**COVINGTON LATIN SCHOOL**

**STUDENT HANDBOOK**

**21 East Eleventh Street**

**Covington, Kentucky 41011**

**Telephone (859)291-7044**

**Fax (859)291-1939**

**Headmaster@covingtonlatin.org**

**School Day**: 8:00 am -3:00 pm

**Office Hours (Aug-May):** 7:30 am - 3:30 pm

**Library hours:** 7:30 am- 3:30 pm

**Building hours:** 7:30 am- 4:30 pm

**Summer Office Hours (June-July):** 9:00 am - 3:00 pm Tuesday to Thursday

**Revised: 9/24/2019**

**MISSION STATEMENT**

The **COVINGTON LATIN SCHOOL** forms Christian leaders in the Catholic tradition by challenging its students to achieve their greatest level of [spiritual](http://www.covingtonlatin.org/view/home/spiritual-life.aspx), intellectual and social development. The School’s philosophy, [curriculum](http://www.covingtonlatin.org/view/home/academics.aspx) and practices promote moral integrity and academic excellence, leading students to find fulfillment in a life of [service](http://www.covingtonlatin.org/view/home/spiritual-life/commitment-to-service.aspx) to others and a continuing love of learning while embracing the gospel message of Jesus Christ.

**INTRODUCTION**

The **COVINGTON LATIN SCHOOL** is a Catholic, accelerated, college preparatory high school offering a classical education. Since its inception in 1923, the **COVINGTON LATIN SCHOOL** has operated under the auspices of the Roman Catholic bishop of the Diocese of Covington, Kentucky. The **COVINGTON LATIN SCHOOL** is fully accredited by the Southern Association of Colleges and Schools (S.A.C.S).

The **COVINGTON LATIN SCHOOL** offers a unique, program for academically talented students of the Northern Kentucky and Greater Cincinnati areas. Students usually enter the Latin School after the 5th, 6th, or 7th grade of their elementary schooling, and are prepared for college upon graduation. This acceleration enables the academically talented student to move forward into new and more challenging and rewarding studies. Two, optional preparatory years are offered.

The **COVINGTON LATIN SCHOOL** admits academically qualified young men and women without regard to race, color, creed or ethnic origin.

**FOUNDER’S VISION**

Engraved above the central door of the school are the

words of Psalm 119:66 that serve as its motto:

**"BONITATEM ET DISCIPLINAM ET SCIENTIAM DOCE ME."**

The founder of the **COVINGTON LATIN SCHOOL** was the Most Reverend Francis W. Howard, former president of the NCEA. In founding the **COVINGTON LATIN** **SCHOOL**, Bishop Howard took as his starting point the European “gymnasium” which served to move academically talented young men and women through an accelerated college preparatory education. He incorporated into the school’s curriculum the best aspects of American education in citizenship and the rich cultural and religious heritage of the Catholic tradition.

The elements of the school motto reflect Bishop Howard’s perception:

**BONITATEM** (Goodness): The **COVINGTON LATIN SCHOOL** must help to shape the moral character of its students in the qualities of honesty, reverence, self-control, obedience, and in the recognition of the duties of a Christian toward God, nation, neighbor and self.

**DISCIPLINAM** (Discipline): The **COVINGTON LATIN SCHOOL** must help the students train themselves in sound mental discipline with precise and regular study habits, orderly and productive work habits, and the development of sound critical judgment.

**SCIENTIAM** (Knowledge): The **COVINGTON LATIN SCHOOL** must prepare its students for college and life by exposing them to a rigorous academic curriculum reflecting the strongest elements of the classical liberal arts along with the best of modern scientific and mathematical courses.

**DOCE** (Teach): The **COVINGTON LATIN SCHOOL** must employ teachers of high quality and dedication to match that required by the academic courses and the religious formation programs.

In bringing together all the elements of Bishop Howard’s vision for over 90 years, the  **COVINGTON LATIN SCHOOL** has provided graduates of outstanding leadership in the religious, civic, and professional life of the community.

**GOALS**

The **COVINGTON LATIN SCHOOL** seeks to foster in each student:

A. A respect for self and for others, based on the Catholic faith that recognizes that each student's talents are divine gifts intended for the fulfillment of self in the service of others.

B. An appreciation of the power of self-discipline and the growth potential inherent in accepting personal responsibility for one's ideas and actions.

C. An appreciation, arising from the experience of school community, of the roles to be assumed in the communities of family, faith, nation, and world.

D. An awareness of the obligation to use one's leadership abilities.

E. A lifelong love of learning by creating a stimulating environment exposing the student to various fields of study.

F. An academic, disciplinary, social, and moral development necessary to become a responsible adult.

**LIBERAL ARTS CURRICULUM**

The education program of the **COVINGTON LATIN SCHOOL** is shaped by the college-preparatory nature of the school. Since the **COVINGTON LATIN SCHOOL** is not an end in itself but a means to an end - a fulfilling college experience leading to a responsible position in society - the curriculum identifies those areas of knowledge and skill formation (i.e., the "liberal arts") fundamental to that continuing education. Likewise, the courses of study and their sequence aim to encourage the student's exactness in detail, initiative, self-discipline, and maturity.

These fundamental areas of education are at the heart of each of the four years in the **COVINGTON LATIN SCHOOL'S** program:

A. Theology - revealing to the student the growth of the Catholic faith and the nature of one's personal relationship to God, the human race, and the rest of creation.

B. English/Speech - providing the essential skills of effective written and oral communication and the knowledge and appreciation of literature and history.

C. Social Science - tracing the development of World civilization and acquiring skills that enable the student to explore the facts and the meanings of human interrelationships.

D. Foreign Language - offering training in foreign languages and cultures which ultimately reflect on our own language and culture.

E. Mathematics - providing the skills of computation fundamental to scientific knowledge and encouraging the student in correct reasoning processes while emphasizing the structure of mathematics.

F. Science - providing the skills and knowledge needed to understand and perform science in our highly technological society while providing an understanding of the physical universe.

Appropriate elective courses are offered either to supplement the core courses or to provide additional knowledge or skills when the solid foundations of the core are in place.

**CLS COURSE OF STUDY**

**Updated 2019-20 School Year**

**Prep7**

COURSE TITLE PERIODS PER WEEK CREDIT

Theology 4

English 5

Math 5

Earth Science 5

Reading 5

Geography 5

Phys Ed 2 semester grade

Fine Arts 1 semester grade

Study Hall on Mon or band/choir/strings 1

Study Skills (pass/fail) 1 semester grade

Tutorial 1

**TOTAL 35**

**Prep8**

COURSE TITLE PERIODS PER WEEK CREDIT

Theology 4

English 5

Pre-Algebra 5

Physical Science 5

Reading 4

American History and Civics 4

Health 1.5 semester grade Phys Ed 1.5 semester grade

Fine Arts 2 semester grade

Study Hall on Mon or band/choir/strings 1

Study Skills (pass/fail) 1 semester grade

Tutorial 1

**TOTAL 35**

**FORM I**

COURSE TITLE PERIODS PER WEEK CREDIT

Theology I 4 1

Honors English I 5 1

Honors Algebra I 5 1

Honors Biology 5 1

Honors Latin I 5 1

Honors Health, Anatomy, and Physiology 2.5 .5

Physical Education 2.5 .5

Fine Arts I 2 .5 semester grade

Study Skills in the Digital Age 1 .25 semester grade

Speech I: Historical 1 .25 semester grade

Tutorial 1 0

Study Hall on Mon or band/choir/strings 1 0

**TOTAL 35 7**

**FORM II**

COURSE TITLE PERIODS PER WEEK CREDIT

Theology II 4 1

Honors English II 5 1

Honors Algebra II 5 1

Honors Latin II 5 1

Honors Chemistry 5 1

Honors or AP World History 5 1

Speech II: Storytelling & Debate 1 .25 semester grade

Guidance (pass/fail) 2 .4 semester grade

Tutorial 1 0

Study Hall 2 0

**TOTAL 35 6.5**

**FORM III**

COURSE TITLE PERIODS PER WEEK CREDIT

Theology III (Includes Christian Service) 5 1

English III (Honors OR AP Eng Lang &Comp) 5 1

Honors Geometry/Trigonometry 5 1

U.S. History (Honors OR AP) 5 1

1 ELECTIVE FROM BELOW 5 1

Drama 2 .5 semester grade

OR Speech III: Shakespeare 1 .25 semester grade

Guidance (pass/fail) 1 .25 semester grade

Tutorial 1 0

Study Hall 2 0

**TOTAL 35 6.25 or 6.5**

#### FORM IV

COURSE TITLE PERIODS PER WEEK CREDIT

Theology IV 3 1

English IV (AP Lit. OR AP Comp. OR Honors) 5 1

AP Calculus OR Honors Pre-Calculus 5 1 or .5

Aesthetics 2 .5

Speech IV: Original Oratory 1 .25 semester grade

Guidance (pass/fail) 1 .25 semester grade

3 ELECTIVES FROM BELOW

Tutorial 1 0

Study Hall 1 or 2 0

**TOTAL 35 6.75**

**POTENTIAL ELECTIVE COURSES AVAILABLE**

COURSE TITLE PERIODS PER WEEK CREDIT

Band or Choir or String Ensemble (Forms Prep7 – IV) 2 .5 semester grade

Honors Ancient Greek 1 and 2 (Forms III & IV) 2 .5 semester grade

Honors Exploratory Art II/III/IV (Form II-IV) 2 .5 semester grade

AP Latin IV 5 1

Honors German II 5 1

Honors Spanish II 5 1

A.P. Physics I 6 1

Honors Physics 5 1

A.P. Biology 6 1

A.P. European History 5 1

Economics/World Issues 5 1

A.P. Amer. Government & Politics 5 1

A.P. Chemistry 6 1

NKU Online option 5 1

Honors (AP track) Latin III 5 1

Honors German I 5 1

Honors Spanish I 5 1

Honors Environmental Studies 5 1

Honors Java 5 .5

Honors Robotics (Java pre requisite) 5 .5

Honors Computer Aided Design 5 .5

Honors Web Design 5 .5

Drawing/Painting 5 .5

Textile 5 .5

Sculpture 5 .5

Printmaking 5 .5

**GRADING SCALE**

Updated 2019-20 school year

**LETTER GRADE RANGE UNWEIGHTED WEIGHTED FOR HONORS WEIGHTED FOR AP / KEES GPA**

**DUAL CREDIT**

**A+ 95 – 100 1st honors 4 4.5 5 4**

**A 90 – 94 1st honors 4 4.5 5 4**

**B+ 85 – 89 2nd honors 3.5 4.0 4.5 3**

**B 80 - 84 3 3.5 4 3**

**C+ 75 - 79 2.5 3.0 3.5 2**

**C 70 - 74 2 2.5 3 2**

**D 65-69 1 1.5 2 1**

**F 0 – 64 0**

**ADVANCED PLACEMENT (AP) and HONORS POLICY**

In order to take an AP course, students must have a second honors or better cumulative average in that subject area from freshman year to the current year. Students must also fill out the appropriate paperwork from the guidance office with the correct signatures from parents and previous teachers. AP classes (**and Honors Latin III**) are weighted on the 4.0 scale only with a 1.0 boost.

NKU online courses and Honors classes are weighted on the 4.0 scale only with a .5 boost.

GPA is calculated using the Final Grade in the course using the scale above. Final grade is Semester 1 averaged with Semester 2. Transcripts will display only final grades, course credits earned, and GPAs. Students can request to have ACT or SAT scores added. We encourage students to keep a resume starting their freshman year of activities, honors, and service. GPA questions should go to the Dean of Studies

**GRADUATION REQUIREMENTS**

A student must have 26.5 credit hours in order to graduate. These credits must include:

* 2 credits in Latin
* 3.5 credits in Math (Alg 1, Alg 2, Geometry, Elective) 1 each year
* 4 credits in English (1 each year)
* 3 credits in Science (Bio, Chem, Elective)
* 3 credits in History (World History, US history, Elective)
* 4 credits in Theology
* .5 credit in Health&P.E. each
* 1 credit in Fine Arts
* 1 credit in Speech
* .25 credit in Study Skills & Guidance each
* 3.5 or 4 credits in Electives yes it’s the

In addition, students must:

* Present a Senior research paper (Thesis) deemed acceptable by the Senior English instructor and a persuasive speech on that topic during Speech IV.
* Attend and participate in the Senior Retreat &Complete required number of service hours.

The Latin School curriculum exceeds the requirements of the Commonwealth of Kentucky as well as the Southern Association of Colleges and Schools.

**GRADUATION AWARDS**

By decision of the Faculty, these awards are given to seniors at the graduation ceremony: The Faculty Award (student that best exemplifies goodness, discipline, and knowledge), the Theology Award, the English Award, the German Award, the Latin Award, the Mathematics Award, the Oratorical Award, the Science Award, the Social Studies Award, the Spanish Award, the Fine Arts Award (Visual and/or Musical), the Leadership Award, the Christian Service Award, and the Ralph Colatrella Sportsmanship Award.

**CLASS RANK**

Class rank is based on the student’s grade average. The grade average is a mean average of the student’s individual class grades, appropriately weighted for a class’s credit value. The total grade average for each year is averaged together on an equal basis to arrive at an overall grade average. CLS does not publish a class rank for its students. However, it does recognize the top two graduating seniors as the valedictorian and salutatorian of their class as measured by their overall average weighted grades from freshman year to third quarter of senior year.

Covington Latin School grades are also converted to a letter grade for reporting to college. Grade point averages reported to colleges are based on this letter grade system, and give additional weight to Honors and Advanced Placement courses.

**HONORS**

The Excellence Award is given to students who earn 40 merit points. Merit points are awarded each quarter. Five merit points are awarded for First Honors, 3.5 for Second Honors, and .5 for any grade above 90 on other report cards.

**NATIONAL HONOR SOCIETY**

Sophomore, Junior, and Senior Students who accumulate first or second honors during SIX grading quarters are eligible for induction into the Latin School chapter of the National Honor Society.

Junior and Senior Students who accumulate first or second honors during NINE grading quarters are also eligible for an excellence pin from the National Honor Society.

To be inducted, students must complete an application for the Dean of Studies, maintain an excellent discipline record, attend meetings, and complete a service leadership project and service hours.

**TESTS AND EXAMINATIONS**

1. It has been decided by the faculty that no class may have more than two tests assigned on one day OR four quizzes OR a combination (assuming that 2 quizzes equal one test). To implement this policy, each faculty member will post his or her test plans on the test schedule outside the faculty room. Conflicts in scheduling will be resolved by the teachers involved.

2. Formal semester examinations are given at the end of each semester.

* No student may be exempted from first semester examinations.
* Each exam lasts a minimum of 1 ½ hrs and a maximum of 2 hours. Exams will not be collected early. Prep exams last a minimum of 1 hour and maximum of 1.5 hours.
* There are no take home exams and exams MUST be taken at the allotted time unless approved by the Dean of Studies.
* At the teacher’s discretion, students may be exempt from the second semester exams. Students must have earned a 90% (A) or above each quarter OR have a 90% average, depending on the teacher. If students are exempt, they do not need to attend school during that time.
* Bathrooms are only for emergencies.

**ONLINE AND AP COURSES**

Online, electives, and Advanced Placement Courses are offered at CLS to allow qualified students the opportunity to enhance their educational experience within the overall school mission. CLS reserves the right to add or withdraw course offerings at any time according to the needs and limitations of the school. Students may not pick teachers when more than one instructor is offering the same course.

1. Students may change elective course options within the first eleven school days of the school year.

2. Advanced Placement (AP) courses are offered in the Junior and Senior years. Interested students must have an honors average in all previous courses in that subject area for admittance into AP Courses.

**CREDIT RECOVERY**

When a student fails a course (final cumulative grade of less than 65%), they must make up the course in summer school by an online course or live course picked by the administration. Once the student has passed the course with scores being sent to the dean of studies, their failing grade will be replaced by a 65%. The summer school grade will not appear on their transcript.

**HONOR CODE**

The following rules of conduct reflect the goals and objectives laid down in 1923 by Bishop Howard, the founder of the **COVINGTON LATIN SCHOOL:**

1. Latin School students are expected to conduct themselves at all times and in all places, in dress, in manners, in action, and in speech as mature Christians. Their conduct should be such as to reflect honor on their parents and their teachers, and to bring credit to their school and to themselves.

2. Students should be courteous to their equals, respectful to their superiors, deferential to the aged and considerate of the rights and feelings of everyone.

3. Students should be courageous in upholding right principles, honest and truthful in dealings with others. They should learn to make proper decisions. They should be independent of human respect and not feel that they must do what they see others doing. They should not fear to be different when they know they are right.

4. Students should learn to take care of their own property, and treat with respect the property of fellow students.

5. As a member of a church, students should offer their services to their parishes or church community in any capacity in which they can be of assistance.

**ACADEMIC CONDUCT**

Plagiarism, copying, and cheating are not tolerated. Possible punishments range from zeros on the assignments to a discipline board hearing, which could lead to a dismissal from Covington Latin School.

**Homework Policy**

**Purpose of Homework**

**Covington Latin School** recognizes regular, purposeful homework as an essential component of the instructional process, integral in the growth of high school students.  Research has validated this belief, showing homework to be beneficial, as long as the work has clear purpose and is tied to the curricular goals of the classes.  At Covington Latin School, homework has many purposes: to provide opportunity for practice, to apply skills having been learned, to develop independent study skills, to increase self-discipline, to develop research skills, and to enrich curricular goals.  Our policy states that homework should always be an extension of class instruction and should meaningfully impact student grades. Additionally, homework also serves as a communication link between school and home, showing what students are learning.

Teachers at Covington Latin use homework as a check for understanding and to help students become self-learners.  Teachers use long-term projects and papers as summative assessments, for students to demonstrate skills learned in class.  Teachers will check progress periodically and offer feedback when long-term projects are assigned. Homework loads should gradually increase from Prep 7 year to the Form IV year, with a general expectation of 10 minutes of homework multiplied by grade level (i.e. a 7th grade student should expect 70 minutes of homework, whereas a 12th grade student should expect 120 minutes).  Keep in mind, the amount of time it takes students to complete an assignment varies greatly; suggested times would thus fluctuate.

For the growth and development of the whole child, it is important that homework loads do not hinder students from pursuing other activities and interests.  The homework policy at Covington Latin School is designed to foster such a balance. This policy also ensures that homework will be meaningful, in scope, purpose, and impact on overall grades.  At times throughout the school year, this homework policy will also provide “no homework days” where students receive no homework whatsoever for the following day. Long-term projects, scheduled tests, and speeches would not be affected by “no homework” days.  These “no homework” days will be announced as soon as possible before the day of the actual reprieve.

**Research Says:**

* Homework is vital, especially in college-prep high schools, for students to develop skills necessary for success in college.
* Homework should not regularly hinder students from pursuing other activities that benefit growth and well-being.
* Excessive homework, or homework lacking clear purpose, can hinder a love of learning and distract from natural curiosities that engage students
* Homework must be purposefully used for positive impact, with timely feedback offered by teachers.  Meaningful feedback proves much more beneficial than a mere point grade or a “check” of homework.
* Homework policies for each classroom must be communicated clearly in the class syllabus and reinforced often.
* If homework is meaningful, then late work should be accepted(and graded for partial credit) and returned, with feedback.

**Responsibility of the Student**

1. Expect to spend approximately 15-25 minutes per class on homework, each night.  Advanced Placement classes may require more time for homework.
2. Keep an up-to-date plannerfor homework and other assignments.
3. Clarify with the teacherany instructions not understood.
4. Turn in homework on the due date and in proper form.
5. Arrange for a proper study area free of distractions.
6. For preplanned absences (family vacations, school activities, sports, etc.), students should approach the teacher prior to the absence for assignments so work is completed upon return.

**Responsibility of the Parent**

1. Encourage homework as a daily activity.
2. Assume your student will have studying to do every night.
3. Set up a comfortable location for doing homework, *which is free of distractions*
4. Work with your student’s outside activity schedule and preferences when setting up a regular homework time.
5. Help your student get organized and check their planners often.
6. Ensure that your student knows each teacher’s expectations.
7. Show interest in your student’s schoolwork and discuss what your student is learning.
8. Watch for signs of failure or frustration.
9. Discuss with your student and then, if necessary**,** contact the teacher to clear up any misunderstandings, troubleshoot problems, discuss time management and be informed about your student’s learning progress.

**Responsibility of the Teacher**

1. Assign no more than 25 minutes of homework/night; 35 minutes/night for Advanced Placement courses.
2. State clearly the purpose of the assignment and its relation to the course objectives.
3. Ensure that students have the skills to complete the homework assignment by providing demonstration and guided practice.
4. Explain how the assignment might best be carried out.
5. Provide specific written explanation of long-range assignments so that the requirements and expectations are clearly understood by the students and their parents.  Long-term assignments must periodically be checked by teachers with feedback offered to students.
6. Evaluate group projects based on individual student participation.
7. Review the assignment before giving it to students and anticipate difficulties.
8. Define “late” for assignments and consequences for lateness, and clearly communicate both to students.  Repeat periodically. Assignments turned in “late” still should be graded (even if only ½ credit or ¼ of the credit is given). After the quarter ends, late assignments will not be accepted for credit unless special circumstances.
9. Avoid assignments over holiday and vacation time, and when “reprieve days/no homework” are announced.
10. Give special consideration to limiting weekend assignments
11. Provide consistent, quality, and timely feedback.
12. Use results of homework to plan future instructional activities.
13. Include homework as part of the student’s overall grade (at least 10% of semester grade).  Advanced Placement classes may be exempt from this policy.

**Responsibility of the Administrator**

1. Communicate the school’s homework policy to all stakeholders.
2. Monitor the implementation of the policy.
3. Encourage families to communicate with the school (teacher first, then administrator) if a student’s assignments are excessive or insufficient in relation to the goals of the homework policy.

**Late Work Policy**

1. Homework turned in complete, according to expectations, and on time will be eligible for full credit.
2. Homework turned in not according to communicated expectations will not be accepted for full credit
3. Students turning in homework after the original due date may receive partialcredit for late work**.**
4. Each teacher will clearly communicate their late work policy.

**Before School / After School Resources**

      Full-time teachers are on duty at 7:45 am each morning.  Upon arrival, teachers should be available to assist students.  Teachers are also expected to stay after school until 3:30 (exceptions are made for coaches and club moderators and for all teachers on certain days) for student assistance.

       Tutoringwhich is scheduled weekly from 3:00 – 4:00 p.m. in the Mentor Center provides another block of time for students to receive assistance.  The National Honor Society also provides tutors for students during Tutorial period; these services can be arranged by Dean of Studies, Stephanie Tewes.

**Additional Notes for Prep 7, Prep 8, and Freshmen**

When a student accumulates three missing1 homework assignments – not due to illness or absence:

* The teacher will assign the student to *academic JUG* (held in the jug room.) The JUG assignment card will be a special color to indicate it is an *academic JUG*.
* In *academic JUG*, the student will make up the missing homework and work on current assignments in the subject. The teacher is responsible for clearly stating what work is to be done on the JUG card2.
* Parent(s) will be informed by email or phone of the JUG and the reason for the JUG.

The homework policy is continuous. After every three missing assignments in a subject area, students are assigned to academic JUG.

Unless a particular student has been expressly exempted by the Dean of Studies, teachers will enforce the homework policy for all prep and freshman students. The Dean of Studies will track the academic JUGs of prep and freshman students.

1. Late work is not necessarily considered missing work. Each teacher will clearly state his/her policy on late work.
2. Once the assignment is made up in Academic JUG, each individual teacher will choose the manner in which to grade this made up work in a way most appropriate for his/her individual classroom/subject matter

**CODE OF CONDUCT**

Once at Latin School, students are expected to uphold the values of Covington Latin in and out of school, whether supervised or unsupervised.

**ATTENDANCE AND PUNCTUALITY**

1. Regular attendance is expected and required. Ordinarily, sickness is the only legitimate excuse for absence.

2. If a student will be absent or more than 30 minutes late, a parent must call the CLS front office prior to 8:30am that morning. Leaving a voicemail will suffice.  If CLS is not called, we will call parents and it will count as a tardy and/or possibly lead to a JUG. Upon an absent student's return, a handwritten note from a parent or doctor with the dates of absence explained MUST be submitted to the front office. If there is not a note, a JUG may be issued. https://ci3.googleusercontent.com/proxy/8CBWEZYl_gju-O0mEKjDNw0Eh_qIbYUu1oZBKfZqOypmLO1gU9NfBBUnKK5HrwoN-VKG8iQn_PvQpZDlbxq0IwVL9dQOy_HcGJ0=s0-d-e1-ft#https://mail.google.com/mail/u/0/images/cleardot.gif

3. Four tardies within a quarter will result in a JUG. Five JUGS lead to a detention. Habitual tardiness could lead to disciplinary action. A student who is late for school without sufficient reason is subject to punishment.

4. If students foresee that they will be absent on a particular day because of a necessary commitment, they should present to the Dean of Students or Studies a request signed by a parent or guardian before the day in question. One should not assume that the request will be granted. If the request is not granted, and if the student proceeds to miss a school day or part of a school day, the absence will be considered unexcused.

5. In the event of an unexcused absence, further disciplinary action as well as failing grades on missed work for that absence may happen.

6. Parents should make every effort to have appointments (e.g., doctors, dentists), driver's tests and vacations scheduled at times outside the school day. If a student wants to participate in extracurricular clubs, activities, or sports on a day that they are late or absent or have an appointment during the school day, a doctor's note or college visit paperwork must be approved by the deans to allow participation after school hours.

7. Under no circumstance does an excused absence remove from the student the responsibility of making up all required work, assignments, quizzes, tests, etc. Further, it is the responsibility of the student, not the teachers, to investigate what was missed during an excused absence.

8. All students must assemble in their homerooms by 8:00 a.m. A student who is late for homeroom must report to the office and obtain an admission slip.

9. Parents should not drop their child(ren) off early prior to the building being open. Once students have arrived at school they must remain on school grounds. No one is to leave the school grounds without the permission of the Dean of Students. A student who leaves the school grounds without permission is liable to severe disciplinary action. School grounds include the school building and adjacent properties, the boundaries of which are: the parking lots immediately west and south of the school building and the school courtyard. The Cathedral Gardens are specifically off limits.

**IN-SCHOOL CONDUCT**

**A. STUDY HALL**

1. Students are to report to the designated room immediately at the beginning of a study period. They may obtain permission to go to the library or tech center if they are in good scholastic standing. Failure to report to a scheduled study hall will be considered an unexcused absence.

**B. CLASSROOMS AND HALLWAYS**

1. Running, shoving and loud talking is not permitted in corridors, classrooms or on the stairways or lunch line.

2. Students are to be in their assigned classrooms during class. They are not to go to their lockers, etc. without permission.

3. Each classroom teacher is responsible for his/her own classroom management. Students who fail to follow the directions assigned by a teacher will be given a "JUG" session.

4. No student is to be in the science laboratories or the technology center, the faculty room or offices at any time without supervision or specific permission.

5. Any public display of affection between students is prohibited on school grounds or at school sponsored functions.

**C. CAFETERIA /FORUM**

1. After eating lunch in the cafeteria, students are to remove all trays and trash from the tables, and put them in designated receptacles. No food may be taken from the cafeteria (although clear, re-usable water bottles are allowed anywhere during the school day). No food items of any kind are allowed in classroom areas, unless special permission is given by a teacher, who will be responsible for clean up.

**D. VENDING MACHINES**

1. Students may use the vending machines only after school each day, except

under special circumstances as determined by the administration.

2. Seniors may use the vending machines during the school day after 1:00 p.m. any time they have legitimate privilege to be in the senior lounge. Drinks must be consumed in the lounge and the cans properly disposed of for recycling.

**E. TECHNOLOGY USAGE – Students must also sign the Acceptable Use Policy and abide by it. Students are not permitted to use any technology in the school until this policy is signed and turned in.**

1. Students may use the Technology Center before school and during lunch. Students may use the lab, however, ONLY if a faculty member or designated monitor is present.

2. Students may not bring food or drink into the lab.

3. Students may not place any games or other programs on the hard drive of any school computer, or tamper with the hard drive in any other manner.

4. Students may not reconfigure or reformat school computer programs.

5. Students must follow all other posted rules and regulations governing the use of school computers and the school computer lab.

1. The school reserves the right to inspect a student’s school computer usage history at any time.
2. Students may not use school technology resources without proper supervision, and when utilizing those resources must take care not to damage the equipment. Damage to school equipment as a result of unsupervised or inappropriate use can result in disciplinary response and financial liability for repair or replacement.
3. Cell phones/iPods/cameras/etc may not be used during school hours without permission of the Deans or Headmaster. Use of these items, or attempted use of these items, during school hours will result in the confiscation and a disciplinary response from a Dean. The appearance of these items during school hours will be interpreted as an attempt at usage. All of these should be kept in lockers. Lockers must be locked with a school-provided lock at all times.
4. Any reproduction or use of the school seal or other official school logos without the express written consent of the school is prohibited and can result in legal and or disciplinary response.
5. No photography is permitted at anytime without the permission of the Deans/ Headmaster.
6. Social media: Creating school social networking accounts (including, but not limited to Facebook), are not endorsed or encouraged by Covington Latin School. In accordance with our school’s Acceptable Use Policy, defamatory comments about the school or its employees made by parents at any time on a social networking site is a breach of the parent/school partnership and may be grounds for a student(s) being dismissed from the school. Use of the school name, teacher name, and/or school logo in establishing such groups, is not permitted.

**F. SENIOR LOUNGE**

1. The senior lounge is for full-time seniors only. Its use is a privilege, which may be restricted or removed at the discretion of the administration.

2. Seniors in good academic standing may use the lounge during scheduled study hall periods, before and after school, and at lunch. Seniors who have lost their lounge privileges must report to the library.

3. Specific rules regarding the senior lounge may change from year to year at the discretion of the administration. Such specific rules will be presented to seniors after Labor Day when the lounge officially opens. They may be updated as needed during the year.

**G. SCHOOL PROPERTY**

1. Care must be taken to avoid defacing furniture and the building in any way. Refuse is to be thrown in the proper receptacles.

2. Malicious or negligent defacement or destruction of school property will result in severe disciplinary action.

3. Any damage to school property will be paid for by the student.

**H. PARKING**

1. Student parking is in the lot north of the Cathedral in front of the school. Students may not go to their cars during the school day without permission of the Deans or Headmaster.

**I. LOCKERS, BOOKS AND PERSONAL PROPERTY**

1. Each student will be assigned a locker by the Dean of Students. No student may change to another locker without the permission of the Dean.
2. Lockers will be locked with the lock assigned to each student at registration. Unauthorized locks will be removed.
3. Lockers are to be kept neat and orderly. They are subject to inspection. The school reserves the right to confiscate materials brought into the school building.
4. All books and personal property must be kept in the assigned locker, and the locker must be locked. Books left about in other places will be confiscated and may be redeemed from the Dean of Students by payment of a fine. Put your name on all belongings and books.
5. Students will have access to lockers after the second and sixth periods, during lunch, before and after school.
6. School bags, backpacks, etc., are to be used to transport books, etc., to and from school only. They are not to be used during the school day.
7. Any tampering with the property or locker of another student without the owner’s permission will give rise to an assumption of guilt in case of loss or damage. Any damage to the personal property of others will be paid for by the offending student. A punishment may also be given to the offending student.

**J. RECREATION AREAS**

1. Students have use of the CLS courtyard and commons during lunch periods. Only seniors may take food outside. Locker areas are only for when items are being put away or retrieved from lockers.

## K. DRESS CODE

The purpose of the Latin School attire policy is two-fold: 1) as an aspect of a student’s personal education, it helps develop positive self-image, promotes a sense of personal responsibility, and encourages positive moral expression consistent with Catholic teachings and 2) as an organizational benefit, this policy keeps our focus on the academic process, minimizes disciplinary disruption, and assures the safety of our students.  In this context, student dress should demonstrate modesty, be appropriate to an academic setting, and contribute to a sense of school pride.

All final decisions about the acceptability of specific items of clothing rest with the Administration.  A student in violation will be required to bring their attire into compliance with the dress code, resulting in parents being called to bring the correct clothing to school.  Students will receive an automatic jug for non-compliance.

The school day dress code is in effect from 8:00 AM to 3:00 PM on days when school is in session.  After 3:00 PM, as well as during the school day, all clothing must fall within the general guidelines, which states that suitable attire must meet the spirit of the purpose statement above. Students are to be neatly groomed and dressed at all times. Shoes must always have closed toes and heels.  No attire should be worn, which displays advertisements, pictures or slogans contrary to Catholic values. In keeping with our purpose statement, no clothing which is revealing or suggestive is allowed.

**The dress code listed gives the best outline we can provide of standards expected at Covington Latin School.  Most of our parents and students strive to live within the spirit of this policy to create a suitable academic environment.  However, current fashion will sometimes lure students to introduce unexpected novelties which are not covered in the dress code.  Again, the spirit of the policy is to be kept in mind, and the Administration has the final say about what is acceptable.**

**Boys’ Standard Dress Code**

* **HAIR** -Must be kept nice looking in length and normal colored. (Facial Hair included)
* **SHIRTS** - Full-buttoning shirts intended to be worn with a tie. Shirts must be tucked in at all times. Only sweaters, vests or blazers may be worn over shirts.
* **TIES -** Must wear a suitable necktie. The collar button must be buttoned and the tie pulled up.
* **SWEATERS AND JACKETS** - Any style or color of sweater (knitted) may be worn over a shirt and tie.  Shirt collars must be visible. Any style or color of dress/suit jacket may be worn.
* **PANTS/SLACKS** – Solid color, dress-style slacks with a plain belt must be worn. Pants must be worn at the waist, sufficiently high that shirts remain tucked in.
* **SHOES** - Dress shoes or leather casual shoes, with socks.  Shoes must leave the ankle visible.
* **SOCKS** - Socks must be worn at all times.

**Girls’ Standard Dress Code**

* **HAIR** - Must be kept nice looking in length and normal colored to keep from being a distraction.
* **SHIRTS** - Dress or tailored casual full-buttoning blouses that do not reveal cleavage. No undergarments or lace may be visible. Camis may be worn under blouses, but should be the same color as the blouse, so they are not seen. Shirts may be long or short sleeved. Shirts must be tucked in. No type of collar-less shirt or blouse.  Only sweaters, vests or blazers may be worn over shirts or blouses: Girls may wear a turtleneck under a suitable sweater, or a turtleneck may be worn, tucked in, under a suit jacket.
* **SWEATERS AND JACKETS** - Any style or color of knitted sweater may be worn over a collared blouse, or turtleneck. Shirt collars must be visible. Any style or color of dress/suit jacket may be worn.
* **PANTS/SLACKS** - Dress-style slacks with a plain belt (if pants have loops). Pants must be worn at the waist, sufficiently high that shirts remain tucked in.
* **SKIRTS** - Skirts must be in good taste, appropriate style, and fabric and be around knee length. They may not be rolled. No dresses on normal school days
* **SHOES** - Dress shoes made of leather or leather look-alike casual shoes, with socks. Shoes must leave the ankle visible.
* **SOCKS -** Socks or hosiery (with dresses and skirts) must be worn at all times. Socks, if worn with skirts or dresses, can extend no higher than the bottom of the knee.

**Special Dress Code**

* **GRUB DAYS** - Tasteful t-shirts and sweatshirts and jeans or khakis may be worn. No shorts/skin tight jeans/pants. Non dress shoes are permitted, but no sandals.
* **SPIRITWEAR DAYS (Day of Faculty Meeting) -** T-shirts and sweatshirts that have been purchased in the Spirit Shop or as part of a CLS sports team or club, only jeans or khakis. No shorts/skin tight jeans/pants. Non dress shoes are permitted, but no sandals.
* **DANCE/PROM DRESS CODE -** More formal dances still call for attention to the General Guidelines, although dressy sandals or high heels are allowed for girls. If the administration considers something too revealing, inappropriate, or immodest, the student maybe asked to change. If a student brings an outside date, he/she is responsible for his/her attire.

**DRESS UP DAYS (special Mass days, honors assemblies, oral exams, speech performance days, or other stated days) -** Outfits must be appropriate to the spirit of the dress code. Boys are encouraged to wear jackets or blazers, solid colored shirts, and professional ties. Girls must wear solid colored shirts. They may wear dresses or skirts that go to the knee or lower. The dresses must have sleeves. Girls may wear professional blazers or jackets.

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**L. JUG AND DETENTION**

"JUG" sessions for students who have committed disciplinary offenses are held Monday and Wednesday from 3:00 p.m. until 4:00 p.m. "Detention" sessions for students who have committed more serious disciplinary infractions are held on Tuesday and Thursday from 3:00 p.m. until 5:00 p.m. The accumulation of five jugs in a grading period results in the assignment of a detention. Students who have been given a punishment session must report on the day assigned. Failure to appear for a "jug" or "detention" when assigned will result in the student being referred to the Dean of Students for further action.

**M. VIOLATION OF A MAJOR RULE OF CONDUCT**

If a student violates one of the major rules of conduct listed under Grounds for Expulsion or Probation, the following may occur:

1. The student may be placed on in-school suspension, i.e., removal from normal classes and isolation from the student body. Written assignments will be provided by instructors.

1. A Disciplinary Board may be convened at the discretion of the administration.

**N. COVINGTON LATIN BULLYING POLICY**

1. **What is bullying?** Bullying involves repeated, systematic, deliberate, and specific attacks by individuals or by groups on others over time. Bullying occurs when a person hurts, frightens or intimidates another person on a continual and deliberate basis. Bullying is NOT a random act of unkindness, aggression, intimidation, or single acts of nastiness.
2. **Direct Physical Bullying includes repeated:** Hitting, tripping, pushing, kicking, shoving, and inappropriate physical contact.
3. **Direct Verbal Bullying includes repeated:** Name-calling, put downs, insults, sexual and racist remarks, intimidating, threatening, and verbal abuse.
4. **Indirect Bullying** – **This type of bullying is designed to hurt someone’s social reputation, and/or cause humiliation. Indirect bullying includes repeated:**

• malicious manipulation of others to do things they don’t want to do

• setting someone up to be bullied

• lying

• spreading rumors or hurtful gossip

• playing nasty jokes to embarrass or humiliate

• hurtful teasing or making fun of someone

• harassment

• taking, hiding or destroying someone’s belongings

• mimicking

• encouraging others to socially exclude others

• damaging someone’s social reputation and social appearance

• sending notes, e-mail or text messages with bullying words or threats

• standing by and watching bullying behaviors

• stalking

• harassing, hurtful or inappropriate updates/posts concerning an individual or group via social networking mediums or emails

1. **Punishment for Bullying**

Upon accusations of bullying, the matter will be investigated by the Dean of Students, Guidance Counselor or other appropriate adult. Possible consequences could range from jugging and parental involvement to suspension or expulsion, depending on the severity and number of offenses.

### O. GROUNDS FOR EXPULSION OR PROBATION

(Note: The phrase “at school” includes the school day and/or whenever the student is acting as a CLS representative.)

1. Conduct unbecoming a Christian.
2. Open disrespect of a teacher, administrator, or staff member.
3. Commission of a criminal offense.
4. Theft in any form.
5. Cheating, or attempting to cheat, on a major assignment, test, or exam.
6. Any unexcused absence or leaving of the school grounds (as defined in this handbook) without permission.
7. An act or statement that threatens, menaces, intimidates or harasses a student, teacher, administrator or staff member, or is intended to do so.
8. Use or possession of a weapon, or an item intended to be used as a weapon, at school or at school-sponsored activities.
9. Use or possession of alcohol, drugs, drug paraphernalia, or other prohibited substances at school or school-sponsored activities, or attendance at school or school-sponsored activities while under the influence of drugs or alcohol.
10. Use or possession of tobacco, vapes, juules, lighters, and matches at school or school-sponsored activities.
11. Malicious or negligent destruction of school property or of the personal property of another.
12. Continuous misconduct.
13. Any violation of Technology Use Policy,

**P. DISCIPLINE BOARD**

1. This board will be comprised of the Headmaster, the Dean and three faculty members. The Guidance Counselor attends as an ex-officio non-voting member.

2. The administration, after taking advice of the other members of the Disciplinary Board, is responsible for fixing punishment for the violation of a major rule of conduct.

3. The decision to call a Disciplinary Board resides solely with the Headmaster.

4. The parents or guardian of the student will be notified of the offense as well as the date and time of the Disciplinary Board.

5. The parents or guardian of the student are encouraged to be present at CLS, if possible, during the Disciplinary Board.

**Q. PROBATION**

1. A student on probation will be ineligible to participate in any extra-curricular activity (dances/sports), or to take advantage of any privileges, for the duration of the probationary period, the length of time which will be decided by the administration.

2. Ordinarily, a further punishment will also be merited by an infraction that involves probation.

3. Parents will be notified of the beginning and end of the probationary period.

**TUITION/FEES**

1.   A registration fee is to be paid in full during registration in the spring. Registration is not complete until fees are paid and any outstanding tuition or fee balances cleared. No fees will be refunded.

2.    Tuition must be paid online through FACTS.com.

3.    A fee of $20.00 will be assessed for each check returned by the bank for insufficient funds.

4.    Tuition must be current at each quarter in order for a student to receive a report card.

5.    In keeping with Diocesan Policy 5113 regarding release of student records, no official transcript or diploma will be released by Covington Latin School until all tuition and fee accounts are judged to be current or paid in full.  In addition, transcripts will not be released for college or scholarship application purposes unless tuition and fee accounts are judged to be current or paid in full.  Verbal grades may be released to aid in student placement.

It should also be noted that Policy 5113 requires that, “Prior to enrollment of a student transferring from another elementary or secondary school in the Diocese of Covington, the local authority of the receiving School shall verify that tuition and fee accounts are judged to be current or paid in full by the school of last attendance.  Verbal grades may be requested to assist in preliminary scheduling.”

6.    For more information regarding tuition payments or balances please contact the Accounts Manager in the school office.

#### MEDICAL EXAMINATION

1. Each student, upon entering the school, is required to submit a completed Medical Examination Form provided by the school.

1. Each year parents should update any information which has changed on the student's **Emergency Medical Form**. This is especially necessary for parents' or guardians' daytime phone numbers.

##### HOME STUDY

To do well at the Latin School, a student must do a considerable amount of home study. It is imperative that, together, students and parents arrange a suitable time and place for study that will be uninterrupted and free of distractions, such as television. Unless the student, with the aid of his/her parents, learns discipline in this regard, most of the value of Latin School training will be lost.

#### OUTSIDE EMPLOYMENT

Parents are discouraged from allowing their student to take a job outside of school or home during the regular school year. Such jobs are ordinarily detrimental to the physical, psychological, and/or scholastic well-being of a student engaged in the Latin School's rigorous course of studies.

**RECREATION NEEDS**

A young student needs a proper amount of leisure time and physical exercise. Parents are advised to monitor their student's schedule.

**PARENT ACCESS**

Parents have the legal right of access to all student records unless otherwise indicated by court order. If an order restricting one parent’s right to such access exists, the custodial parent must present a copy of that order to the school. The school is bound by, and will follow, all court decisions in such matters. In addition, where physical access to a student on the part of a parent has been restricted by the court, the custodial parent should again present a copy of the governing order to the school. While the school will do its best to enforce such orders, the student’s cooperation in such circumstances as pickup by after school rides is required.

###### REPORTS

Report cards on the student's academic progress are distributed to the students three times a year (usually the first week of November, the third week of January, and the last week of March) and mailed to the parents (usually the second week of June). Parent(s) or guardian should compare these with previous reports to determine the student's progress.

Parents can monitor grades on the online grade system, which is updated every Friday by teachers. Faculty members are available for consultation at the regularly scheduled A.P.T. meetings to discuss the student's progress. If the parent(s) or guardian wishes to confer with the Headmaster or a faculty member at some length, they should make an appointment.

If a student is failing a major subject (one taken five times a week) at the end of the first semester or beyond, the parent(s) or guardian should contact the teacher and, if appropriate, the Headmaster or the Dean of Studies. Any failing grade during any quarter is a valid reason to initiate discussion about the situation.

**PROMOTION**

In order to be promoted to the next form:

A. A student who fails one major subject (one that meets five or six times a week) must make up that credit in summer school or repeat the entire year.

B. A student who fails the equivalent of two or more credits may be required to leave the school; however, such a student may be given the opportunity to repeat the entire year. It is also possible that such a student may be given the opportunity to make up two credits during a summer by special arrangement. All of these possibilities are determined at the discretion of the Headmaster and administration.

C. Any student who fails a remedial summer-school course will not be re-admitted.

**REPEATING COURSEWORK**

1. Students repeating a grade will be placed on academic probation, and their academic progress monitored throughout the year.

B. Students repeating a grade are expected to maintain an average of 80% or above in each subject to be accepted for promotion without further academic procedures.

C. If the student fails to maintain an average of 80% in each subject, all teachers of that student will meet with the administration and the counselor to determine what the student must accomplish to be permitted to advance to the next level. Both student and parents will be informed of this decision by the administration or counselor.

#### PROCEDURES FOR STUDENT WITHDRAWAL

A. The parent(s)/guardian are asked to notify Covington Latin in writing of the intent to withdraw the student as early as possible before the effective date of withdrawal (except in emergencies).

B. In cases where academic performance is not the reason for withdrawal, a school official will also contact the parent(s)/guardian to clarify the reasons for withdrawal.

C. The parent(s)/guardian and the student will complete the withdrawal forms and submit them to the school office.

D. Any outstanding balance for tuition and other fees must be paid, the student's locker cleaned out, and all library books returned.

E. After the above steps are completed, transcripts will be forwarded and any unused portion of pro-rated tuition will be refunded. The general fees cannot be refunded.

**EXTRACURRICULAR ACTIVITIES/CO-CURRICULARS /ATHLETICS**

Covington Latin School offers students numerous extra-curricular activities and participates in inter-scholastic athletics as a member of the Northern Kentucky High School Athletic Association. Extra-curricular activities and athletic teams are offered dependent upon student interest. These are available to any student provided that the student maintains successful progress in all course work.

**ELIGIBILITY**

A student will become ineligible to participate in extracurricular activities for one week if on the preceding Friday he or she is failing two or more courses. Students failing one course maintain eligibility. The Dean of Studies will share a list of students each Friday morning. Each teacher will be responsible to initial the list and check the name of any student who is failing by Friday 5th period. The Dean of Studies and Coaches/Moderators are responsible for informing students and enforcing ineligibility. Ineligibility runs from that Monday through Sunday.

Failing will be defined as having a quarter grade below 65 if a student is passing for the year, or a quarter grade insufficient to pass for the year. In the fourth quarter a student will become ineligible for the week if any one class has a failing average for the year on the preceding Friday.

#### RELIGIOUS STUDIES

Education in Religious Studies in a Catholic high school is designed to provide academic knowledge of the development and content of the Catholic faith. Catholic students will acquire knowledge of the Church's faith for their own assimilation as adults and the ability to explain the faith intelligently to other members and non-members. Non-Catholic students will be aware of what the Catholic Church teaches, believes and practices, for their own knowledge, and will acquire the ability to explain the Church to other non-members.

All students are required to take the Theology courses prescribed for each year.

The Bishop of the Diocese of Covington assigns a chaplain to each diocesan high school, including the Latin School. The CLS priest-chaplain celebrates liturgies with students and staff and ministers in other ways, such as through the Sacrament of Reconciliation, Junior Ring ceremonies, and graduation liturgy. Students are invited to make arrangements to meet with the chaplain at other times, as his schedule permits.

Whenever religious services are scheduled for the whole school, all students are required to attend. School policy regarding tardiness and absences also applies to all required religious services.

The Covington Latin School makes every attempt to accommodate those students who are preparing for the reception of the Sacrament of Confirmation through their parish. Students are asked to give the Headmaster a letter from parents or parish teachers indicating the dates of such instruction. The letter should be presented at least two weeks before the first preparation event.

**By form, the annual requirements of our Christian Service Program are as follows: Form              Hours                                      Placement**

**Prep 10                                            Home/CLS/Parish/Community**

**I                        15                                            CLS/Parish/Community**

**II                     20                                            Parish/Community**

**III                   20                                            Parish/Community**

**IV                   25                                         Parish/Community**

**GUIDANCE SERVICES**

Guidance is a set of services designed to assist individuals in the process of development. These services fall into nine general categories:

A. Information (educational, vocational, career)

B. Appraisal ("testing" for individual or group appraisal) and record keeping

C. Group Guidance

D. Conferences with parent(s)/guardian and/or other necessary parties

E. Consultations with faculty/staff

F. Counseling of students

G. Placement

H. Resource coordination and referral (to outside agencies, when needed)

I. Evaluation and Planning

In general, these services are appropriate for any person at any age since development is a life-long process. But at the Latin School, in particular, these services attempt to meet the different development needs of each student and thus aid in that student's acquisition of adult living skills.

#### MENTOR CENTER

Mentor Center is held in the afternoon from 3:00pm to 4:00pm, and in the morning from 7:30am to 8:00am. It is staffed by CLS faculty and Work Study students, and is designed to give students an effective place before and after school either to study or to complete assignments or to be tutored. Students may go to Mentor Center on a voluntary basis, or may be assigned to Mentor Center due to failing or dropping grades, or for missing work. Students on the academic ineligibility list will be assigned to Mentor Center for the duration of their stay on the list.

**LUNCH**

Lunch is served daily in the cafeteria.  Lunch is not served on semester exam and final exam days.  A la carte breakfast items and milk are offered for sale at 7 AM every day.  A la carte items, milk, and bottled drinks are also offered for sale at lunch time. The CLS cafeteria follows the menu issued by the diocesan School Lunch Office.

The CLS cafeteria uses the MealsPlus computerized point of sale program. Funds for lunch and/or a la carte purchases can be deposited into student accounts with an on-line transfer through K12 Payments at www.K12PaymentCenter.com. All families must register with K12 Payments in order to view their student’s purchase history and account balance. This is required even if on-line transfers are not utilized. Checks or cash for deposit on your student’s account will also be accepted in the front office or cafeteria. The charging policy for the Diocese of Covington schools is not to exceed $15.00. Students will be served AND CHARGED for an alternate meal when they accrue an unpaid balance in excess of the dollar limit established by the diocese. The cafeteria manager will provide parents written notice when their child owes money to the school for meals.

No charges will be accepted for ala carte items.

ALL unpaid charges MUST be collected by end of the school year.

Students may not leave the school grounds for lunch.

**LIBRARY POLICY**

1. Books circulate for two weeks with one week renewal with the exception of reserve material.

2. A fine will be issued for each school day that a book is overdue. Reserve material carries a higher fine for each school day it is late. The student is responsible for returning books on time or paying the fine upon their late return. Failure to do so may result in the loss of library privileges.

3. Any book which is lost should be reported to the School Office. Anyone who loses a book will pay the cost of replacing the book plus a processing fee to cover the cost incurred in reordering and reprocessing the book.

4. Books and magazines are to be handled with care. If a book is damaged through abuse, the student will be assessed the cost of repair or replacement.

5. Students should not have more than three books checked out at a time unless cleared with the librarian. Reserve material may be limited at the teacher's request.

**LIBRARY RULES**

1. The library is for (1) research, (2) accessory classroom reading, and (3) recreational reading. Homework (other than requiring library resources) is permitted in the library, depending on space availability and other considerations.

2. The library is a place of quiet study. To maintain this atmosphere, students should refrain from unnecessary talking. Group work may be permitted with the librarian's consent.

3. No gum, candy, fruit, drinks, etc., are to be brought into the library.

4. Game playing (cards, Magic, etc.) is not permitted in the library. Game playing on the computers is also not permitted.

5. All books and magazines should be replaced on the proper shelves when the student is finished with the material. All waste paper should be placed in containers provided.

**SCHOOL DANCE POLICY**

Students of Covington Latin School and their guests attending a dance sponsored by any CLS organization shall abide by the following dance policy:

* Inappropriate and/or sexually suggestive dancing which has been deemed inappropriate by the administration of the school will not be tolerated. Examples of such dancing would be inappropriate touching and/or inappropriate bodily contact with one another.
* Any student found to be under the influence of illegal drugs or alcohol, or in possession of drugs or alcohol while at a school-sponsored event shall be in violation of the school drug and alcohol policy. Parents must pick up their child in this event, and school sanction will follow. No outside foods or drinks.
* Attire at the event must be suitable and tasteful formal wear. By following these simple guidelines, we can make this a memorable evening. More formal dances still call for attention to the General Guidelines of Dresscode (nothing too short of too low-cut in terms of dresses), although dressy sandals or high heels are allowed for girls. If the administration considers something too revealing, inappropriate, or immodest, the student maybe asked to change or leave without a refund. If a student brings an outside date, he/she is responsible for his/her attire.

**NONDISCRIMINATION STATEMENT**

In accordance with Federal civil rights laws and US Dept of Agriculture aka USDA civil rights regulations and policies, the USDA, its agencies, offices and employees, and institutions including Covington Latin School, participating in or administering USDA programs are prohibited from discrimination based on race, color, national origin ,sex disability, age or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by the USDA.