

# *Covington High School*



*Student Handbook*  
*2018-2019*

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## **COVINGTON HIGH SCHOOL WEBSITE**

<http://covingtonhigh.stpsb.org>

The Covington High School Website is updated on a weekly basis. Visit the website to obtain information regarding any aspect of the school. Convenient links for important information is also included.

### **SCHOOL TELEPHONE NUMBERS**

<b>School Phone Number</b>	<b>892-3422</b>
Administrative Office	Ext. 2000
Attendance/Student Services	Ext. 2003
Agriculture Department	Ext. 2025
Guidance Department	Ext. 2015
Gymnasium Office	Ext. 2013
School Library	Ext. 2021
School Nurse	Ext. 2020
Special Education Department	Ext. 2026
504/SAT Chairperson	Ext. 2031
Football Field House	892-2256
Choral Department	893-9843
Cafeteria	892-2407
NJROTC	867-9263

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## **MISSION**

Covington High School's students will be life-long learners

and productive citizens in the global community.

## **VISION**

Covington High School offers its students a safe learning environment and comprehensive educational opportunities to realize their full academic, personal, occupational, and societal potential. Teachers and students have access to technology-enriched instructional materials in order to provide meaningful learning opportunities. The community, educators, students, and families work in partnership to promote education as a valuable commodity.

## **ELASTIC CLAUSE**

The Covington High School student handbook does not include everything that may possibly happen during the school year. If any situation not specifically covered should arise, the administration and staff will make every effort to act fairly and quickly to resolve the issue and communicate with the parents in a timely manner. The best interest of the student, school, and community will be greatly considered in handling each event. Each situation is different and all situations will be handled on an individual basis. We sincerely hope that each one of you will have a successful and enjoyable school year. Please take the time to know the policies and procedures that you are expected to follow. This way, potential issues can be avoided. If you have questions or concerns please contact Covington High School and we will assist you as quickly as we can.

## **PARENTAL INVOLVEMENT**

Parental involvement is integral to the success of CHS and to the success of individual students. We are so thankful for the support of our parents and community members. We are all partners in the education process in order for student learning to be achieved at high levels.

CHS encourages parents to be actively involved in their student's education. Even though high school students are moving toward independence it is vitally important that parents remain aware of and involved in their student's learning. The faculty, staff, and administration of Covington High School is dedicated to providing each parent the information and support to be a full partner in assisting with their child's learning.

Listed below are a variety of ways in which Covington High attempts to provide two-way meaningful communication with parents regarding their child's academic success:

- Covington High hosts class orientations prior to school starting to share schedules and information.
- An Open House (August 21, 2018 @ 6 p.m.) is hosted where all parents are invited to visit the school, meet their child's teachers, and gain an understanding of the academic and behavioral expectations of scheduled courses.
- Parents have access to JPAMS to stay abreast of

their child's grades and attendance. Parents may contact the front office to retrieve access codes.

- Each year our Guidance department provides individual class meetings for parents. During these meetings, information pertaining to students of the appropriate class is provided that gives the overall academic expectations for the current year and requirements for the years beyond.
- Each year, parents play an integral role in the scheduling process. Students, assisted by a guidance counselor, choose from a variety of course offerings. Information regarding post-secondary opportunities is provided so that students and parents can make informed decisions. Students, with assistance from their parent and a counselor, update their five-year plan.
- Information regarding attendance and discipline is communicated frequently with parents so that input can be used to make important decisions.
- Parents are an integral part of committee meetings such as S.A.T., 504, and/or I.E.P. meetings, where important decisions are made in order to provide educational services to assist their child in learning.
- Covington High strives to have meaningful parent participation in decision-making as related to the daily educational process. Parents are encouraged to be an active member of the P.T.S.A. and any other committees/clubs where decisions directly impact the climate and culture.

***The following list provides helpful opportunities for parents to assist the school and more importantly to assist each student.***

- Sending the student to school on time each day, encouraging regular attendance and cooperating with all school regulations.
- Instilling politeness as well as respect for administration, teachers, school employees, and fellow students.
- Making sure that all financial responsibilities to the school are resolved.
- Cooperating with the administration and staff in solving disciplinary problems.
- Scheduling doctor, dentist, and other appointments for the student outside school hours whenever possible.
- Setting aside time for study at home.
- Helping the child in the selection of friends.
- Sending the student to school each day in compliance with the STPSB and Covington High dress code.
- Encouraging good reading and the frequent use of library and technology resources.
- Encouraging your student to become involved in school activities and attend activities in which your student participates.

## **EDUCATION OF CHILDREN & YOUTH HOMELESS SITUATIONS**

The McKinney-Vento Act is a federal law passed in 1987 to help people experiencing homelessness. The Act requires states and school districts to make sure students in homeless situations can attend and succeed in school. The McKinney-Vento Act applies to all children and youth who do not have a fixed, regular, and adequate nighttime residence, including children and youth who are living in the following situations:

- Doubled-up housing with other families or friends because they lost their home or their family is having temporary financial problems;
- Living in a motel/hotel because of economic hardship or loss of housing;
- Living in an emergency or transitional shelter, domestic violence shelter, or in a runaway/homeless youth shelter;
- Living in a vehicle of any kind; trailer park or campground without running water and/or electricity; abandoned building; substandard housing; bus/train station;
- Awaiting foster care placement; or
- Abandoned in a hospital.

Children and youth in homeless situations have the right to the following:

- Attend and succeed in school no matter where they live or how long they have lived there;
- Enroll in school despite the lack of a permanent address or lack of school and immunization records, or birth certificates and other documents;
- Receive services comparable to those offered to non-homeless children and youth;
- Get transportation to school;
- Access educationally related support services;
- Make sure that disagreements between students and schools are resolved quickly.

## **ACADEMIC SUPPORT**

**EOC Remediation/Academic Clinic:** offered on Tuesday, and Thursday 2:45 – 4:00 also Tuesday, Wednesday and Thursday 7:00-7:24 in Library

## **ACCIDENTS**

Any accident that occurs on school premises must be reported to the school administration immediately, so that an incident report can be completed. Covington High has no financial responsibility for accidents that occur.

## **ARRIVAL/DEPARTURE - PARENT DROP OFF & PICK UP**

Vehicles enter the campus from Ronald Reagan Highway (Hwy 190) on East Stadium (Lion) Drive, proceed around to West Stadium Drive and exit the Campus back on Ronald Reagan Highway (Hwy 190). Students are dropped off in the morning and picked up in the afternoon between the baseball stadium and auditorium. For the safety of our students, please be very cautious and follow the directions of the person(s) directing traffic by the Auditorium. **The**

## **front parking lot is for buses and staff/visitors only. No students are to be dropped off or picked up in this area.**

For the safety of our students, traffic is one way in the morning and afternoon. The Covington Police Department provides traffic control in the morning and afternoons as a courtesy to Covington High School. Depending on priority calls they will assist with traffic when available on Ronald Reagan Highway (Hwy 190).

All students are expected to arrive to school in a timely manner. Students should take into consideration distance traveled and traffic patterns in making their decision on the best time to leave home. *Students who arrive after the first hour tardy bell must report to the Attendance & Student Services Office to check in.*

## **ATTENDANCE: ABSENCE & TARDIES**

The State of Louisiana requires that all children from their seventh to their eighteenth birthdays must attend a public school or private day school or must participate in an approved home study program. Any student at or above the compulsory attendance age who has excessive absences may be dropped from school with principal recommendation.

School attendance is imperative, not only to satisfy requirements of the law but to help ensure student achievement and success. Every missed day of school is a missed opportunity to learn. As per State policy, St. Tammany Parish Public schools are responsible for enforcing the following requirements:

- Students are expected to be in attendance every student activity day scheduled by the St. Tammany Parish School Board.
- Schools must administer attendance regulations in accordance with State and locally adopted policies.
- In order to be eligible to receive credit for courses passed, high school students may not miss more than five (5) days of non-exempted excused absences (parent notes), unexcused absences, and/or suspensions **per semester, per class period.**
- Students participating in school sponsored activities/field trips that necessitate their being away from school shall be considered to be present and shall be given the opportunity to make up work.
- Students who exceed the five (5) days of non-exempted excused absences (parent notes), unexcused absences, and/or suspensions **per semester, per class period** are subject to seat time recovery in order to earn credit. It is imperative that students monitor their absences and attend seat time as necessary to avoid credit denial.

## **TYPES OF ABSENCES**

There are four types of absences a student may obtain:

### **TYPE ONE: EXEMPTED, EXCUSED ABSENCES**

Exempted, excused absences are those that allow the student to make up work missed and will not be counted against students in determining whether a student meets

attendance requirements. There is no limit to the amount of exempted, excused absences a student can incur.

The exempted, excused absences are defined in the attendance policy as the following:

- Extended personal physical or emotional illness as verified by a physician or nurse practitioner licensed in the state.
- Extended hospital stay as verified by a physician or nurse practitioner licensed in the state.
- Extended recuperation from an accident as verified by a physician or nurse practitioner licensed in the state.
- Extended contagious disease within a family in which a student is absent as verified by a dentist or physician licensed in the state.
- Observance of special and recognized holidays of the student's own faith with documentation provided.
- Visitation with a parent who is a member of the United States Armed Forces or the National Guard of a state and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting with proper documentation. These absences shall not exceed five days per school year.
- Travel for educational purposes. These absences must be approved prior to the travel with the supporting documentation submitted to the principal. Verification of the educational experience must be submitted upon return to school.
- Death in the immediate family with documentation. These absences shall not exceed five days.
- National catastrophe and/or disaster.

**TYPE TWO: NON-EXEMPTED, EXCUSED ABSENCES (PARENT NOTES)**

Non-exempted, excused absences are those incurred due to personal illness or serious illness in the family or extenuating circumstances documented by parental notes. These absences allow the student to make up work missed but do count against the student when determining whether the student meets attendance requirements.

**TYPE THREE: UNEXCUSED ABSENCES**

Unexcused absences are absences where a note is not provided to the principal, when a note is provided outside of the specified time, or fails to meet the criteria to be excused. Failure to send the note within two days of the absence will result in the student not being able to make up missed coursework, and zeros for that work will be given.

These absences count against the student when determining whether the student meets attendance requirements.

**TYPE FOUR: SUSPENSIONS**

These are non-exempted absences. Students are allowed to make up work when suspended from school. The value of the work is up to but not exceeding 67 % of any

coursework. These absences count against the student when determining whether the student meets attendance requirements.

***A student shall be considered habitually absent to school after the fifth occurrence within a semester. The administration will report students considered habitually absent to the Supervisor of the Child Welfare and Attendance office.***

**TARDIES**

**Tardies to SCHOOL vs tardies to CLASS:**

**Tardies to SCHOOL** encompass any time the student checks in for the first time after the 1<sup>st</sup> hour tardy bell. Discipline begins after three unexcused tardies to school.

**Tardies to CLASS** encompass any time the student is late for classes 2 through 7 which exceeds the five minute between-class passing allotment. Discipline issued from 1<sup>st</sup> tardy to class and escalates accordingly.

- Student receive a maximum of three (3) tardies to school per semester regardless of the reason. **Excused or unexcused will not be determined and no consequence will be administered but the tardy will be documented.**
- On the 4<sup>th</sup> tardy to SCHOOL for the semester, the student will receive a Morning Detention.
- On the 5<sup>th</sup> tardy to SCHOOL for the semester, the student will receive a Friday Detention.
- On the 6<sup>th</sup> tardy to SCHOOL for the semester, the student will receive an In School Suspension and loss of driving privileges.
- On the 7<sup>th</sup> tardy and higher, students will be sent immediately to the ISS room

***A student shall be considered habitually tardy to school after the seventh occurrence within a semester. The administration will report students considered habitually tardy to the Supervisor of the Child Welfare and Attendance office.***

**ABSENCES PROCEDURES**

Excuses for all absences must be presented in writing whether a doctor's note or parent's note to the Discipline and Attendance Office (Student Services) **within two (2) days** of the absence. The note must include the student's full name, days of absence, reason for absence and/or doctor's verification, parent/guardian signature and date of signature. Failure to send the note within two days of the absence will result in the student not being able to make up missed coursework, and zeros for that work will be given.

When a student accumulates three (3) absences in a semester which include non-exempted excused, unexcused, and/or suspensions, notification will be made to the parents/guardians. After the fifth (5) absence in a semester which includes non-exempted excused, unexcused, and/or suspensions, the student will be reported as a truant child to the Supervisor of Child Welfare and Attendance and will need to attend seat time for to avoid credit denial.

Work missed for exempted excused, non-exempted excused, and/or suspensions must be made up immediately upon returning to school. Work completed after an unexcused absence will not earn credit if a note is not brought in to student services. The make-up period is equal to the number of days missed. **Responsibility for getting missed assignments and information and making up the work lies entirely with the student.** The student should make appointments with the teachers, ascertain what work has to be made up, and set up a schedule for its completion. Long-term assignments are required to be turned in on the due date regardless of the reason for absence. A long-term assignment is defined as an assignment assigned at least two weeks prior to the due date.

#### **SEAT TIME RECOVERY REQUIREMENT**

Students in danger of failing due to excessive absences may be allowed to make up missed seat time. Seat time recovery is held outside of the student's regular school day hours. The makeup sessions must be completed before the end of the current semester. Students should see their teachers for coursework to be completed during the seat time. No cell phone usage or sleeping allowed during seat time recovery.

Seat time options include:

- Friday Detention
- Morning Detention room (if not assigned for discipline)
- After last daily scheduled class for short day seniors
- Academic Clinic in library before and after school
- Teacher tutoring before/after school, lunch break.

#### **APPEAL PROCESS**

To make an appeal to the Child Welfare and Attendance Office, a parent must provide all appropriate documentation within ten (10) days following the end of each semester.

#### **TRUANCY**

Parents will receive notification of the State truancy policy at the beginning of the school year. Any juvenile student who is habitually absent or tardy from school will be reported as a truant child to the Supervisor of Child Welfare and Attendance, the family and/or juvenile court according to the provisions of Louisiana Children's Code regarding families in need of services.

#### **BOOKBAGS**

The school takes NO responsibility for book bags or their contents. Book bags should never be left unattended at any time. During P.E., it is the responsibility of the student to secure their book bag and/or valuables in an assigned locker.

#### **BUSES**

The driver of the bus has complete responsibility for the bus and for the students. Students should be respectful at all times to the bus driver and adhere to their instructions.

The bus and bus stop are considered extensions of school grounds and students are responsible for behavior at these locations as well.

Any student who wants to transfer buses for one day must have a parent note to the Attendance/Discipline Office before school to be verified during the day. Once verified, administration will sign the note and the student is to give it to their bus driver. Students will not be allowed to ride any bus other than their assigned one if parent permission is not verified. Note must include student and parent name, address, parent contact information.

#### **CAMPUS – STUDENT ACCESSIBLE AREAS**

School Hours – 6:55 a.m. – 3:00 p.m. – Students are not allowed to be on campus before or after school hours unless directly authorized/ supervised by school personnel. Students are NOT to congregate on campus before/after school hours. Students must be under the direct supervision of a sponsor or coach. Students not participating in an extra-curricular club or organization are considered loitering. The school is NOT responsible for students who are on campus before/after school hours without permission. Students are NOT to congregate in parking lot or remain in their personal vehicle upon arrival at school.

The following areas are **off limits** to students at all times without **administrative approval**:

- Student parking lot-student shall park and exit vehicle immediately to enter campus
- Teacher parking lot
- Field house parking lot
- Faculty lounge
- Tennis Courts
- Office area (unless called by office staff)

The following areas are off limits and require a teacher's **written permission** to be in these areas during the designated times:

- Before School: The Commons and the four hallways (both 100s and both 200s)
- Before School & Lunch: The back gym hallway
- Before School & Lunch: 800's and field house
- Before School & Lunch: Any teacher's classroom

The following areas are open to students before school:

- Area between science building and main building
- The two outside covered areas – the one near the 500 wing and the one near the cafeteria
- Southwest Grounds
- West/Cafeteria breezeway area
- Library

The following areas are open to students during lunch:

- The two outside covered areas – the one near the 500 wing and the one near the cafeteria
- Area between science building and main building
- Southwest Grounds
- West/Cafeteria breezeway area
- Library

#### **NO STANDING ZONES**

Between classes, all areas inside and outside the building are **NO STANDING ZONES**. Students will not be allowed to stand against walls or congregate in any area once the 7:24 a.m. bell rings. Between classes, all students must be moving at all times staying to the right of the hallway in the direction for which they are traveling.

### **CHECK OUT PROCEDURES**

Covington High School has a closed campus policy. Once students have arrived on school property, they may not leave unless they check out through the Attendance/Student Services Office. Students are considered “on school property” once they arrive at a bus stop until they arrive home (if they ride a bus). If students are driving, school property begins at the entrance to both Lion Drive and Stadium Drive and includes activity inside personal vehicle if on campus.

- Students are not to report to the Attendance & Student Services Office or to the Front Office to initiate the checkout.
- Students will not be allowed to use office phones to call home. The classroom teacher is to notify the office of a checkout request or need for medical assistance.
- If a student is ill, they must inform their classroom teacher. The classroom teacher will call the Attendance Office and request for student to be seen by the nurse. If nurse is not available, an alternative assessment will be made by student services and/or other medical professionals on campus or parent will be called. Students will remain in class or in the “sick” room until officially checked out by the office. If a parent cannot be contacted, the student will be notified and is to remain in school.
- Only parents or authorized guardians are given permission to check out a student. Parents/guardians must contact the Attendance & Student Services Office for checkout to be completed.
- Students who check out must report to student services and scan their ID to be checked out in the computer. A student who is checked out **MUST REPORT TO STUDENT SERVICES BEFORE LEAVING CAMPUS**. Student subject to discipline if he/she does not report to student services before leaving campus to scan out.
- Students who check out and miss classes are to follow the Attendance Policy for missing classes.
- Excessively checking out a student in order to avoid the end of school day traffic is not an appropriate reason for checking out. **A parent conference will be conducted with school administration to inform the parent and student of the ramifications of being habitually absent, habitually tardy, and/or habitually checked out. Credit denial may occur if check outs cause more than 5 unexcused absences per class period.**

The day the student returns after the checkout, the student will present a written note. (See Attendance Policy) If a student returns to school the same day after checking out, they must go through the Attendance & Discipline Office to check in. Notes from home requesting a student to check out will not be accepted. The administration reserves the right to require parent pick-up if the student’s check-outs become excessive. **On any exam day or a day before a school holiday, a student can only be checked out if the parent comes to the school. Phone call checkouts will not be accepted on these days. The office will not interrupt an exam in process to check out a student.**

### **CLOSED CAMPUS**

Covington High School is a closed campus. Being on campus without correctly following the check-in procedures, leaving the campus without correctly following checkout procedures or acquiring office permission will result in disciplinary action. Students are not allowed to leave campus for lunch. Students are not allowed to go to the parking lots at any time without administrative approval. School personnel will not accept deliveries of gifts/food of any kind to students.

### **DANCES**

All dances are lock-ins. Lock-ins will have a start time (usually one hour after beginning time of dance) and end time (30 minutes prior to ending time of dance except for prom). The start time for lock-in means that all students planning to attend the dance must be present or will not be allowed to enter the dance. Students may not leave the dance once they have entered the dance. Students will be allowed to leave at the end time of the Lock-in. No student may leave the dance prior to the end of the Lock-in except if the parent comes to pick up the students. Dates/Times of school dances will be advertised at school and on the school website.

- Students **must present their Covington High School ID** to enter dances. Non-Covington High dates must present a valid I.D. to enter and must have an approved date pass on file.
- No passes will be issued to anyone under the age of 13 or over the age of 21.
- Tickets must be purchased in advanced. No tickets will be sold at the door.
- Any student with an outstanding financial obligation, a suspension offense, excessive absences or tardies for the marking period will not be allowed to attend the dance.
- Any student with outstanding discipline will be refused admission to the dance.
- Appropriate behavior is expected of all who attend dances. Inappropriate displays of affections may result in a parent phone call, disciplinary action, and/or dismissal from the dance.



Students who do not drive should be picked up promptly at the scheduled time for the dance to end. Any students attending a dance that are not picked up within 15 minutes of the end of the dance will not be allowed to attend the next dance.

### **DELIVERIES TO CAMPUS**

A classroom will not be interrupted to give a message to a student. Balloons, flowers and gifts will not be accepted by the school for delivery to students. No food deliveries will be accepted.

### **DISCIPLINE POLICIES AND PROCEDURES**

The Covington High School discipline plan has been established to promote desirable student conduct and behavior. CHS administration reserves the right to consider the academic placement, attitude, age, pattern of misconduct, degree of cooperation and any other aggravating or mitigating circumstances before taking disciplinary action.

#### ***Discipline Consequences Explained:***

##### ***Teacher Assigned Detentions:***

- a. Held before school, after school, or lunch in teacher classroom or duty spot.
- b. This is a classroom management consequence that teachers may opt to use in an effort to correct misbehaviors prior to elevating student to a major discipline infraction.

##### ***Morning Detention:***

- a. 6:55-7:25 in detention room (location TBD)
- b. Issued for misbehavior that is not serious or chronic enough to merit Friday Detention.

##### ***Friday Detention:***

- a. 3:00 p.m. to 6:00 p.m. on campus in designated room. Student must report to detention room promptly at 3:00 p.m. If student is late, he/she will be considered a no-show and escalated discipline will ensue.
- b. Student may be scheduled for four (4) Friday Detentions throughout the school year. Additional behavior offenses after four that would merit Friday Detention will result in 2 days of ISS or suspension.
- c. Students must bring books, writing tools, and assignments to Friday Detention.
- d. Conflicts with jobs held by the student will not be considered in scheduling Friday Detention. A student who does not serve assigned Friday Detention will be issued ISS or suspended.
- e. Misbehavior in Friday Detention will result in suspension.

##### ***In-School Suspension/Support (ISS):***

- a. Usually one to three days;
- b. Student will be excluded from regular classes and will report to the ISS room.

- c. Student must bring all textbooks and assignments. Student must complete work in the ISS room in order to receive full credit and cooperate with ISS facilitator for given ISS time.
- d. Misbehavior in ISS results in a repeat day in ISS or an out of school suspension.
- e. Our school site behavior interventionist will go in and meet with students in the morning to assist them in identifying acceptable replacement behaviors.
- f. Parent-student-administrator conference required prior to student's return to class. Phone conference is acceptable.

##### ***Suspension:***

- a. Typically one to three days out of school; could go as high as five days for a major fighting event.
- b. These are considered unexcused absences; student receives partial credit for work missed (67% of the value) if and only if, he/she makes up the work in allotted timeframe upon return.
- c. Parent-student-administrator conference required prior to student's return to classes. This can be held upon initial issuance of discipline and face meeting with parent/guardian is preferred.
- d. Student is not allowed on school campus or to participate in extracurricular activities during suspension.

##### ***Recommendation for Expulsion:***

- a. This recommendation is submitted to the Senior Supervisor of Administration at Central Office.
- b. Hearing will be scheduled between student, parent, school site administrator, and senior supervisor and held at Harrison Curriculum Center or other designated location.
- c. Expulsion recommendations are made at school site but final decision is determined by St. Tammany Parish School Board Senior Supervisor. Placement in alternative setting or return to school site after hearing will be contingent upon decision of supervisor and/or School Board members.
- d. This recommendation is reserved for severe offenses or elevation of consequences based on discipline history.

##### ***Community Service:***

- a. May be issued in lieu of a first suspension for students who have a satisfactory past record of attendance, grades, and discipline.
- b. The following definitions apply only in regards to community service.

Satisfactory Attendance – 3 or less unexcused absences and/or tardies for the current semester (or previous semester if the semester has just begun).

Satisfactory Grades – grades of "C" or higher for all courses in the current grading period and the previous grading period (9 week grades).

Satisfactory Discipline – discipline record for the current semester and previous semester should

not include any Friday Detentions or ISS.

**\*\*Important Note for Community Service: Group 4 & Group 5 misconduct including alcohol offenses & violent offenses are not eligible for the community service option. Community Service option is subject to availability and not a guaranteed alternative for first suspensions. \*\***

### **Types of Misconduct:**

Acts of misconduct listed here are those classified as inappropriate student behaviors in the classroom or on the school grounds and those behaviors that disrupt the orderly educational process in the school or on the school grounds. These are listed under Groups 1, 2, 3 of the St. Tammany Parish Handbook on Attendance, Discipline, and Student Records.

### **GROUP 1, 2, OR 3 MISCONDUCT & CONSEQUENCES**

- **Classroom Misbehavior** – ranges from teacher held detention and parental contact to Friday Detention depending upon how severe or chronic the misbehavior.
- **Willful Disobedience** – ranges from teacher held detention and parental contact to suspension depending upon how severe or chronic the misbehavior.
- **Possession/Use of Tobacco, Tobacco Products, Look-Alike Tobacco Products, E-cigarettes, Vapes, Lighter and/or Matches**  
**Possession:** First offense – Friday Detention  
Second offense – ISS or suspension  
Additional offenses – suspension  
**Use:** First offense – 2 days ISS [Note: use in a classroom or in the presence of students may result in suspension]  
Second offense – 1 day suspension  
Additional offenses – multi day suspension
- **Off Limit Area Violation** – ranges from Friday Detention to suspension. Due to the large size of the CHS campus, it is necessary to limit students to those areas which are regularly supervised. Students should use the restrooms between classes and during lunch. Students are discouraged from using the restroom during class and this should not become a habit. Being out of class decreases the amount of time students have to learn. Following afternoon dismissal students are to exit the campus by 3:00 pm. Students that do not drive or ride the bus must be picked up from school by 3:00 or at least have a parent in car-line waiting prior to 3:00 p.m. Students may remain on campus in the afternoon only for activities that are under the direct supervision of a faculty member. At the conclusion of the activity students should

leave the campus immediately. Students not under direct supervision that remain on campus, after school or after an activity, will be subject to disciplinary action. Off limit areas include CHS tennis courts, inside school buildings without supervision/permission outside of school hours, football stadium/fieldhouse area, 800 wing classrooms, ROTC areas. **All parking lots** and roads are off limit to students during the day unless under the direct supervision of a teacher or with administrative permission. Students riding the bus to school are not allowed to meet students in the parking lot. All remote areas and unsupervised areas of the campus not specifically mentioned are also considered off limits. Additionally, students violating off limit areas may be arrested by the Covington Police Department for criminal mischief and/or criminal trespassing.

- **Leaving Class, Campus or Other Location w/o Permission** - ranges from one Friday Detention to suspension. Once a student arrives on campus, regardless of the time, he/she may not leave campus unless they have officially checked out of school. This includes bus riders.
  - **Dress Code Violation** (if student cannot correct and become compliant, he/she will remain in ISS)  
First offense - documented reprimand and required compliance  
Second offense - morning detention (6:55 – 7:25) and required compliance  
Third offense – Friday Detention (8:00 – 12:00) and required compliance  
Fourth offense –ISS and required compliance  
Fifth offense – continue to advance on discipline ladder and required compliance
  - **Disrespect to Teacher/Staff** – ranges from teacher held detention and parental contact to suspension depending upon how severe or chronic the misbehavior.
  - **Lying to school personnel or other adults on campus; forgery; cheating** - consequences for this type of misbehavior range from reprimand to suspension depending upon the exact nature and seriousness of the offense, the pattern of misconduct, and any other mitigating factors.
    - a. First offense - Friday Detention
    - b. Second offense – Suspension
- Cheating**
- a. First offense on exam or major test/project = zero & Friday Detention; quiz or homework = zero & teacher assigned consequences
  - b. Second offense-exam or major

test/project = zero & suspension; quiz or homework= zero & Friday Detention. **Plagiarism is cheating.**

Violation of test protocol, including the use of cell phones, I-pods & similar electronic devices, by a student who is taking a test is a serious violation and will result in the same academic & disciplinary consequences as cheating. This type of violation can disrupt the testing environment and may place the integrity of the test in jeopardy. Testing protocol remains in place as long as any single student in the classroom is still testing.

- **Stealing and/or Possession of Stolen Property** – Up to 3 day suspension [Note: Students may not open or go through the belongings of others without specific permission from the owner.] This type of action will be considered attempted theft. Consequences range from Friday Detention to suspension.
- **Possession/Use of Cell Phone, Ear buds, I-pod/MP3 Player, Laser Light/Pointer, camera, etc.** – Cell phones, I-pods, and similar electronic devices can be a serious disruption to the learning environment. Louisiana Law Revised Statute 17:239 prohibits any student, unless authorized by the Principal or their designee, from using any electronic telecommunication device in any school building or school grounds or in any school bus. Any student in possession of an “electronic device” while on school property on a normal school day or on the school bus will have that device confiscated. THIS INCLUDES EARBUDS and EARPHONES. The normal school day begins when a student arrives on campus and ends following the last period dismissal bell. Electronic devices will only be returned to the parent or guardian after school hours (2:41 – 3:30) on the day confiscated. After the initial day of confiscation, the electronic device will be returned to the parent during school hours. For all offenses after the first offense the confiscated item will only be returned to the parent/guardian. Progressive consequences will be followed as listed below:

**Possession:**

- First offense** - item taken and warning (teacher can return to student at end of class)
- Second offense** - item taken and before school detention (6:55 – 7:25)
- Third offense** - item taken and Friday Detention
- Additional offenses** – ISS or Suspension

**Use or Related Disruption** – A cell phone or other electronic device that is visible is considered in use. A cell phone that rings during class is considered a disruption. Students are expected to give a cell phone to a teacher/administrator when requested.

If the student does not comply with the request to turn over device, the discipline consequences listed above will increase substantially and could result in a multi-day suspension. For any violation that is deemed to be egregious and is disruptive to the school, the discipline consequences shall be increased to an appropriate level.

**\*\*Parents/guardian trying to contact student via cell phone during school hours or vice versa is not an acceptable excuse for cell phone use. Parents who need to contact their child at school are asked to call 892-3422 and notify student services. Parents should not call or send messages to their child’s cell phone during school hours. Students using their phones will be held accountable even if they are communicating with their parents.\*\***

It is not the responsibility of CHS to investigate reports of missing electronic devices such as cell phones, I-Pads, earbuds, laptops, or other similar contraband that are brought to school by students. Reports of missing electronic devices will be forwarded to the School Resource Officer and the school is under no obligation to recover them.

- **Defacing or Destroying Property/Vandalism/Pranks** – depending on the severity of the offense the students will be required to make restitution and/or pay a fine or clean-up fee. Students may also be issued Friday Detention, suspension, or be recommended for expulsion.
- **Unauthorized Use of Computer or Web Site / Violation of Technology Agreement** – ranges from Friday Detention to suspension/potential loss of technology privileges for the remainder of the year.
- **Public Displays of Affection** – kissing and/or prolonged embraces are inappropriate in the school setting. Consequences begin with a warning and parent notification and then progress up the discipline ladder.
- **Using or Publishing Profane, Obscene, Indecent or Immoral, Libelous or Offensive Language, Including Racial Slurs, and/or Gestures** – Profanity is considered inappropriate behavior anytime on the school campus or school activity. Indiscriminate profanity could result in a Friday Detention on a 1<sup>st</sup> Offense. Profanity directed at an individual will result in higher discipline. Consequence ranges from Friday Detention to suspension depending upon how severe or chronic the misbehavior
- **Bullying** – Bullying and cyber-bullying are forms of aggression and will not be tolerated. Bullying involves conduct that is hurtful to others both face

to face and/or via electronic means to include social media. It happens when a person is subjected to intentional, unwanted, and unprovoked hurtful actions. It can be physical, verbal, emotional, or sexual in nature. Allegations of bullying will be promptly investigated. Bullying is not acceptable behavior at CHS and when reports are found to be accurate, consequences will be issued depending on the severity of the bullying. Consequences could be at any level on the discipline ladder ranging from a reprimand to a recommendation for expulsion. Victims of bullying should clearly tell the bully to stop. If bullying persists then the victim should report the problem immediately to a teacher or an administrator. The victim should also tell their parents. It is helpful for the victim to make a written record of the incident(s) including date(s), time(s), place(s), witness(es), and the name of the bully or bullies. Bullying is covered in greater detail in the St. Tammany Parish District Handbook for Students and Parents. Please refer to the district handbook for additional information.

- **Physical Fight** – Any student participating in a fight will be suspended out of school for an amount of days to be determined by mitigating circumstances. Proper steps to help avoid fights include notifying the administration of potential problems and avoidance of verbal altercations. Walking away from the situation is an important step in avoiding a possible fight.
- **Verbal Altercations** – arguments that escalate to threatening or profane nature or instigation of a physical fight may also result in suspension. These situations are serious disruptions to the educational environment. Repeated violations of this nature will be subject to elevated discipline per the STPSB district handbook. Note: A 2nd offense or higher for fighting or any other type of violent act could result in a recommendation for expulsion.
- **Failure to Wear ID** – ID's are required and must be worn in a visible area **above the waist**. If a student forgets or loses their ID they are required to purchase a daily temporary ID from a teacher or Student Services PRIOR TO SECOND HOUR CLASS or upon check in. Detention is assigned for failure to wear ID or failure to purchase a current temporary ID. Discipline will be considered "willful disobedience" if a student has his/her ID on their person, yet refuses to wear it properly. ID's are to be worn around the neck or on a clip-on type badge holder. Temporary ID's are to be placed on the left or right chest area in the area of the pocket

on a t-shirt. ID's are not to be tied to book sack and slung over shoulder.

Listed next are group 4 and 5 acts of misconduct. Refer to the St. Tammany Parish Handbook on Attendance, Discipline, and Student Records for detailed information on behaviors that seriously disrupt the educational process in the classroom, in the school, or on the school grounds. The following infractions and disciplinary actions for behaviors are listed under Groups 4 and 5 and are detailed more specifically in the St. Tammany Parish School Board district handbook.

**GROUP 4:**

These acts of misconduct include those student behaviors that very seriously disrupt the orderly educational process. In most cases, these behaviors also are illegal. Behaviors in group four include the following:

- 4-1 Assault<sup>8</sup>
- 4-2 Extortion
- 4-3 Fighting - more than two (2) people<sup>9</sup>
- 4-4 Inciting or participation in a riot
- 4-5 Intentional disrespect and aggression
- 4-6 Persisting in serious acts of disobedience or misconduct
- 4-7 Possession, use, or delivery of fireworks
- 4-8 Sexual harassment
- 4-9 Theft or possession of stolen property
- 4-10 Threatening faculty member or school personnel and students<sup>8</sup>
- 4-11 Use of intimidation, coercion, or force
- 4-12 Vandalism/criminal damage to property

**Possible Disciplinary Actions**

- Teacher-Student-Parent-Administrator Conference and/or
- Suspension (3-10 days)
- Disciplinary Reassignment
- Police Notification
- Expulsion

**GROUP 5:**

These acts of misconduct include those illegal or criminal student behaviors that most seriously disrupt the orderly educational process such as the following:

- 5-1 Aggravated assault
- 5-2 Aggravated battery
- 5-3 Arson
- 5-4 Battery
- 5-5 Bomb threat
- 5-6 Burglary
- 5-7 Delivery or distribution of any controlled dangerous substance
- 5-8 Disorderly conduct
- 5-9 Engaging in any other illegal behavior
- 5-10 False activation of fire alarm
- 5-11 Possession or under the influence of alcohol, look-a-like substance, or mood-altering chemical or drug
- 5-12 Possession or under the influence of any controlled dangerous substance
- 5-13 Robbery
- 5-14 Sex violations

5-15 Trespassing

5-16 Use, possession, and/or concealing of a weapon or look-alike firearm

5-17 Wearing or possessing body armor on school property

5-18 Vandalism/criminal damage of personal property of school personnel or school property<sup>2</sup>

#### **Possible Disciplinary Actions**

- Suspension
- Disciplinary Reassignment
- Police Notification
- Expulsion

### **DRESS CODE**

Providing an effective learning environment for all students includes expectations that students are well-kempt, dressed and groomed in a manner that permits them to actively participate in school and that does not distract the education process. Student dress and grooming are not to adversely affect the student's participation in classes, school programs, or other school-related activities. Student dress and grooming are not to cause a distraction to the learning environment. Extremes in style and fit in student dress and extremes in style of grooming will not be permitted. **School administrators maintain the right to determine extremes in styles of dress and grooming and appropriateness and suitability for school wear.** Parents are allowed to vote, according to provisions of the School Board School Uniform Policy, whether or not students in their children's schools wear school uniforms. Information about school uniforms is provided at the school. The 14 provisions of the Student Dress Code apply to uniforms. Information on the School System Uniform Policy is available on the System Web site at [www.stpsb.org](http://www.stpsb.org).

A violation of student dress regulations is a Group 2 offense in the Code of Conduct and results in disciplinary action that includes suspension.

Policies regarding dress and grooming stress the importance of reducing distractions that inhibit learning and are addressed as an attempt to enhance the safe learning environment. Final interpretation of the dress code and violations rest solely with administration.

#### **Dress Code Requirements for all students:**

\*Body piercing ornaments are limited to the ears. "Gauge" style earrings are considered extreme in style and are not allowed.

\*No student may wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, blade, symbols, sign or other things that are evidence of affiliation in any gang.

\*Male students must be clean-shaven and are prohibited from wearing goatees, beards, or pork-chop style sideburns. Sideburns should be no longer than the base of the earlobe.

\*Hair length for males must not fall below the base of a collared shirt. Males circumventing the hair rule must be in compliance 100% of the time at school and all school functions.

\*Mohawks or extreme sculptured styles are not allowed. Styles never should be such that they represent a collective or individual protest. Any pictures, symbols, letters, numbers, etc. shaved into the hair will not be permitted.

\*Cut, natural, and teased styles may not exceed three (3) inches in height. Hair arranged in a manner detrimental to the performance of normal educational activities is prohibited.

\*Hair should be clean and not extreme in coloration. Highlights and/or coloring should be within the natural range of hair colors.

\*Students are not allowed to wear tank tops, muscle shirts, sleeveless shirts, or undershirts as outer garments. Under garments that are visible is not acceptable; this includes athletic shorts worn under pants.

\*Any article of clothing with suggestive/profane symbols, words, or advertisements of products or substances prohibited by the St. Tammany Parish School Board is prohibited. Sex, drug, or alcohol related innuendos or graphic tees are strictly prohibited.

**\*UPDATED TO CLARIFY:** No see-through or sheer shirts are permitted, and no skin may show between the bottom garment and top garment in any position. Crop tops and shoulder exposed shirts or "off the shoulder" shirts are not allowed.

\*Females must not have any area of chest or cleavage exposed.

**\*\*UPDATED TO CLARIFY** All caps, hats, hair wraps, stocking caps, hoods and bandannas are banned from school campuses during regular school hours except during approved school activities. Head bands must be used in the hair and not wrapped on forehead nor may they be of the bandanna material.

\*Shorts, skorts, skirts, and dresses should clearly extend beyond fingertip length when student is standing erect with arms by his/her side and should never be more than 5 inches above the top of the knee. Fingertip length can be somewhat nebulous and therefore the 5 inch rule with trump any argument on length. Athletic shorts must have a 7 inch inseam (Most running short styles **do not** meet this length requirement)

**\*UPDATED TO CLARIFY:** Yoga style pants and leggings are allowed as undergarments but **MUST** have a top fully covering both the front and back side that falls to at least fingertip length.

\*Pajamas or robes are not acceptable.

\*Pants and shorts must clearly sit or be secured at waist level, with no undergarments revealed. **[Note: An undergarment is anything worn under the outer layer of clothing and includes underwear, tights, shorts, etc.]**

\*Pants torn or excessively worn at the knee, pocket, thigh, or hip areas are considered extreme and are not allowed. **No skin should ever be visible more than 5 inches above the knee and includes tears in pants.**

\*Hoods are **NEVER** allowed inside any school building. They are not to be worn on campus during regular school hours except outdoors in inclement weather when absolutely necessary.

\*Flip-flops, slippers, backless thong sandals, or athletic slides are not permitted except during approved school activities. These type shoes are easily stepped on during passing between classes and are often broken. They can also cause accidents when stepped on causing students to trip and/or cause hallway congestion or injury.

**\*St. Tammany Parish students in grades 9-12 are required to wear student school I.D. or temporary ID visible above the waist during regular school hours.**

Each morning during the first block of time, teachers will send any student suspected of violating the dress code to Room 117 for a dress code check. An attempt will be made to notify parents each time a student is in violation of the dress code. If student can become compliant, he/she may return to class. If not, he/she will remain in ISS. See discipline section for consequences to dress code violations.

**ELECTRONIC DEVICES**

Electronic equipment including digital cameras (still or video), beepers, cell phones, IPODS/MP3 players, DVD/CD players, laptops, IPads, etc. **are not allowed on campus.** Such devices can be a serious disruption to the learning environment. **Louisiana Law Revised Statute 17.239 prohibits any student, unless authorized by the Principal or their designee, from using any electronic telecommunications device in any school building or school grounds or in any school bus.**

Any student in possession of an “electronic device” could have the device confiscated. **Electronic devices may not be available for return to a parent or guardian until after school hours (2:45 - 3:15 p.m.) on the day confiscated or during the school day after the initial day of confiscation. In the event a student refuses to release the electronic device, the student can be suspended.** See discipline section for consequences to electronic device violations.

**Note:**

- Parents who need to contact their child are asked to call 892-3422 and notify the attendance office. Parents should not call or send text messages to their child’s cell phone during school hours. Students using their cell phones will be held accountable even if they are communicating with their parents.
- It is not the responsibility of CHS to investigate reports of missing electronic devices such as cell phones, I-pods, or other similar contraband and therefore the school is under no obligation to recover them.
- Cellular devices are not to be used while driving on campus.

**EXAMS**

All students are expected to take rigorous quarter exams. If a student misses a term exam, they must bring a written excuse and receive written permission from an administrator to make up the exam. No student will be

allowed to take an exam earlier than the scheduled exam time without administrator approval. Students who check into school and are tardy for class during a scheduled exam time will not be allowed to enter the classroom and must see an administrator to schedule a make-up exam.

**EXTRACURRICULAR & CO-CURRICULAR ELIGIBILITY**

Each student is expected to complete an application required to join a club/organization and follow the policies as outlined by the St. Tammany Parish School Board Student Organizations and Clubs Policy and the Superintendent’s Regulations. For a student to be eligible scholastically for extracurricular or co-curricular participation, they must meet the overall GPA and attendance requirements, for each nine-week marking period. For example, a band student will not be allowed to march in a parade or halftime show, an Agriscience student will not be allowed to attend livestock shows, etc. if attendance requirements are not met. If a student begins failing any class mid- season/activity, he or she is to be placed on academic probation and will not participate until grades have improved. ***Covington High is highly supportive of our athletes and extracurricular participants but academics must always take priority.***

Any student absent from school or checking out will not be allowed to participate in extracurricular activities/athletics for that day including practices and/or games.

**FEES**

**PAYSCHOOLS**

CHS now offers parents the convenience of online purchasing system through PaySchools. This is an easy and efficient method for parents to pay for school fees electronically. Parents may access PaySchools through a link on the home page of the Covington High School website. Electronic payments such as school lunches, CHS fee packages, textbook fees, classroom fees, dance tickets, and other school related fees will be accessible on PaySchools.

\*Each student is asked to purchase a CHS Instructional Fee Package for \$25. This covers the cost of the following:

1. The \$20 instructional supply fee, which offsets the cost of copy machine paper, computer supplies, and audiovisual equipment and repairs that are not supplied by the school board.
2. One Replacement Permanent Covington High ID - valued at \$5.00
3. Punch card for five temporary IDs – valued at \$5.00

**Students will only be issued a parking permit after having cleared all financial obligations including paying the instructional supply fee of \$20.00.**

Parking Permit (only available for purchase after paying \$20 instructional fee)	
.....	\$10
Replacement Picture ID.....	\$5
1-Day Replacement ID.....	\$1

Replacement Lanyard.....	\$1
ID Damage Fee .....	\$5
Art I, II, III, IV Fee.....	\$5 per semester
(Supplies used for class projects)	
A+ Certification .....	\$5 per semester
(Copies and materials)	
Business Lab Fee .....	\$5 per semester
(Paper, toner, cartridges)	
Cisco Lab Fee.....	\$5 per semester
(Copies and materials)	
Construction (Wood supplies).....	\$10 per year
Communications Academy.....	\$5 per semester
Computer Science Programming .....	\$5 per year
Family & Consumer Science .....	\$5 per year
(Food labs, spices, and disposables)	
Drafting .....	\$10 per year
(Supplies for the class)	
Fine Arts Survey Fee .....	\$5 per semester
(Art supplies)	
Food and Nutrition.....	\$10 per semester
(Food lab supplies)	
Multimedia .....	\$5 per semester
(DVDs,CDs and Tapes)	
P. E. Uniforms.....	\$20
(Includes shirt and shorts)	
ProStart .....	\$10 per semester
(Food lab supplies)	
Webpage Design .....	\$5 per semester
(DVDs,CDs and Tapes)	
University/ College Course fees: Dual Enrollment students earn college credit for the courses in this program with grades appearing on both high school and college permanent transcripts. In order for students to enroll in Dual Enrollment courses, they must meet eligibility requirements, complete a Dual Enrollment application, and pay the applicable tuition. University/college course fees vary.	

For more information contact the Mary Koepp, School-to-Work/ Dual Enrollment Coordinator.

**FIELD TRIPS**

Written parental permission is required for a student to attend a field trip. Students are required to follow all school procedures and policies and will be held accountable for inappropriate behavior. A student will be denied attendance on a field trip for discipline that resulted in a suspension and/or excessive absences and/or tardies.

**FINANCIAL RESPONSIBILITIES**

The St. Tammany Parish School Board authorizes schools to withhold grades, report cards, diplomas, transcripts, and participation in co-curricular and extracurricular activities of students in debt. In order to appeal this policy, an appointment must be made with the principal to discuss the individual situation.

**FIRE AND EMERGENCY DRILLS**

Students must realize the importance of following safety procedures and remaining calm during fire and emergency drills. They must remain with their class until the all-clear signal. During emergency drills, students cannot be checked out.

**FOOD SERVICES**

Student breakfast: .75 Student Lunch: 1.55  
 Students will use their student IDs enabled with a bar code to purchase meals in the cafeteria. IDs will be made available the first day of school. Parents/Guardians can “load” money on to their child’s account via the online service @ [www.mypaymentsplus.com](http://www.mypaymentsplus.com) Payments can also be made by students and/or parents at school. Students are not allowed to leave campus for lunch or to receive food (fast food, i.e. Burger King, McDonald’s, Wendy’s, etc.) from persons off the school campus. Restroom passes, for students not at lunch, will not be issued during the time lunch is served.

**GRADUATION EXERCISES**

Graduation will be held on **XXXX, X, 2019**. All eligible seniors for a high school diploma are expected to participate in Graduation Exercises. Graduation procedures will be distributed to seniors during the spring semester and all graduating seniors are expected to attend senior meetings and practices.

The graduation ceremony is a formal ceremony and graduating seniors will be held to strict dress code and behavior standards. **If a student fails to follow the required dress code policy, he/she will not be allowed to participate in the graduation ceremony. If a graduate displays unacceptable behavior, they will be removed from the ceremony.** All financial obligations shall be paid before a student can participate in the graduation ceremonies.

**GUIDANCE COUNSELING**

It is the student’s responsibility to meet all graduation requirements as set forth by the State Department of Education. The counselors at Covington High School provide many opportunities for students to receive individual, as well as, group counseling in assessing and evaluating abilities, achievements, aptitudes and aspirations. This information could help students better understand themselves, plan high school courses, and plan for the future. A student may request a conference with their counselor on an appointment basis. Forms to request an appointment are available in the guidance office. The Guidance Office phone number is 892-8854. Students may also meet with a St. Tammany Parish College Counselor to further investigate post-secondary opportunities and scholarship information.

**COUNSELING AND SUPPORT STAFF**

Mrs. Kristen Thames, Freshman Counselor

[kristen.thames@stpsb.org](mailto:kristen.thames@stpsb.org)

Mrs. Allison Hnatyshyn, Sophomore Counselor

[allison.hnatyshyn@stpsb.org](mailto:allison.hnatyshyn@stpsb.org)

Mrs. Heather Stewart, Junior Counselor

[heather.stewart@stpsb.org](mailto:heather.stewart@stpsb.org)

Mrs. Alice Broussard, Senior Counselor

[alice.broussard@stpsb.org](mailto:alice.broussard@stpsb.org)

Mrs. Emily madden, LPC; Mental Health Provider

[emily.madden@stpsb.org](mailto:emily.madden@stpsb.org)

Mrs. Melissa Babin, Special Education Coordinator

[melissa.babin@stpsb.org](mailto:melissa.babin@stpsb.org)

Mrs. Mary Koepp, Dual Enrollment & STW Coordinator

[mary.koepp@stpsb.org](mailto:mary.koepp@stpsb.org)

Mrs. Sarah Walters, 504/SAT Coordinator

[sarah.walters2@stpsb.org](mailto:sarah.walters2@stpsb.org)

## **HALL PASSES**

Every student in the hall during class time must have on a **school ID and be in possession of an official hall pass or restroom pass**. The hall pass must include the issuing/returning teacher, location, and time. Teachers will limit the number of hall passes issued to each student per nine weeks. **Hall passes or restroom passes will not be given to students during times at which lunch is being conducted.**

## **HONOR ROLL**

There shall be an Honor Roll for each 9-weeks period. A minimum GPA of 3.0, containing no grade of "D" or "F", is required for the Honor Roll. Letter grade equivalents "A=4", "B=3", "C=2". "D=1", "F=0" shall be used to compute the Honor Roll. Students must be attempting 2.5 credits per semester to be included on the Honor Roll.

## **LIBRARY/TECHNOLOGY CENTER**

During school days, the library is open from 7:00 a.m. until 3:00 p.m. A handbook designed to familiarize users with the library, its general and special collections, and how to locate desired materials or information is available in the library. Copies may be obtained, free of charge, from the librarians. The student is responsible for any books checked out in his/her name. Late fines/fees for lost books will be levied if the books are not returned on the due date.

## **PARKING AND DRIVING**

All students who drive must register their automobile in the Attendance & Discipline Office. Fines will be levied for breaking the parking regulations of Covington High School. Each traffic ticket incurs a \$10 fine. Unpaid ticket fines will

be reported as a financial obligation to the Administrative Office.

Parking privileges will only be granted after all financial obligations are cleared in the administrative office and the student purchases parking pass for \$5.00 (which is only available after CHS Success/Fee Package has been purchased for \$15.00.) The CHS Fee package covers instructional fee, a replacement permanent ID, and a punch card for 5 temporary ID's. **All students are to immediately exit their vehicle upon arrival to school. When dismissed from school, students are to leave campus immediately. At no time are students to remain in their vehicle or congregate outside of their vehicle. Students are not to back into a parking spot.**

All school rules apply for students while in their vehicle and while the vehicle is parked on school property. For example, tobacco products left in a vehicle will result in the appropriate disciplinary consequence. If a student violates the above rules or is habitually tardy, disciplinary action will be taken and will include loss of driving privileges. **Covington High School is not responsible for any theft or vandalism of automobiles parked on campus.**

Student driving on campus is a privilege. The administration reserves the right to deny students' driving privileges for parking violations, traffic violations, and discipline. Students who have a parent picking them up must meet their parent in the parking line near the auditorium.

## **POSITIVE BEHAVIOR SUPPORT**

Covington High is a learning community, whose mission is to help students be lifelong learners and productive citizens in a global community. Our philosophy is that we, as a community, take personal responsibility in developing excellence (P.R.I.D.E.).

The principles of this philosophy are first, that the entire community of Covington High has a voice by participating in the decision making process and second, experience involvement by actively participating in the implementation of all decisions.

Our philosophy's success depends upon the four Behavior Expectations that enable us as a community to achieve our goals. We choose to exhibit personal responsibility by following the four tenets of our Lions Take P.R.I.D.E. philosophy expressed as our Behavioral Expectations; **Be Safe, Be Responsible, Be Respectful, and Be Positive**. The Positive Behavior Model will not only enforce set disciplinary standards but will also acknowledge those exhibiting positive behavior with these exemplary characteristics.

## **SCHOLAR'S BREAKFAST**

Students who maintain an ALL As and Bs on their report card for both nine week grading periods within a semester will be invited along with their parents/guardians to a Scholar's Breakfast in their honor

## **SHORT DAY**

Short Day students must adhere to the following rules:

- The student must leave campus immediately upon



completion of their course work. The student may not linger on campus, wander in the halls or attend lunch.

- Once a student leaves, they may not come back to the school for assemblies or any other activities during the school day.
- Students participating in athletics or members of auxiliary teams must have a 7-period schedule for the semester in which they are participating in the athletic event.
- It must be understood that a student's job does not come first, but rather their commitment to school. If the schedule is rearranged, the short day student is expected to attend all classes.
- The student's ID must indicate the early release period.

**Note: A student's rank in class may be negatively impacted upon having a "short day" schedule.**

## **STUDENT IDENTIFICATION**

As per the St. Tammany Parish School Board policy, every student will wear a regulation student ID on a lanyard or comparable badge holder around his/her neck or clipped above waist in plain sight **at all times while on campus.** Upon entrance to school campus, each student is expected to have his or her ID on. If one is needed, a student must purchase a one day ID or a replacement ID. Students without their ID, upon entering the campus in the morning, may go to the library to purchase a temporary ID or Replacement IDs or purchase one from their first hour teacher. Temporary IDs are \$1.00. Replacement IDs are \$5.00. If a student does not have money to purchase an ID, they are given a temporary ID and receive a detention. Temporary IDs are available from teachers also.

Each student will be given a permanent picture ID and a school approved lanyard at the beginning of the school year. It is the student's responsibility to assure he/she has an ID on at all times.

**From the time a student enters campus after 6:55 a.m. until the student leaves the campus or 2:41, he/she must wear an ID.** The ID must be worn in the manner required by school policy. Failure to wear an ID during this time period will result in a morning detention assigned by the classroom teacher. After assigning the detention, the teacher will issue a 1 day temporary ID. Repeated violations will result in elevation of discipline.

If assigned a morning detention, the student will serve the detention following the day of the infraction from 6:55 to 7:24 a.m. Students must complete 30 minutes of detention time within 2 days of the infraction. If the student is absent from school the day of the detention and the absence is excused, the detention will be served the day the student returns to school.

## **STUDENT MEDICATION POLICY**

In accordance with Act 87 (LA RS 17:436.1) relative to the administration of medication, the St. Tammany Parish School Board has formulated the following guidelines to be used when a child has to receive medication during school hours. These regulations include:

- No medication shall be administered to any student without an order from a Louisiana licensed physician or dentist and a letter of request and authorization from the student's parent or guardian. Under no circumstances will over the counter medications (such as Tylenol or aspirin) be given to student without proper documentation.
- No medication shall be administered to any student unless it is provided to the school in a container that meets acceptable pharmacy standards.
- A registered nurse employed by the St. Tammany Parish School Board will review the physician's order and the parent's request. The registered nurse will then assess the specific child in the education setting to determine if administration of the medication by a trained, non-licensed, health professional is acceptable.
- In order to ensure proper identification of students receiving medication, parents should submit a recent photo of the student to attach to the medication folder.
- The first dose of the medication must be given at home so that the parent or guardian may be able to observe for unusual side effects. If your child requires medication for an acute illness, we encourage you to work with your physician to schedule doses that can be given at home. Medication for long term illness may require administration during school hours. If your child requires only short term medication, we recommend (if possible) that medication be scheduled around school hours.

## **TEXTBOOKS**

If a book is not returned by a student when the session ends or when they withdraw from CHS, or when a book is lost or damaged beyond use, the student and the parent must make payments according to the number of years used. The student will be expected to pay for any damage he/she does to a textbook. Fees must be paid each year in order to attend certain school functions and or register to park on campus. Additionally, senior supplies will not be issued until outstanding fees are paid.

## **THEFT**

Covington High School is not responsible for items that are stolen and **will not** investigate the theft of items that are prohibited from school but brought on campus.

## **VISITORS**

The school policy is to accept only visitors who have

legitimate business at the school. Visitors must first report to the Administrative office to obtain a visitor's pass.

**GRADING SCALE**

The Louisiana State Department of Education has mandated a uniform grading policy for all public schools. The new grading scale is listed below and will be in effect for the entire school in all classes.

A .....	93 – 100
B .....	85 – 92
C .....	75 – 84
D .....	67 – 74
F.....	00 – 66

**STUDENT CLASSIFICATION**

Freshman .....	<5 units
Sophomore.....	5 units
Junior.....	11 units
Senior.....	17 units
Graduate.....	23/24 units

**2018-19 BELL SCHEDULES**

**Regular Bell Schedule**

Opening Bell .....	7:24
1 <sup>st</sup> Period .....	7:30 – 8:28
2 <sup>nd</sup> Period .....	8:33 – 9:26
3 <sup>rd</sup> Period .....	9:31 – 10:24
4 <sup>th</sup> Period .....	10:29 – 11:22
5 <sup>th</sup> Period	
Class.....	11:27 – 12:20
<b>Second Lunch</b> .....	12:20 – 12:45
<b>First Lunch</b> .....	11:22 – 11:47
Class.....	11:52 – 12:45
6 <sup>th</sup> Period .....	12:50 – 1:43
7 <sup>th</sup> Period .....	1:48 – 2:41

**PRIDE Schedule (30 minute Activity)**

Opening Bell.....	7:24
1 <sup>st</sup> Period.....	7:30 - 8:21
2 <sup>nd</sup> Period.....	8:26 - 9:14
3 <sup>rd</sup> Period.....	9:19 - 10:07
PRIDE Time.....	10:11 - 10:41
4 <sup>th</sup> Period.....	10:46 - 11:34
5 <sup>th</sup> Period	
Class .....	11:39 - 12:30
<b>Second Lunch</b> .....	12:30 - 12:55
<b>First Lunch</b> .....	11:34 - 11:59
Class.....	12:04 - 12:55
6 <sup>th</sup> Period.....	1:00 - 1:48
7 <sup>th</sup> Period.....	1:53 - 2:41

**PRIDE Schedule (45 minute Activity)**

Opening Bell .....	7:24
1 <sup>st</sup> Period.....	7:30 - 8:19
2 <sup>nd</sup> Period .....	8:24 - 9:10
3 <sup>rd</sup> Period.....	9:15 - 10:01
PRIDE Time .....	10:06 - 10:51
4 <sup>th</sup> Period.....	10:56 - 11:42
5 <sup>th</sup> Period	
Class .....	11:47 - 12:32
<b>Second Lunch</b> .....	12:32 - 12:57
<b>First Lunch</b> .....	11:42 – 12:07
Class.....	12:12 - 12:57
6 <sup>th</sup> Period.....	1:02 - 1:48
7 <sup>th</sup> Period.....	1:53 - 2:41

## **St. Tammany Parish School Board 2018-19 Year-At-A-Glance**

- August 6-7 Teachers' Professional Development Day
- August 8 Teachers' Day
- August 9 School Opens
- September 3 Labor Day Holiday\*
- October 5 Parish Fair Day\*
- October 11 End of 1st Grading Period
- October 12 1/2 Day Professional Development 1/2 Day Record Keeping (No Students)
- November 6 Election Day
- November 19-23 Thanksgiving Holidays
- December 21 End of 2nd Grading Period 1/2 Day for Students 1/2 Day Record Keeping
- December 24- Jan. 4 Winter/Christmas Break\*
- January 7 School Re-Opens
- January 21 Martin Luther King Holiday\*
- March 4-8 Mardi Gras Holidays\*
- March 14 End of Third Grading Period
- March 15 1/2 Day Professional Development 1/2 Day Record Keeping (No Students)
- April 19- 26 Spring/Easter Break\*\*
- May 24 End of Fourth Grading Period (1/2 Day Students 1/2 Day Record Keeping)
- May 27 Memorial Day
- May 28 Teachers' Day

*\* In case of emergency, student make-up days will be taken from existing holidays in the above schedule.*

*\*\*It is understood should state testing conflict with the proposed Easter/ Spring Break holiday that the Easter/Spring Break holiday will be adjusted accordingly.*