

# *Covington High School*



*Student Handbook  
2017-2018*

## CONTACT INFORMATION

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### SUPPORT SERVICES

Mrs. Kelli Burbach, Special Education Coordinator

Ms. Mary Koepp, Dual Enrollment Coordinator and School-To-Work Coordinator

Mr. John Boudreaux, 504/SAT Coordinator

### 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. Any activity occurring on campus will be available for access.

### SCHOOL TELEPHONE NUMBERS

<b>School Phone Number</b>	<b>892-3422</b>
Administrative Office	Ext. 200
Gymnasium-Boys Basketball	Ext. 222
Agriculture Department	Ext. 221
Gymnasium-Girls Office	Ext. 223
Computer Science	Ext. 220
Library	Ext. 219
Discipline & Attendance	Ext. 207
Special Education	Ext. 205
Guidance	Ext. 211
Athletic Field House	892-2256
Choral Department	893-9843
Cafeteria	892-2407
ROTC	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.

## 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 regarding opportunities for students and changes in regulations.
- An Open House ( August 21, 2017 @ 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 JPAMS access codes.
- Each year our Guidance department provides individual class meetings for parents to attend. During these meetings, information pertaining to students of the appropriate class is provided that gives the overall academic expectations for the current year and the 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 and immediately with parents so that valuable 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., Booster Clubs, and other committees 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 principals, teachers, school employees, and fellow students.
- Making sure that all financial responsibilities to the school are resolved.
- Cooperating with the principal and teachers 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 dress code.
- Encouraging good reading and the frequent use of library 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.

## 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 AND 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).

## ARRIVAL TO SCHOOL

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 & Discipline Office to check in.

- Student may receive a maximum of three (3) tardies to school per semester regardless of the reason. **Excused or unexcused will not 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 Saturday 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.
- Students will be suspended for each tardy after the 7<sup>th</sup> tardy to school.

**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.**

## ATTENDANCE

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, 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.

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**

Non-exempted, excused absences are those incurred due to personal illness or serious illness in the family documented by parental notes. These absences allow the student to make up work missed and 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. Students are allowed to make up work for grading purposes but can only receive credit to a maximum value of 67% for those days missed. These absences count against the student when determining whether the student meets attendance requirements.

#### **TYPE FOUR: SUSPENSIONS**

Suspensions 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.

#### **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 school will notify parents/guardians of the seat time recovery requirements and the student will be reported as a truant child to the Supervisor of Child Welfare and Attendance.

#### **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

Work missed for exempted excused, non-exempted excused, and/or suspensions must be made up immediately upon returning to school. Work will not be allowed to be made up for unexcused absences. 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 held outside of the regular school day. The makeup sessions must be completed before the end of the current semester. Students will be given an assignment sheet and will be responsible for having it completed by each of his/her teachers for coursework to be completed during the seat time.

#### **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 in an assigned locker.

#### **BULLYING**

Bullying and cyber bullying are forms of aggression and will not be tolerated. Allegations of bullying will be promptly investigated and St. Tammany Parish policies and procedures will be followed. 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 report the problem immediately to a teacher, counselor, administrator, or by using the Crime Stoppers tip line.

Appropriate school personnel will investigate the allegations using confidential measures.

#### **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.

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, the principal 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. – 2:51 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.**

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
- 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.

#### **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/Discipline 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.

Students are not to report to the Attendance & Discipline 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.

If a student is ill, they must inform their classroom teacher. The classroom teacher will call the Attendance Office. The school nurse will call for the student to report to the office in the order in which students have called in to the office. Students will be issued a ‘Nurse Pass’ by the teacher. Unless it is an emergency, students are not to report to the office until called by the school nurse.

Only parents or authorized guardians are given permission to check out a student. 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.

Parents must contact the Attendance & Discipline Office for checkout to be completed.

Students who check out are issued a check out card. 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.**

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.**

#### **DISCIPLINE LADDER**

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

Tardy to 2<sup>nd</sup> -7<sup>th</sup> (1<sup>st</sup> – 3<sup>rd</sup> time)  
ID Infraction (1<sup>st</sup> – 3<sup>rd</sup> time)  
1<sup>st</sup> Dress Code Infraction  
1<sup>st</sup> Electronic Device Possession  
4<sup>th</sup> Tardy to school (per semester)  
Missed Teacher detention  
1<sup>st</sup> PDA

##### **Saturday Detention:**

(Only 2 per semester)  
Failure to serve 1<sup>st</sup> Morning detention  
2<sup>nd</sup> Dress Code Infraction  
2<sup>nd</sup> Electronic Device Possession  
5<sup>th</sup> Tardy to school (per semester)  
Tardy to 2<sup>nd</sup> – 7<sup>th</sup> (4<sup>th</sup> time)  
4<sup>th</sup> ID Infraction  
Skipping (class)  
Possession of tobacco product  
1<sup>st</sup> offense Disrespect to Authority  
2<sup>nd</sup> PDA



### **All Day ISS:**

(Only two per semester)

- No Saturday Detention left
- Failure to serve 2<sup>nd</sup> Morning Detention
- 3<sup>rd</sup> dress code infraction
- 6<sup>th</sup> tardy to school (Loss of driving privileges) (per semester)
- Tardy to 2<sup>nd</sup> – 7<sup>th</sup> (5<sup>th</sup> time)
- 5<sup>th</sup> ID infraction
- 2<sup>nd</sup> Offense Skipping (class)
- Use of Profanity (depends on severity)
- 2<sup>nd</sup> offense Disrespect to Authority
- 3<sup>rd</sup> Electronic Device Possession
- 1<sup>st</sup> offense Traffic Violation
- 3<sup>rd</sup> PDA

### **Suspension:**

- Leaving campus without authorization
- Possession/Use of E-cigarette or any form of electronic cigarette
- Failure to serve 3<sup>rd</sup> Morning Detention
- No ISS Left
- 4<sup>th</sup> Dress Code infraction
- 7<sup>th</sup> or higher tardy to school & referral to CWA (per semester)
- Tardy to 2<sup>nd</sup>- 7<sup>th</sup> (6<sup>th</sup> or higher)
- 6<sup>th</sup> or higher ID infraction
- 3<sup>rd</sup> or more missed Morning detention
- Use of Profanity (dependent on severity)
- Fighting
- Use of Tobacco product
- 3<sup>rd</sup> Disrespect to Authority
- 4<sup>th</sup> or higher Electronic Device Possession
- 2<sup>nd</sup> offense or higher Traffic Violation
- 3<sup>rd</sup> offense or higher Skipping (class)
- 2<sup>nd</sup> occurrence of cheating (1<sup>st</sup> offense results in a zero on assignment and parent notification)
- 4<sup>th</sup> or higher PDA

### **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.

### **DISHONESTY**

A student caught cheating on a test, homework assignment, project, or any other assignment shall receive a zero as their numerical grade on that particular assignment and the parent/guardian will be notified. On the 2<sup>nd</sup> offense of cheating, the students will be suspended.

### **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. Extremes in style and fit in student dress and extremes in style of grooming will not be permitted.

### **School principals maintain the right to determine extremes in styles of dress and grooming and appropriateness and suitability for school wear.**

Body-piercing ornaments are limited to the ears. 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. 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.

### **Student Dress Code for Males**

The following requirements apply to appropriate grooming and dress for male students.

-An acceptable, well-groomed haircut will be required of all male students. Styles never should be such that they represent a collective or individual protest.

-Hair- The length of hair may not fall below the base of a collar on a shirt. Afros or teased styles may not exceed three (3) inches in height. Hair arranged in a manner detrimental to the performance of normal educational activities will be prohibited. Hair also must be clean and not unusually colored.

Sculptured hair styles that include pictures, symbols, letters, numbers, etc. will not be permitted.

-Facial Hair-Male students are prohibited from wearing beards or goatees. Sideburns may be worn to the base of the earlobe, but pork chop style is prohibited. Students may wear a neatly trimmed mustache, but handlebar styles are prohibited.

- Boys are required to wear clothing that is suitable for school and that complies with the following regulation.
- Shirts must be buttoned, except for the collar button.
- Tank shirts and undershirts may not be worn as outer garments.
- 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.
- No see-through or sheer shirts are permitted, and no skin may show between the pants and shirt in any position.
- All caps, hats, and bandannas are banned from school campuses during regular school hours except during approved school activities.
- Walking shorts may be worn as long as they meet the length requirement. While standing erect with arms extended down, the length of shorts must come to the tip of fingers or below.
- Lower garments worn by students must be secured at waist level, with no undergarments revealed.
- Flip-flops, slippers, backless thong sandals, or slides are not permitted.
- Hoods are not to be worn on campus during regular school hours except outdoors in inclement weather.
- Students in grades 9-12 are required to wear student school I.D.'s visible above the waist during regular school hours.**

#### **Student Dress Code for Females**

- The following requirements apply to appropriate grooming and dress for female students.
- Girls must wear their hair in a conventional style. Hair in rollers or curlers, excessively teased, or arranged in a manner detrimental to the performance of normal educational activities will be prohibited. Hair also must be clean and not unusually colored.
  - Sculptured hair styles that include pictures, symbols, letters, numbers, etc., will not be permitted.
  - Girls are required to wear clothing that is suitable for school and that complies with the following regulations.
  - No see-through, sheer shirts, or lace-like clothing are permitted, and no skin may show between the lower garment and shirt in any position. No cleavage shall be exposed.
  - Capris, split skirts, and walking shorts are acceptable providing they meet the dress length requirement stipulated below.
  - All caps, hats, and bandannas are banned from school campuses during regular school hours.
  - Any article of clothing with suggestive symbols, words, or advertisements of products or substances prohibited by the St. Tammany Parish School Board is prohibited.
  - Tank shirts and undershirts may not be worn as outer garments.
  - Lower garments worn by students must be secured at waist level, with no undergarments revealed.
  - Flip-flops, slides, slippers, or backless thong sandals are not permitted.
  - The minimum length of dresses, capris, skirts, and**

- shorts must be at the fingertip or below when standing erect with arms extended down the sides or not more than 5" above the knee.**
- Hoods are not to be worn on campus during regular school hours except outdoors in inclement weather.
- Students in grades 9-12 are required to wear student school I.D.'s visible above the waist during regular school hours.**

**The administration maintains the right to determine extremes in style or any attire deemed inappropriate.**

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.

#### **Dress Code Violation Consequences:**

- 1<sup>st</sup> Offense – Morning Detention and immediate compliance
- 2<sup>nd</sup> Offense – Saturday Detention and immediate compliance
- 3<sup>rd</sup> Offense - ISS and immediate compliance
- 4<sup>th</sup> Offense or Higher – Suspension and immediate compliance

If the dress code violation is deemed by administration to be extreme in style or inappropriate, student will be placed in ISS for the remainder of the day.

#### **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.**

### ELECTRONIC DEVICES

Electronic equipment including digital cameras (still or video), beepers, cell phones, IPODS/MP3 players, DVD/CD players, 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" will 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.**

Consequences for Electronic Device Infractions:

- 1<sup>st</sup> Offense – device taken and **returned only to parent/guardian** and morning detention
- 2<sup>nd</sup> Offense – device taken and **returned only to parent/guardian** and Saturday Detention
- 3<sup>rd</sup> Offense – device taken and **returned only to parent/guardian** and ISS
- 4<sup>th</sup> Offense or higher – device taken and **returned only to parent/guardian** and Suspension

**In the event a student refuses to release the electronic device, the student will be suspended.**

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 nine weeks and semester 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, established by the club or organization. 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 falls below the established GPA, they are ineligible to participate.

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

### FEES

\*Each student is asked to purchase a CHS Instructional Fee Package for \$15. This covers the cost of the following:

1. The \$15 instructional supplies 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 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 \$15.00.**

Parking Permit (after paying instructional fee).....	\$5
Replacement Picture ID .....	\$5
1-Day Replacement ID .....	\$1
Replacement Lanyard.....	\$1
Damage Fee .....	Replacement Cost
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 .....	\$10 per year (Wood supplies)
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)
Mathematics .....	\$3 per semester (Consumable 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)
Science Lab Fee .....	\$5 per semester (Consumable 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.

**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

**DANCES**

All dances are lock-ins. Lock-ins will have a start time (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 a 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 and are not picked up within 15 minutes of the end of the dance will not be allowed to attend the next dance.**

**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 of the school 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.

## GRADUATION EXERCISES

Graduation will be held on **Friday, May 4, 2018**. 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 STAFF

Mrs. Allison Hnatyshyn, Freshman Counselor

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

Heather Stewart, Sophomore Counselor

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

Mrs. Alice Broussard, Junior Counselor

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

Mrs. Kristen Thames, Senior Counselor

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

## SUPPORT SERVICES

Ms. Mary Koepp, DE Coordinator, STW Coordinator

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

Mrs. Kelli Burbach, Special Education Coordinator

[kelli.burbach@stpsb.org](mailto:kelli.burbach@stpsb.org)

Mr. John Boudreaux, 504/SAT Coordinator

[john.boudreaux@stpsb.org](mailto:john.boudreaux@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.

## 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.

## ID CARDS

As per the St. Tammany Parish School Board policy, every student will wear a regulation student ID on a lanyard around his/her neck 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 must go to the library to purchase a temporary ID or Replacement IDs. 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, 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.

## Consequences for ID Infractions:

- 1<sup>st</sup> – 3<sup>rd</sup> Offense – Morning Detention
- 4<sup>th</sup> Offense – Saturday Detention
- 5<sup>th</sup> Offense – ISS
- 6<sup>th</sup> Offense or higher - Suspension

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.

## LIBRARY

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 and fees for lost books will be levied if the books are not returned on the due date.

## LUNCHROOM

Student breakfast: .65 Student Lunch: 1.35

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.

## MEDICATION

**It is extremely important to understand that it is illegal for a student to give their medication to another student. Prescribed medication cannot be thought of in the same manner as over the counter aspirin or pain reliever. Students will be arrested for distribution in the event they are “giving” their prescribed medication to another student.**

Students are not to have any form of medication,

prescription or non-prescription, in their possession. An order from a physician and authorization from the parent/guardian is mandated for medication to be administered by the school. The medication must be brought to school in a container that meets acceptable pharmacy standards. **Information regarding administering medication can be obtained from the school nurse.** Unlicensed trained personnel will administer only medications that cannot be administered before or after school hours at the school under the supervision of a certified school nurse.

## MESSAGES TO STUDENTS

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.

## 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 punchcard 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.**

Parking at the field house will be available only to eligible football players with designated parking passes. The entrance to field house parking will be locked promptly at 7:20 a.m. The field house parking entrance will only be accessible to those athletes parking. No student may be dropped off at the field house. Football players arriving to school later than 7:20 will have to park in the junior parking lot.

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.

### PROFANITY

Profanity is considered inappropriate behavior anytime on the school campus or school activity. Indiscriminate profanity will result in a Saturday Detention on a 1<sup>st</sup> Offense. Profanity directed at an individual will result in higher discipline.

### PUBLIC DISPLAY OF AFFECTION (PDA)

Public display of affection in a school setting is a hindrance to the education process and is prohibited.

### STUDENT ACADEMIC SUPPORT

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

### TARDINESS TO CLASS

Students must be in class prior to the tardy bell ringing. Running or walking in the doorway as the tardy bell is ringing is considered a tardy. No tardiness will be

allowed. A student will be assigned a morning detention by the classroom teacher for being tardy to 2<sup>nd</sup> –7<sup>th</sup> hour classes.

The student will serve a detention on a day following the tardy from 6:55 – 7:24 a.m. A total of 30 minutes within two days. If the student is absent from school the day of the detention and the absence is excused (re: St. Tammany Parish Handbook on Discipline and Attendance) the detention will be served the day the student returns to school.

### Consequences for tardy to 2<sup>nd</sup> – 7<sup>th</sup> hour classes:

- 1<sup>st</sup> – 3<sup>rd</sup> offense tardy- Morning detention
- 4<sup>th</sup> offense - Saturday detention
- 5<sup>th</sup> offense – ISS
- 6<sup>th</sup> or higher offense - Suspension

### TELEPHONES

The office phones are for school business purposes only. No messages will be given to students, except in an extreme emergency.

### 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.

### 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.

### TOBACCO USE

Students in possession of a tobacco product will receive a Saturday Detention. Student will be suspended for use of tobacco product. Student possession/use of E-cigarettes or any electronic tobacco paraphernalia will be suspended.

### 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.

**First Semester**

1st Lunch Areas: 100s, 200s, 300s, 400s, 500s, 600s  
 2nd Lunch Areas: 700s, 800s, PE, Field House, Aud.

**Second Semester**

1st Lunch Areas: 700s, 800s, PE, Field House, Aud.  
 2nd Lunch Areas: 100s, 200s, 300s, 400s, 500s, 600s

**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.....24 units

**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
DEN Time.....	10:11 - 10:41
4 <sup>th</sup> Period.....	10:46 - 11:34
5 <sup>th</sup> Period	
Class.....	11:39 - 12:30
Second Lunch.....	12:30 - 12:55
First Lunch.....	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 Period .....	10:06 - 10:51
4 <sup>th</sup> Period .....	10:56 - 11:42
5 <sup>th</sup> Period	
Class .....	11:47 - 12:32
Second Lunch .....	12:32 - 12:57
First Lunch.....	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

**2017-2018 BELL SCHEDULES**

**Regular Bell Schedule**

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

**Special Program Schedule**

Opening Bell .....	7:24
1 <sup>st</sup> Period .....	7:30 - 8:13
2 <sup>nd</sup> Period .....	8:18 - 9:00
3 <sup>rd</sup> Period .....	9:05 – 11:10
Group 1 Presentation .....	9:05 – 10:05
Group 2 Presentation .....	10:10 – 11:10
4 <sup>th</sup> Period.....	11:15 – 11:57
5 <sup>th</sup> Period	
Class .....	12:02 - 12:42
Second Lunch.....	12:42 - 1:10
First Lunch.....	11:57 - 12:25
Class.....	12:30 - 1:10
6 <sup>th</sup> Period.....	1:15 - 1:55
7 <sup>th</sup> Period.....	2:00 - 2:41



