

Covington High School



**Student Handbook
2008-2009**

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COVINGTON HIGH SCHOOL'S MISSION AND VISION STATEMENTS

Mission Statement: Covington High School's students will be life-long learners and productive citizens in the global community.

Vision Statement: 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 POLICY

Responsibility for student learning must be shared between schools and parents for high levels of student achievement to be realized. Parents are considered partners with the faculty, staff, and administration of Covington High School in the daily educational process of schooling and 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 an Open House where all parents are invited to visit the school, meet their child's teachers, and gain an understanding of their child's scheduled courses. During this time, information regarding the academic and behavioral expectations of the classroom is provided.
- 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 from them can be used to help make important decisions.
- Parents are an integral part of committee meetings such as S.A.T., 504, and/or I.E.P. meeting, 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 of schooling. Parents are encouraged to be an active member of the P.T.S.A. and other committees where decisions directly impact the climate and culture of the school.

ACCIDENTS

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

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 not excused will not be determined and no consequence will be administered but the tardy will be documented.
- Upon the 4th tardy to school for the semester, the student will receive an In School Suspension (ISS). Students will be assigned a maximum of two ISS per semester regardless of the discipline infraction. If the student does not have any ISS available to them, they will be given a Saturday detention.

- On the 5th tardy to school for the semester, the student will receive a Saturday detention and driving privileges will be revoked for a period of time. A student will have a maximum of two Saturday detentions per semester for any cumulative disciplinary actions. If the student does not have any Saturday detentions available to them, they will be suspended.
- Students will be suspended for each tardy after the 6th tardy to school in a semester.

A student shall be considered habitually tardy to school after the fifth occurrence within a semester. The administration will report any student considered habitually tardy to the supervisor of the Child Welfare and Attendance office.

ATTENDANCE

All students are expected to attend school daily. Excused absences, as determined by parish policy, allow missed work to be made up but still count toward the total number of absences for the semester. Any student missing 10 or more days (regardless of excused or unexcused) in a class per semester will be denied credit in the corresponding course. **A student's absence in a class may occur if a student misses the class due to checking in late to school, checking out early from school, or missing the entire day of school. A student is considered habitually absent and/or habitually tardy to school upon their sixth (6th) tardy to school or 6th absence from a class (regardless of checking in late, checking out early, or all day absence). Students who are habitually absent and/or habitually tardy to school will be reported to the Child Welfare and Attendance Office. Upon being considered habitually tardy to school and/or habitually absent, a parent conference will be conducted with school administration to inform the parent and student of the ramifications of being habitually absent and/or habitually tardy.**

If a student is absent they are responsible for all work missed. Upon returning to school or to the class, it is the responsibility of the student to bring a note within two (2) days of the day(s) missed to the Attendance/Discipline office before school or during lunch. Students are not to leave class to conduct this business. Upon calling a parent, it will be determined if the absence is excused per parish policy; the appropriate changes will be made in the attendance program. Excuses will not be accepted after two (2) days of the student's return to school.

Work missed during an absence must be made up immediately upon returning. The make-up period is equal to the number of days missed. Responsibility for making up 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 day due regardless of the reason for absence. A long-term assignment is defined as an assignment given by a teacher at least two weeks prior to the due date.

Students missing school as a result of truancy or suspensions shall be given failing grades during the days of absence with no make-up allowed. The school neither condones nor allows "Senior Skip Day." Any student absent from school will not be allowed to participate in any extracurricular or co-curricular activities for that day unless an administrator approves the absence.

Students participating in school-approved activities ("M" Days), which necessitate their being away from school, shall be considered present and shall be given the opportunity for make-up work. The administration reserves the right to limit the number of "M" days assigned to a student.

Any student, above the compulsory attendance age (17), who has excessive absences that are unexcused, may be dropped from the rolls for the remainder of the school term.

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, or cyber bullying, is a form of aggression and will not be tolerated. Allegations of bullying will be promptly investigated and St. Tammany Parish policies and procedures will be followed. If a student wishes to report an act of bullying, he or she may do so with a counselor, administrator, teacher, or using the Crime Stoppers tip line. Appropriate school personnel will investigate the allegations using appropriate confidential measures, and take appropriate actions.

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 their parent call the office or bring a 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.

CAMPUS - STUDENT ACCESSIBLE AREAS

The following areas are open to students before school:

- 1 Inside main building, excluding the 100, 200 and back gym hallway.
- 2 The two covered areas – the one near the 500 wing and the one near the cafeteria.
- 3 West/Cafeteria breezeway area.

The following areas are open to students during lunch:

- 1 The two covered areas – the one near the 500 wing and the one near the cafeteria.
- 2 Area between science building and main building.
- 3 Picnic table area.
- 4 West/Cafeteria breezeway area.

The following areas are off limits:

- 1 The four hallways (both 100s and both 200s) are not to have students in them in the morning.
- 2 The back gym hallway is not to have students in it in the morning or lunch.
- 3 The 800's and field house are off limits and require a teacher permission for access in the morning and/or at lunch.

No Standing Zones:

The major halls extending from the commons in the main building are for passing only. No students are to stand against walls or congregate in these areas.

Students are not permitted to be in the teachers lounge. Only students who are called to the office by an administrator or who have been given teacher permission are permitted to be in the office areas.

CHECK OUT PROCEDURES

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. 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. Any student missing 10 or more days in a class per semester will be denied credit in the corresponding course. **A student’s absence in a class may occur if a student misses the class due to checking out early from school. A student is considered habitually absent from class upon their sixth (6th) absence from a class (regardless of checking in late, checking out early, or all day absence). Students who are habitually absent from class will be reported to the Child Welfare and Attendance Office. A parent conference will be conducted with school administration to inform the parent and student of the ramifications of being habitually absent and/or habitually tardy.**

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 calls will not be accepted on these days.

CLOSED CAMPUS

Being on campus without correctly following the check-in procedures or 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 or to receive food (fast food, i.e. Burger King, McDonald’s, Wendy’s, etc.) from persons “visiting” the school campus.

School personnel will not accept deliveries of gifts of any kind to students.

DANCES

All dances are lock-ins. 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 20.

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 and/or dismissal from the dance.

Back to School Dance	Friday, September 5 th (after football game till 11:00)
Price:	\$7.00
Dress code:	Casual School dress code applies
Date Pass:	None Only CHS Students attend

Homecoming Dance	Saturday, October 18 th (8:00-11:00)
Price:	\$12 Single \$20 Couple
Dress code:	Semi-formal Dressy/no jeans allowed/shirt and tie for guys
Date Pass:	Yes Mrs. Fitzmorris has date passes. Date passes require a school principal signature to be turned in no later than 3 days prior to dance.
Sadie Hawkins Dance	Friday, November 7 th (after football game till 11:00)
Price:	\$10.00
Dress code:	Casual School dress code applies
Date Pass:	Yes Mr. Bridges has date passes. Date passes require a school principal signature to be turned in no later than 3 days prior to dance.
Sweetheart Dance	Saturday, February 7 th (8:00-11:00)
Price:	\$12 Single \$20 Couple
Dress code:	Semi-formal Dressy/no jeans allowed/shirt and tie for guys
Date Pass:	Yes Mrs. Milton has date passes. Date passes require a school principal signature to be turned in no later than 3 days prior to dance.
Prom (Tiered Pricing)	Saturday, March 28 th (8:00-12:00)
Prices:	
Tier 1	\$30 Single \$55 Couple February 9 th – 20 th
Tier 2	\$40 Single \$75 Couple March 2 nd – 19 th
Dress code:	Formal Formal dresses for girls and tuxes for guys
Date Pass:	Yes Ms. Strain has date passes. Date passes require a school principal signature to be turned in no later than 3 days prior to dance.

Dates and Times Subject to Change

- Tickets go on sale two weeks prior to dance.
- Tickets for all dances can be purchased before school and at both lunches either at the school store or the auditorium lobby.
- All tickets are pre-sale only and will not be available at the door.

DISCIPLINE LADDER

AFTER SCHOOL DETENTION

Students may be assigned after school detentions for the infractions listed below.

- 1) **Failure to wear an ID as per policy (1st – 3rd offense per semester).**
- 2) **Tardy to 2nd – 7th hour classes (1st – 3rd offense per semester).**
- 3) **Dress code infraction (1st offense).**
- 4) **Electronic device possession (1st offense).**
- 5) Failing to serve teacher detention.
- 6) For various disciplinary reasons deemed appropriate by the administration.

After school detentions will not be rescheduled after the detention was to be served. Any circumstances that warrant a change in the date or time of the detention must be approved from Coach Graham prior to the day of the detention.

FIFTH HOUR ADMINISTRATIVE DETENTION

A student will be assigned a fifth hour administrative detention (maximum of two per semester) for failure to serve an after school detention.

The student will report to classroom 705 at the beginning of 5th hour and will remain in there until dismissed to 6th hour. All students in 5th hour administrative detentions will work on class work and will eat lunch during the time between 1st and 2nd lunch.

ALL DAY IN SCHOOL SUSPENSION (ISS)

Students may be assigned a maximum of two ISS per semester for the infractions listed below. The student will report to classroom 705 at the beginning of 1st hour and will remain in there until dismissed at the end of the day. All students in ISS will work on class work from each of his/her classes and will eat lunch during the time between 1st and 2nd lunch.

- 1) **Failure to wear an ID as per policy (4th offense per semester).**
- 2) **Tardy to school (4th offense per semester).**
- 3) **Tardy to 2nd – 7th hour classes (4th offense per semester)**
- 4) **Dress code infraction (2nd offense).**
- 5) **Electronic device possession (2nd offense).**
- 6) Failure to serve an administrative detention (maximum 2 per semester).
- 7) Disrespect to authority (1st offense).

SATURDAY DETENTION

Students may be assigned a maximum of two Saturday detentions per semester for the infractions listed below.

- 1) No ISS left to assign.
- 2) Failure to serve an after school detention (3rd offense per semester)
- 3) **Failure to wear an ID as per policy (5th offense per semester).**
- 4) **Tardy to school (5th offense per semester).**
- 5) **Tardy to 2nd – 7th hour classes (5th offense per semester).**
- 6) **Dress code infraction (3rd offense).**
- 7) **Electronic device possession (3rd offense).**
- 8) Disrespect to authority (2nd offense).
- 9) Skipping class or school (1st offense).
- 10) Traffic violation (1st offense).

SUSPENSION

Students may be suspended for the infractions listed below.

- 1) No Saturday detentions left to assign.
- 2) Failure to serve an after school detention (4th offense per semester)
- 3) **Failure to wear an ID as per policy (6th offense per semester).**
- 4) **Tardy to school (6th offense per semester). Student will be considered habitually tardy and will be reported to the Child Welfare and Attendance Office for truancy. A parent and student conference with school administration will be held prior to returning to school.**
- 5) **Tardy to 2nd – 7th hour classes (6th offense per semester).**
- 6) **Dress code infraction (4th offense).**
- 7) **Electronic device possession (4th offense).**
- 8) Disrespect to authority (3rd offense).
- 9) Skipping class or school (2nd offense).
- 10) Traffic violation (2nd offense).
- 11) Use of profanity.
- 12) Possession of tobacco or lighter.
- 13) Fighting.

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. It would be difficult for most students to pass with a 65%-D, after receiving a zero on a major assignment.

DRESS

Students are expected to dress modestly in a manner conducive to learning. The St. Tammany Parish School Board dress code in the St. Tammany Parish Handbook on Attendance, Discipline & Student Records will be enforced.

The following Covington High School rules will also be enforced.

1. Sleeveless shirts without collars are not to be worn on campus. This rule will be waived for school-approved uniforms on days with activities sanctioned by the administration.
2. Shirts are not to be worn that expose cleavage or any part of the midriff when arms are extended overhead.
3. Undershirts may not be worn as outer garments. Shirts must be buttoned as not to expose undergarments.
4. Males should wear pants so that when seated do not expose the students undergarments.
5. Jeans with holes and that are excessively torn or tattered are not appropriate to be worn to school.
6. Sweat pants with wording across the rear of the pants are not to be worn.
7. "Walking" shorts may be worn as long as they meet the length requirements. Examples of "walking" shorts would include pocketed shorts with buttons to secure at the waist and a zipper. Examples of shorts not considered "walking" shorts would include PE uniform shorts, other shorts that are considered part of athletic wear, and "Soffe" type cotton shorts and are not to be worn as regular school attire.
8. Flip flops, backless thong sandals, and "soccer" style shoes are not permitted.
9. Chains are not allowed on campus. Chains that hang from the student's pants to secure wallets are not appropriate school wear.
10. Caps, bandanas, headbands, do-rags, scarves, etc... are not to be worn. Winter clothing with a hood may be worn **outdoors** on days for appropriate weather.
11. Sunglasses are not to be worn unless a medical condition is documented and approval is granted from the Administration.

The administration maintains the right to determine extremes in style. Each morning during the first block of time, teachers will send any student suspected of violating the dress code to the cafeteria for a dress code check. An attempt will be made to notify parents each time a student is in violation of the dress code.

During the school year:

- 1st time the student is in violation, they must correct the violation and will receive an after school detention. If the violation cannot be corrected, they will be placed in ISS for the remainder of the day as their discipline consequence.
- 2nd time the student is in violation; they must correct the violation and will receive an ISS
- 3rd time the student is in violation; they must correct the violation and will receive a Saturday detention.
- 4 or more times the student is in violation; they must correct the violation and will be Suspended.

EARLY RELEASE

All early release students must adhere to the following rules:

1. 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.
2. Once a student leaves, they may not come back to the school for assemblies or any other activities in the afternoon.

3. Students participating in athletics and auxiliary teams must have a 7-period schedule for the semester in which they are participating in the athletic event.
4. 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.
5. The student's I. D. must indicate the early release period.

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

ELECTRONIC EQUIPMENT

Electronic equipment including digital cameras (still or video), beepers, cell phones, IPODS, CD players, etc. **are not allowed on campus.**

If student is in possession of a cell phone or any other electronic equipment, school personnel will confiscate the equipment and turn the item(s) in to the office. In the event, a student refuses to release the electronic equipment, appropriate disciplinary action will be taken.

When confiscated, the equipment will only be returned to a parent. The student will receive an after school detention. If electronic equipment is confiscated a second time, the student will receive an ISS. If electronic equipment is confiscated a third time, the student will receive a Saturday detention. If electronic equipment is confiscated a fourth time or higher, the student will be suspended for each violation. The school will not investigate theft of equipment that is not to be brought to school.

Cellular devices are not to be used while driving on campus.

EXAMS

All students are expected to take rigorous nine weeks and semester exams. Only those students who fulfill the exemption policies and have prior approval from the administration may be considered for exemption.

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 AND 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 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 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 unless an administrator approves the absence.

FEES

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

1. The \$10 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. A student planner which will assist in the student being successful - valued at \$6.00
3. One Replacement Covington High I.D. - valued at \$5.00
4. A CD containing the CHS Writing Across the Curriculum Handbook - valued at \$2.00

5. Also contained on the CD will Covington High School Student Handbook and Covington High Course Curriculum Guide.

*Parking Permit \$10 per year

Students will only be issued a parking permit after having cleared all financial obligations including paying the instructional supply fee. Students who are eligible to drive to school and who purchase the CHS Success package will pay **half price** for their parking permit upon showing their receipt of purchase.

Replacement Picture I.D:	\$5	
1-Day Replacement ID:	\$1	
Replacement Lanyard:	\$1	
*Student Planner:	\$6	
Damage Fee:	Cost of Replacement	
ACT Prep - Effective Study:	\$5 per semester	ACT packet, workbooks and additional tests
Anatomy & Physiology:	\$5 per semester	Perishable lab supplies
AP Biology II:	\$5 per semester plus the cost	of the AP lab manual
Art I,II, III, IV Fee:	\$5 per semester	Supplies used in 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 for class
Communications Academy:	\$5 per semester	Purchase SVHS Video Tapes & Mini DVD tapes
Computer Science Programming:	\$5 per year	Copies and materials
Family and Consumer Science:	\$5 per year	Food labs, spices, and disposables
Drafting:	\$10 per year	Supplies for the class
Driver Education Fee:	\$100 per year	Fee for the course
Fine Arts Survey Fee:	\$5 per semester	Art supplies
Food and Nutrition	\$10 per semester	Food lab supplies
Multimedia	\$5.00 per semester	CDs and Tapes
P. E. Uniforms are on sale at school.	\$20	for both shirt and shorts
P.E. Locker rental	\$2.00 (for the year)	Storage of personal items.
ProStart	\$10 per semester	Food lab supplies
Science Lab Fee:	\$3 per semester	Consumable lab supplies
SLU English Class	\$25 per year	Testing fee
SLU Advance Math	\$50.00 per semester	Text book rental and test fee per semester
Webpage Design	\$5.00 per semester	CDs and Tapes

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 misbehavior. 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 at Southeastern Louisiana University Center on Wednesday, May 13, 2009. 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 behavior standards. If a graduate displays rude or 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.

HALL PASSES

Every student in the hall during class time must have on a school I.D. and be in possession of an official hall pass designating the issuing teacher and zone. This hall pass will not allow the student to use the telephone or go to the vending machines. Teachers will limit the number of hall passes issued to each student per nine weeks. **Hall passes will not be given to students during time 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.

I.D. 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 site **at all times while on campus**. Upon setting foot on the school campus, each student is expected to have his or her ID on. If one is needed, a student must purchase a one day temporary ID or a replacement ID immediately upon arrival to school.

Each student will be given a permanent picture ID and a school approved lanyard at the beginning of the school year. If a student forgets his/her ID, a 1-day temporary ID sticker is available at the ticket booth for \$1.00. No one-day temporary ID sticker will be sold after the 7:24 a.m. bell. If a student loses his/her ID, replacement ID cards are \$5.00 and lanyards are \$1.00 and can be ordered and purchased from the Library prior to 7:24 a.m.

From 6:55 a.m. until the student leaves the campus a student 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 an after school detention assigned by the classroom teacher. After assigning the detention, the teacher will issue a 1day temporary ID. After the 7:24 a.m. bell no 1-day temporary IDs will be sold but instead, one will be given to the student and an after school detention will be issued. **For the first three I.D. infractions in a semester, students will be assigned an after school detention. Upon the 4th I.D. infraction in a semester, the student will receive an all day In School Suspension (ISS).**

Upon the 5th I.D. infraction in a semester, the student will receive a Saturday detention. Upon the 6th I.D. infraction or greater in a semester, the student will be suspended.

If assigned an after school detention, the student will serve the detention the afternoon of the day following the day of the infraction from 2:50 – 3:30 p.m. If the student misses the detention, the student will serve a 5th hour administrative detention the day following the missed after school detention. 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. If a student checks out after lunch, only a doctor's excuse will cause a detention to be rescheduled. No student will be allowed to serve more than two (2) 5th hour administrative detentions in a semester regardless of the discipline infraction.

LIBRARY

During school days, the library is open from 7:10 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.

LOCKERS

School administrators can search lockers at any time. Each student who wishes to do so may secure a locker after his/her instructional fee is paid. Use only the locker assigned to you, and keep it locked at all times. **Personal items are not to be stored in lockers.**

LUNCH

Restroom passes, for students not at lunch, will not be issued during the time lunch is served.

No student will be allowed to leave campus for lunch. Lunch tickets are sold on a daily basis before school in the cafeteria.

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.

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

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. Disputes may be addressed at traffic court. Traffic court is held by appointment. 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. Students eligible to park on campus and who purchase a CHS Success Package may purchase a parking permit for half price.

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 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 student being suspended from school. 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.**

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 have 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 Attitudes of Excellence that enable us as a community to achieve our goals. These four Attitudes of Excellence, *Choose Your Attitude, Be There, Make Someone's Day, and Have Fun*, are the attitudes that will fuel the members of our community as we strive for personal excellence.

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

Any student using obscenities or profanity will be suspended from school.

SOCIAL CONDUCT

Inappropriate public display of affection is to be avoided on school premises and will result in disciplinary action.

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 an after school detention by the classroom teacher for being tardy to 2nd – 7th hour classes for the 1st – 3rd offense per semester.

The student will serve a detention in the afternoon of the day following the tardy from 2:50 - 3:30 p.m. If the student misses the detention, the student will serve a 5th hour administrative detention the day following the missed detention. 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.

Upon the 4th offense per semester of being tardy to 2nd – 7th hour classes, the student will receive an ISS.

Upon the 5th offense per semester of being Tardy to 2nd – 7th hour classes, the student will receive a Saturday detention.

Upon the 6th offense or greater per semester of being tardy to 2nd – 7th hour classes the student will be suspended.

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 withdraws from CHS, or when a book is lost or damaged beyond use, the student and the parent must make payment 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 not to be brought to school.

TOBACCO USE

Students smoking or in possession of a tobacco product will be suspended from school.

TUTORING PROGRAM

An after school-tutoring program, “Academic Clinic”, is available to students. For more information, contact the **Guidance Department**.

VISITORS

The school policy is to accept only visitors who have legitimate business at the school. Visitors must first report to the Administrative office.

COVINGTON HIGH SCHOOL WEBSITE

<http://covingtonhigh.stpsb.org>

ADMINISTRATION

Principal – Danny Guillory danny.guillory@stpsb.org

Assistant Principal – Deborah McCollum Deborah.mccollum@stpsb.org

Assistant Principal – Roland Huie roland.huie@stpsb.org

Assistant Principal – Jessica Mizell jessica.mizell@stpsb.org

COUNSELING STAFF

Freshman Counselor – Jay Varnado jay.varnado@stpsb.org

Sophomore Counselor – George Moore george.moore@stpsb.org

Junior Counselor – Joanne Domilise joanne.domilise@stpsb.org

Senior Counselor – Thomas Minarik thomas.minarik@stpsb.org

SCHOOL TELEPHONE NUMBERS

	School Phone Number	892-3422	
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

Covington High School has an automated answering service. The calling options are as follows:

- To reach the Administrative Office, Attendance & Discipline Office, Guidance Department, Special Education Office, or 504 Coordinator press "1".
- To leave a message for a Teacher press "2". A teacher's directory is available. You will be prompted to enter the first three (3) letters of the last name of the teacher. You also have the option of entering the teacher's mailbox number. A directory of the mailboxes is available.

2008-2009 BELL SCHEDULES

Regular Schedule

Opening Bell.....	7:24
1st Period.....	7:30 - 8:23
2nd Period.....	8:28 - 9:21
3rd Period.....	9:26 - 10:19
4th Period.....	10:24 - 11:17
5th Period	
Class.....	11:22 - 12:15
Second Lunch.....	12:15 - 12:45
First Lunch.....	11:17 - 11:47
Class.....	11:52 - 12:45
6th Period.....	12:50 - 1:43
7th Period.....	1:48 - 2:41

Activity Schedule 1 (45 minute activity)

Opening Bell.....	7:24
1st Period.....	7:30 - 8:16
2nd Period.....	8:21 - 9:07
3rd Period.....	9:12 - 9:58
Activity Period.....	10:03 - 10:48
4th Period.....	10:53 - 11:39
5 th Period	
Class.....	11:44 - 12:29
Second Lunch.....	12:29 - 12:59
First Lunch.....	11:39- 12:09
Class.....	12:14 - 12:59
6th Period.....	1:04 - 1:50
7th Period.....	1:55 - 2:41

Activity Schedule 2 (30 minute activity)

Opening Bell.....	7:24
1st Period.....	7:30 - 8:18
2nd Period.....	8:23 - 9:12
3rd Period.....	9:17 - 10:05
Activity Period.....	10:09 - 10:39
4th Period.....	10:44 - 11:32
5th Period	
Class.....	11:37 - 12:25
Second Lunch.....	12:25 - 12:55
First Lunch.....	11:32- 12:02
Class.....	12:07 - 12:55
6th Period.....	1:00 - 1:48
7th Period.....	1:53 - 2:41