2026-2027

STUDENT HANDBOOK

WELCOME

COLT NATION

Mr. Matt LeDuc

Proud Principal of Covina High School

Dear Colt Families,
It is with great excitement, humility, and pride that I welcome you to the 2026–2027 school year at Covina High School.

I am honored to begin this year serving as the Interim Principal of Covina High School. As I head into my sixteenth year in the Covina-Valley Unified School District, with the last five years right here at Colt Nation as an Assistant Principal, I could not be more excited for what lies ahead.

As we begin this new year, my goal is simple: to help provide our students with the very best experience possible at the very best high school. That means creating a school environment where students feel connected, supported, challenged, and proud to be Colts. Strong schools do not happen by accident. They are built through clear expectations, consistent communication, thoughtful planning, meaningful support, and a shared commitment to doing what is best for students.

This year, we will continue to focus on building a positive school culture that encourages student involvement. Whether through academics, athletics, activities, the arts, CTE pathways, dual enrollment, student leadership, or our many support programs, we want every student to find their place at Covina High School. Every Colt deserves to feel connected to this campus and confident about their future.

To our students: I hope you enter this year ready to work hard, get involved, take chances, and make the most of every opportunity in front of you. This is your school, and your experience here matters.
To our families: thank you for trusting us with your students. We value your partnership and look forward to working together to support their success.

I could not be more excited for the year ahead. I am proud to serve this community, proud to be part of Colt Nation, and ready to work alongside all of you to make the 2026–2027 school year one of our best yet.

Mr. Matt LeDuc
Proud Principal of Covina High

OUR MISSION

“Every Student, Every Day”

VISION STATEMENT

Covina High School is a community inspiring passionate, innovative, and life-long learners.

INSTRUCTIONAL FOCUS STATEMENT

All Students at Covina High School will show measurable growth in their ability to express authentic ideas applied to real-world situations, through speaking, writing and/or artistic expression, as measured by internal and external assessments.

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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	**ES 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	F 18	F 19	F, M
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 2	F,M 3	F,M 4	**MS /HS M 5	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
8/19 - 8/30	9	9	9
9/1 - 09/30	20	20	20
10/1 - 10/31	23	23	23
11/1 - 11/29	13	14	14
12/1 - 12/20	15	15	15
1/1 - 1/31	19	19	19
2/1 - 2/28	18	18	18
3/1 - 3/31	21	21	21
4/1 - 4/30	17	17	17
5/1 - 5/30	21	21	21
6/1 - 6/5	4	3	3
Totals	180	180	180

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
Aug 30, Nov 25-27, Dec 23, 26,27, 30, Jan 2-3, Apr 7-11

***Teacher Professional Development Day - No Students**
Nov 1 (All TK-12)

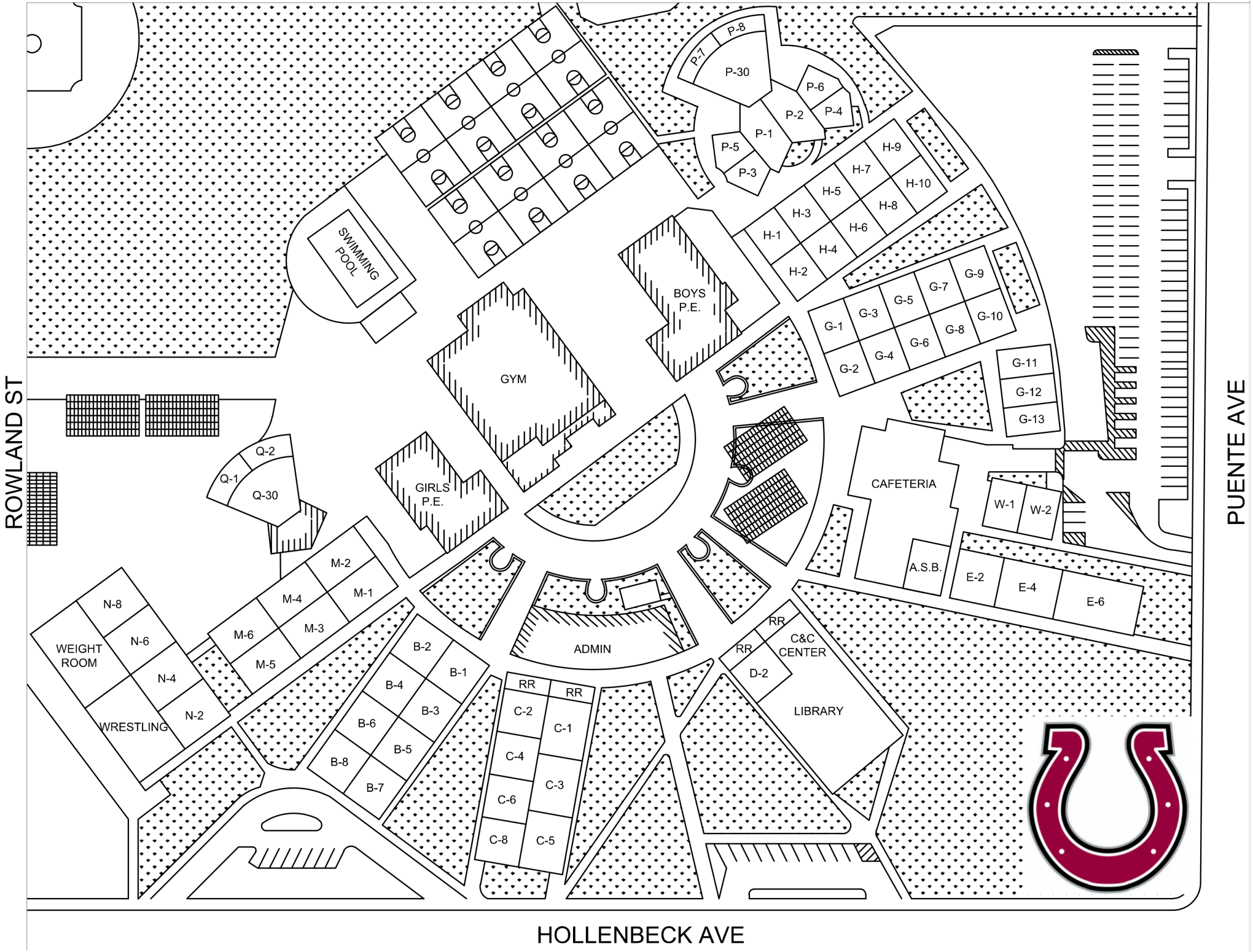
****Teacher Work Day - No Students by Grade Level**
ES -Nov 22, MS - June 5 ,
HS - June 5

F - Final Exams - High School Only
Dec 18-20 and June 2-4

M - Minimum Days
ES -Dec 20, June 3,4,5 and 2 days TBD
MS - Dec 20, June 2,3,4 and 2 days TBD
HS - 2 days TBD

Bell Schedule

Coming Soon


ROWLAND ST
PUENTE AVE
HOLLENBECK AVE
SWIMMING POOL
BOYS P.E.
GYM
GIRLS P.E.
CAFETERIA
A.S.B.
ADMIN
C&C CENTER
LIBRARY
WEIGHT ROOM
WRESTLING
RR
P-1
P-2
P-3
P-4
P-5
P-6
P-7
P-8
P-30
H-1
H-2
H-3
H-4
H-5
H-6
H-7
H-8
H-9
H-10
G-1
G-2
G-3
G-4
G-5
G-6
G-7
G-8
G-9
G-10
G-11
G-12
G-13
Q-1
Q-2
Q-30
M-1
M-2
M-3
M-4
M-5
M-6
N-2
N-4
N-6
N-8
B-1
B-2
B-3
B-4
B-5
B-6
B-7
B-8
C-1
C-2
C-3
C-4
C-5
C-6
C-8
D-2
W-1
W-2
E-2
E-4
E-6

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Covina High School ● *463 S. Hollenbeck Ave., Covina, CA 91723* ● *c-vusd.org/covinahigh*

ATTENDANCE POLICIES & PROCEDURES

The Covina-Valley Unified School District believes that regular attendance plays an important role in student achievement. Covina 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 truancies, especially when absences threaten to negatively influence the student's educational success.

Education Code Sections 48200, 48269, 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.

"Chronic ansentee" is defined in EC Section 60901 (C)(1) as "a student who is absent on 10 percent or more of the school days in the school year." Covina High Schools Attendance Achievement Goal is 95-100% Attendance. This means having NO MORE THAN 1 absence per 25 DAYS OF INSTRUCTION.

Types of Absences:

- Excused: Absences due to illness, doctor or dental appointments, and death in the immediate family (mother, father, live-in relative).
- Unexcused: Absences due to truancy, flat tires, running out of gas, missing the bus, oversleeping, etc.
- Absences due to suspension from school will be considered an unexcused absence.

NOTE: Even if a student is 18 years of age, the attendance office reserves the right to verify all absences with a parent/guardian. Excessive absences (more than 10) for illness will require a note from a physician.

Independent Study Planning a trip or needing to be absent for 5 consecutive days or more - Going to school is your child's "job" and attendance is the key! However, sometimes families have to travel during the school year. If trips cannot be scheduled during the school holidays, parents must obtain an independent study contract through the counseling office for trips of 5 days or more. An independent study contract allows students to earn academic credits, meet attendance requirements and keep up in the classroom. Contracts are not just for travel. Students who are absent for any reason (five or more consecutive days) may benefit from a contract. Contracts must be written one week in advance of the time and must be at least five consecutive school days. All of the work must be completed to earn credit.

Clearing Absences

Absences and tardies are cleared through the attendance office **within three days**. Please call the Attendance Clerk at **(626) 974-6000 or provide a note written by a parent/guardian** to clear an absence. Uncleared absences are considered unexcused. . Students are assigned 1 hour of detention for each unexcused period absence and 4 hours of detention, or 1 Saturday School for every 4 hours of detention, for all day unexcused absences.

If students miss school, you can make-up instructional work by attending Saturday School from 8:30 am-12:30 pm on specific Saturdays. All detention hours and Saturday Schools assigned must be cleared to attend any CHS special event. Excessive absences may be referred to the SART team (see page 11).

ATTENDANCE POLICIES & PROCEDURES

(continued)

Closed Campus Covina High School is a closed campus, and we believe that providing a safe and orderly campus environment is important. Therefore, all students are required to stay on campus for the entire school day. However, students are permitted to leave with **parental approval** under the following circumstances:

1. Students who have lunch passes
2. Students who have off-campus courses
3. Students who have off-campus athletic events or school related events.

Illness While at School

If a student becomes ill during the day, the student needs to go to the Health Office so an assessment can be made and notification given if the student is to be sent home. If being sent home, the nurse/authorized staff must check the student out for the day.

Leaving Campus During the Day

Students who need to leave campus after attending one or more classes must obtain a pass from the Attendance Office prior to leaving the campus. Parents will not be able to excuse these absences at a later time if their student has left campus without a pass. Parents who come to the campus to pick up their student must present a valid photo identification card to the office clerk at the time of pick-up. Students must go through the office when leaving campus during the school day.

Saturday School Rules and Regulations

Our Saturday School program provides students additional time and support to ensure their academic success. It also serves to clear student absences, truancies, and tardies. In accordance with the school attendance policy, students will receive a truancy after returning from absences that have not been cleared by a parent/guardian within three days. Students receiving a period truancy or all-day truancies will be assigned Saturday School, which is held from 8:30 a.m. - 12:30 p.m. in H-1, or other classrooms as assigned.

Saturday School Rules and Regulations

- Students must arrive on time.
- Students are to enter and leave in a non-disruptive manner.
- The student must bring work and be prepared to work quietly and independently the entire assigned time.
- The student may not disturb other people.
- No electronic devices will be permitted including mp3's, cell phones or headphones.
- Students who fail to follow directions will be removed from Saturday School with no credit for the time served and parent/guardian is notified.
- Students must follow the school dress code policy.
- Students will not be allowed into Saturday School without their school ID.

Saturday Academic School Days are:

September 14, 21	February 15, 28
October 12, 26	March 08, 15, 22, 29
November 09	April 19, 26
December 07, 14	May 10, 17, 24
January 11, 25	

SCAN TO PRE-REGISTER

ATTENDANCE POLICIES & PROCEDURES

Tardy Policy

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 Covina 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 st - 3 rd Tardy in a Week	*Teacher marks student tardy and advises student
4 th Tardy or 3 Tardies in One Class in a Week	*Teacher marks student tardy and advises student *Parent contact *Student is assigned Lunch Detention *If student does not serve detention, they will be assigned Saturday School by Student Services Admin
5 th Tardy in a Week Class in a Week	*Teacher marks student tardy and advises student *Parent contact *Student is assigned Lunch Detention *If student does not serve detention, they will be assigned Saturday School by Student Services Admin
6 or more in a Week	*Teacher marks student tardy and advises student *Parent contact *Student is assigned Lunch Detention *Student and Parent will be referred to Student Services Office for conference and possible School Attendance Review Team (SART) contract.

Tardy Sweeps

Throughout the school year, CHS Administration will implement Tardy Sweeps; students tardy on these days will be assigned a 1/2 hour of detention.

Unexcused Tardies

Tardies can be excused for the same reasons as an absence: illness, doctor or dental appointments, and death in the immediate family) mother, father, live-in relative). Parents or students who are 18 years old must follow the same procedures to clear a tardy. The following are examples of reasons that cannot be excused:

car trouble
sick family member
overslept
poor weather
or excessive traffic.

ATTENDANCE POLICIES & PROCEDURES

Disciplinary Consequences for Attendance Problems
Detention is assigned to reduce the rate of unexcused absences, truancies and tardies.

Unexcused Absences - The Attendance Office will refer students to the Student Support Specialist or Assistant Principal. Students then have the opportunity to have parent's clear absences that should have been excused or to have teacher/office personnel provide verification of any reporting errors. Absences must be cleared and/or detentions served within three days. Attendance history reports are available upon request by student or parent. The consequences for truancies are delineated below:

- Mandatory Tutoring (During lunch and afterschool)
- Saturday Academic School
- Parent Conference
- Attendance Success Plan/Attendance Contract
- Citation from Covina Police Department
- Referral to SART (School Attendance Review Team) or SARB (School Attendance Review Board)
- Possible removal from class
- Revoke Permit (if on a permit)
- Possible transfer recommendation

School Attendance Review Team (SART)
A School Attendance Review Team (SART) meets at the request of the Student Support Specialist and Assistant Principal when a student's absences, whether excused or unexcused, become excessive. Parents and student are required to attend the meeting. SART will develop an attendance and 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 (SARB)
The School Attendance Review Board, or SARB, meets with students and parents referred by the District Supervisor of Child Welfare and Attendance. The Board consists of members of local Police Departments, Social Workers, Probation Officers, School Resource Officers, and District Supervisors of Child Welfare and Attendance. The Board will determine if the responsibility for poor attendance rests with the parent or the child and make the appropriate legal referral.

Discipline Policy
The Covina-Valley Unified School District Board of Education recognizes the necessity of safety and order in the schools as a prerequisite to learning. Students are expected to be considerate of the rights, property and privileges of others and to cooperate with school staff members. The governing board of any school district shall prescribe rules not inconsistent with law or with the rules prescribed by the State Board of Education, for the government and discipline of the schools under its jurisdiction. The school discipline rules and procedures shall be consistent with any applicable policies adopted by the governing board and state statutes governing school discipline.

All staff members shall assist in the enforcement of school and district rules against misconduct. Each school is authorized to enforce rules of conduct within the guidelines found in the District's policies and regulations and State laws and regulations on student conduct and discipline.

ATTENDANCE POLICIES & PROCEDURES

Discipline Continued

Students are expected to:

- regularly attend school and be on time
- obey school, classroom, campus, and bus rules and regulations
- respect the personal and property rights for other students and staff members
- be prepared for class participation with appropriate materials and assignments
- follow the directions of school staff members

Detention

Students who owe hours receive a note from the Assistant Principal every 2-3 weeks informing them of the hours owed and how to clear them. Students may also contact the Assistant Principal's Secretary to receive an update on the number of hours owed.

Clearing Hours -Students may clear detention hours by attending after school tutoring (days and times TBD), or by participating in school sanctioned clubs or events.

Parent Notification -Early intervention is attempted by notifying parents of student absences through the use of an automated phone machine (computer calls home in the evening when students are absent two or more periods during the school day), absences are listed on each 6 week Progress Report, and phone/mail notification as part of the Tardy/Truancy policy. Parents may access their student's attendance by logging on to the Parent Portal. See the Counseling Office for information on setting up a Student or Parent Portal account.

Drug and Alcohol Free

It is the policy of the Covina-Valley Unified School District (C-VUSD) to provide a drug-free environment. The unlawful manufacture, distribution, dispensing, possession, use or being under the influence of a drug, controlled substance or alcoholic beverage is prohibited in any school under the control of C-VUSD. 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, bongs, roach clips, pipes, syringes, razor blades, and rolling papers. This also includes e-cigarettes and/or vaporizers. Covina High School restrooms and locker rooms are equipped with HALO vape sensors and provide vape detection, smoke detection, THC detection and other abnormalities.

Vape use/possession may include: detention with restorative vape prevention lesson, referral to drug prevention resources, behavior contract, suspension, citation referral to the School Resource Officer, referral for further disciplinary action to the Director of Student Services.

Harassment

The Board of Education is committed to maintain an educationally safe environment free from harassment, threats, hate violence, intimidation, and sexual harassment for its students. The Board of Education considers sexual harassment a violation of state and federal laws which may result in disciplinary action or dismissal of the offending employee or in the case of students, suspension or expulsion as provided by Board Policy 5114, Suspension, Expulsion, Exemption or Exclusion of Students. Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature, made by someone from or in the work or education setting, under any of the following conditions: Education Code Section 48900.2 (sexual harassment). (Education Code 212.5).

a. Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's status, progress or promotion.
b. Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
c. The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile or offensive work or educational environment, or
d. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits, services, honors, programs or activities.

It should be the policy of this District to investigate and remedy in an expeditious and timely manner any reports of sexual harassment. All students are encouraged to report incidents of sexual harassment without fear of reprisal. Student reports may be made to the Principal, administrator or designees of the school in which he or she is in attendance, or to the Supervisor of Special Education and Student Services at the District Office. Employees and students shall receive information on this policy, procedures for reporting charges of sexual harassment and available remedies as provided by applicable state and federal laws. (Education Codes: 212.5; 212.6; 48900.2; 48900.3; 48900.4; 48915, 48980)

Safe Place to Learn Act

Covina High School 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 as stated in Education Codes 234 and 234.1. 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 may be subject to disciplinary action up to and including expulsion. To report an incidence and/or to receive a copy of the District's anti-discrimination, anti-harassment, anti-intimidation, and anti-bullying policies, please contact the Assistant Principal of Student Services.

Suspension and Expulsion

Education Code Section 48900 states a student shall be suspended from school or recommended for expulsion when the superintendent or the principal of the school in which the student is enrolled determines that the student has:

(a) (1) caused, attempted to cause, or threatened to cause physical injury to another person;
(2) or willfully used force or violence upon the person of another, except in self-defense.
(b) possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.
(c) unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance.
(d) unlawfully offered, arranged, or negotiated to sell any controlled substance or any intoxicant of any kind, and then either sold, delivered, or otherwise furnished another liquid, substance, or material and represented the substance 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. stolen or attempted to steal school property or private property.
(g) possessed or used tobacco, or any products containing tobacco.
(h) committed an obscene act or engaged in habitual profanity or vulgarity.
(i) had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
(j) 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.
(k) knowingly received stolen school property or stolen private property.
(l) possessed an imitation firearm.
(m) committed or attempted to commit a sexual assault and/or a sexual battery as defined in the Penal Code.
(n) harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that student from being a witness or retaliating against that student for being a witness, or both.
(o) unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
(p) engaged in, or attempted to engage in, hazing as defined in Section 32050. 13
(q) aided or abetted the infliction or attempted infliction of physical injury to another person.

In addition to the reasons specified in Education Code Section 48900, a student may be suspended from school or recommended for expulsion if the Superintendent, or the Principal of the school in which the student is enrolled, determines that the student has:
48900.2 committed sexual harassment. This section shall apply only to students in grades 4-12, inclusive;
48900.3 caused, attempted to cause, threatened to cause, or participated in an act of hate violence. This section shall apply only to students in grades 4-12, inclusive;
48900.4 intentionally engaged in harassment, threats, or intimidation;
48900.7 made terrorist threats against school officials or school property or both.
Suspension shall be imposed only when other means of correction fail to bring about proper conduct. However, a student, including an individual with exceptional needs, may be suspended for any of the reasons enumerated above upon a first offense, if the Principal or Superintendent determines that the student violated subdivision (a), (b), (c), (d) or (e) of Section 48900 or that the student's presence causes a danger to persons or property or threatens to disrupt the instructional process. (
w) (1) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or
otherwise absent from school activities. (2) It is further the intent of the Legislature that the Multi-Tiered System of Supports, which includes restorative justice practices, trauma-informed practices, social and emotional learning, and schoolwide positive behavior interventions and support, may be used to help pupils gain critical social and emotional skills, receive support to help transform trauma-related responses, understand the impact of their actions, and develop meaningful methods for repairing harm to the school community.

Suspension or Expulsion Due Process

A student may be suspended from school or recommended for expulsion from the District. If a student becomes involved in a situation in which there is a suspension or an expulsion recommendation, the student and parent(s) will be given information on due process. Law enforcement will be notified when incidents involve controlled substances and/or assault with weapons, or when a principal determines that it is appropriate. Mandatory offenses for which expulsion must be recommended, and the governing board must expel the student are: possession of, selling or furnishing a firearm; brandishing a knife at another person; unlawfully selling a controlled substance, committing or attempting to commit a sexual assault or battery (Section 48900(n), or possession of an explosive (M-80 or larger).

Tobacco, Alcohol and Other Drug Use Prevention Programs (Board Policy 5148)

Drug, alcohol and tobacco use is strictly prohibited at Covina High School. Because the use of tobacco, alcohol and other drugs adversely affects a student's ability to achieve academically, is physically and emotionally harmful, and has serious social and legal consequences, the Board intends to keep District Schools tobacco, alcohol and drug free. The Board recognizes that there are students who misuse tobacco, alcohol and other drugs and can benefit from drug intervention programs. The Board supports intervention programs that include the involvement of students, parents, and community organizations. Referrals for "Vape Prevention Programs" are available in the school office. The Board desires that every effort be made to reduce student use of tobacco, alcohol and other drugs. The Board of Education authorizes the Superintendent or designee to suspend, transfer to another regular school, reassign to continuation high school (provided the student is 16 years of age or older), or recommend for expulsion a student who has on school premises or at school-related activities possessed, used, sold, distributed, or been under the influence of tobacco, alcohol or other drugs. Drugs, which have been prescribed for a student by a licensed physician, are an exception. (Forms are available from Student Services for students to have prescribed medications stored in the Health Office.)

Uniform Complaint Procedure

The informational pamphlet about appeals, civil law remedies and donations under which a complaint may be taken directly to the California Department of Education is available from the Assistant Superintendent, Educational Services (626-974-7000, ext. 2070), during normal working hours. The Complaint Procedures are also posted in the school office. 14 These rules apply on any Covina-Valley Unified School District campus - whether enrolled in that particular school or not - while going to or coming from school or any school-sponsored activity. Violation of civil or criminal codes will also include a referral to the local police department.

General Information

Office Hours: Monday-Friday 7:30 a.m. - 4:00 p.m. (when school is in session)

Visitor Procedures: All visitors entering the school must check-in at the main office. Please be prepared to show identification. Visitors may not go directly to any classroom. Student visitors are not allowed during the school day. Non-students are not permitted to enter the central campus without specific permission from a school official.

ASB Cards

ASB cards allow students ALL of the following: FREE admission to all home and league football & basketball games, discounted price on all school dances and yearbook, and varsity letters/bars for athletes and performing arts groups. It is strongly recommended that all students purchase an ASB card, but especially for athletes, band, cheer, and those involved in clubs and organizations. Please note: Athletes lettering in a sport or activity must have a valid ASB card to receive their actual varsity letter/emblem. ASB cards may be purchased from the ASB office.

Athletic Clearance for Participation in Sports/Activities & Physicals

All students participating in athletics, including Cheer, MUST complete the Athletic Clearance process. Athletes should complete their forms online at www.athleticclearance.com AND complete a physical form. Physical forms are available in the Student Services office and in D2. They must be turned in with the packet or after submitting paperwork online. Forms must be turned into Athletic Director in room D2. Athletic clearance MUST be complete BEFORE students participate in any sport or activity, including practice. This process must be completed each school year. Students are required to have a current 2.0 GPA to participate.

Dance Clearance Forms

All students attending a major dance must complete a Dance Clearance Form. All non-Covina guests or dates must complete a guest pass, which is then given to the Assistant Principal for approval. NO guest passes will be issued at a dance. Students who owe fines (cafeteria, library or textbook) and do not have positive attendance/owe Saturday School Days are not eligible to attend major dances, including the Prom. All rules relating to student conduct and dress during school hours are in effect during dances. Students who leave a dance early MAY NOT return to the dance.

DRESS CODE

Covina-Valley Unified School District actively supports the concept of providing a safe, positive atmosphere on campus 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:
    a. Clothing that is free from excessive tears, rips and holes
    b. Clothing that covers undergarments, the back (below shoulder blades), and the midriff
    c. School and personal property 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 Covina High School 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

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

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.

DRESS CODE

Dress Code Violation

- 1st violation - warning; loaner clothing, parent contact (student may pick up their clothing item at the end of the day)
- 2nd violation - loan clothing, parent contact (student may pick up their clothing item at the end of the week)
- 3rd and beyond will be considered defiance and disciplined accordingly - loaner clothing, parent contact, lunch detention, Saturday School or discipline as assigned by administrator. (parent conference required for personal clothing item pick-up)

The list below serves as an example and not a standard of “allowed” and “not allowed” clothing.

Allowed

Not Allowed

Emergency Message Requests

In order to avoid interrupting class instruction, and to allow office staff to attend effectively to their primary responsibilities, we request that parents not ask to have messages delivered to students during the school day unless there is an emergency. This includes delivery of gifts, balloons, flowers, cards or other personal celebration items. The office will not deliver items to students. Students will not be able to receive any food delivery services on campus from organizations like postmates, grubhub, etc.

Hall Passes

Students, office assistants, and teacher assistants are not permitted out of class without a hall pass. Also, students are not permitted in the school offices or library without a pass. Students are to go only to and from the designated destination on the pass. Students who are not in class and are not participating in after-school activities must be in the library or off-campus. Minga, is our new platform designed to make your school experience easier and safer. We utilize digital hall pass requests to monitor our campus.

ID Cards

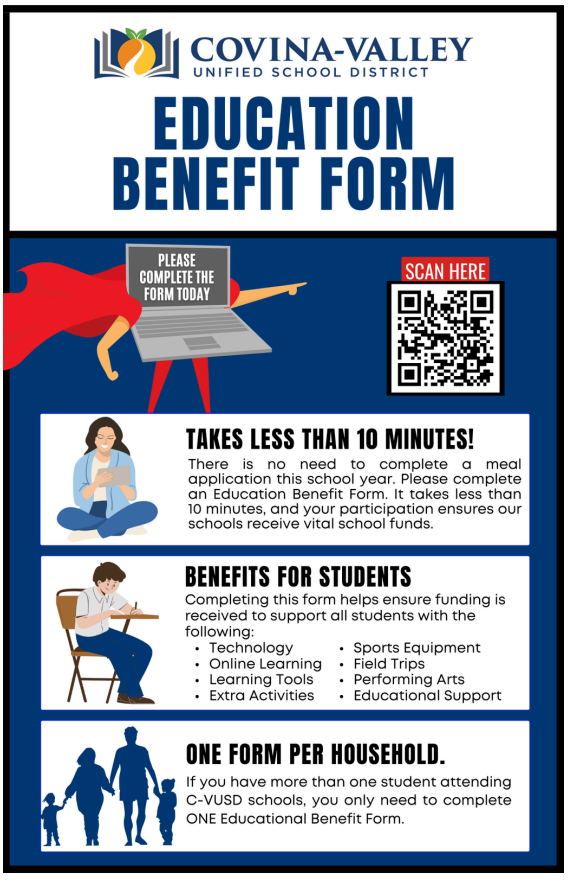
At the beginning of each school year, student ID photos are taken at school and students are issued personal ID cards. Students will be required to show their ID card while checking out library books and in order to gain admission into school sporting events, dances, and other activities. If a student needs a new ID card due to loss, damage, or tampering, they will be charged a replacement fee. New students may obtain an ID card at the time of enrollment.

Internet Acceptable Use Policy

Access to the Internet will be available throughout the campus. All parents and students are required to read and sign the Internet Acceptable Use Policy Consent and Waiver Form before using the Internet during their student's attendance at school.

Nutrition Services

There is no need to complete a meal application form this year. The Educational Benefits form can be completed online. Applications can also be picked up in our office and returned directly to the Nutrition Services Department at 519 E. Badillo Street, Covina, CA 91723. For more information please contact Nutrition Services at (626) 974-7000.



Off Campus Lunch Pass Applications

Only seniors and juniors who have a minimum 3.0 GPA, no outstanding fines or fees, and positive attendance are eligible for an Off-Campus Lunch Pass.

Lunch Pass Guidelines

Students and their parents wishing to exercise the privilege of an off-campus lunch pass shall:

1. read and sign the application, understand that an off-campus lunch pass is a privilege and, as such, can be revoked at any time.
2. not take student(s) off campus with them who don't have a valid off-campus lunch pass. 16
3. understand that they need to be courteous and respectful while out in the community during lunch. Littering and/or acting in a manner that is unbecoming of a CHS high school student will result in the loss of off-campus privileges and additional disciplinary consequences.
4. be responsible for where students go for lunch and for transportation.
5. have their lunch permit in their possession at all times. The pass must be presented each time the privilege is exercised.
6. understand that the school assumes no extra liability for any accident or injury incurred in the exercise of this permit.
7. be informed that they may combine their free 6th period with their lunch break for an extended lunch.
8. NOT leave campus any other time without parents checking them out through the Attendance Office first. Any student leaving campus without permission (or without a proper lunch pass in hand) will be considered truant and may receive a truancy citation from West Covina or Covina Police Department in addition to Saturday School.

Steps Needed to Get an Off-Campus Lunch Pass

1. Complete application. (Available after each six weeks progress report and end of semester report cards in the Student Services office.)
2. Get cleared by ASB Check with the ASB office to clear up any financial obligations. All fines and fees must be cleared before applying for an Off-Campus Lunch Pass. Students with outstanding financial obligations will be denied a pass.
3. Grade & Attendance Requirements-Check with Student Services to verify grades and attendance.

Out-of-Bounds Areas

Students are required to stay within supervised areas during brunch and lunch. Out-of-bounds areas include athletic fields, behind the gym, staff parking lots, corridors, behind the P and Q buildings, and tennis courts. Failure to stay within supervised areas may result in disciplinary action.

Personal/School Property

CHS 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.

Radios/Electronic Devices/Cellular Phones

Covina High School permits students to bring electronic devices to school and to use them appropriately. Electronic devices are not to be used when in class, unless the teacher has given specific permission. Although they may be carried in backpacks or purses, they are not to be visible, used, or on during class time. Cell phone pocket holders are located in every classroom, students must store their cell phone in the pocket holder. Cell phones may be used during passing periods, brunch, lunch and after school. Please ask supervising adults or teachers for clarification if needed.

This policy has been developed to reduce disruptions in the classroom and to reduce theft on campus. Students who do not follow these guidelines may have their electronic devices confiscated by staff members and held in the Student Services office for pick-up after seventh period. At the second offense, the student will have a conference with the Assistant Principal, parents will be notified, and a disciplinary consequence will be assigned. At the third offense, parents/guardians will need to pick up the phone. Repeated offenses can lead to further disciplinary consequences, including the loss of phone privilege.

Student Parking and Parking Lot Rules

District policy requires students to register their cars with school administration and park in designated areas. A parking permit does not guarantee a spot everyday. Campus Supervisors make regular checks of all parking facilities; however, Covina High School is not responsible for damage to or theft of student vehicles. Students are also expected to abide by the following rules.

1. The speed limit is 5 miles per hour.
2. All vehicles must be parked within the designated parking lines.
3. All traffic must be in the proper direction. DO NOT drive against the flow of traffic.
4. When exiting the parking lot, observe posted signs and markings.
5. Burning rubber, excess speed, or horseplay of any kind will be cause for disciplinary action and possible denial of on-campus parking privileges.
6. Loitering or eating around cars in the parking lot is not permitted at any time.
7. Students driving any type of motor vehicle on campus grounds, except on the designated parking lot, will be disciplined.
8. Students may only park in the Student Parking Lot, located on the corner of Hollenbeck and Rowland, and not in areas designated for staff use.

Skateboards and Skates

A skateboard rack is provided for students between the girls' locker room and M-Building. Skateboards left there must be secured with a lock. Although the school attempts to provide a secure place for them, it is not responsible for the theft or damage of any skateboards brought on campus. The use of skateboards, roller skates, and in-line skates are PROHIBITED AT SCHOOL AT ALL TIMES for safety reasons. Students who use a skateboard at school risk having the item confiscated. The Covina Municipal Code allows the police to issue citations to students who skateboard on school grounds. Skateboards must be carried while on campus and not ridden to ensure the safety of others.

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. Vape sensors are installed in every restroom on campus.

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/vaping program.

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. Covina High School 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. Technology use is an important part of education. This is an exciting time for our students, teachers, and the community. The immediate access to technology and innovate the instructional design of our staff will have a beneficial effect on student learning and achievement. In addition, these devices are an integral part of teaching digital citizenship in a 21st Century learning environment. Students are not allowed to store books or school materials in their cars for retrieval during the school day and are expected to keep their personal property with them.

Work Permits

Students under the age of eighteen (18) must obtain a work permit at CHS after securing an opportunity for employment. Work permit requests and work permits may be picked up from the College and Career Center in the library or in the Counseling Office when on campus, or by visiting our school's website at covinahigh.net and clicking on the Work Permit informational links on the main page. In order to be eligible for a work permit, students are required to maintain positive attendance and school performance. If they do not, employers will be notified and the student will be unable to continue working. If a work permit is revoked, the student may apply to have their work permit reinstated if attendance, behavior, and/or academic performance has improved enough to maintain a C average for at least one term and/or have fewer than three (3) unexcused absences for one term.

Health Office

Health Clerk The Health Clerk reviews immunization requirements and other documents, helps to organize Vision and Hearing screenings, and provides first aid assistance when on campus. A District Nurse is on call to respond to emergencies, and Paramedics are called when appropriate. Health-Related Modifications to Academic Program Parents of students who require modifications to their academic programs due to health-related concerns should contact the Counseling Office. Counselors will work with families and their physicians, Administrators, School Psychologists, and others to determine appropriate services which could include, but are not limited to, the following options: Adaptive/Modified Physical Education, Home/Hospital Instruction, reduction of school day, implementation of a 504 plan, or assignment of a Health Instructional Aide.

Health Services

Students requiring first aid, needing to take prescription or over-the-counter medications while on campus, carrying inhalers, or needing other access to health services or health-related information, including tobaccouse cessation programs, should contact the health clerk in the health office.

Medications

Medication (prescription or nonprescription) CANNOT be administered to students and are not allowed on campus unless parents/guardians have completed and turned in (to the office) the proper medication authorization form. Students may obtain the form from the Health Office. Students requiring medication at school must be identified to the school by the parent/guardian and/or physician. All student medication must be in the original container and will be kept securely locked in the Health Office. Students may not carry any medication (prescription or over-the-counter) with them on campus unless the appropriate form is on file in the Health Office. All approved medications will be administered by the Health Clerk or designee to students at authorized times throughout the day. Students will be allowed to leave class, without penalty, to take necessaryapprovedmedication(s).

Illness at School

If students become ill during the day, they need to get a pass from their teacher and report to the Health Office.A Health Clerk/trained staff member can assess the situation and make the necessary arrangement for students to either stay at school or go home. If the Health Clerk/trained staff member determines that a student needs to go home, a parent/guardian will be notified and will need to sign their student out of school in the Attendance Office. If a student leaves campus without checking with the Health Clerk/trained staff 19 member and being signed out by their parent/guardian in the Attendance Office, consequences may be administered for truancy.

Prevention and Safety

Covina High School's goal is to provide a safe and positive learning environment for all students. The following services are available to students and their families:

Confidential Reporting

Students may confidentially report a variety of concerns/information to the Student Services or Counseling offices. This may be done in direct conference with an Administrator or with other adults on campus (SRO, counselors, teachers, campus supervisors, or office personnel) who will then notify Administration. Incidences of bullying/harassment, potential problems or facts about a crime should always be reported. Students should also report knowledge of potentially life-threatening personal problems that require crisis intervention. Areas of concern include (but are not limited to) depression, suicidal ideation (ideas or thoughts of suicide), self-injury, child abuse (physical, sexual or emotional abuse or neglect), abusive boyfriend/girlfriend relationships, eating disorders, or substance abuse.

Emergency Procedures

Covina High School students and staff conduct emergency evacuation drills (fire, earthquake, disaster, lockdown). In case of a real emergency, students will stay with their teacher in an assigned area until the “allclear” bell rings. Students will be released to persons indicated on the emergency release card ONLY. In the event of an emergency, parents will be notified via phone, e-mail, or parentsquare. Please do not attempt to come to the campus to pick up your child in the event of a lockdown. No student will be released until the lockdown is lifted. CHS utilize Centegix as a campuswide safety monitoring system.

Harassment Complaint Procedures

Students are encouraged to report to an Administrator or Counselor all incidents of harassment: sexual, physical, emotional or verbal abuse. The incident will be investigated and appropriate disciplinary action will be taken. It is extremely important that harassment reports be made as soon as possible to the Assistant Principal.

Personal Issues

Students requesting help with personal issues (grief, anger management, low self-esteem) can request referrals from the Counseling or Student Services office. Referrals to group or individual counseling on campus during the school day (parent permission required to participate) or to off campus agencies can be made.

Self-Referrals

Covina High School provides several programs to promote social, emotional, and physical health, as well as academic success. There are no disciplinary consequences for students requiring assistance.

Substance Abuse

Students seeking help with a substance abuse problem (either due to their own use or that of a friend or family member) may request a referral from Counseling or Student Services.

Tobacco Resistance/Vape Prevention

Students who want to quit smoking/vaping may request a referral from Student Services, to an appropriate “vape prevention” program.