

# *Covington High School*



*Student Handbook*  
*2022-2023*

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### **COVINGTON HIGH SCHOOL WEBSITE**

<http://covingtonhigh.stpsb.org>

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

### **SCHOOL TELEPHONE NUMBERS**

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

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## MISSION

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

## VISION

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

## ELASTIC CLAUSE

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

## PARENTAL INVOLVEMENT

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

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

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

- Covington High hosts class orientations prior to school starting to share schedules and information.
- An Open House is hosted every August where all

parents are invited to visit the school, meet their child's teachers, and gain an understanding of the academic and behavioral expectations of scheduled courses.

- Parents have access to JPAMS to stay abreast of their child's grades and attendance. Parents may contact the front office to retrieve access codes.
- Each year our Guidance department provides individual class meetings for parents. During these meetings, information pertaining to students of the appropriate class is provided that gives the overall academic expectations for the current year and requirements for the years beyond.
- Each year, parents play an integral role in the scheduling process. Students, assisted by a guidance counselor, choose from a variety of course offerings. Information regarding post-secondary opportunities is provided so that students and parents can make informed decisions. Students, with assistance from their parent and a counselor, update their five-year plan.
- Information regarding attendance and discipline is communicated frequently with parents so that input can be used to make important decisions.
- Parents are an integral part of committee meetings such as S.A.T., 504, and/or I.E.P. meetings, where important decisions are made in order to provide educational services to assist their child in learning.
- Covington High strives to have meaningful parent participation in decision-making as related to the daily educational process. Parents are encouraged to be an active member of the P.T.S.A. and any other committees/clubs where decisions directly impact the climate and culture.

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

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

student participates.

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

The McKinney-Vento Act is a federal law passed in 1987 to help people experiencing homelessness. The Act requires states and school districts to make sure students in homeless situations can attend and succeed in school. The McKinney-Vento Act applies to all children and youth who do not have a fixed, regular, and adequate nighttime residence, including all children 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; campground without running water and/or electricity; abandoned building; substandard housing; bus/train station
- 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 a 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, if feasible
- Access educationally related support services

Should you or your child meet these qualifications; please contact your school's main office or guidance office to complete a form for consideration.

## **ACADEMIC SUPPORT**

**Academic Remediation/Academic Clinic:** Covington High offers free assistance to students in need. The schedule and times are subject to change based on availability and staff. Please see website for up to date schedule.

## **ACCIDENTS**

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

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

Vehicles enter the campus from Ronald Reagan Highway (Hwy 190) on East Stadium (Lion) Drive, proceed around to West Stadium Drive and exit the Campus back on Ronald Reagan Highway (Hwy 190). Students are dropped off in the morning and picked up in the afternoon between the baseball stadium and auditorium. For the safety of our students, please be very cautious and follow the directions of the person(s) directing traffic by the Auditorium. **The front parking lot is for buses and staff/visitors only. No students are to be dropped off before 7:15 in this area 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. All students are expected to arrive to school in a timely manner. Students should take into consideration distance traveled and traffic patterns in making their decision on the best time to leave home. *Students who arrive after the first hour tardy bell must report to the Attendance & Student Services Office to check in.*

## **ATTENDANCE: ABSENCE & TARDIES**

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

School attendance is imperative, not only to satisfy requirements of the law but to help ensure student achievement and success. 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.
- St. Tammany Parish School Board will allow exemptions for semester exams for seniors only. The requirements will be:  
If the student has an A in the class with 5 or less unexcused absences or a B with 3 or less unexcused absences the student will be exempt from the exam. This does not apply to DE and AP classes.
- Schools must administer attendance regulations in accordance with State and locally adopted policies.
- In order to be eligible to receive credit for courses passed, high school students may not miss more than five (5) days of non-exempted excused absences (parent notes), unexcused absences, and/or suspensions **per semester, per class period.**
- Students participating in school sponsored activities/field trips that necessitate their being away from school shall be considered to be

present and shall be given the opportunity to make up work.

- Students who exceed the five (5) days of non-exempted excused absences (parent notes), unexcused absences, and/or suspensions per semester, per class period are subject to seat time recovery in order to earn credit. It is imperative that students monitor their absences and attend seat time as necessary to avoid credit denial.
- Upon the student's 7<sup>th</sup> tardy to school each quarter, the student will be sent straight to ISS each tardy thereafter.

## **TYPES OF ABSENCES**

There are four types of absences a student may obtain:

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

Exempted, excused absences are those that allow the student to make up work missed and will not be counted against students in determining whether a student meets attendance requirements. There is no limit to the amount of exempted, excused absences a student can incur.

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

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

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

Non-exempted, excused absences are those incurred due to personal illness or serious illness in the family or

extenuating circumstances documented by parental notes. These absences allow the student to make up work missed but do count against the student when determining whether the student meets attendance requirements.

### **TYPE THREE: UNEXCUSED ABSENCES**

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

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

### **TYPE FOUR: SUSPENSIONS**

These are non-exempted absences. Students are allowed to make up work when suspended from school. The value of the work is up to but not exceeding 67 % of any coursework. These absences count against the student when determining whether the student meets attendance requirements.

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

### **TARDIES**

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

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

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

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

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

## **ABSENCES PROCEDURES**

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

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

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

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

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

Seat time options include:

- Friday School (3-6p.m. on Fridays)
- Morning Detention room (if not assigned for discipline)
- After last daily scheduled class for short day seniors
- Teacher tutoring before/after school, lunch break.

#### **APPEAL PROCESS**

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

#### **TRUANCY**

Parents will receive notification of the State truancy policy at the beginning of the school year. Any juvenile student who is habitually absent or tardy from school will be

reported as a truant child to the Supervisor of Child Welfare and Attendance, the family and/or juvenile court according to the provisions of Louisiana Children's Code regarding families in need of services.

#### **BOOKBAGS**

The school takes NO responsibility for book bags or their contents. Book bags should never be left unattended at any time. During P.E., it is the responsibility of the student to secure their book bag and/or valuables or not bring them at all. Book bags are not allowed on desks or cafeteria tables.

#### **BUSES**

The driver of the bus has complete responsibility for the bus and for the students. Students should be respectful at all times to the bus driver and adhere to their instructions. The bus and bus stop are considered extensions of school grounds and students are responsible for behavior at these locations as well.

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

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

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

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

- Student parking lot-student shall park and exit vehicle immediately to enter campus
- Teacher parking lot
- Field house parking lot
- Faculty lounge
- Tennis Courts
- Administrative office area (unless called by 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
- West/Cafeteria breezeway area
- Library

The following areas are open to students during lunch:

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

### **NO STANDING ZONES**

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

### **CHECK OUT PROCEDURES**

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

- Students are not to report to the Attendance & Student Services Office or to the Front Office to initiate the checkout.
- If a student is ill, they must inform their classroom teacher. The classroom teacher will call the Attendance Office and request for student to be seen by the nurse. If nurse is not available, an alternative assessment will be made by student services and/or other medical professionals on campus or parent will be called. Students will remain in class or in the "sick" room until officially checked out by the office. If a parent cannot be contacted, the student will be notified and is to remain in school.
- Only parents or authorized guardians are given permission to check out a student. Parents/guardians must contact the Attendance & Student Services Office for checkout to be completed.
- Students who check out must report to student services and scan their ID to be checked out in the computer. A student who is checked out **MUST REPORT TO STUDENT SERVICES BEFORE LEAVING**

CAMPUS.

- Students who check out and miss classes are to follow the Attendance Policy for missing classes.
- Excessively checking out a student in order to avoid the end of school day traffic is not an appropriate reason for checking out. **A parent conference will be conducted with school administration to inform the parent and student of the ramifications of being habitually absent, habitually tardy, and/or habitually checked out. Credit denial may occur if check outs cause more than 5 unexcused absences per class period.**

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

### **CLOSED CAMPUS**

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

### **DANCES**

All dances are lock-ins. 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. ***In order to purchase a ticket, students must have a completed dance contract on file for the school year. Date passes are required for each dance in order to bring an out of school date.*** These are to be turned in to the front office.

- Students **must present their Covington High School ID** to enter dances. Non-Covington High dates must present a valid I.D. to enter and must have an approved date pass on file.
- No passes will be issued to anyone under the age of 14 (unless a CHS student) or over the age of 20.



- Tickets must be purchased in advanced.
- Any student with an outstanding financial obligation, an out of school suspension offense, multiple in school suspensions, or excessive absences or tardies for the current 9 weeks will not be allowed to attend the dance.
- **All dance attendees will adhere to a dress code accordingly. Before purchasing your outfit, check the dress code to ensure compliance. Dresses are NEVER to be shorter than fingertip length, NEVER show excessive cleavage and undergarments, nor should the back be exposed below waistline. Dresses shall not have a slit that goes higher than fingertip length. No bandanas/do rags/hats.**
- 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.
- Administration reserves the right to deny entry or ticket sale to students.

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

### **DELIVERIES TO CAMPUS**

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

### **DISCIPLINE POLICIES AND PROCEDURES**

The Covington High School discipline plan has been established to promote desirable student conduct and behavior. CHS administration reserves the right to consider the academic placement, attitude, age, pattern of misconduct, degree of cooperation and any other aggravating or mitigating circumstances before taking disciplinary action. Our school resource officer will also be involved in any major discipline events.

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

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

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

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

- a. 6:55-7:25 in detention room (location TBD)
- b. Issued for misbehavior that is not serious or chronic enough to merit Friday Detention. No food or drink, no cell phones, no sleeping.

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

- a. 3:00 p.m. to 6:00 p.m. on campus in designated room. Student must report to detention room promptly at 3:00 p.m. If student is late, he/she will

be considered a no-show and escalated discipline will ensue.

- b. Student may be scheduled for four (4) Friday Detentions throughout the school year. Additional behavior offenses after four that would merit Friday Detention will result in ISS or suspension.
- c. Students must bring books, writing tools, and assignments to Friday Detention.
- d. Conflicts with jobs held by the student will not be considered in scheduling Friday Detention. A student who does not serve assigned Friday Detention will be issued ISS or suspended.
- e. Misbehavior in Friday Detention will result in suspension. No food or drink, no cell phones, no sleeping.

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

- a. Usually one to three days;
- b. Student will be excluded from regular classes and will report to the ISS room.
- c. Student must bring all textbooks. Student must complete work in the ISS room in order to receive full credit and cooperate with ISS facilitator for given ISS time. No food/drink/cell phones/sleeping.
- d. Misbehavior or non-compliance in ISS will result in a repeat day in ISS or an out of school suspension.
- e. Our school site behavior interventionist will go in and meet with students in the morning to assist them in identifying acceptable replacement behaviors.

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

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

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

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

- d. This recommendation is reserved for severe offenses or elevation of consequences based on discipline history.

#### **Types of Misconduct:**

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

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

- **Classroom Misbehavior** – ranges from teacher held detention and parental contact to Friday Detention depending upon how severe or chronic the misbehavior.
- **Willful Disobedience** – ranges from teacher held detention and parental contact to suspension depending upon how severe or chronic the misbehavior.
- **Possession/Use of Tobacco, Tobacco Paraphernalia, Look-Alike Tobacco Products, E-cigarettes, Vaping Devices, Lighter/Matches, Smokeless Tobacco, Nicotine packs, or any rig that allows for inhalation of substance**  
First offense –ISS/Suspension/Second Chance Program  
Second offense – Suspension  
Additional offenses – Suspension/Recommendation for Expulsion

**Off Limit Area Violation** – ranges from Friday Detention to suspension. Due to the large size of the CHS campus, it is necessary to limit students to those areas which are regularly supervised. Students should use the restrooms between classes and during lunch. Students are discouraged from using the restroom during class and this should not become a habit. Being out of class decreases the amount of time students have to learn. Following afternoon dismissal students are to exit the campus by 3:00 pm. Students that do not drive or ride the bus must be picked up from school by 3:00 or at least have a parent in car-line waiting prior to 3:00 p.m. Students may remain on campus in the afternoon only for activities that are under the direct supervision of a faculty member. At the conclusion of the activity students should leave the campus immediately. Students not under direct supervision that remain on campus, after school or after an activity, will be subject to disciplinary action. Off limit areas include CHS tennis courts, inside school buildings without supervision/permission outside of school hours, football stadium/fieldhouse area, 800 wing classrooms, ROTC areas. **All parking lots** and roads

are off limit to students during the day unless under the direct supervision of a teacher or with administrative permission. Students riding the bus to school are not allowed to meet students in the parking lot. All remote areas and unsupervised areas of the campus not specifically mentioned are also considered off limits. Additionally, students violating off limit areas may be arrested by the Covington Police Department for criminal mischief and/or criminal trespassing.

- **Leaving Class, Campus or Other Location w/o Permission** - ranges from one Friday Detention to suspension. Once a student arrives on campus, regardless of the time, he/she may not leave campus unless they have officially checked out of school. This includes bus riders.
- **Dress Code Violation** (if student cannot correct and become compliant, he/she will remain in ISS)  
First offense - documented reprimand and required Compliance.  
Second offense - morning detention (6:55 – 7:25) and required compliance  
Third offense – Friday Detention (3:00 – 6:00) and required compliance  
Fourth offense –ISS and required compliance  
Fifth offense – continue to advance on discipline ladder and required compliance
- **Disrespect to Teacher/Staff** – ranges from teacher held detention and parental contact to suspension depending upon how severe or chronic the misbehavior.
- **Forgery; Cheating; Lying to school personnel or other adults on campus;** - consequences for this type of misbehavior range from reprimand to suspension depending upon the exact nature and seriousness of the offense, the pattern of misconduct, and any other mitigating factors.  
**Plagiarism is cheating.**  
**Forgery/Lying:**
  - a. First offense - Friday Detention
  - b. Second offense – Suspension**Cheating**
  - a. First offense on exam or major test/project = zero & Friday Detention; quiz or homework = zero & teacher assigned consequences; parent notification
  - b. Second offense-exam or major test/project = zero & suspension; quiz or homework= zero & Friday Detention.

Violation of test protocol, including the use of cell phones, I-pods & similar electronic devices, by a

student who is taking a test is a serious violation and will result in the same academic & disciplinary consequences as cheating. This type of violation can disrupt the testing environment and may place the integrity of the test in jeopardy. Testing protocol remains in place as long as any single student in the classroom is still testing.

- **Stealing and/or Possession of Stolen Property** – Up to 3 day suspension [Note: Students may not open or go through the belongings of others without specific permission from the owner.] This type of action will be considered attempted theft. Consequences range from Friday Detention to suspension. Theft can result in arrest by Covington Police Department and chronic theft could result in recommendation for expulsion.
- **Possession/Use of Cell Phone, Ear buds, or any unauthorized electronic device** – Cell phones, I-pods, and similar electronic devices can be a serious disruption to the learning environment. Louisiana Law Revised Statute 17:239 prohibits any student, unless authorized by the Principal or their designee, from **using** any electronic telecommunication device in any school building or school grounds or in any school bus. Students shall be allowed to possess a telecommunication device (cell phone) on a school campus during the instructional day provided the device is powered OFF and completely stowed away and not in use. THIS INCLUDES EARBUDS and EARPHONES. The normal school day begins when a student arrives on campus and ends following the last period dismissal bell. Electronic devices will only be returned to the parent or guardian after school hours (2:41 – 3:30) on the day confiscated. After the initial day of confiscation, the electronic device can be returned to the parent during school hours. For all offenses after the first offense the confiscated item will only be returned to the parent/guardian. Progressive consequences will be followed as listed below:

**Possession:**

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

**Use or Related Disruption** – A cell phone or other electronic device that is visible is considered in use. A cell phone that rings during class is considered a disruption. Students are expected to give a cell phone to a teacher/administrator when requested. *If the student does not comply with the request to*

*turn over device, the discipline consequences listed above will increase substantially and student will be immediately removed to the ISS room for the day. For any violation that is deemed to be egregious in nature, videoing or photographing other students, or is disruptive to the school, the discipline consequences shall be increased to an appropriate level.*

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

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

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

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

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

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

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

#### **GROUP 4:**

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

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

#### **Possible Disciplinary Actions**

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

#### **GROUP 5:**

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

- 5-1 Aggravated assault
- 5-2 Aggravated battery
- 5-3 Arson
- 5-4 Battery
- 5-5 Bomb threat
- 5-6 Burglary
- 5-7 Delivery or distribution of any controlled dangerous substance
- 5-8 Disorderly conduct
- 5-9 Engaging in any other illegal behavior
- 5-10 False activation of fire alarm
- 5-11 Possession or under the influence of alcohol, look-a-like substance, or mood-altering chemical or drug
- 5-12 Possession or under the influence of any controlled dangerous substance
- 5-13 Robbery
- 5-14 Sex violations
- 5-15 Trespassing

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

5-17 Wearing or possessing body armor on school property

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

#### **Possible Disciplinary Actions**

- Suspension
- Disciplinary Reassignment
- Police Notification
- Expulsion

#### **DRESS CODE**

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

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

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

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

\*Body piercing ornaments are limited to the **ears only**. No facial rings/piercings are allowed. Extremes are not allowed.

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

\*Hair should be clean and not extreme in coloration. An acceptable, well-groomed haircut will be required of male students. Styles never should be such that they represent a collective or individual protest.

- Hair - Hair must be clean and not unusually colored. Sculptured hair styles that include pictures, symbols, letters, numbers, or hair in curlers, rollers, or excessively teased, etc., will not be permitted.

- Facial Hair - Male students in grades 9-12 may wear a **neatly trimmed mustache, beard, or goatee**.

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

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

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

\*Any article of clothing with suggestive/profane symbols, words, or advertisements of products or substances prohibited by the St. Tammany Parish School Board is prohibited. Sex, drug, or alcohol related innuendos or graphic tees are strictly prohibited. Styles never should be such that they represent a collective or individual protest.

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

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

\*All caps, hats, hair wraps, stocking caps, hoods, head scarves, and bandannas are banned from school campus during school hours. Head bands must be used in the hair and not wrapped on forehead nor may they be of the bandanna type material.

\*Shorts, skorts, skirts, and dresses must not be **more than 5 inches above the top of the knee for males and females**. If walking or sitting causes shorts or skirts to rise to more than five inches above the knee, then it is a violation.

\*Tights worn as pants or leggings must not be sheer or see-through (**no level of sheer accepted**). If undergarments can be seen through the leggings, then the student must change. If a shirt, sweater, or jacket is worn as a cover up, the shirt underneath, if visible, should fall below the waistline of the leggings and completely covering mid drift.

\*Pajamas, robes, or blankets are banned. If student is cold natured, dress appropriately and keep a jacket handy.

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

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

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

\*Sunglasses are not to be worn in the building at any time.

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

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

**ELECTRONIC DEVICES**

Cell phones, I-pods, and similar electronic devices can be a serious disruption to the learning environment. Louisiana Law Revised Statute 17:239 prohibits any student, unless authorized by the Principal or their designee, from **using** any electronic telecommunication device in any school building or school grounds or in any school bus. **Students shall be allowed to possess a telecommunication device (cell phone) on a school campus during the instructional day provided the device is powered OFF and completely stowed away and not in use. THIS INCLUDES EARBUDS and EARPHONES.** The normal school day begins when a student arrives on campus and ends following the last period dismissal bell. Electronic devices will only be returned to the parent or guardian after school hours (2:41 – 3:30) on the day confiscated or any time after that initial day. Please do not come to campus to retrieve a student’s cell phone the day it is taken prior to 2:41. **In the event a student refuses to turn over the electronic device, the student will be immediately placed in ISS for the remainder of day and will receive discipline according to the hierarchy.**

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

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

**EXAMS**

All students are expected to take rigorous quarter exams. If a student misses a term exam, they must bring a written excuse and receive written permission from an administrator to make up the exam. No student will be allowed to take an exam earlier than the scheduled exam time without administrator approval. Students who check into school and are tardy for class during a scheduled exam time will not be allowed to enter the classroom and must

see an administrator to schedule a make-up exam.

**EXTRACURRICULAR & CO-CURRICULAR ELIGIBILITY**

Each student is expected to complete a required application 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 remain in good academic standing which includes remaining compliant with attendance policies and maintaining grades that do not exceed 2 failing grades at interims and quarterly cycle. 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/grading requirements are not met. If a student is failing more than two classes at interims or quarterly grades, even if in the middle of his/her season/activity, he or she is to be placed on academic probation and will not participate until grades have improved. **Covington High is highly supportive of our athletes and extracurricular participants but academics must always take priority. We have ample opportunities for academic assistance if needed.**

Any student absent from school without a doctor note or checking out will not be allowed to participate in extracurricular activities/athletics for that day including practices and/or games.

**FEES**

**PAYSCHOOLS**

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

**Students will only be issued a parking permit after having cleared all financial obligations.**

Parking Permit .....	
..... \$10	
Replacement Picture ID.....	\$10
Replacement Lanyard .....	\$1
Art I, II, III, IV Fee .....	\$5 per semester
Business Lab Fee.....	\$5 per semester
Construction (Wood supplies).....	\$10 per year
Family & Consumer Science .....	\$5 per year
Drafting .....	\$10 per year
Fine Arts Survey Fee .....	\$5 per semester
Food and Nutrition .....	\$10 per semester
Multimedia .....	\$5 per semester
P. E. Uniforms .....	\$20
(Includes shirt and shorts)	
ProStart .....	\$10 per semester
Webpage Design.....	\$5 per semester



University/ College Course fees: Dual Enrollment students earn college credit for the courses in this program with grades appearing on both high school and college permanent transcripts. In order for students to enroll in Dual Enrollment courses, they must meet eligibility requirements, complete a Dual Enrollment application, and pay the applicable tuition. University/college course fees vary.

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

## **FIELD TRIPS**

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

## **FINANCIAL RESPONSIBILITIES**

The St. Tammany Parish School Board authorizes schools to withhold grades, report cards, diplomas, transcripts, and participation in co-curricular and extracurricular activities of students in debt. In order to appeal this policy, an appointment must be made with the principal to discuss the individual situation. ***Any student who has any financial obligations that carry over from one year to the next or whom incur financial obligations during the year and are not current with those obligations will not be allowed to buy dance tickets or play tickets until obligations are resolved.***

## **FIRE AND EMERGENCY DRILLS**

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

## **FOOD SERVICES**

Student breakfast: .75 Student Lunch: 1.55

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

## **GRADUATION**

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.

## **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 fifth hour block unless student has a medical statement allowing for it.**

## **LIBRARY/TECHNOLOGY CENTER**

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

## **PARKING AND DRIVING**

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

Parking privileges will only be granted after all financial obligations are cleared in the administrative office and the student purchases parking pass. See fees section for information. ***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.***

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

reserves the right to deny students' driving privileges for parking violations, traffic violations, and discipline.

Students who have a parent picking them up must meet their parent in the car line near the auditorium.

All vehicles on campus are subject to search in the event of reasonable suspicion.

Students must enter and exit campus slowly and safely at no times revving engines, spinning tires, playing loud music, or riding in the back of trucks or hatchbacks.

Students may opt to CAREFULLY back in to a parking spot in the morning to facilitate safer exits in the afternoon when the masses are exiting at the same time. This is optional, not required.

## **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 characteristics.

## **SCHOOL 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 Counseling Office phone number is 892-8854.

### **COUNSELING AND SUPPORT STAFF**

Mrs. Heather Stewart, Freshmen Counselor

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

Mrs. Kristen Thames, Junior Counselor

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

Mrs. Kelly Roberts, Sophomore Counselor

[Kelly.roberts@stpsb.org](mailto:Kelly.roberts@stpsb.org)

Mrs. Brandy Gregoire, Freshman Counselor

[Brandy.Gregoire@stpsb.org](mailto:Brandy.Gregoire@stpsb.org)

Mrs. Emily Madden, LCP; Mental Health Provider

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

Mrs. Monique Hankel, Mental Health Provider

[Monique.hankel@stpsb.org](mailto:Monique.hankel@stpsb.org)

Ms. Mary Koepp, Dual Enrollment & STW Coordinator

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

Mrs. Sarah Walters, 504/SAT Coordinator

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

## **SHORT DAY-SENIORS**

Short Day senior 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 unless approved in advance by administration in writing.
- Short day seniors who are members of an athletic team, club, or auxiliary group must have permission from the coach or sponsor to schedule a short day. If at any point, the short day interferes with a student's participation, it can be revoked or student can be removed from team.
- 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.
- Short day students over the allotted days missed for attendance can have their short day periods revoked until seat time has been completed to bring them back into good standing.

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

## **STUDENT IDENTIFICATION**

As per the St. Tammany Parish School Board policy, every student will wear a regulation student ID on a lanyard or comparable badge holder around his/her neck or clipped above waist in plain sight at all times while on campus. Upon entrance to school campus, each student is expected to have his or her ID on. If one is needed, a student must purchase a replacement ID. Students without their ID, upon entering the campus in the morning, may go to the library to purchase a replacement IDs. No temporary IDs will be issued.



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

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

## **STUDENT MEDICATION POLICY**

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

- No medication shall be administered to any student without an order from a Louisiana licensed physician or dentist and a letter of request and authorization from the student's parent or guardian. Under no circumstances will over the counter medications (such as Tylenol or aspirin) be given to student without proper documentation.
- No medication shall be administered to any student unless it is provided to the school in a container that meets acceptable pharmacy standards.
- A registered nurse employed by the St. Tammany Parish School Board will review the physician's order and the parent's request. The registered nurse will then assess the specific child in the education setting to determine if administration of the medication by a trained, non-licensed, health professional is acceptable.
- In order to ensure proper identification of students receiving medication, parents should submit a recent photo of the student to attach to the medication folder.

- The first dose of the medication must be given at home so that the parent or guardian may be able to observe for unusual side effects. If your child requires medication for an acute illness, we encourage you to work with your physician to schedule doses that can be given at home. Medication for long term illness may require administration during school hours. If your child requires only short term medication, we recommend (if possible) that medication be scheduled around school hours.

## **TEXTBOOKS**

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

## **VISITORS**

The school policy is to accept only visitors who have legitimate business at the school. Visitors must first report to the Administrative office to obtain a visitor's pass.

### **GRADING SCALE**

The Louisiana State Department of Education has mandated a uniform grading policy for all public schools.

The new grading scale is listed below and will be in effect for the entire school in all classes.

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

### **STUDENT CLASSIFICATION**

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