



# 2025-2026

## Student

## Handbook

**Covington Latin School**  
**21 East Eleventh Street**  
**Covington, Kentucky 41011**  
**859.291.7044**

[www.covingtonlatin.org](http://www.covingtonlatin.org)

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

**Founding Motto - Psalm 119**

**School Hours:**

8am-3pm

**Office Hours:**

**August - May**

7:45 am - 3:30 pm

Monday - Friday

**June -July**

9:00 am - 4:30 pm

Monday - Thursday

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## COVINGTON LATIN SCHOOL INTRODUCTION

The **COVINGTON LATIN SCHOOL (CLS)** is a Catholic, accelerated, college preparatory high school offering a classical education. Founded in 1923, Covington Latin School became a division of Thomas More University through an affiliation agreement with the Diocese of Covington in June 2025. Thomas More University Board of Trustees is the official governing body of Covington Latin School. The University's Board of Trustees provides oversight of and has fiduciary responsibility for Covington Latin's academic, financial, and business affairs. The Board of Trustees delegates this responsibility to the President and Chief Executive Officer of Thomas More University. The Head of School of Covington Latin School reports to the President and CEO of the University.

As the Chancellor of Thomas More University and the Bishop of the Diocese of Covington, the Most Reverend John C. Iffert ensures that the mission and the Catholic tradition and values are furthered through this affiliation.

Covington Latin School is accredited through Cognia and follows most of the Diocesan School policies and procedures. Thomas More University is accredited through SACSCOC (The Southern Association of Colleges and Schools Commission on Colleges) and the accreditation standards provide the necessary guidance that govern the operations of the School under Thomas More University Board of Trustees.

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 4th, 5th, 6th, 7th, or 8th 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.

Covington Latin School admits academically qualified young men and women without regard to race, color, creed, or ethnic origin.

## **SCHOOL MOTTO**

Teach me goodness, discipline, and knowledge.

## **VISION STATEMENT**

To invite gifted students to achieve their full potential through rigorous Catholic education, preparing them to exceed their own expectations and provide the world with their unique talents.

## **MISSION STATEMENT**

The Covington Latin School is a Catholic institution prompted by the Gospel message of Jesus Christ to accelerate the unique abilities of its students by fostering an environment rich in belonging, classical in thought, and modern in approach, which cultivates leadership in service to others.

## **GOALS**

Covington Latin School seeks to foster the following in each of our students:

1. 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.
2. An appreciation of the power of self-discipline and the growth potential inherent in accepting personal responsibility for one's ideas and actions.
3. An appreciation, arising from the experience of the school community, of the roles to be assumed in the communities of family, faith, nation, and world.
4. An awareness of the obligation to use one's leadership abilities.
5. A lifelong love of learning by creating a stimulating environment exposing the student to various fields of study.
6. An academic, disciplinary, social, and moral development necessary to become a responsible adult.

## 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 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 more than 100 years, Covington Latin School has provided graduates of outstanding leadership in the religious, civic, and professional life of the community.

## LIBERAL ARTS CURRICULUM

The education program of Covington Latin School is shaped by the college-preparatory nature of the school. Since 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 the curriculum our students take each year at CLS:

1. **Theology** - revealing to the student the growth of the Catholic faith and the nature of one's relationship to God, the human race, and the rest of creation.
2. **English/Speech** - providing the essential skills of effective written and oral communication and the knowledge and appreciation of literature and history.
3. **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.
4. **Foreign Language** - offering training in foreign languages and cultures which ultimately reflect on our language and culture.
5. **Mathematics** - providing the skills of computation fundamental to scientific knowledge and encouraging the student in correct reasoning processes while emphasizing the structure of mathematics.
6. **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.



## GRADING SCALE

Weighted

Letter Grade			Prep and Elective Courses	Honors/ Advanced	AP/Dual Credit Courses Only
A (1 <sup>st</sup> honors)	93	100	4.0	4.5	5.00
A- (1 <sup>st</sup> honors)	90	92	3.84	4.34	4.84
B+ (2 <sup>nd</sup> honors)	87	89	3.67	4.17	4.67
B (2 <sup>nd</sup> honors)	83	86	3.33	3.83	4.33
B-	80	82	3.0	3.50	4.00
C+	77	79	2.67	3.17	3.67
C	73	76	2.33	2.83	3.33
C-	70	72	2.00	2.50	3.00
D+	67	69	1.67	2.17	2.67
D	63	66	1.33	1.83	2.33
D-	60	62	1.00	1.50	2.00
F	0	59	0.00	0.00	0.00

## SEMESTER GRADE CALCULATION

Semester grades are calculated from two quarter grades and a semester exam/assessment grade.

Each quarter will be 45% of the semester grade and the final semester exam/assessment will be 10% of the grade. The formula for calculating semester grades will be:  $(Q1 \% \times 0.45) + (Q2 \% \times 0.45) + (\text{Semester exam/assessment \%} \times 0.1)$ .

CLS uses the [Sycamore](#) School system to calculate grades. Students and Parents log in using the child's CLS google account. Teachers may use categories or full points to calculate a quarter grade. You can see the category percentages by using the online version of Sycamore, not the app. Some courses are semester only courses (Those are seen above). Those grades show under quarters 1 and 3 in the online gradebook.

## KEES/UNWEIGHTED GRADE SCALE

Letter Grade			All Courses (except AP/DC)	AP Courses Only	Dual Credit
A	90	100	4.0	5.0	5.0
B	80	89	3.0	4.0	4.0
C	70	79	2.0	3.0	3.0
D	60	69	1.0	2.0	2.0
F	0	59	0.0	1.0	1.0

## **CLS GRADUATION REQUIREMENTS**

A student must have 26.5 credit hours to graduate. These credits must include but are not limited to:

- 2 credits in Latin
- 4 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
- .5 credit in P.E.
- 1 credit in Fine Arts
- 1 credit in Speech
- .5 Aesthetics
- .25 Financial Literacy
- .25 credit in College Counseling

In addition, students must:

- Take Speech, Aesthetics, Study Skills as a part of the CLS Classical Curriculum.
- 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 class/school retreats.
- Complete all required service hours while enrolled at CLS.

Additional elective courses will be offered based on student interest.

The CLS curriculum exceeds the requirements of the Commonwealth of Kentucky as well as Cognia, our accrediting organization.

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

To take an AP course, students must have second honors or better cumulative average in that subject area from freshman year to the current year. Admittance is at the discretion of the teacher for each AP course. Students must also fill out the appropriate paperwork from the guidance office with the correct signatures from parents and previous teachers. AP (including Honors Latin III) and Dual Credit are weighted on the 5.0 scale. See table on page 9.

Honors classes are weighted on the 4.5 scale. See table on page 9.

Semester grades are calculated from two quarter grades and a semester exam/assessment grade.

Each quarter will be 45% of the semester grade and the final semester exam/assessment will be 10% of the grade. The formula for calculating semester grades will be:  $(Q1 \% \times 0.45) + (Q2 \% \times 0.45) + (\text{Semester exam/assessment \%} \times 0.1)$ . Courses without exams will just use Q1 and Q2 averages for the semester grade.

Transcripts will display only final grades (average of Semester 1 and 2), 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 Head of School.

## **RECOGNITION OF LAUDE STUDENTS**

At the end of the first semester of a student's senior year (seven semesters), students who have achieved the following cumulative GPAs will be designated by the following titles:

### **SUMMA CUM LAUDE**

Students who have a cumulative (seven semesters) weighted grade point average of 4.0 or above at the end of the first semester of their senior year.

### **MAGNA CUM LAUDE**

Students who have a cumulative (seven semesters) weighted grade point average of 3.75 – 3.99 at the end of the first semester of their senior year.

### **CUM LAUDE**

Students who have a cumulative (seven semesters) weighted grade point average of 3.50 – 3.74 at the end of the first semester of their senior year.

## **VALEDICTORIAN/SALUTATORIAN**

The Senior who has the highest weighted class rank mark after the third quarter is recognized as the class Valedictorian. The Senior with the second highest weighted class rank mark after the third quarter is recognized as the class Salutatorian.

## **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 Latin Award, the Mathematics Award, the Oratorical Award, the Science Award, the Social Studies Award, the Fine Arts Award (Visual and/or Musical), the Leadership Award, the Christian Service Award, and the Ralph Colatrella Sportsmanship Award.

## **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 a non-honor report card.

## **NATIONAL HONOR SOCIETY**

Form II, Form III, and Senior Students who accumulate first or second honors during six grading quarters are eligible for induction into the CLS chapter of the National Honor Society (NHS).

Form III and Senior Students who accumulate first or second honors during nine grading quarters are also eligible for an excellence pin from the NHS.

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

There will also be a National Junior Honor Society (NJHS). To be eligible for NJHS membership, students need to have a GPA of at least 3.5 in their prep 7 year by the end of the 3rd quarter. They will then need to complete the application process and be accepted into the organization. Induction will occur before the completion of prep 7 year.

## **TESTS AND EXAMINATIONS**

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. Conflicts in scheduling will be resolved by the teachers involved.

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 a maximum of 1.5 hours.
- There are no take-home exams and exams MUST be taken at the allotted time unless approved by the Head of School.
- 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 across the quarters, depending on the teacher's preference. If students are exempt, they do not need to attend school during that time.
- Semester grades are calculated from two quarter grades and a semester exam/assessment grade. Each quarter will be 45% of the semester grade and the final semester exam/assessment will be 10% of the grade. The formula for calculating semester grades will be:  $(Q1 \% \times 0.45) + (Q2 \% \times 0.45) + (\text{Semester exam/assessment \%} \times 0.1)$

## **ONLINE, AP, and DUAL CREDIT 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.

Advanced Placement (AP) courses are offered in Form II, III, and IV years. Interested students must have an honors average in all previous courses in that subject area for admittance into AP Courses.

Students may change elective course options within the first three weeks of the school year in accordance with University standards.

Dual credit opportunities are also available to students in Form II, III, & IV. Students are subject to the sponsoring University's acceptance policies. Additional costs for credits and textbooks will be assessed through the University. Please note that students taking Dual Credit courses will be considered students of the University; CLS Does not include Dual Credit grades in Sycamore.

*Updated 7/10/25*

## CREDIT RECOVERY

When a student fails a course (final cumulative grade of less than 60%), they must make up the course in summer school with an online course or live course approved by the Head of School. Once the student has passed the course with scores being sent to the Head of School, 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 outlined in 1923 by Bishop Howard, the founder of the **COVINGTON LATIN SCHOOL**:

1. CLS students are expected to conduct themselves at all times and in all places, in dress, in manners, in action, and 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 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 the right principles, and 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 being different when they know they are right.
4. Students should learn to take care of their 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 disciplinary board hearing, which could lead to dismissal from Covington Latin School.

In the ever changing landscape of Artificial Intelligence, it is Covington Latin School's expectation that students use technology as an aid to improve their original work with the appreciation that a classical education is built on critical writing and thinking. The improper use of Artificial Intelligence to complete academic work qualifies as plagiarism and is subject to the disciplinary measures above.

## HOMEWORK POLICY

Purpose of Homework: the **Covington Latin School** recognizes regular, purposeful homework as an essential component of the instructional process, integral to the growth of high school students. Research has validated this belief, showing homework to be beneficial, as long as the work has a clear purpose and is tied to the curricular goals of the classes.

At Covington Latin School, homework has many purposes: to provide an 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 7<sup>th</sup> grade student should expect 70 minutes of homework, whereas a 12<sup>th</sup> grade student should expect 120 minutes). Keep in mind that the amount of time it takes students to complete an assignment varies greatly; suggested times would thus fluctuate. As an example, a student taking an AP course will be expected to have more homework than the honors courses.

For the growth and development of the whole child, homework loads mustn't 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.

### **Rationale based on research:**

- 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 the 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 time on homework, each night. Advanced Placement classes may require more time for homework.
2. Keep an up-to-date planner (Google Calendar) for homework and other assignments.
3. Clarify with the teacher any 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 pre-planned absences (family vacations, school activities, sports, etc.), students should approach the teacher before the absence for assignments so work is completed upon return.
7. Students will advocate for themselves.

### **RESPONSIBILITY OF THE PARENT**

1. Encourage homework as a daily activity.
2. Assume your student will have to study 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 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 FACULTY**

1. Review with colleagues often to align assignments/projects/tests/homework.
2. State 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 a demonstration and guided practice.
4. Explain how the assignment might best be carried out.
5. Provide specific written explanations 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. Review the assignment before giving it to students and anticipate difficulties.
7. Teachers will follow the late policy as stated in the syllabus. After the quarter ends, late assignments will not be accepted for credit unless under special circumstances.
8. Avoid assignments over holiday and vacation time, and when "reprieve days/no homework" is announced.
9. Provide consistent, quality, and timely feedback.
10. Teachers will be available for individual assistance during office hours per their syllabus.
11. Use results of homework to plan future instructional activities.
12. 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.
13. Keep an updated Google classroom for students and parents to be informed.
14. Update the test board with all quizzes, tests, and project due-dates.
15. Teachers will follow all ALPs and communicate with parents.

## **RESPONSIBILITY OF THE ADMINISTRATION**

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 concerning the goals of the homework policy.

## **LATE WORK POLICY**

This policy is meant for those students who did not submit homework on time and did not have an excused or pre-arranged reason for submitting late work.

Note: Students who are on alternative learning plans (ALP) should follow their prescribed plans. Faculty will follow the ALP guidelines in relation to late work.

### **Grade Penalty Standards**

1. Homework not turned in on the due date will receive a 20% grade penalty.
2. Homework not turned in by the close of the following day will receive a 50% grade penalty.
3. Homework not turned in by the end of a unit will not be considered for a grade.

### **Communication to Teachers**

1. Students must submit CLS Late Form to notify the teacher that they will be submitting their homework late.

## **CODE OF CONDUCT**

Once enrolled at CLS, students are expected to uphold the values of the institution at all times, whether supervised or unsupervised. This includes any public postings on social media. Students should recognize that everywhere they go, they carry the reputation of our school.

### **ATTENDANCE AND PUNCTUALITY**

1. Regular attendance is expected and required. Ordinarily, sickness is the only legitimate excuse for absence.
2. Students are expected to be at school in the homeroom by 8 AM ready to learn. A student who is late for homeroom must report to the office and obtain an admission slip.
3. If a student will be absent or more than 30 minutes late, a parent must call the CLS front office before 8:30 AM. Leaving a voicemail will suffice. If CLS is not called, parents will be contacted.
4. Habitual tardiness could lead to disciplinary action. A student who is late for school without sufficient reason is subject to punishment.
5. 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 a request signed by a parent or guardian before the day in question.
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 Dean of Students 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. Parents should not drop their child(ren) off early before the building is 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 CLS building and the school courtyard. The Cathedral Gardens are specifically off-limits, unless accompanied by a faculty member.
9. Students must be picked up by 5 PM on a regular schedule day or 4 PM on an early dismissal day. Financial consequences may be levied against families who routinely pick up their students after 5 PM.

10. Absent Work - Students will have the total number of school days absent to complete missed assignments. For example, you are absent for three school days due to a stomach flu. You will be required to complete your school work in the next three school days. If a review or test is missed, it is the student's responsibility to work with the faculty member to reschedule their exam within a week.

## **IN-SCHOOL CONDUCT**

### **STUDY HALL**

Students are to report to the designated room immediately at the beginning of a study period. Failure to report to a scheduled study hall will be considered an unexcused absence. Students will be supervised during their study hall periods.

### **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 classroom management.
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.

### **FORUM (CAFETERIA)**

After eating lunch in the forum, 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 (except for clear, reusable water bottles that 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. Dining in the courtyard is permitted based on weather and should be seen as a privilege. Food during lunch is restricted to the Forum and/or courtyard.

## **TECHNOLOGY RESPONSIBLE USE POLICY**

*Students are not permitted to use any technology in the school until the Handbook form is signed and turned in.*

### **TECHNOLOGY AND MISSION**

The mission of Covington Latin School is to educate future leaders for our community, our church, and our society. Technology and its adjunct functions are vital tools in this education. They are used to ensure that all students will become informed and compassionate citizens, contributing to our society, capable of shaping the future, and providing leadership in a highly technological world. Technology is to be used as a resource to enhance the teaching/learning process.

### **PURPOSE**

The purpose of the Covington Latin School's *Responsible Use Policy* is to ensure that the technology available to students and teachers, including the Internet, is used appropriately.

Covington Latin's network and technology program has been established for limited educational purposes: those classroom activities, career development, and research. The network has not been established as a public access service or public forum. The use of technology, including the Internet, Email, Google Apps, and Chromebooks, is a privilege offered to students, faculty, and staff. Consequently, the use of students' devices, school accounts, or passwords must be in support of these functions. Covington Latin School retains the right to place restrictions on the students' abilities to obtain or post materials on the Internet.

Covington Latin School does not maintain control of the information found on the Internet. Please be aware that there is much material on the Internet that is illegal, defamatory, inaccurate, or potentially offensive to some people.

Students are expected to follow the rules outlined in this policy. The school administration will determine what constitutes inappropriate use, and its decision is final. The school administration may instruct the Technology Coordinator to deny, revoke, or suspend specific user accounts or passwords. The school administration may also take additional disciplinary action for students who violate this policy, as deemed necessary. The school administration reserves the right to inspect and review all electronic communications and/or a student's school computer usage history at any time. The communications or usage histories of users of the system are not confidential.

By signing the the *Technology Responsible Use Policy*, students and their guardians agree to abide by these restrictions and guidelines:

**Network Activities** -- Students will use the school's network only for educational and career development opportunities, and only with direct approval and supervision of faculty, staff, or a school-approved monitor.

**Technology Vendors** -- Students must abide by all restrictions and regulations of technology vendors and providers with whom the school has contracted.

**Commercial Use** -- Students may not use the school's electronic communication system for commercial purposes. This means that students may not offer, provide, or purchase products or services through the school's electronic system.

**Political Lobbying** -- Students may not use the internet for political lobbying. Students may use the internet to communicate with elected representatives, as long as such communication is carried out respectfully.

**Network Disruption** -- Students will not make deliberate attempts to disrupt the network or destroy data by spreading computer viruses, tampering with hardware, tampering with network security, hacking, or by other means.

**Personal Hardware/Software** -- Students will not install hardware or software onto school devices without the consent of the Technology Coordinator.

**Flash Drives** -- Students may bring their flash drives to school. However, students may not run personal programs, including third-party software or portable web browsers, on school computers.

**Files** -- Students will not attempt to gain unauthorized access to files of others.

**Illegal Acts/Copyright Law** -- Students will not use the school's technology to access or engage in any illegal activity or to violate any copyright law. Students will respect the rights of copyright owners of both textual and software materials.

**Plagiarism** -- Students will not plagiarize works that they find on the Internet or from anyone in the school.

**Web Filter/Student Monitoring** -- Students will not attempt to disable or circumvent web filtering software restrictions by any means. Teachers, school administrators, and the Technology Coordinator may use monitoring software that allows them to view the screens and activity on students' Chromebooks or other school-owned devices during school hours.

**Personal Electronic Devices** -- Students will not access the network or internet during the school day using any device other than that approved by a teacher or school administrator.



This includes smartphones, smart watches, mobile broadband, and any other devices with a mobile communication method.

**Web Tools** -- The use of web tools, including Covington Latin's Google Apps, is considered an extension of the activities in your classroom. Email and sharing of documents on the web and in Google Apps must abide by school policy. Given a valid reason, school administrators may at any time obtain access to all information stored anywhere within the Covingtonlatin.org domain. This includes but is not limited to internet history and @covingtonlatin.org email.

**Account Information** -- Students will use only their own user IDs and passwords. Students will not access CLS technology resources using the accounts of others. Students will not share their passwords with others.

**Personal Responsibility** -- Students will report any misuse to a teacher, a school administrator, or the Technology Coordinator.

## **TECHNOLOGY SAFETY RULES & RESPONSIBLE ELECTRONIC COMMUNICATION BEHAVIOR**

To ensure a safe experience, students should follow these guidelines when using any technology:

### **ELECTRONIC COMMUNICATION**

When communicating with others:

- Be polite.
- Use appropriate language, grammar, and punctuation, especially when communicating with teachers, school officials, and college representatives.
- Assume that all communications, including e-mail, and information gathered via the network are personal property but are not private nor confidential.
- Do not reveal your password(s) to anyone.
- Do not reveal names, personal addresses, phone numbers, or those of peers.
- Do not arrange to meet in person with someone you met online.
- Promptly disclose to faculty, staff or moderators any messages that you receive which make you feel uncomfortable or that are inappropriate.

### **CYBER-BULLYING**

Cyber-bullying is when technology – the Internet, cell phones, or other devices – is used to send or post texts or images that are intended to hurt or embarrass another person. It may involve, but is not limited to, harassing, threatening, embarrassing, or humiliating people online.

Cyberbullying can take many forms. The following are just a few examples:

- Making fun of another person in an Internet chat room.
- Harassing a person over an instant messaging session.
- Posting derogatory messages on a person's social media account.
- Circulating false rumors about someone on social networking websites.
- Publishing lewd comments about another person anywhere on the Internet.
- Posting unflattering pictures of another person on the Internet.
- Spamming another person with unwanted emails, messages, or texts.
- Sending threatening or provocative emails, messages, or texts.
- Repeatedly calling another person's cell phone.
- Sending unsolicited text messages to another person.

Cyberbullying is not tolerated at Covington Latin School and can result in school disciplinary action up to expulsion and/or possible legal action or criminal charges. If a cyber-bullying

incident is brought to the attention of school personnel, the school administration reserves the right to address the issue as necessary and as required by law.

## **SOCIAL NETWORKING**

Although social networking sites cannot be accessed at school, students should regularly review the privacy settings on their social networking accounts. While these accounts can be invaluable tools to communicate with people, students should be aware of the dangers of revealing too much personal information in a public forum.

- Do not post personal information such as your address, social security number, birth date, etc.
- Only communicate with people you know.
- Do not agree to meet anyone in person if you met them online.
- Be aware that anything that you post on the Internet, including pictures and text, could be permanent. Do not post comments or pictures that could be hurtful to yourself or others.
- Be aware that colleges and future employers could search for your profiles on networking sites to review the types of postings on your site.
- Report any unusual friend requests or communication to an adult.

## **GOOGLE APPs**

Google Apps is a service provided to Covington Latin School by Google. Google Apps consists of numerous online tools, including a calendar and a documents repository. Covington Latin School provides Google Apps accounts to all students. Students are expected to abide by Covington Latin's Acceptable Use Policy as they use the Google Apps tools for their academic and/or personal use.

- Be cautious when sharing files with others – only share files with those who need access.
- When sharing calendars with others, review your calendars to ensure they do not contain personal information that others should not see.
- Any electronic communications on Google Apps (blogs, discussion groups, etc.) are considered an extension of your classroom activities.

## **CHROMEBOOKS**

All students will be required to purchase a Chromebook per the purchasing requirements sent to families. The Chromebook is to be treated as an educational tool. Teachers will determine how Chromebooks will be used in class.

- All students are responsible for ensuring their Chromebook is in good working order and fully charged when they come to school every day. Students will not be able to charge in class. Chromebooks may only be charged in the Dean of Students' office.
- All students are responsible for the security and proper handling of their device and should never loan or borrow someone else's device.
- All students must report any problems with a device to Technology personnel and violations of the policy to the Dean of Students.
- Chromebooks must be stored in lockers when students are eating lunch.
- Chromebooks should be brought home every day and shut down completely at night to ensure proper updating.
- The School reserves the right to block or delete any material that is inappropriate for school or interferes with the instruction in the classroom.
- The asset tags found on the bottom of the Chromebook and top are not to be tampered with, removed, or covered in any way.
- GoGuardian, the school management system, is not to be wiped or circumvented, and the device may not be put into developer mode.
- The School is not responsible for any data loss due to the malfunction of the Chromebook.

## **PURCHASING YOUR CHROMEBOOK**

All students must have their own Chromebook. Families have the option to purchase this through CLS or purchase one elsewhere and pay the one-time license fee.

The Chromebooks purchased through CLS is the HP Chromebook 11 G9 EE with a 32GB hard drive. The one time cost for the device is \$420 or payments may be broken down into four payments of \$125. This cost includes the Chromebook, management software, protective case, content filter, Google Apps for Education, and insurance for the first four years that you are in school at CLS.

Students wishing to use their own Chromebook will pay the \$75 license fee, which includes management software, Google Apps for Education, and content filter.

## REQUIREMENTS FOR CHROMEBOOKS

	Minimum	Recommended
<b>Screen</b>	10 inches (measured diagonally)	11.6 inches or larger
<b>RAM /Memory</b>	2 Gigabytes	4 Gigabytes or better
<b>Hard Drive /Disk Space</b>	16 Gigabytes	32 Gigabytes or better
<b>Battery Life</b>	4 hours	6 hours or better
<b>Wireless</b>	Capable	Wireless 5 GHz capable
<b>Built in Camera</b>	Recommended	Recommended

## CLS PURCHASED CHROMEBOOK INSURANCE POLICY

### LOSS OR DAMAGE

If a student's Chromebook is inoperable, he or she must report to the Technology Coordinator to fill out a claim form. The school has a limited number of spare devices for use while the student's Chromebook is repaired or replaced. A student may not opt to keep an inoperable or damaged Chromebook to avoid doing class work. In the event that school is not in session, you must notify the Technology Coordinator by email. Notify the local police if the loss is due to theft, burglary, robbery or vandalism. You must then provide the official police report to the Front Office.

### SETTLEMENT OPTIONS

CLS will pay for the cost of repair of the insured device to include parts and labor. If the device cannot be repaired, an equivalent replacement will be provided. If a replacement device is provided, this coverage will transfer to the replacement device for the duration of the policy. While a student's device is being repaired the student will be issued a loaner device. The policy will cover the loaner device until the student's original device is returned or a permanent replacement device is issued. The repair turnaround time is 7 – 10 days. CLS will only allow one full replacement of the device during the insurance coverage period.

### FRAUD, CONCEALMENT, AND MISREPRESENTATION

Coverage may be denied if the student willfully defrauds, conceals, and/or misrepresents any material information about the cause of damage or loss of the device.

**DETAIL OF COVERAGE**

- Accidental damage, drops, liquid spills, and submersion
- Theft, burglary, robbery (requires official police report)
- Vandalism (requires official police report or school administrator report)
- Fire, flood, natural disaster
- Equipment defect

**DETAIL OF EXCLUSIONS OF COVERAGE**

- Chromebook battery
- Chromebook AC adapter charger and cord
- Protective case
- Corrosion and rust
- Cosmetic damage
- Negligent or careless use
- Dishonest and/or intentional acts
- Unexplained loss or mysterious disappearance
- Loss or damage to accessories, software and data
- Tampering with or unauthorized attempts to repair device
- Damage caused from leaving it in a vehicle

**DEDUCTIBLES (PER TERM)**

- Full Replacement- \$60 deductible
- Broken Screen - \$25 deductible

*Covington Latin School reserves the right to render final judgment over all claims.*

## TECHNOLOGY LAB GUIDELINES

- Students may use the technology lab before school and during lunch. Students may use the lab only if a faculty member or designated monitor is present.
- Students may not bring food or drink into the lab.
- 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.
- Students may not reconfigure or reformat school computer programs.
- Students must follow all other posted rules and regulations governing the use of school computers and the school computer lab.
- CLS reserves the right to inspect a student's school computer usage history at any time.
- 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.

## ADDITIONAL CONSIDERATIONS

- Cell phones, smart watches, and other electronic devices may not be used during school hours without the permission of the Dean of Students or Head of School. Use of these items, or attempted use of these items, in a classroom or common space during school hours (8:00am to 3:00pm) 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.
  - During non-school hours, CLS administration and/or faculty may ask for phones to be put away if the situation warrants it.
- Lockers must be locked with a school-provided lock at all times.
- The administration reserves the right to view messages/images on a student's cell phone, smart watch, or other electronic communication device with the permission of the student's parent.
- 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.
- No photography is permitted at any time without the permission of the Dean of Students or Head of School.
- Social media: Creating school social networking accounts (including, but not limited to Facebook, Instagram, TikTok, etc.), is not endorsed or encouraged by Covington Latin School. In accordance with our school's Technology Responsible 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.



## **SENIOR LOUNGE**

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

## **SCHOOL PROPERTY**

Care must be taken to avoid defacing furniture and the building in any way. Refuse is to be thrown in the proper receptacles. Malicious or negligent defacement or destruction of school property will result in severe disciplinary action. Any damage to school property will be paid for by the student.

## **PARKING**

Student parking is in the lot at the corner of Madison and 11th Street. Student drivers should park in the rows closest to Madison Avenue. Students may not go to their cars during the school day without the permission of the Dean of Students or Head of School.

Underclassmen arriving or leaving school should be dropped off in the lot at the corner of Martin Luther King Jr. Boulevard and Scott Street. There should be no parent parking in this lot, but rather a semi-consistent moving line of cars.

## **LOCKERS, BOOKS, AND PERSONAL PROPERTY**

- 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.
- Lockers will be locked with the lock assigned to each student at registration. Unauthorized locks will be removed.
- Lockers are to be kept neat and orderly. They are subject to inspection. CLS reserves the right to confiscate materials brought into the school building. Students should not keep food and food containers in lockers for more than one week. Any type of marker should not be used to write on lockers.
- 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.
- Students will have access to lockers after the second and sixth periods, during lunch, and before and after school.
- 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 unless permission is granted by the administration.
- 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. Punishment may also be given to the offending student.

### **RECREATION AREAS**

Students have use of the CLS courtyard and commons during lunch periods. Locker areas are only for when items are being put away or retrieved from lockers.

### **RESTROOM AREAS**

Students are required to use the restroom facilities (that correspond with their sex assigned at birth) located next to the locker rooms in the basement unless previous approval is given to use a different restroom location.

## DRESS CODE

The purpose of the CLS attire policy is two-fold: 1) as an aspect of a student's personal education, it helps develop a 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, reflective of their sex at birth, be appropriate to an academic setting, and contribute to a sense of school spirit.

All final decisions about the acceptability of specific items of clothing rest with the Administration. A student in violation will be required to bring his or her 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 and will be removed from class until dress code can be brought up to compliance. Additional discipline measures can be assessed for repeat violations.

The school day dress code is in effect from 8:00 AM to 3:00 PM.

During after school activities, all clothing must fall within the general guidelines, which states that suitable attire must meet the spirit of the purpose stated 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 that 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, well groomed, and of a natural color. (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.
  - Shirts can be long-sleeved or short-sleeved.
  - Dress shirts and ties are always required on Mass days.
  - Polo shirts are allowed from May 1st until the end of the Spring Semester and from the start of the Fall semester until September 1st.
- **TIES** - Must wear a suitable necktie or bowtie. The collar button must be buttoned and the tie pulled up. No bolo ties are allowed.
- **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.
  - Hoodies do not count as a "sweater" and cannot be worn outside of Spirit Days.
  - Approved full zip and quarter zip sweaters purchased from the CLS spirit shop, without a hood, are acceptable and must be worn over dress code-approved tops. Collar and tie must be visible.
  - Seniors are allowed to wear their specific class hoodies over their dress code-compliant clothing. These hoodies may not be worn during Mass or other specified special events. This is a senior privilege. Failure to comply with these rules may result in a loss of privilege.
  - No graphics or outlandish/unprofessional designs/patterns.
- **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.
  - No pockets on the outside of pants.
  - Jean-like pants are prohibited.
- **SHOES**
  - Dress shoes or leather casual shoes, with socks.
  - Solid color, neutral fabric shoes are allowed. (Neutral is defined as grey, black, brown, navy)
  - All shoes must leave the ankle visible.
  - No: Athletic/gym shoes, boots, slippers, sandals, etc.

- **SOCKS** - Socks must be worn at all times.
- **NAIL POLISH** - not allowed at any time on boys.
- **FACIAL & EARRING PIERCINGS** - not allowed at any time.

### **GIRLS' STANDARD DRESS CODE**

- **HAIR** - Must be kept nice-looking, well groomed, and of a natural color.
- **SHIRTS** - Dress or tailored casual blouses.
  - Tops must not show bare midriffs, be see-through garments, undergarment type shirts, show bare backs, be halter-top style, be low-cut, or be a tank top and must cover the shoulders.
  - No undergarments may be visible. Tank tops or camisoles may be worn under blouses but should not be seen through the shirt and be fully covered on the shoulders at all times.
  - Shirts may be long or short-sleeved.
  - Shirts must be tucked in.
  - No graphics, images, or unprofessional/distracting designs or patterns.
  - Only sweaters, vests, or blazers may be worn over shirts or blouses. Full-zip and quarter-zip CLS branded sweaters may be worn, but students must have on a dress code-appropriate top underneath.
  - Girls may wear a relaxed-fit turtleneck.
  - Dress shirts should always be worn on Mass days.
  - Polo shirts are allowed before September 1st and after May 1st.
- **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.
  - Hoodies are not considered "sweaters" and can only be worn on Spirit Days.
  - Approved full zip and quarter zip sweaters purchased from the CLS spirit shop, without a hood, are acceptable and must be worn over dress code-approved tops; no tank tops.
  - No graphics or outlandish/unprofessional designs/patterns.
  - Seniors are allowed to wear their specific class hoodies over their dress code-compliant clothing. These hoodies may not be worn during Mass or

other specified special events. This is a senior privilege. Failure to comply with these rules may result in a loss of privilege.

- **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.
  - No pockets on the outside of the pants.
  - Jean-like pants are prohibited.
  - No standalone leggings or yoga pants at any time (see below for skirts during winter months).
- **SKIRTS** -
  - Must come to the top of the knee or below.
  - Must be of an appropriate style without slits above the knee.
  - During colder months, students can wear leggings under a skirt; skirts must still come to the top of the knee or below.
  - Students whose skirts do not meet the length requirement will be sent to the office during first period to change or call a parent for new clothing. A punishment may be incurred.
- **SHOES** -
  - Dress shoes or leather casual shoes, with socks.
  - Solid color, neutral fabric shoes are allowed. (Neutral is defined as grey, black, brown, navy)
  - All shoes must leave the ankle visible.
  - No: Athletic/gym shoes, boots, slippers, sandals, etc.
  - No heels higher than 1 inch are permitted.
- **SOCKS** - Socks must be worn at all times.
- **FACIAL PIERCINGS** - not allowed at any time.

## SPECIAL DRESS CODES

- **PE CLOTHING (Prep 7 & 8, Form I): Male & Female**
  - CLS PE T-shirt purchased from the Spirit Shop.
  - CLS purchased PE Shorts or PE sweatpants.
  - Inappropriate PE clothing will result in loss of participation points and an academic referral or JUG.
- **GRUB DAYS - As announced by the administration**
  - Tasteful t-shirts and sweatshirts and jeans or khakis may be worn.
  - No shorts/skin-tight jeans/pants, leggings, or skirts/dresses.
  - Non-dress shoes are permitted, but no sandals.
  - No sweatpants are allowed unless specifically stated by the administration.
- **SPIRITWEAR DAYS - Each Friday or as announced by the administration**
  - T-shirts and sweatshirts that have been purchased in the Spirit Shop or as part of a CLS sports team or club. No non-CLS tops permitted.
  - Hoodies, quarter-zips, and full zips from the CLS spirit shop are permitted and must be worn with a CLS top underneath - clothing must adhere to dress code if outerwear is removed.
  - Jeans or khakis.
  - No shorts, skin-tight jeans/pants, skirts/dresses.
  - Pants must not contain holes, cuts, or tears/rips.
  - Non-dress shoes are permitted, but no sandals.
  - Students choosing not to wear CLS spirit wear should be in the regular dress code.
- **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 may be 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, graduation, or other days as stated by the administration.*)
  - 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 may wear any professional outfit that fits within normal dress code guidelines; dresses must adhere to the skirts guideline in regards to length at or below the knee - includes any slits.

## DISCIPLINARY ACTIONS

"JUG" sessions for students who have committed disciplinary infractions 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 may result in the assignment of detention.

Students who have been given either a JUG or detention must report on the day assigned. Failure to appear when assigned will result in the student being referred to the Dean of Students for further action.

Parents will receive an email from the Dean of Students when a JUG is issued.

Behavioral infractions within the classroom will be met with a JUG referral at the discretion of the teacher. These referrals will be reviewed by the Dean of Students.

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

## COVINGTON LATIN BULLYING POLICY

**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.

**Direct Physical Bullying includes repeated:** Hitting, tripping, pushing, kicking, shoving, and inappropriate physical contact.

**Direct Verbal Bullying includes repeated:** Name-calling, put-downs, insults, sexual and racist remarks, intimidating, threatening, and verbal abuse.

**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

### **PUNISHMENT FOR BULLYING**

Upon accusations of bullying, the matter will be investigated by the Dean of Students, Guidance Counselor or administrator. Possible consequences could range from a jug up to expulsion depending on the severity and number of offenses. Parents will be notified and expected to meet with the Dean of Students.

## **POSSIBLE 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. Open disrespect of a teacher, administrator, or staff member.
2. Commission of a criminal offense.
3. Theft in any form.
4. Cheating, or attempting to cheat, on a major assignment, test, or exam.
5. Any unexcused absence or leaving of the school grounds (as defined in this handbook) without permission.
6. An act or statement that threatens, menaces, intimidates, or harasses a student, teacher, administrator, or staff member, or is intended to do so.
7. Physical violence.
8. Use or possession of a weapon, or an item intended to be used as a weapon, at school or 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 the personal property of another.
12. Continuous misconduct.
13. Any violation of the Technology Responsible Use Policy.

## **DISCIPLINARY BOARD**

1. This board will be composed of the Head of School, the Deans, and three faculty members. The Guidance Counselor attends as an ex-officio non-voting member.
2. The administration, after taking advice from the other members of the Disciplinary Board, is responsible for determining punishment for the violation of a major rule of conduct.
3. The decision to call a Disciplinary Board resides solely with the Head of School.
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 during the Disciplinary Board.

## **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, 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 open registration. Registration is not complete until fees are paid and any outstanding tuition or fee balances are 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. **Withdraw dates and tuition due.**
  - a. **August 12th** - Students withdrawing after the first day of classes will owe the first quarter of tuition.
  - b. **Students withdrawing after starting a new quarter** owe the remaining balance for the tuition of the entire quarter they started and any unpaid tuition for previous quarters and fees/charges due.
6. 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.
7. Our policy is that when a student transfers from another elementary or secondary school in the Diocese of Covington to Covington Latin School, 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.
8. For more information regarding tuition payments or balances, please contact the Accounts Manager in the school office.

## DELINQUENT TUITION POLICY

Covington Latin School works diligently to maintain tuition that is both reasonable and affordable and expects all school families to honor their financial obligations. The FACTS Tuition Management System will keep families well informed about their tuition status via email and phone calls. A representative from FACTS, as well as the School Finance Office, will send a letter and/or an email to families who do not pay their tuition on a timely basis.

In the event that a school family's financial obligation has not been paid, the school reserves the right to the following:

1. To deny any student participation in athletics or extra-curricular activities if tuition is 30 days or more delinquent.
2. To deny continued enrollment at any time during the school year to students whose tuition is 60 days delinquent. A parent or guardian will be notified that the student(s) may not attend further classes until payment or arrangements are made.
3. To deny any student whose family has not met their financial obligation prior to graduation participation in all graduation activities, including commencement.
4. To place the delinquent account for collection if a family's financial obligation to the school has not been met.

Any family with delinquent tuition of 30 days or more will not be allowed to send their child/ren to school. Please keep in mind that this is a last resort; however, the school also needs to meet its financial obligations.

Parents suffering from a hardship of any kind must communicate with the Head of School prior to these dates in order for any exceptions to be made.

## **MEDICAL EXAMINATION**

Each student, upon entering the school, is required to submit a completed Medical Examination Form provided by the school. Each year parents should update any information which has changed on the student's Emergency Medical Form within Sycamore.

## **PARENT ACCESS**

Parents have the legal right of access to all student records unless otherwise indicated by a 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 CLS. CLS 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 CLS will do its best to enforce such orders, the student's cooperation in such circumstances as pickup by after-school rides is required.

## **REPORT CARDS**

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 guardians should compare these with previous report cards to determine the student's progress.

## **PROMOTION**

To be promoted to the next grade level:

1. A student who fails one major subject must make up that credit in summer school or repeat the entire year.
2. A student who fails the equivalent of two or more credits may be required to leave CLS; however, such a student may be allowed to repeat the entire year. It is also possible that such a student may be allowed to make up two credits during summer by special arrangement. All of these possibilities are determined at the discretion of the Head of School.
3. Any student who fails a remedial summer-school course will not be readmitted.

## **REPEATING COURSEWORK**

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

2. Students repeating a grade are expected to maintain an average of 60% or above in each subject to be accepted for promotion without further academic procedures.
  - a. If the student fails to maintain an average of 60% 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 students and parents will be informed of this decision by the administration or counselor.

### **PROCEDURES FOR STUDENT WITHDRAWAL**

1. The parent(s)/guardian must notify Covington Latin's Director of Enrollment Management in writing (via email) of the intent to withdraw the student as early as possible before the effective date of withdrawal (except in emergencies).
2. 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 and perform an exit interview.
3. The parent(s)/guardian and the student will complete the withdrawal forms and submit them to the school office.
4. Any outstanding balance for tuition and other fees must be paid, the student's locker cleaned out and any items belonging to the school returned.
  - a. Tuition is due for the entire quarter regardless of when during the quarter the student withdraws.
  - b. Any fees outside of tuition cannot be refunded (registration fees, sports fees, FACTS fees, etc.).
5. After the above steps are completed and all accounts are paid, transcripts will be forwarded.

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

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

### **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. Ineligibility runs from that Monday through Sunday.

Failing is defined as having a quarter grade below 60% 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.

### **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 Dress Code (nothing too short or 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 may be asked to change or leave without a refund. If a student brings an outside date, he/she is responsible for his/her attire.
- Students who have been expelled may not attend dances as a current student's date. Current students should not seek to bring an expelled student to any CLS event.



- The school administration reserves the right to refuse attendance at a dance or event to a student who has withdrawn from Latin School.

## **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 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 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 Head of School 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.

## CHRISTIAN SERVICE HOURS

Covington Latin is committed to creating servant leaders in our community. To instill this value, students are required to complete service each year. Each grade level will be required to complete the following service hours.

	<u>Hours</u>	<u>Placement</u>
<b>Prep 7 &amp; 8</b>	<b>0</b>	<b>Required to attend Fall &amp; Spring Day of Service</b>
<b>Form I*</b>	<b>10</b>	<b>1 Day of Service Event, Parish/Community</b>
<b>Form II</b>	<b>20</b>	<b>Parish/Community</b>
<b>Form III</b>	<b>30</b>	<b>Parish/Community</b>
<b>Form IV</b>	<b>40</b>	<b>Parish/Community</b>

*\*Form I-IV can include up to 8 hours earned at school (not including Day of Service); all remaining hours must be completed within the 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:

- Information (educational, vocational, career)
- Appraisal ("testing" for individual or group appraisal) and record-keeping
- Conferences with parent(s)/guardian and/or other necessary parties
- Consultations with faculty/staff
- Counseling of students
- Placement
- Resource coordination and referral (to outside agencies, when needed)
- Evaluation and Planning

In general, these services are appropriate for any person at any age since development is a life-long process. But at CLS, 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.

## **CLS DINING PROGRAM**

Beginning with the 2025-2026 school year, Aramark will be taking over operations of our dining program. Aramark is known for providing delicious food options at colleges and universities throughout the nation, including Thomas More University. As a part of the affiliation with Thomas More, CLS students will have access to the same food that college students around the nation have.

As a part of the new dining program, CLS students will now have access to:

- A variety of grab and go breakfast options prior to school starting
- Lunch
  - Two hot meal choices daily
  - Grab and go options
- A variety of grab and go snack options for the hours after school.

Aramark has also agreed to incorporate fun-themed lunch options throughout the year (think Halloween, Thanksgiving, March Madness, Mardi Gras, Lent, etc.)

In addition to the options below, we will be offering vegetarian and gluten free options for the CLS community. Additionally, the food preparation team will provide options for those with common food allergies.

Additional Notes:

- Lunch is not served on semester exams and final exam days.
- ALL unpaid dining charges MUST be collected by the end of the school year.
- Students may not leave the grounds of CLS for lunch.
- Students may not eat lunch in the classrooms or other areas of the building without permission from the administration.
- Outdoor dining in the courtyard on a regular basis is a senior privilege.

## **DISCLAIMER**

The administration retains the right to modify or make additions to the handbook in the event of unforeseen circumstances and what is in the best interest of CLS. Families will be informed of any such changes. In all situations, the administration has the final decision making authority.

## **2025/2026 COVINGTON LATIN STUDENT HANDBOOK PARENT/STUDENT AGREEMENT**

The Parent/Student Agreement has moved this year to a Google Form. Please complete the form by [clicking here](#).

We ask that the form be completed by August 4, 2025.

*Note: Students who have not returned this agreement by Wednesday, August 12th, will be subject to a JUG. Students will not be allowed to use their chromebooks in school until the form is returned.*