Found property should immediately be turned into the Lost and Found in the Student Services Office.

### **Items for Sale**

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

### **Bully Prevention Policy**

South Hills High School 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.

South Hills High School 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.

South Hills High School expects students and/or staff to immediately report incidents of bullying to Student Services. Staff is 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.

### **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 it 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 the following disciplinary consequences:

<b>First Offense:</b>	Student will receive a “0.” Parent notified by teacher. Student referred to Student Services for review of academic integrity policy and detention assignment.
<b>Second Offense:</b>	Student will receive a “0.” Parent notified by administrator. Student referred to Student Services for Saturday School assignment.
<b>Continued Offenses:</b>	Student will receive a “0.” Student/parent conference with administrator. Administration will determine the appropriate consequence.

**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.

**Dance Policy**

Students must clear all detentions, Saturday Schools, and fines to be eligible to purchase dance tickets. South Hills High School students and their guests are expected to the following regulations:

1. Provide a photo I.D. upon entering the dance; guests to provide the same I.D. used in the photocopy provided with their Dance Guest Pass Application
2. Be subject to search
3. Follow all school rules
4. Respect and follow all directions given by chaperones and security personnel
5. Comply with Dress Code standards as identified in the Dance Clearance Form
6. Comply with Dance Floor Rules as identified in the Dance Clearance Form
7. Student may not be in possession of tobacco, drugs or alcohol
8. Student may not be under the influence of tobacco, drugs or alcohol
9. Students leaving the supervised dance area without a chaperone will not be allowed to return to the dance

Failure to comply with the outlined regulations could result in removal from the dance with no refund for the cost of the event. Students may face additional disciplinary consequences as outlined in the Student Handbook.

**Husky Code of Conduct**

Students participating in extra or co-curricular activities are subject to the Husky Code of Conduct once they have been selected for the team, ASB, play, etc.

The Husky Code of Conduct refers to South Hills High School's behavioral eligibility. This code is founded upon the belief that students who are involved in extracurricular and co-curricular activities should be positive role models and are expected to adhere to the Husky Code of Conduct. Students who are suspended under California Ed. Code 48900 will have violated the Husky Code of Conduct.

A student who has been suspended will be ineligible for classes, practices, activities, events, and/or competitions during the period of suspension. The Husky Code of Conduct Committee will determine further consequences related to eligibility. This committee will determine the status of the student in the extra-curricular/co-curricular program. Depending on the severity of the infraction, the committee may place a student on probation, suspend the student from the program for a period of

time or remove the student's eligibility status for the semester and/or the semester following. Students who violate school rules, Education Codes, or Penal Codes while on field trips/conferences or who break rules/laws when off campus, even on non-school days, in such a way as to reflect negatively upon the school, will be disciplined as having violated the Husky Code of Conduct. Consequences that might have been imposed by a coach or advisor prior to the conduct hearing will not remove the need for further consequences to be imposed by the Code of Conduct Committee.

The Husky Code of Conduct meeting may include an administrator, counselor, student and parent, and a staff member representing the affected activity/program. In order for a student to continue to participate in any activity, the student and his/her parent must sign the code of conduct.

### **Appropriate Spectator Behavior**

CIF and Hacienda League guidelines mandate that schools promote conduct and behavior that reflect the positive spirit of athletic participation and competition. Spectator conduct will not be allowed if it is antagonistic toward visiting fans, demonstrates poor sportsmanship, and demeans student-athletes, coaches, officials, or cheerleaders. Such behavior does not promote CIF, Hacienda League, or South Hills High School's philosophy regarding positive behavior.

All spectators are expected to comply with the following guidelines:

- Fans are to remain in the stand and off the gym floor/playing field at all times. This includes after the game is over.
- Cheer for your team and not against the opponent. No booing or negative cheers.
- No comments or gestures directed at opposing players, coaches, cheerleaders, or fans.
- No mechanical noisemakers such as air horns, bells, thunder sticks, or megaphones.
- Be supportive of the officials and their decisions.
- Display appropriate respect during the National Anthem.
- Smoking or being under the influence of alcohol/controlled substances is prohibited for all spectators at school activities.

### **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 a 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.

### **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, bong, roach clips, pipes, syringes, razor blades, and rolling papers. This also includes e-cigarettes and/or vaporizers.

### **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.

### **Mental Health**

If students undergo loss or trauma, they will be directed to the available wellness center to meet with peer counselors and/or wellness counselors.

### **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.

### **Suspensions/Expulsions**

The following conduct is forbidden by law, beyond regular disciplinary procedures, and may result in suspension or expulsion from school when committed in connection with school activities.

Suspension from school is the removal of a student from ongoing instruction for a period of one to five days. Expulsion is the removal of a student from the immediate or general supervision of school personnel for up to two semesters. Students will be suspended or expelled when other means of correction fail or when the student's presence is likely to be dangerous or disruptive to others. Students may be subject to a "period suspension" by a teacher for a period of two days.

California Education Code 48900: A student is subject to suspension or expulsion if he/she has:

- (a1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (a2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of a controlled substance, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products.

- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia.
- (k) 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.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm.
- (n) Committed or attempted to commit a sexual assault.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing.
- (r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic, directed specifically toward a pupil or school personnel.
- (s) Aided or abetted in the infliction or attempted infliction of physical injury to another person.
- (.2) Committed sexual harassment.
- (.3) Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
- (.4) Intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils.
- (.7) Made terrorist threats against school officials or school property, or both.

It is up to the discretion of the teacher whether to provide makeup work for a suspended student (Education Code 48913).

### **Return from Suspension**

A return from suspension conference is held prior to a student returning to school after a suspension. The parent and student will meet with the Student Services Administrator to discuss rules and expectations and develop a Behavior Contract.

### **District-Level Disciplinary Meeting**

A district-level disciplinary meeting is normally convened when a student has been suspended multiple times and/or has been involved in a serious disciplinary problem. The purpose of the meeting is to discuss the nature of the infraction, the consequences, and strategies for remediation. Consequences may include involuntary transfer to another school within the district, referral to alternative education, or a recommendation for expulsion.

# **Health Services**

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  - E. COVID Testing Sites**

## **Health Services**

The purpose of this document is to outline the Covina-Valley Unified School District Health Services return to school guidelines and re-opening of campus considering the COVID-19 pandemic. These procedures, policies, and protocols have been carefully considered to address and promote the safety, health, and welfare of our community. These procedures, policies, and protocols have been thoughtfully developed with local, state, and national guidance to ensure best practices given the most current available information.

### **Home Guidance**

- Per CDC, signs and symptoms of COVID-19 include:
  - Cough
  - Shortness of breath or Difficulty breathing
  - Chills
  - Fatigue
  - Muscle or body aches
  - Congestion or runny nose
  - Sore throat
  - Headache
  - New loss of taste or smell
  - Nausea
  - Vomiting
  - Diarrhea
  
- How COVID-19 is spread: COVID-19 is thought to be spread mainly from person to person. It is spread between people who are in close contact with one another (within 6 feet), through respiratory droplets produced when an infected person coughs, sneezes, or talks. These droplets can land in the mouths of the noses of people who are nearby or possibly inhaled into the lungs. Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.
  
- A case is considered to be infectious from 48 hours before symptoms first appeared until they are no longer required to be isolated (i.e., no fever for at least 72 hours without the use of medicine that reduces fever AND respiratory systems have improved AND at least 10 days have passed since symptoms first appeared). A person with a positive COVID-19 test

but no symptoms is considered to be infectious from 48 hours before their test was taken until 10 days after their test.

- Consistent with the County of Los Angeles Department of Public Health, anyone entering school property (school buses as well as school buildings and grounds) who has contact with others (students, parents, or other employees) is required to wear a cloth face covering. These are to be worn at all times while in school except while eating, drinking, napping, or participating in activities that preclude their use. Face coverings are to be washed daily.
  - Alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans and who cannot use or tolerate cloth face coverings.
- For students with underlying medical conditions, please consult with your student's healthcare provider to determine if your student is medically safe to be at school.
- General prevention of communicable diseases:
  - Avoid close contact with people who are sick
  - Stay home when you are sick and seek medical attention when needed
  - Cover your cough or sneeze into your elbow or a tissue, then throw the tissue in the trash. Follow with hand washing.
  - Avoid touching your eyes, nose, and mouth. The eyes, mouth, and nose are the portal into the body for viruses. If you do touch your face, wash your hands afterward.
  - Wash hands often with soap and water (20 seconds) FREQUENTLY
  - If you do not have soap, use hand sanitizer (60–95% alcohol based)
  - Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe
  - Practice social distancing
  - Wear a cloth face covering your nose and mouth when you are out in public
  - CDPH strongly recommends that students and staff immunize against influenza each autumn and age-appropriate vaccinations are kept to date.
- Parents/guardians are asked to complete health screenings of their students **each morning** before school by checking their temperature and for signs and symptoms of COVID-19. Parents/guardians are asked to keep students at home when ill, symptoms of



COVID-19 are present, or if they have been exposed to a confirmed COVID-19 case. Students must stay home for temperatures of 100° F or greater.

- Any student with symptoms consistent with COVID-19 should remain at home in isolation for a minimum of 10 days plus at least 3 days after resolution of fever (without fever-reducing medication) and improvement in other symptoms (Los Angeles County Department of Public Health, 2020). Students should stay home if exposed to someone with COVID-19 for 14 days after the last exposure.
- If a student is ill while at school and has COVID-19 symptoms/or a fever, a surgical facemask will be placed on the student if they do not already have a mask or face covering. The student will be separated away from well students while waiting for a parent/guardian to arrive for pick up per CDC guidelines. It is recommended that parents seek testing for COVID-19.
- Parents/guardians are to communicate to school staff (school nurse, administrator, health clerk, or office clerk) **immediately** if your student tests positive for COVID-19.
- In accordance with the County of Los Angeles Department of Public Health a cluster of COVID-19 cases (3 or more within 14 days) in the educational setting must be reported. Public Health will provide recommendations for interventions to protect the health and well-being of students and staff at school.
- Given standard guidance for isolation at home for at least 14 days after close contact, the classroom or office where the patient was based will typically need to close temporarily as students or staff isolate. Additional close contacts outside of the classroom should also isolate at home (CDPH, 2020).
- Privacy, confidentiality, and protected health information will be maintained.
- Identify your student’s healthcare provider to have on hand to communicate any symptoms your child may be experiencing.
- A Return to Work/School Screening Tool must be completed prior to school return if the student/staff was placed on home isolation/quarantine.

## School Site

**Passive Screening:** Temperature screening prior to coming to school

- Staff and students are to check temperature at home.
- Ensure temperature is below 100.4° Fahrenheit.
- Check for COVID-19 symptoms:
  - Cough

- Shortness of breath or Difficulty breathing
- Chills
- Fatigue
- Muscle or body aches
- Congestion or runny nose
- Sore throat
- Headache
- New loss of taste or smell
- Nausea
- Vomiting
- Diarrhea

**Active Screening:**

- **Temperature Screening may be required or taken by staff upon entering the school**
- Any student presenting with a temperature of 100.4 ° F or greater will be directed to the health office for additional screening and given a surgical mask if the student is not already wearing one. (Contact the office if escort is needed).
- Any visitor presenting symptoms or has a temperature of 100.4 ° F will NOT be allowed to enter the campus or school district facility
- Staff performing active screening will send student with a health office referral slip that documents the **student's name** and the **temperature** obtained.

*Staff and students are to **stay home** if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19.*

## **Classroom Guidance**

### **Healthy Hygiene Practices**

· Optimal healthy hygiene practices will be encouraged, including handwashing or the use of alcohol-based hand sanitizers, to prevent infections and reduce the number of viable pathogens that contaminate the hands. Handwashing is the single most effective infection control intervention (CDC). Handwashing mechanically removes pathogens, while laboratory data demonstrate that 60% ethanol and 70% isopropyl alcohol, the active ingredients in CDC-recommended alcohol-based hand sanitizers, inactivates viruses that are genetically related to, and with similar physical properties as COVID-19. Hand hygiene is performed by washing hands with soap and water for at least 20 seconds or using hand rub with 60-95% alcohol content until the content dries. If hands are visibly soiled, use soap and water.

· <https://www.cdc.gov/coronavirus/2019-ncov/hcp/hand-hygiene.html>

Students, staff, and individuals in the educational setting will be encouraged to wash hands or use hand sanitizer often as follows:

- 1) After blowing your nose, coughing, or sneezing
- 2) After using the restroom
- 3) Before eating or preparing food
- 4) Before and after touching face
- 5) After playing outside
- 6) Before putting on and after removing gloves
- 7) After touching frequently touched areas (e.g., doorknobs, handrails, shared computers)

### **Preventive Measures**

Preventative measures signs will be posted in health office that will educate students and staff and serve as reminders of ways to prevent the spread of COVID-19. These include reminders to:

- **Cover your Cough Posters (CDC)**

[https://www.cdc.gov/flu/pdf/protect/cdc\\_cough.pdf](https://www.cdc.gov/flu/pdf/protect/cdc_cough.pdf)

- **Wash your Hands Posters (CDC)**

<https://www.cdc.gov/handwashing/pdf/poster-germs-are-everywhere.pdf>

- **Protect yourself and others**

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>

- 1) Encourage individuals to cover their mouth and nose with a tissue when they cough or sneeze, place the used tissue in the opened-top wastebasket, and then wash their hands.
- 2) If tissues are unavailable, encourage individuals to cough or sneeze into the upper sleeve or elbow, not onto their hands. Handwashing must follow.
- 3) Wash hands often with soap and water for 20 seconds. If soap and water are not available, use an alcohol-based hand rub with at least 60% ethanol or 70% isopropanol alcohol content and rub until the contents are dry.
  - 4) Encourage individuals to avoid touching their face with their hands as much as possible. The eyes, mouth and nose are the portal into the body for viruses.
- 5) Use of face coverings.
- 6) Encourage individuals to avoid close contact with people who are sick.
- 7) Ensure physical distancing.
- 8) Stay home if you are experiencing COVID-19 symptoms and/or a temperature of 100.4°F or greater.

## **First Aid**

First aid situations, to the degree possible, should be handled in the classroom to prevent office congregation and possible cross-exposure. The following recommendations are made:

- All classrooms are stocked with first aid supplies
- Health office staff are available for support
- To the extent possible, students provide self-care with staff direction and physical distancing
  - o Paper cuts, small abrasions, picked scabs - have them wash hands and apply a band-aid if needed.
- Minor headaches and/or fatigue - allow them to get a snack/drink water first. Send to the health office if they are not better after 20 minutes
- Mild stomachache and/or nausea - allow to use the restroom, drink water, and have a snack first. Send if they are not better after 20 minutes
- Localized bug bite - if no allergy history and not spread over large area of skin, clean with soap and water and apply a cool paper towel to area to help prevent scratching.
- Anxiety/Stress/Psychosocial Issues - if not affecting breathing or medical health try giving water, snack, redirection, or please refer to the office
- If a student has symptoms that are not resolved in the classroom, send to the health office for further screening. Call the health office to notify them of a student coming up for follow up care.
- Utilize the revised Health Office Referral slip provided by your school nurse.
- There will be a separate room for isolating students presenting with fever and other respiratory symptoms as determined by the Health Office.

### **Sick Day Guidelines –**

Students must NOT attend school or must be sent home if at school with the following symptoms:

- Fever or chills – Temperature 100.4° F or higher
- Cough
- Shortness of breath or difficulty breathing
- Muscle or body aches
- New loss of taste or smell
- Sore throat
- Diarrhea

## **Health Office**

### **Illness Screening Procedure**

1. Student presents in the health office presenting COVID-19 symptoms:
2. Take student's temperature by way of no-touch thermometer and complete Symptom Checking Tool. If no symptoms of COVID-19, treat student according to normal health office policies.
3. If student has a fever of 100.4 F or greater and has at least 2 or more symptoms of COVID-19 (cough, shortness of breath or difficulty breathing, fever or chills, new loss of taste or smell, nausea/vomiting, diarrhea, muscle or body aches, sore throat), send student to isolation room
4. Start contact tracing worksheet.
5. Send to the isolation room with illness screening form and the contact tracing worksheet accompanied by staff.
6. Notify administrator and school nurse of student's status.
7. See isolation room procedure.

### **Healthy Hygiene Practices**

Hand hygiene is performed by washing hands with soap and water for at least 20 seconds or using hand rub with 60-95% alcohol content until the content dries. If hands are visibly soiled, use soap and water. Handwashing is to be done before and after every student encounter.

- <https://www.cdc.gov/coronavirus/2019-ncov/hcp/hand-hygiene.html>

### **Physical Distancing**

- All students shall maintain a 6 feet distance (2 arms' length) at all times.
- Social distancing will limit the spread of COVID-19. Schools will adhere to the following strategies to maintain social distancing as much as possible:
  - During regular school hours, school sites will restrict non-essential visitors, volunteers, and activities involving other groups.
  - Group activities are limited (i.e., assemblies, award ceremonies, athletics).
  - Classroom space is arranged allowing maximum space between students and staff.

- Student desks are arranged to face the same direction (rather than facing each other) and spaced six feet from teachers.
- Routes are designated for entry and exit to lunch, recess, and other transition times, as feasible. Staff will practice social distancing, including but not limited to, the following:
  - When working indoors or outdoor areas
  - Before and after the work shift
  - Coming and going from vehicles
  - Entering, working, and exiting physical buildings or other structures during breaks and lunch periods
- Students will have access to limited playground equipment during recess and will be encouraged to maintain social distancing where possible.
- Breaks and lunches will be staggered to ensure that physical distancing can be maintained in workrooms and break rooms.
- All employees, on-site contractors, vendors and delivery personnel will be provided instructions regarding maintaining physical distancing and the required use face coverings.

## **PPE**

Appropriate PPE must be utilized in conjunction with universal precautions and proper hand hygiene

· In accordance with the California Department of Public Health's (CDPH) Guidance for Face Coverings anyone (students, parents, or other employees) entering school property must utilize face coverings:

- While in the classroom
- While waiting to enter campus
- While on school grounds (except when eating or drinking)
- While leaving school
- While on the bus

· Personal Protective Equipment (PPE) will be provided to staff and students. Students and staff will be provided two reusable cloth face masks and are expected to wear them daily. Personal face coverings will be allowed in compliance with dress code policy. Employees and parents are instructed to wash their face coverings daily.

· Alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans and who cannot use or tolerate cloth face coverings.

· Teachers, and identified staff members will receive two reusable face shield. Staff members are required to wear face coverings including:

- Interacting in person with any member of the public.
- Working in any space where food is prepared or packaged for sale or distribution to others.
- Working in or walking through common areas, such as hallways, courtyards, and stairways.
- In any room or enclosed area where other people are present when unable to physically distance.

· Medical grade masks are provided to any employee who cares for sick children or who has close contact with any child with a medical condition that precludes the child’s use of a cloth face covering. These masks are available in our health offices.

· Gloves are not recommended for use by students or staff, with the exception of those conducting cleaning, first aid, or food service. Gloves are available in the school office.

## COVID-19

### Symptom Checking Tool for Suspected Cases

Name of student/staff: \_\_\_\_\_ School Site:

\_\_\_\_\_

Parent/guardian’s name & phone: \_\_\_\_\_

Date: \_\_\_\_\_

**Instructions:** Complete the following questionnaire. Please select Y=Yes or N=No and record on the sheet. If the answers provided show suspicion COVID-19, under order of the Public Health Officer the person must stay home until 14 days after your last exposure or at least 10 days passed since symptoms first appeared.



<p>Please record individual temperature here _____.</p> <p>If your temperature is more than 100F, individual must go home.</p>	<p>Yes</p> <p>No</p>
<p>Have you been exposed to someone with COVID-19 in the past 14 days?</p> <p>* If yes, provide date of exposure: _____</p>	<p>Yes</p> <p>No</p>
<p>Do you feel ill?</p>	<p>Yes</p> <p>No</p>
<p>Do you have any of the symptoms listed below?</p>	<p style="background-color: #cccccc;"></p>

**Check boxes of symptoms reported or seen (not related to any other health condition):**

Cough

Shortness of breath or difficulty breathing

Chills

Fatigue

Muscle or body aches

Congestion or runny nose

Sore throat

Headache

New loss of taste or smell

Nausea

Vomiting (unidentified cause, unrelated to anxiety or eating)

Diarrhea

Symptom check performed by: \_\_\_\_\_

Nurse notified of suspected/confirmed case: \_\_\_\_\_

Adapted from CSNO  
Health Services Recovery Plan

### COVID-19

#### Return to Work/School Screening Tool

The Centers for Disease Control and Prevention (CDC) has developed a **Symptom Based Strategy** that allows individuals to discontinue home isolation after COVID-19.

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-hospitalized-patients.html>

According to the CDC, “The decision to discontinue home isolation for persons with confirmed or suspected COVID-19 should be made in the context of local circumstances. One option includes symptom-based (i.e., time-since-illness-onset and time-since-recovery strategy).”

Name of Staff or Student: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Interview conducted: Face to face Telehealth (phone/virtual) Other: \_\_\_\_\_

Date: \_\_\_\_\_

Symptom-Based Strategy Assessment	
1. Date the individual was diagnosed with COVID-19.	
2. Date the individual first COVID-19 symptoms appeared.	
3. Have at least 10 days passed since symptoms first appeared? *If not, individual must continue home isolation.	Yes

	No
<p>4. Is the individual currently taking fever reducing medications?</p> <p>If yes, please list the medication and frequency:</p> <p>_____</p> <p>(*If yes, the individual must continue to home isolate. At least 3 days (72 hours) must have passed since <i>recovery</i>, defined as resolution of fever without the use of fever-reducing medication.)</p>	<p>Yes</p> <p>No</p>
5. Date of last fever.	
<p>6. What symptoms did the individual have while ill with COVID-19?</p> <p>Chills                                      Congestion/runny nose</p> <p>Cough                                        Shortness of breath</p> <p>Muscle/body aches                        Loss of sense/smell</p> <p>Diarrhea                                      Nausea/vomiting</p> <p>Fatigue                                        Headache</p> <p>Sore throat                                    Other:</p>	
7. Does the individual have improvement of respiratory symptoms (e.g. cough or shortness of breath)?	<p>Yes</p> <p>No</p>

**Based upon the Symptom-Based strategy criteria, the above individual:**

May discontinue home isolation and return to work/school.

May not discontinue home isolation and return to work/school.

\_\_\_\_\_

\_\_\_\_\_

Print Name  
Nurse Signature

Date

Registered Credentialed School

Adapted from CSNO

## COVID-19 CPR

## COVID-19 TESTING LOCATIONS

**Citrus Valley Pharmacy**  
457 S Citrus Ave,  
Covina CA 91723

**AltaMed Medical and Dental Group - West Covina**  
1300 S Sunset Ave.  
West Covina, CA 91790

**CVS - Azusa**  
Drive-up  
915 East Arrow Highway  
Azusa, CA 91722

**CVS - San Dimas**  
Drive-up  
120 East Bonita Avenue  
San Dimas, CA 91773

**CVS - City of Industry**  
Drive-up  
21590 East Valley Boulevard, CA 91789  
Industry, CA 91789

**CVS - Baldwin Park**  
Drive-up  
1550 Puente Avenue

Baldwin Park, CA 90706

**Pomona Fairplex Gate 17**

Drive-up

1101 W. McKinley Ave

Pomona, CA 91768

Gate 17 (Fairplex and McKinley)