

COVINGTON CATHOLIC HIGH SCHOOL

Catholic Diocese of Covington

2024 - 2025



PARENT/STUDENT HANDBOOK

COVINGTON CATHOLIC HIGH SCHOOL
FOUNDED 1925

Accredited:

**Cognia
NCA, CASI, NWAC, SACS CASI**

Commonwealth of Kentucky

Recognition:

**U.S. Department of Education
Blue Ribbon School of Excellence**

Member:

**Catholic Secondary Schools
Department of Catholic Education
Diocese of Covington**

National Catholic Education Association

Northern Kentucky Chamber of Commerce

Covington Catholic High School does not discriminate on the basis of race, color, disability, or national or ethnic origin. Students of any race who meet Covington Catholic High School's eligibility requirements are admitted to all the rights, privileges, programs and activities generally accorded to students at Covington Catholic High School. Covington Catholic High School does not discriminate on the basis of race in administration of its educational policies, admission policies, scholarships and loan programs, and other school-administered programs.

In accordance with Federal civil rights laws and U. S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions, including Covington Catholic High School, participating in or administering USDA programs are prohibited from discriminating 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 USDA.

COVINGTON CATHOLIC HIGH SCHOOL MISSION

The primary purpose of Covington Catholic High School is to embrace the gospel message of Jesus Christ in order to educate young men spiritually, academically, physically, and socially.

BELIEFS

We believe in a respect for self and others based upon a Catholic faith that recognizes every individual is of supreme value.

We believe in a curriculum that offers meaningful experiences for students of all academic abilities.

We believe in enriching the human spirit through cultural exposure, through community service, and through a school-wide religious atmosphere.

We believe in creating awareness in students to differentiate and to make moral judgments in an often-non-Christian world.

We believe that today's youth must be educated to resist the destructive nature of alcohol and drug abuse.

CCH HANDBOOK AS CONTRACT

In light of the philosophy and objectives of this school, the following policies have been established as a code of conduct for every student attending Covington Catholic High School. Respect for oneself and others is the essential rule of conduct upon which the specific regulations in this handbook are based.

The rules, regulations and guidelines in this handbook are not designed to be all-inclusive. It is anticipated that some situations and student conduct will occur outside the scope of what is specifically stated herein. Therefore, in such situations, the administration or the faculty member has the authority to direct the student accordingly.

The school and administration reserve the right to establish fair and reasonable rules and regulations for circumstances that may arise requiring actions that are not covered in this handbook. Matters omitted from this handbook should not be interpreted as a limitation to the scope of the school's responsibility and, therefore, the school's authority in dealing with any type of infraction that may not be in the best interest of the safety and welfare of the students. These rules and policies apply to any student who is on school property, who is in attendance at school or any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school, students and staff.

Covington Catholic's Student Handbook is intended primarily to address student conduct on school grounds or at school sponsored functions. However, the school reserves the right to take disciplinary action, including dismissal, should serious misconduct occur in other places or at other times. Such serious misconduct typically harms others as well as the perpetrator and detracts from the good name of the school. It also gives strong indication that the student does not value his relationship with Covington Catholic High School. Since no list of rules can cover every situation, the administration presumes that personal responsibility, common sense, mature judgment and Christian values are the guides by which every Covington Catholic student will measure his actions. The principal reserves the right to deviate from any and all disciplinary regulations for just cause or at their discretion.

This document contains policies and procedures for which the school community members are responsible. In the non-public school and therefore at Covington Catholic High School, contract law is predominated governing law. Under this contract, Covington Catholic High School agrees to provide educational services to a student in return for payment in tuition and fees and adherence to school rules. The parent(s)/legal guardian(s) accepts all the conditions set forth in the current Parent/Student Handbook and agrees to comply with all school regulations.

At the start of each school year, students and parents are required to confirm they have read the Parent/Student Handbook and agree to abide by the policies and regulations contained therein. The Catholic Church and Covington Catholic recognize parents as the primary educators of their children. The education of students at our school is a partnership between parents and the school. If, in the opinion of the administration, the partnership between parents and the school is irrevocably broken, the school reserves the right to require the parent to withdraw his or her child. This is a very serious decision that is not made lightly. The principal reserves the right to deviate from any and all disciplinary regulations for just cause or at their discretion.

The parent(s)/legal guardians(s) and the students are responsible to know and to abide by all regulations promulgated by the school. Student violations are issued when these rules are not followed. The school reserves the right to update the handbook as necessary.

IMPORTANT DATES

Boosters:	Parents Club Meeting Dates:	School Board Meeting Dates:
Back the Blue – Oct.5	September 24 @8:15am October 2 @6:15pm November 6 @8:15am December 4 @6:15pm January 8 @8:15am February 5 @6:15pm March 5 @8:15am April 2 @6:15pm May 7 @8:15am Meetings held in the Alumni Center.	September 12 November 7 January 16 March 13 May 8 Meetings held in the Conference Room @ 5:00 p.m.

THE SCHOOL DAY

<u>A Schedule</u>			<u>B Schedule</u>			<u>H Schedule</u>		
Bell	Beg.	Ends	Bell	Beg.	Ends	Bell	Beg.	Ends
1	7:50	8:39	1	8:30	9:17	1	7:50	8:38
2	8:43	9:31	2	9:21	10:04	2	8:42	9:27
HR	9:34	9:42	3	10:08	10:51	3	9:31	10:16
3	9:45	10:33	4	10:55	11:38	4	10:20	11:05
4	10:37	11:25	5	11:42	1:02	5	11:09	12:29
5	11:29	12:49		11:38	12:06		11:05	11:33
	11:25	11:53		11:58	12:26		11:25	11:53
	11:45	12:13		12:18	12:46		11:45	12:13
	12:05	12:33		12:38	1:06		12:05	12:33
	12:25	12:53	6	1:06	1:53	HM	12:33	12:58
6	12:53	1:48	7	1:57	2:40	6	1:02	1:51
7	1:52	2:40				7	1:55	2:40

<u>C Schedule</u>			<u>M Schedule</u>			<u>D Schedule</u>		
Bell	Beg.	Ends	Bell	Beg.	Ends	Bell	Beg.	Ends
1	7:50	8:34	1	7:50	8:30	1	9:20	9:56
2	8:38	9:20	2	8:34	9:10	2	10:00	10:36
3	9:24	10:06	3	9:14	9:50	3	10:40	11:16
4	10:10	10:52		LITURGY		4	11:20	11:56
5	10:56	12:16	4	11:18	11:54	5	12:00	1:20
	10:52	11:20	5	11:58	1:18		11:56	12:24
	11:12	11:40		11:54	12:22		12:16	12:44
	11:32	12:00		12:14	12:42		12:36	1:04
	11:52	12:20		12:34	1:02		12:56	1:24
6	12:20	1:04		12:54	1:22	6	1:24	2:00
7	1:08	1:50	6	1:22	2:00	7	2:04	2:40
CM	1:54	2:40	7	2:04	2:40			

SCHOOL DAYS: The regular school schedule is designated as the “A” schedule. The “B” schedule is used to accommodate various meetings. The “H” is used on Tuesdays for Column Mentor Group Meetings. The “C” schedule is used when early release is necessary or to accommodate assemblies and Column meetings. The “M” schedule is used when All-School Liturgies are scheduled, and the “D” schedule is used for a weather-related delay. **Students are expected to be in their first period classes and seated by 7:50 a.m. (8:30 a.m. on “B” schedule, 9:20 a.m. on “D” schedule).**

EARLY RELEASE: Juniors and seniors who have no seventh period class are permitted to leave the campus after their sixth period classes. To do so, a completed early release form acknowledging parental approval must be submitted to the Dean of Students. **Students who are academically ineligible, on disciplinary probation or attendance probation are not permitted to take advantage of the early release policy for the rest of the quarter once they are determined to be ineligible.** They will be re-evaluated at the end of the quarter.

SCHOOL CLOSINGS AND DELAYS: School closings or delays because of bad weather or other emergencies will be announced via an automated telephone notification system, on the CCH website, and on radio and television stations. Covington Catholic will be referred to by name. There will be only two messages which affect Covington Catholic:

- 1 Covington Catholic is closed
- 2 Covington Catholic is on a 90-minute delay (“D” schedule **9:20 a.m.**)

TUITION & FEES FOR THE 2024-2025 SCHOOL YEAR

The Diocese of Covington requires Covington Catholic to offer one tuition rate to student families that are registered and active members of a parish within the Diocese, and a different tuition rate for those that are not. “In-diocese” tuition and fees is \$11,045 and “Out-of-diocese” tuition and fees is \$11,940. The fees include the \$215 registration fee paid in February.

- Covington Catholic partners with FACTS Management for tuition and fee payments. The preferred payment method is ACH or credit card through FACTS. MasterCard, Discover, American Express, and Visa are accepted. There is a 2.95% convenience fee when paying via credit card.
- All families must be on the FACTS Management system. Families choosing to pay monthly will incur a \$55 convenience fee. Semester and Annual payers owe a \$25 fee.
- CCH enforces a \$15 fee for late tuition payments. While it is the expectation of the school that all tuition be paid on time, we understand that unexpected circumstances do arise. The school is asking that families be proactive in contacting the school in these situations. If the school has timely notice, it may be possible to make alternative payment arrangements and avoid the \$15 late fee.

Payments are due as follows:

NOTE: The tuition amounts below do not include the Registration Fee of \$215 due in February. The registration fee is nonrefundable.

Payment Alternatives:

***** The amount of your payment due is listed under how many students you have enrolled at CCH. The amounts below include the \$1125 student fees as well as the \$85 Technology Fee. Families can choose either the 5th or the 20th as their scheduled payment date for all tuition plans.**

Option #1: Early Payment Cash Discount: Save \$110 if paid in full by July

	1 Student	2 Students	3 Students
In Diocese-due July 5 th or 20 th	\$10,935.00	\$20,870.00	\$30,305.00
Out of Diocese-due July 5 th or 20 th	\$11,830.00	\$22,660.00	\$32,990.00

Option #2: Semester Payments: Save \$55 if paid in full by December

	1 Student	2 Students	3 Students
In Diocese Due by July 5 th or 20 th	\$5,495.00	\$10,490.00	\$15,235.00
In Diocese Due by Dec 5 th or 20 th	\$5,495.00	\$10,490.00	\$15,235.00
Out of Dioc Due by July 5 th or 20 th	\$5,942.50	\$11,385.00	\$16,577.50
Out of Dioc Due by Dec 5 th or 20 th	\$5,942.50	\$11,385.00	\$16,577.50

Option #3: Ten Monthly Payments:

	1 Student	2 Students	3 Students
In Diocese July –April	\$1,104.50	\$2,109.00	\$3,063.50
Out of Diocese July-April	\$1,194.00	\$2,288.00	\$3,332.00

CCH/NDA Reciprocal Discount Program

For families with students at both CCH and NDA, we are pleased to offer the following discounts:

- One son at CCH & one daughter at NDA --- you may deduct \$200 from each school's tuition (\$400 total savings). In the event that a third son or daughter is involved, the family will receive a \$3,000.00 discount for the third child (CCH credit of \$1,500 and a NDA credit of \$1,500).
- This discount also recognizes blended families.
- A form is included in the tuition packet for families to notify the school of this discount. There is also a form via the CCH website. The deadline to notify the school is May 15th.

How to Apply Scholarships, Student Discounts, and Financial Aid:

Scholarships, discounts, and allowances are applied by CCH through FACTS. The net tuition is then calculated and due according to the payment plan that the family chooses.

The net tuition amount due for those in the Financial Aid/Work Study program is determined by taking the total tuition amount minus the financial aid award amount. The net tuition is then divided into ten monthly payments due July-April. If any portion of the work study is not completed by July 15th, that amount becomes tuition due. (Please note, per School Board Policy No. 13-1, for seniors, all work study must be completed, and all tuition paid in full, by the date of graduation. If not completed, these students may not be able to participate in the graduation ceremony, and/or transcripts and diplomas will be withheld until all work study is completed or tuition is paid in full.) As for freshmen, sophomores, and juniors, all work study hours must be completed, and all tuition paid in full, by July 15th each year. Students whose work study hours have not been completed or the tuition paid in full by this date will not be permitted to attend Covington Catholic the succeeding school year.

TUITION ASSISTANCE PROGRAM: The Tuition Assistance Program is our primary means of delivering tuition assistance to deserving students. All students applying for assistance will be expected to commit themselves to a specific term of work in exchange for a substantial reduction in tuition. In addition, the work study program in part of the tuition assistance program. Families must qualify for assistance for their student to participate in work study. All students applying for assistance must fill out the **Student Aid Form** or they will not be eligible for consideration. Families may complete an online application through FACTS. Applications will be considered based on need, date of application, and the availability of student worker positions.

The KHSAA (Kentucky High School Athletic Association) enforces a limit on the amount of merit scholarship monies that can be given to a student that is an athlete for a given school year. The limit is 25% of the In-Diocese Tuition rate (In Diocese tuition rate is \$11,045.00 for the 24-25 school year). If the amount of the scholarship monies exceeds the 25% limit, Covington Catholic awards one half of the scholarship in the current school year and the balance the following school year.

In accordance with the KHSAA bylaws, student-athletes may not receive more than 25% of the total In-Diocese Tuition for the freshman year. If the scholarship total is greater than 25% of the tuition, it will be divided between the freshman and sophomore years. For more detailed information on KHSAA Bylaw 11, please see the pages at the end of the handbook.

Applications for the Tuition Assistance Program must be renewed each school year. All applications are processed through FACTS and are confidential. Covington Catholic High School is committed to serving its communities by providing a superior Catholic secondary school education to families who want the best for their children.

GRANTS: A limited number of need-based grants are awarded each year to CCH students. These grants are awarded based on information received in the annual tuition assistance application process mentioned above.

SCHOLARSHIPS: Scholarships are awarded to in-diocese 8th graders who place in the top 10% on the placement test. All funds for scholarships are drawn from the income generated from the CCH Endowment, a permanent trust established to support CCH students in the form of need-based scholarships. Contributions to the CCH Endowment are encouraged and may be made at any time during the year.

THE PROTECTING GOD’S CHILDREN PROGRAM (VIRTUS)

Through the Protecting God’s Children Program, the educational programs within the Diocese of Covington participate in VIRTUS to help refine their role as child-safe environments and empowering caring adults to protect children.

VIRTUS is the brand name that identifies best practices programs designed to help prevent wrongdoing and promote "right doing" within religious organizations. The VIRTUS programs empower organizations and people to better control risk and improve the lives of all those who interact with the Church.

Parent Volunteerism and VIRTUS

Please be aware that if you wish to participate in parish and school activities that involve the presence of children, you need to be trained and in compliance with the safe environment requirements (VIRTUS) in the diocese. To be in compliance you must:

Register online at www.virtus.org and sign up for and attend a live VIRTUS Training Class;

- Receive the Diocesan Policies and Procedures Booklet and sign the Acceptance Form;
- Submit information (Application Form) so you can be cleared through a background check; *
- Read the bulletins and modules (Directions are in the Messenger).

***Please note, a background check can take anywhere from 6 to 8 weeks to be returned. You will not be in compliance until the background check has been returned.** If you have any questions, please contact the Virtus Coordinator.

ACADEMIC POLICIES AND RULES

ADMISSION/TRANSFERS: Covington Catholic is open to any student with the proper academic credentials. The principal will decide on the acceptance of any student who wishes to transfer.

Incoming freshmen should take the diocesan placement test given each year in December. If this test is not taken, alternative records may be used to determine placement and scheduling, with approval of the principal.

REQUIREMENTS FOR GRADUATION: A student must earn 26 academic credits to qualify for graduation.

4 English	4 Mathematics	6 Electives
4 Religion	3 Science	½ Health
3 Social Studies	1 Fine Arts	½ Physical Education

In addition to the 26 academic credits, each student must complete fifteen hours of community service each year. **Any senior who has not fulfilled his community service obligation will not receive his diploma at graduation. Final transcripts will also be withheld until service hours are completed.**

The pre-college curriculum in high school also includes two years of a world language. Although the world language component is not required to graduate from Covington Catholic, it is a requirement for the pre-college curriculum of state universities in Kentucky. Failure to meet this requirement could jeopardize a student’s admission to a particular college.

In order to maintain class standing and advance to the next year, the following requirements must be met: 6 credits to be promoted to the 10th grade; 12 credits to be promoted to the 11th grade; and 19 credits to be promoted to the 12th grade.

FAILURES: Failures in courses required for graduation (i.e., religion, English, social studies, mathematics and science) **must be made up the same year in summer school.** When credit recovery is utilized, both the summer school grade and the original failing grade appear on the transcript. Grade point average is then determined by including the summer school grade and credit when adding the total points for the year and then dividing by the total credits for a yearly GPA.

DROP/ADD POLICY: The drop/add period is as follows:

1. For full-year elective courses and semester elective courses, the drop/add period will be in effect until the end of the second week of the course.
2. For Advanced Placement courses, the drop/add policy does **not** apply.

ONLINE COURSES: Per administrative approval, students may be eligible to enroll in a school-approved online course with the following stipulations:

1. The course in question is not offered on campus or cannot be added to a student's schedule.
2. The course fulfills the school's curriculum requirements.
3. The student bears sole responsibility for the initial course payment and any associated costs of textbooks, workbooks, and/or other ancillaries.

WITHDRAW/FAILING:

1. For a full-year course, a student must withdraw from the class by the end of the third quarter to receive a WF.
2. For a semester course, a student must withdraw from the class by the end of the fourth week of the second quarter of the semester course to receive a WF on his official transcript.

If a student earns a WF in a course, it will appear on his transcript but will not influence his grade point average. Any student receiving a WF cannot retake the course in summer school but may repeat it during the following academic year. Only an instructor can recommend that a student drop a semester and/or full-year course after the drop/add period has expired.

GRADING SYSTEM: GRADING SYSTEM: Numerical grades are awarded in the majority of the courses, with the exception of Academic Support, Law and Justice, and Physical Education, which are pass/fail. The standards are as follows:

100 - 93 = A	82-80 = B-	69-67 = D+
92-90 = A-	79-77 = C+	66-63 = D
89-87 = B+	76-73 = C	62-60 = D-
86-83 = B	72-70 = C-	59 or Below = Failing

Semester grades are determined in the following manner:

1 st Quarter - 45% of Semester Grade	3 rd Quarter - 45% of Semester Grade
2 nd Quarter - 45% of Semester Grade	4 th Quarter - 45% of Semester Grade
1 st Semester Exam - 10% of Semester Grade	2 nd Semester Exam - 10% of Semester Grade

Final grades in full-year courses are determined by averaging the first semester grade and the second semester grade.

EXAM EXEMPTIONS: No student may be exempted from a first semester exam for a full-year course. To be eligible for an exemption from a *final* exam in any course, a student must have a cumulative average of 90% or higher. The student must also have the required exemption form completed and on file in the office prior to the exam.



Department of Catholic Schools Diocese of Covington

WEIGHTING SYSTEM

Grade Point Calculation

When calculating GPA, the high school will award quality points for all courses as follows for 1.0 credit courses. Grade point averages will be calculated and rounded to two decimal points.

Letter Grade			Regular courses	Honors/ Advanced	AP courses only	Dual Credit Cambridge/IB Courses
A	93	100	4.0	4.5	5.00	5.00
A-	90	92	3.84	4.34	4.84	4.84
B+	87	89	3.67	4.17	4.67	4.67
B	83	86	3.33	3.83	4.33	4.33
B-	80	82	3.0	3.50	4.00	4.00
C+	77	79	2.67	3.17	3.67	3.67
C	73	76	2.33	2.83	3.33	3.33
C-	70	72	2.00	2.50	3.00	3.00
D+	67	69	1.67	2.17	2.67	2.67
D	63	66	1.33	1.83	2.33	2.33
D-	60	62	1.00	1.50	2.00	2.00
F	59-Below	59-Below	0.00	0.00	0.00	0.00

Grade Point Calculation

When calculating GPA, the high school will award quality points for all courses as follows for .5 credit semester courses. Grade point averages will be calculated and rounded to two decimal points.

Letter Grade			Regular courses	Honors/ Advanced	AP courses only	Dual Credit Cambridge/IB Courses
A	93	100	2.0	2.25	2.50	2.50
A-	90	92	1.92	2.17	2.42	2.42
B+	87	89	1.84	2.09	2.34	2.34
B	83	86	1.67	1.92	2.17	2.17
B-	80	82	1.5	1.75	2.00	2.00
C+	77	79	1.34	1.59	1.84	1.84
C	73	76	1.17	1.42	1.67	1.67
C-	70	72	1.0	1.25	1.50	1.50
D+	67	69	0.84	1.09	1.34	1.34
D	63	66	0.67	0.92	1.17	1.17
D-	60	62	0.50	0.75	1.00	1.00
F	59-Below	59-Below	0.00	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: $(Q1 \% \times 0.45) + (Q2 \% \times 0.45) + (\text{Semester exam/assessment \%} \times 0.1)$

KEES/Unweighted

Letter Grade			All Courses (except AP/DC)	AP courses only	Dual Credit Cambridge/IB Courses
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

Please note that weighted grades are only used for the Honor Roll and for calculating cumulative grade point average. The KEES GPA is calculated using non-weighted grades with the exception of AP and Dual Credit courses which are given a weight of 1.25 as mandated by the Commonwealth of Kentucky. More information on KEES can be found at www.kheaa.com.

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.

HONORS AND AWARDS:

Students at Covington Catholic High School are recognized for their academic achievement in two ways:

Honor Roll

Academic Award of Excellence

HONOR ROLL: The honor roll at Covington Catholic High School is the highest level of academic achievement recognition bestowed upon a student. Students must meet the following criteria to achieve this recognition:

First Honors: Students must have a GPA of 3.92 with no grade below an 85% for the quarter.

Second Honors: Students must have a GPA of 3.33 with no grade below an 80% for the quarter.

ACADEMIC AWARD OF EXCELLENCE: Students achieving a cumulative A average of 3.84 or above will receive the Academic Award of Excellence and will be honored at the annual Academic Awards Program.

ACADEMIC DISHONESTY: Such acts as the copying of homework, essays, and other writings; with or without the permission of others; plagiarism; the practice of cheating during testing of all sorts including looking at another's work and/or using books, notes, signals, and other kinds of communications or planting of materials to aid and abet cheating or otherwise helping another student cheat; the communication with others on the content of tests (those others having already completed such tests or otherwise having prior knowledge) are considered as acts of academic dishonesty.

Artificial Intelligence Policy

1. Unless Artificial Intelligence tools have been explicitly permitted by the teacher for an assignment, all submissions for grades must be the student's own work. This includes classwork, homework, class activities, assessments, exams, and collaborative projects.
2. In cases where researched sources are used in the completion of the assignment, those sources must be clearly acknowledged to avoid the implication that the work was AI generated.
3. Students may utilize Artificial Intelligence tools for brainstorming and gathering background information before doing assignments, but they are prohibited from using Artificial Intelligence tools to do more than provide initial guidance.
4. Use of Artificial Intelligence or essay writing services to write papers or complete assignments beyond brainstorming or the gathering of background information will be considered an act of academic dishonesty and will incur the same consequences as those for cheating and plagiarism.
5. Students should note that teachers may vary in their flexibility on the use of AI given their content field and their intention for an assignment. They may consider the use of AI (including grammar/style checkers) a form of cheating, so students should check with their teacher before using any form of AI to complete assignments.
6. If a student is suspected of using prohibited artificial intelligence tools to complete an assignment, multiple investigative avenues may be utilized to review the work. These tools may include the use of school endorsed plagiarism/AI detection tools, the review of the assignment by another faculty member/department chair/administrator, and/or a comparison of the writing to the student's previously submitted work.

Instances of academic dishonesty will be dealt with as follows:

1. The teacher will give a week of detention (Monday, Thursday, and Saturday) to the student and will inform the Dean of Academics and the Dean of Discipline. The student will receive zero credit on the test or assignment.
2. Parents will be notified by a form letter that will include a report written by the faculty member describing the instance of cheating and an explanation of the consequences that will result from the continued practice of cheating and/or plagiarism which are as follows:
 - a. After three documented instances of cheating and/or plagiarism, a student will be placed on academic probation.
 - b. If the pattern of cheating and/or plagiarism does not cease, the student may be asked to leave Covington Catholic.

ELIGIBILITY RULE FOR STUDENTS: To represent CCH in extracurricular activities, students must be passing at least five classes per semester. Eligibility reports will be compiled on Monday and **students not meeting the criteria will be ineligible for the next seven-day period** (Monday through Sunday). This rule will be administered by the Dean of Academics. All rules covering an athlete's eligibility for the Kentucky High School Athletic Association are also in effect and will be supervised by the Athletic Director.

Only students at Covington Catholic are eligible to participate in interscholastic athletics.

Juniors and seniors who have 7th period study hall with early release permits, will not be permitted to leave if they are academically ineligible or at the discretion of the administration. This condition will remain in effect until after grades are re-evaluated at the end of the quarter.

SPIRITUAL LIFE

Special liturgies are held throughout the year on such occasions as the opening of school, Thanksgiving, Christmas, Catholic Schools Week, Ash Wednesday, Holy Week, and other special occasions. All-school liturgies, held in the gym, are highlighted with the special contributions of students as servers, lectors, musicians, and singers. Parents are welcome. All underclassmen attend an annual Day of Reflection each year. This is arranged and facilitated by the religion department and often involves upperclassmen as assistants. Seniors attend one of two retreats scheduled throughout the school year. These are arranged and conducted by the diocesan priests and the religion faculty.

COMMUNITY SERVICE

At Covington Catholic, we believe that our call to follow Christ is a call to serve others. Our community service program embraces the words of St. Theresa of Avila that "Christ has no body but yours. No hands, no feet on earth but yours. Yours are the eyes with which He looks compassion on the world."

Because of this, we hope our community service requirement will instill a life-long love of serving others in our community.

The community service requirement is 15 hours of service per year. At least 10 of these hours must be performed at agencies outside of Covington Catholic High School. All hours can be completed outside of Covington Catholic High School. The following requirements must be met in order for seniors to receive their diploma and have their transcripts released:

- A senior in his 4th year at CCH will need 60 hours (at least 40 outside of Cov Cath)
- A senior in his 3rd year at CCH will need 45 hours (at least 30 outside of Cov Cath)
- A senior in his 2nd year at CCH will need 30 hours (at least 20 outside of Cov Cath)
- A senior in his 1st year at CCH will need 15 hours (at least 10 outside of Cov Cath)

Description of Community Service

Community service include actions done on behalf of those who are in need or to benefit non-profit agencies that help serve others. Examples of community service include volunteering at a hospice center or food pantry, providing tutoring and mentoring at-risk students, and helping schools and churches serve others. Community Service is not providing free labor for a for-profit business. Teaching free golf lessons at a club that charges its members is not community service, but volunteering to help an organization that gets inner city young people involved in sports is.

Community service is going above and beyond what is expected. It is not babysitting your younger siblings or cousins, raking your grandparents' yard, or driving a neighbor to school. These are things we should be doing simply for being a family member, neighbor, or friend.

If you have any questions as to whether your activities qualify for community service, please contact the community service director.

All community service hours must be submitted on-line at www.MobileServe.com or the MobileServe app within 30 days of completion of the service. Summer hours should be logged by August 31st.

Community Service Letters and Awards

Covington Catholic is pleased to award a Varsity Letter in community service for those students who go above and beyond their required hours. To receive a varsity letter for a specific school year, students must complete at least 40 hours of community service and must participate in at least six different activities at six different agencies. If, for example, you work at a festival and serve Mass at the same parish, that would be considered one agency. For the purpose of the varsity letter, the school year officially runs from June 1st to May 31st.

Covington Catholic also awards two special awards to students who demonstrate an overwhelming dedication to serve others. The **Bill Snyder Spirit of Community Service Award** is given to the senior who during a particular school year best exemplifies our call to serve God by serving others. The **Blessed William Joseph Chaminade Award** is given to the senior who has best demonstrated our call to serve others throughout his high school career.

PROCEDURES

ABSENCES: Because attendance is important to the academic process and is essential to the development of a healthy work ethic, students are expected to attend school daily and to arrive on time. Parents are requested to be cooperative in this matter and avoid situations that interfere with regular attendance. **Every effort should be made to schedule appointments outside school hours.** However, if a student feels ill, they should stay home, and parents must inform the school by phone or email (attendance@covcath.org) between 7:30 and 8:15 a.m. The administration ultimately determines if an absence is excused or unexcused.

ATTENDANCE POLICIES:

1. Attendance is taken every class period. Any student who is absent more than 20 class periods in the school year (10 class periods for a semester course) without adequate documentation may result in the student not receiving credit for that class and lose eligibility of semester/year end exam exemption.
2. Each student may have up to 10 absences excused with a parent/guardian note. All absences thereafter require a physician's note, or it will be counted as an **unexcused** absence.
3. A chronic illness absence form, obtainable through the school office, is to be completed for any student who has a chronic condition, is having surgery, or must miss school repeatedly for reasons beyond his control. Documented absences supported by this form will be taken into consideration when determining the loss of credit in a course and lose eligibility of semester/year end exam exemption.
4. A student who is absent on the day of a scheduled extracurricular activity may not participate (practice, play, compete, perform or attend) in that activity. Any exception to this rule must be approved by the principal. A student who misses four or more class periods will be considered absent for the day.
5. Extended Vacations: Vacations of any kind resulting in absences from school are strongly discouraged. To be eligible for an "Excused Absence," the assistant principal or principal must receive parental notification at least one week in advance.
6. Illness in School: A student who becomes ill at school should ask permission of his teacher to report to the office. Parents will be contacted.
7. Sign out of Students: In the event of illness or emergency during the school day that requires a student to go home, the parent must come into the school office to sign out the student. If a parent/guardian cannot come to pick up the child, verification by phone must occur in order to release a student.
8. College Visits: Seniors are permitted two college visits during school hours without being charged with an absence. Juniors are permitted one college visit. If at all possible, visits should be scheduled on days when school is not in session. Visits must be arranged at least one week in advance through the guidance office. Students must complete a college visit form and submit it within one week of the visit. Students not completing visit arrangements within the required time frame will be counted absent on the visitation day.
9. Unexcused Absences: A student will receive a grade of zero for any assignments or work due during an unexcused absence. However, any test, quiz, project, or presentation may be made up within 2 days for full credit. This make-up should be arranged with the teacher.

TARDINESS POLICIES:

1. A student is tardy if they are late to school up to 25 minutes after the bell. After 25 minutes, it will count as a **tardy** and an **unexcused absence** for that class period and any class period thereafter until the student arrives.
2. A student must be in their 1st period class by the bell to be considered present and on time.
3. Students who arrive late for school are to report to the office and get an admit slip for class.
4. Any student who is tardy for the fifth time during a quarter will receive detention. Each additional tardy during the quarter will result in another detention. Excessive tardiness will lead to additional discipline.

DRUG AND ALCOHOL POLICY: The following is the Drug and Alcohol Policy (“the Policy”) of Covington Catholic High School. Section I of the Policy pertains to drug or alcohol infractions which occur at school or at school-related activities. Section II of the Policy pertains to testing for illegal drug use.

I. Drug or Alcohol Infractions at School or School-Related Activities

Covington Catholic High School strictly forbids students to possess, constructively possess (i.e., be in the presence of), use, buy, sell, or be under the influence of controlled substances, alcohol, or other unsafe substances/paraphernalia while the students are at school, on school property, or attending a school-sponsored or school-related activity, regardless of whether such activity is on or away from the school grounds and facilities. Nothing in this Policy prohibits a student who has a valid prescription for medication prescribed by his physician from using such medication in accordance with the written instructions of his physician.

In most instances, the sequence of disciplinary action set forth below will be invoked for an infraction of Section I of this Policy. However, Covington Catholic High School reserves the right to take any disciplinary action, including expulsion, at any time and in any case for violations of Section I of this Policy. The following sequence of disciplinary action is a guideline only, and Covington Catholic High School, in its sole discretion, may proceed directly to additional levels of disciplinary action, including expulsion, as the situation warrants.

1. Parent(s) will be notified by telephone and will be required to pick up the student from school or the school sponsored activity.
2. The student will be suspended from school and all school-related activities. A minimum of three days suspension will be implemented immediately by the administration of Covington Catholic High School.
3. The student may also be subject to other disciplinary actions, including expulsion, in the discretion of the administration.
4. Conditions for reinstatement shall include, but not necessarily be limited to, the following:
 - A meeting with the student, parent(s)/guardian, and the school administration.
 - The student shall be on probation for at least the remainder of the school year.

5. The student will be required to undergo professional counseling at the parents' expense with a written report furnished to the administration. In addition, any student who possesses or sells controlled substances on school property will be reported to the police.

II. Drug Testing

Covington Catholic High School strives to promote a healthy, safe, and drug-free environment. Accordingly, every student who attends this school, and his parent(s), freely and willingly consent to the drug testing of the urine of the student. Covington Catholic High School partners with St. Elizabeth Business Health to serve as the medical review officer for purposes of this Policy. A qualified laboratory and St. Elizabeth's Medical Review Officer will review and confirm positive test results. The signatures of the student and his parent(s) on the "CCH Student/Parent Agreements" form shall be evidence that the student has voluntarily agreed to be tested for the use of drugs, and that his parent(s) have consented to such testing.

All students will be tested at least once annually. Students may also be tested if a member of the faculty, staff, or administration suspects them of being under the influence of a controlled substance. Students may also be tested at random. There is no maximum number of times a student may be tested. Any student who refuses to take a drug test is subject to whatever disciplinary action is deemed appropriate by the administration, up to and including expulsion. The procedures set forth below generally will apply in the event of a failed drug test. However, Covington Catholic High School reserves the right to take any disciplinary action in any case, at its sole discretion.

Following the administration of a drug test, the parent(s) will be notified by mail that the student has been tested. If the results of the test are negative (i.e., no drugs detected), the parent(s) will be notified of the negative test results by mail. If the test results are positive (i.e., drugs detected), the school counselor, testing facility, and/or medical review officer will inform the parent(s) via telephone.

A student who tests positive for a controlled substance and refuses to attend substance abuse treatment or counseling will be expelled from Covington Catholic High School. However, if the student avails himself of the community resources available, no additional school-imposed consequences typically will occur as a result of a first violation of Section II of this Policy, unless the student also possessed drugs or was under the influence of drugs on school property or at a school-related activity, in which case the student is subject to the disciplinary actions set forth in Section I of this Policy.

A first positive test for a controlled substance is considered a first violation of Section II of this Policy. Following a first positive test, the parent(s) and their son will be required to meet with the school counselor. At that meeting, the school counselor will discuss the results of the positive test and the community resources available to provide treatment and assistance. All recommendations after a first positive test result will be written by the school counselor, signed by the parent(s) and student, and must be fulfilled. The student is required to attend whatever substance abuse treatment or counseling is recommended, at his parents' or his own expense. Generally, students who have committed a first violation of Section II of this Policy will be permitted to continue to participate in extracurricular activities. Exceptions may be made in the discretion of the administration. A student who tests positive may thereafter be drug tested regularly, at the expense of the student or his parent(s).

A subsequent positive drug test for the same substance may be considered an additional (i.e., a second or third, as described below) violation under Section II of this Policy if the level of the positive test indicates continued usage, in the sole discretion of the school counselor, principal, or principal's designee. A subsequent positive test for a different substance will always be considered an additional violation of Section II of this Policy. Failure to complete the recommended course of treatment or counseling shall also be considered an additional violation of Section II of this Policy.

Upon a second violation of Section II of this Policy, the parent(s) and their son will be required to meet with the school counselor and the principal. At that meeting, the school counselor and the principal will discuss the results of the second positive test and will make additional recommendations as an elevated response to the second positive test. All recommendations after a second positive test result will be written by the school counselor, signed by the principal, parent(s) and student, and must be fulfilled. The student is required to attend whatever substance abuse treatment or counseling is recommended, at his parents' or his own expense. Upon a second violation of Section II of this Policy, a student will be ineligible for extracurricular activities and other school-related activities for a period of 30 consecutive days. No student may regain eligibility without first producing a drug-free test.

Upon a third violation of Section II of this Policy, expulsion from the school is probable, as the ongoing pattern of abuse is evidence of the need for significant change.

Although all students at Covington Catholic High School are subject to drug testing under Section II of this Policy, Covington Catholic High School expressly disclaims any legal duty to test any student. By signing the "CCH Student/Parent Agreements" form, each individual student and his parents expressly waives any claims they may have against Covington Catholic High School or the Diocese of Covington related to the drug testing of the student, or the failure to provide such testing. The student and his parents further waive any claims they may have against Covington Catholic High School or the Diocese of Covington that may result from the student's participation in extracurricular activities following a violation of this Policy.

LOCKERS: Lockers will be assigned to freshmen and transfer students during the first day of school. A fee will be assessed for any damage done to a locker. The school reserves the right to search a student's locker.

CELL PHONES & SMART WATCHES: All cell phones & smart watches must be turned off and placed in the sleeves in front of each classroom. Cell phone use is not permitted during the school day, without teacher permission. If a student is found using his cell phone or smart watch, without permission, he will receive one DT.

BOOK BAGS: Students are not permitted to bring book bags to the cafeteria during the lunch period. They must be placed in their lockers or, if given permission by the teacher, left in their designated classrooms. In all other instances, it is the teacher's discretion as to whether book bags may be permitted in the classroom. The school reserves the right to search a student's book bag. Book bags are not to be left in the hallways or chapel.

MEDICATION: Medications prescribed by a physician and/or over-the counter must be stored in the school office and will be dispensed as indicated by office staff.

TEXTBOOKS: Textbooks provided for by student fees are the responsibility of the student. If books are lost, stolen, or defaced, the student must pay for the damages. Textbooks will be checked periodically.

LUNCH BEHAVIOR/PROCEDURES: Student behavior and activity during the lunch period must be orderly. Running to lunch is prohibited. Food and drink must not be removed from the cafeteria. Students bringing their lunches must eat at the tables in the cafeteria. Each student is responsible for keeping the area near him neat and clean at all times.

Food or drink packaged at commercial food establishments should not be delivered to Covington Catholic during school hours. Drivers from food delivery services such as Uber Eats, Door Dash, and Grubhub will not be permitted to enter the school building. Additionally, students will not be permitted to leave the school building to meet them outside.

PARKING: Any student who drives to school must register his car, purchase a \$15.00 parking permit, and comply with the following regulations:

1. Students are to park in the assigned spaces only, and must have a parking permit hanging from a visible location at all times.
2. No student may park in any space assigned to another student or reserved for faculty or visitors.
3. Poor driving conduct, unnecessary noise, etc., will result in the loss of parking privileges and may result in disciplinary action.
4. The parking lot is considered "on campus." All school rules apply at all times. The school reserves the right to search a student's car.
5. If a student needs to go to his automobile for any reason during the day, he will be accompanied by the Resource Office.
6. If a parking pass is revoked, no refunds will be given.

CODE OF CONDUCT FOR STUDENTS

Students shall comply with the rules and regulations of Covington Catholic High School. **NDA/CCH have a common campus, i.e., CCH students attending functions/activities sponsored by either school on or off school property are subject to the Covington Catholic Code of Conduct.** Also, CCH uses a two-block radius as a guideline for its campus and its rules and regulations. The administration reserves the right to discipline students for off-campus conduct when such conduct detrimentally impacts the school or program's reputation.

By law, juvenile courts in the Commonwealth of Kentucky must notify the school principal if a juvenile is charged with, or is found to have committed, a public offense that is a felony or a misdemeanor involving: (1) a controlled substance; or (2) the possession, carrying or use of a deadly weapon; and/or (3) physical injury to another person (KRS Section 182). If Covington Catholic becomes aware that one of its students may have been involved in or has been charged with a criminal offense, the school's administration will be notified, and the student may be subject to disciplinary consequences including immediate suspension, dismissal or withdrawal during the length of time of the legal proceedings. Covington Catholic may also require an outside assessment of the student.

SUSPENSION WITH POSSIBLE RECOMMENDATION FOR EXPULSION:

1. The act of assault or harassment on or off campus of any kind, including the dissemination of unauthorized information and/or videos pertaining to faculty, staff and/or students.
2. Profanity, obscene gestures or behavior that demonstrates disrespect toward school personnel.
3. Turning in false fire, tornado, bomb, or disaster alarms.
4. Possession, use, or sale of drugs or alcohol (cf. CCH Drug and Alcohol Policy).
5. Possession or use of dangerous weapons, or items associated with deadly weapons, or any explosive device.

DETENTION, SATURDAY SCHOOL, EXCLUSION, SUSPENSION OR EXPLUSION:

1. Vandalism, damage or destruction of school property or private property on or off school premises or in areas controlled by the school or private property belonging to administrators, teachers, board members or other school-related personnel.
2. Fighting
3. Forgery of school-related documents
4. The sale of personal property (food, clothing, etc.)
5. Smoking, using, possessing or sharing tobacco or any substance containing tobacco and/or nicotine including cigarettes, cigars, e-cigarettes, juuling, vaporizers, dip or chewing tobacco on school property or at any school-sponsored event whether on or off school property. Materials will be confiscated and not returned.
Instances of vaping/smoking will be dealt with as follows:
 - a. The student will be given a minimum of two full weeks of detention (Monday, Thursday and Saturday for two consecutive weeks) and the Deans of Discipline will be informed.
 - b. Parents will be notified by a form letter (via email and mail) that will include an explanation of the consequences of vaping and/or smoking.
 - c. After two documented instances of vaping and/or smoking, a student will be placed on disciplinary probation.
 - d. If the substance in vape cannot be determined, a student may be required to undergo a drug test, at own expense.
6. Truancy, including leaving the school during school hours without permission of the school administration. Truancy will result in a minimum penalty of a week's detention (Mon., Thurs., Sat.)
7. Stealing...Violators must make restitution.
8. Profanity, obscene gestures, or behavior that demonstrates disrespect toward other students, including, sexting or possession of illicit images, documents or text messages.
9. Harassment and/or bullying which includes but is not limited to: face-to-face harassment or name-calling, threats, unwelcome jokes, written harassment of any kind, defamation of character/spreading gossip about another person, unwelcome physical contact, or cyber-bullying.
10. During school hours the use of cell phones, iPods, headphones, wireless headphones, or similar communication or electronic devices is prohibited. During classes, devices must be turned off/silenced and placed in the sleeves in front of each classroom. During lunch time and in hallways between classes, cell phones should remain off/silenced and kept out of sight (in pockets or backpack). Cell phone use is not permitted during the school day, without teacher permission. If a student is found using his cell phone or smart watch, without permission, he will receive a detention and the device will be confiscated for the remainder of the day. Once confiscated, any information contained on that device may be accessed by faculty/administration as deemed necessary. If inappropriate content is discovered, additional disciplinary action will be taken. The Covington Catholic administration/faculty/staff reserve the right to check students and their backpacks during school hours for electronic devices.
11. Violations of the dress code, attendance policy, or student parking regulations.
12. Eating or drinking in the classroom, except for water in a plastic bottle, is always prohibited.

13. Use of elevator without permission of the administration.
14. Failure to comply with reasonable requests from administration, teachers and support staff.

DETENTION: Detention is scheduled every Monday and Thursday and will begin ten minutes after school dismissal and last for an hour and ten minutes. Students who are assigned to detention must serve during the next scheduled session. Students cannot serve a detention on the day it is received. Requests for a change of detention will be granted for medical and dental appointments only. If a student fails to report for detention and has not received permission from the Dean of Discipline to reschedule, he will be assigned to Saturday School in addition to serving the missed detention.

Students must be equipped with paper, pens, etc. when in detention. Students may be given assigned work by the detention supervisor.

Students who have been assigned detention more than once during a certain day will be placed on the following day's detention list until the number of days assigned is fulfilled. For those students who receive three infractions within a quarter, every detention following the third will result in an assignment to Saturday School. **Any student who receives seven detentions in one semester will be placed on disciplinary probation and his parents will be notified by the administration.**

SATURDAY SCHOOL: Students assigned to Saturday School will be assessed a fee of \$50.00 per Saturday School session, via FACTS, to cover moderator fees. Saturday School will be scheduled on Saturday from 8:00-11:00 a.m. Students assigned to Saturday detention may begin to report at 7:45 a.m. Students must be seated and ready to work at 8:00 a.m. All school rules will apply when in session. **Students who are ill** and cannot attend must have a parent or guardian leave a message on the office phone (859-491-2247) by 8:00 am on the assigned Saturday. Failure to attend Saturday School without the proper notification will result in the student being assigned two Saturday Schools. Failure to attend either of these sessions will result in the student being suspended. Tardiness for Saturday School will lead to further disciplinary action.

DISCIPLINARY PROBATION: A student is put on disciplinary probation after receiving seven or more detentions in a semester or when the violation or violations of school rules or civil regulations merit, in the judgment of the school administration, such a penalty. Probation is a warning from the school that a continuation of negative or unacceptable behavior may result in suspension or expulsion. Parents will be notified when a student has been placed on disciplinary probation. For each detention that the student receives he will be given a Saturday School session with fees of \$50.00 applied to students FACTS accounts. Failure to report to Saturday School without the prior approval of the Dean of Discipline will result in a one-day suspension. While on disciplinary probation, the student may lose certain privileges such as attending extracurricular activities. Any violation of these rules may result in additional disciplinary action.

EXCLUSION: (Removal from class): A student may be excluded from a class or from attendance at school for a serious problem that warrants an immediate parent/teacher/administrator conference. Excluded students will not return to class or to school until the conference is held and the student and the parent(s) have agreed to the conditions to be met.

SUSPENSION: A student will be suspended "In-School" or "Out-of-School" as directed by the Dean of Discipline, Principal, or other Administrator. A student may be suspended from school for serious infractions of school rules, or for repeated failure to serve detentions or Saturday School. A student on disciplinary probation will be suspended in the case of serious and/or continued excessive violation of school rules.

Under suspension a student may not attend classes or participate in or attend any school activities. Suspension days are unexcused absences. Student work for the day will receive a grade of zero. Tests/projects/presentations and other summative assessments are to be considered cumulative events and will be allowed to be made up.

Rules for “In-School” suspension are as follows:

1. The student must report to the Dean of Discipline’s office by 7:50 a.m. and is dismissed at 2:40 p.m.
2. Assignments are given and must be completed according to directions. If the assignments are not completed, the student must stay on the day he is re-instated to complete the assignments.
3. No communication is permitted with other students.
4. The student must bring his own bagged lunch. He will not be permitted to purchase from the cafeteria on suspension days.
5. The student is not permitted to have electronic devices in the suspension room except for a tablet for academic purposes.
6. The student is not permitted to sleep during suspension.
7. The student may not participate in, nor attend any school function.

EXPULSION: Repeated and/or blatant violation of school rules may result in expulsion. Expulsion may be reviewed by the Covington Catholic Board and the Diocesan Department of Education (cf., Diocesan Policy P5434, G5434).

**** All disciplinary obligations must be fulfilled in order to** participate in the graduation ceremony, and/or transcripts and diplomas will be withheld.

STUDENT APPEARANCE

Each student is expected to practice good hygiene, be well-groomed, and to dress neatly. The specifics of the dress code are expected to be followed by all students during the course of the entire day. The intent of the dress code is to provide an atmosphere that is conducive to the learning process. In addition, it sets limits so that the school does not become a place where students are forced to buy expensive, brand-name clothing as a means of achieving status. Students are expected to wear clothes that fit in a neat and reasonable manner.

Students are expected to be dressed in school attire and according to the dress code by 1st period each morning. **Clothing is to be in good repair (i.e., free of holes, rips, or frays).** Students are expected to keep their hair clean, combed, and neatly cut in the spirit of Covington Catholic’s emphasis on personal hygiene, self-discipline, and personal responsibility.

GROOMING

1. Hair length should be such that it does not cover the eyes nor touch the top of the collar. Tails and ponytails are not permitted.
2. Non-traditional hairstyles, including but not limited to spiked hair, razor cuts, Mohawks, shaved heads, tails or ponytails, and color dyes are unacceptable. Students non-compliant with the rule must be compliant before returning to school.
3. All facial hair styles (beards, mustaches, sideburns) must be neat and well-groomed.
4. Tattoos – No offensive or degrading tattoos. All tattoos must be covered during the school day and during/at school functions.

Teachers and staff may refer individual cases to the administration (including the Dean of Discipline) which will make the final decision in questions of the acceptability of a hair style, appearance of facial hair and tattoos.

DRESS CODE –

1. **School lanyard with ID must be worn at all times.** Each student must be wearing his house lanyard with school ID. See the front office if you do not have your lanyard. ID's are not to be chewed or bent. DTs will be issued if non-compliant.
2. The following items are allowed to be worn over a collared shirt:
 - a. Sweater
 - b. Team issued or Spirit Shop purchased warm-up or windbreaker—no hoods.
 - c. Fleece pullover—including quarter zips.
 - d. Any Covington Catholic sweatshirt—no hoods.
3. Prohibited Items:
 - a. ANY hooded apparel must be in locker
 - b. Winter heavyweight coats
 - c. Letter jackets
 - d. Outerwear that is non-CCH
4. Shirts:
 - a. A clean shirt with a collar must be worn.
 - b. Collared shirts that button completely from the top to the bottom may be worn.
 - c. Knit shirts (polo shirts) may be worn.
 - d. Collared shirts with the Covington Catholic logo or manufacturer's logo may be worn.
 - e. Shirts must be properly tucked in at all times.
 - f. Undershirts worn under the collared shirt must have sleeves that **DO NOT** exceed the length of the sleeves of the collared shirt.
5. Pants:
 - a. **SOLID COLOR PANTS** of the following colors **ONLY**: khaki (tan), black, brown, navy blue, or gray.
 - b. Corduroys of the above colors are permitted
 - c. No more than four pockets
 - d. A leather or canvas commercially sold belt must be worn at all times.
6. Jewelry (if worn):
 - a. Wristwatch
 - b. Simple chain bearing a cross or religious medal
 - c. One ring
 - d. Piercings and/or earrings of any kind are not permitted
7. Shoes:
 - a. Students only permitted to wear gym shoes and dress shoes
 - b. Dress shoes may be tie or slip-on such as a loafer
 - c. Tie shoes must be tied at all times
 - d. Socks must be worn at all times
8. Prohibited footwear:
 - a. Clogs, slippers, moccasins, house slippers, sandals, flip flops, crocs, bare feet.
9. Hats must be removed and placed in the student's locker before 1st period.

10. LITURGY DRESS:

- a. A clean, **wrinkle-free** white full-button dress shirt either short-sleeved or long-sleeved— long sleeves are to remain down and buttoned at the wrist.
- b. Covington Catholic tie
- c. Khaki-colored (tan) **wrinkle-free** dress slacks
- d. A solid white undershirt – no writing on front or back
- e. No sweaters, vests, fleeces or jackets at Mass

11. **CCH Spirit Days:** If a student chooses to participate in CCH Spirit Days, the following items may be worn and visible with nothing covering it up:

- a. CCH t-shirts, CCH jerseys, or CCH sweatshirts/hoodies
- b. CCH shorts or CCH sweatpants, plain school color shorts or sweatpants, jeans or khaki pants

If the student chooses NOT to participate in Spirit Day dress, then he MUST be in regular school day dress code.

12. **Out of Uniform days:**

- a. Shorts, sweatpants, or jeans may be worn. Pajama bottoms may not be worn.
- b. Any appropriate t-shirt, jersey or sweatshirt that is in keeping with our Catholic faith and Covington Catholic expectations may be worn.
- c. Regular dress code rules apply for footwear.
- d. Hats may not be worn.

If the student chooses NOT to participate in an Out of Uniform Day, then he MUST be in regular school day dress code.

13. **Special Occasion Dress Code:**

The special occasion dress code rules, regulations and guidelines are not designed to be all-inclusive policies. It is anticipated that situations regarding student dress/appearance will occur outside the scope of what is specifically stated herein. Therefore, in such situations, the administration and/or dance moderators will have the authority to direct the students accordingly. More specific dress code rules, regulations and guidelines will be distributed to each CCH student and his female guest prior to each dance. The parents' signatures of both the CCH student and his guest must be on file prior to each dance.

Below is an outline of the expectation of student dress for dances and graduation.

- a. Homecoming Dance
 - i. The Homecoming Dance is a semi-formal dance. The dress code for CCH students for this dance includes sport coat, a dress shirt, a tie, and dress pants. Female guests are expected to wear dresses or a combination of a blouse and skirt or pants that are appropriate and modest. CCH students and guests must adhere to this dress code for the entirety of the dance.
- b. Prom
 - i. The Prom is black-tie formal event only open to junior and senior CCH student and a female guest (date). CCH students are to dress in a tuxedo for this dance and female guest are to be dressed in appropriate and modest gowns. CCH students and guests must adhere to this dress code for the entirety of the dance.
- c. Graduation Day Events

- i Baccalaureate Mass - The dress code for CCH students for the Baccalaureate Mass includes a traditional black, blue, or grey suit, a dress shirt, a tie, dark socks, and dress shoes.
- ii Baccalaureate Luncheon - The dress code for CCH students for the Baccalaureate Luncheon includes a traditional black, blue, or grey suit, a dress shirt, a tie, dark socks, and dress shoes.
- iii Graduation Ceremony - The dress code for CCH students for the Graduation Ceremony includes a white dress shirt, a tie, dark dress slacks, dark socks, and dress shoes, along with the graduation gown provided by the school which is to be worn over these items for the entirety of the ceremony.

*****The administration will make the final decision in cases where acceptability of dress is called into question.*****

The above dress code pertains to students during the school day or while students are under the guidance or supervision of school personnel during a school day activity. Any exceptions to dress code must be approved by the administration. Students are expected to be in dress code by first period and remain in dress code during the entire school day. The above dress code does not pertain to attendance as a spectator or attendance at social activities held at school. IT IS THE STUDENT'S RESPONSIBILITY TO BE SURE THAT HIS PERSONAL PREFERENCE COMPLIES WITH COVINGTON CATHOLIC'S EXPECTATIONS FOR STUDENTS.

SCHOOL NETWORK, INTERNET, and E-MAIL RULES

POLICIES

CCH students must read, understand, and agree to abide by the following technology-related policies.

Acceptable Use Policy

Computing at CCH, whether on a student-owned or school-owned tablet PC or any other computer in use at school, is to be used for educational purposes that serve the school's mission. Students and faculty are expected to use good judgment when working in gray areas not covered explicitly by the rules. Never provide personal information while online. You should assume that everything you do online can be seen by the entire world.

SOCIAL MEDIA SITES: Social networking accounts (including, but not limited to Facebook), are not endorsed or encouraged by Covington Catholic High School. In accordance with our school's Acceptable Use Policy, defamatory comments about the school or its employees made by parents and/or students 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.

Inappropriate Behavior

The school's code of conduct extends to the electronic world. As such, the following are examples of some, but not all, behaviors that are not permitted as they relate to the school environment and school applications (i.e. classes, clubs, and athletics):

- Do not use your computers to harass or bully others, to steal or borrow intellectual work, to access or store inappropriate materials, to disrespect teachers by "multitasking" during class (emailing, chatting, doing homework, etc.), or to break any other such rules.
- Playing games, chatting, and watching entertainment videos are not allowed during the school day (unless associated with a class).
- Using other people's accounts, computers, or folders, nor borrow computers or computer accessories without express permission from the owner.
- Hacking and using programs or other means to circumvent network security

- **Do not plagiarize.** Using the work of others without giving them the credit, even if they say it's okay, is plagiarizing. Don't ask others for their homework. Don't cut and paste from the web without full citation.
- Do not break copyright law by using unlicensed software or pirating audio or visual materials.
- Do not use Email for personal usage – including instant messaging
- Sending or displaying offensive messages, pictures, or obscene language
- Harassing, insulting or attacking others
- Damaging computers, peripherals, or other electronic devices
- Trespassing in another person's folders, works or files
- Intentionally wasting limited resources
- Screen savers
- Unauthorized programs or websites, ie. Facebook, Snapchat, Twitter, Instagram, or any gaming or gambling website.
- Using the network for commercial purposes
- Failure to comply with reasonable request of teacher directives of classroom management and instruction
- The use of personal VPN or similar is prohibited

Sanctions

A first offense may result in one week of detention including a Saturday School. A second offense during a student's high school career may result in two weeks of detention, including two Saturday Schools. Any infractions beyond the second offense may result in three days of suspension from school. In each case a letter will be sent to the parents notifying them of their son's misconduct.

Depending on the severity of the infraction or the frequent abuse of this policy any offense may result in expulsion. All offenses are cumulative through the student's career at CCH.

Required by Virtue of our Network and Program

- **Check your CCH email daily.** You are expected to do so, just as you will be in every professional situation after graduation.
- **Be aware of the distractions that your tablet PC can present.** You are a member of an amazing learning environment that extends far beyond your classroom walls. We have placed the world at your fingertips, but given this "constant connectivity," you need to make a conscious effort to limit distractions to improve your productivity. This is an essential skill in today's world. The business of school is to do well in classes and flourish in an academically rigorous program that prepares you for college and beyond.
- **Don't neglect or abuse your tablet PC.** Penalties are significantly increasing for both, since they drain our resources. Lock up your tablet when not in use, and do not leave it unattended. Avoid situations where it will get damaged, stepped on, cracked, etc.
- **Return loaners promptly and treat them with respect.** They are CCH property, and it's the only way to ensure one will be there for you when *you* need it.
- **Back up your work.** Use an online backup service or an external hard drive. Back up your academic work, music, videos, photos and any other data important to you on a regular basis. Your network folder may be used for temporary backup only, such as during reimaging of your computer. All devices will be reimaged each summer, so backing up your work is critical.
- **Do not load non-standard software or plug-ins that will affect the functioning of your machine.** Your tablet PC will be reimaged if it cannot handle your academic computing needs.
- **Do not use your computer as an excuse.** Save often. If your machine fails at home, do your work on paper or in some other way. Just get it done. You may also save to the cloud when using a borrowed device.

Nonstandard Computer Use Policy

Hardware and software standardization are important factors with respect to the following issues:

- Teachers can plan more effective classroom technology use when all students have the same hardware and software features available on their computers.
- The burden of computer maintenance is substantially lessened when hardware is standardized.
- It is much easier to keep a functioning computer in the hands of each student every day when loaner units are available for a student's specific computer model.

Our policy, therefore, is that all students in are required to use a CCH-standard tablet PC purchased through CCH and no more than four years old.

Loaner Pool Usage

When a student's tablet PC needs to be repaired during the school year, that student may be issued a loaner computer. The school does have a limited number of loaners. Under normal circumstances, loaners will not be issued during the summer months. The student is responsible for returning the loaner promptly when his tablet is repaired, recovered, or found. Failure to return a loaner in a timely manner may result in the assessment of late fees to be determined and applied at the school's discretion. Students are required to take reasonable care of loaners in their possession. Repair of damage to a loaner in excess of normal wear and tear is the financial responsibility of the student and his family.

Determination of such excess damage is at the school's discretion. Prior to issuing a loaner to a student, the loaner will be checked for preexisting damage. Checkout time and student name will be recorded and documented in the technology office for accuracy.

Tablet Checkout Policies

- You may borrow a device at the price of \$5 per day for any reason. For example, left your device at home or you forgot to charge device last night. (You must pay when you pick up the device)
- If a loaner is lost or broken, it must be replaced at the purchase price
- Long term loaner can only be rented at max for 2 months at \$5 per day
- Lost or stolen devices- 1-week grace period then \$5 per day until device is replaced
- Warranty work- No fault to student – A device that has a warranty and is at no fault of the student, will be granted a loaner.
- Warranty work- Student at fault – A device that has been broken, damaged and it or isn't under any warranty due to student actions, will be granted a loaner at \$5 per day with a 1-week grace period
- Replacement batteries or extra chargers can be purchased through the tech office at the market price paid through Amazon

Discipline Policy for Tablets

Students may be issued a detention by technology coordinators, teachers, or administration for inappropriate use, being off task, or for not showing up prepared for class. A pattern of misbehavior, or a serious offense, may lead to suspension up to expulsion.

Computers – The one-to-one program is designed such that every student has his own computer. To that end, the student is required to buy a computer in his Freshman year. When the student leaves Covington Catholic, he must return the computer to the IT staff to remove access codes, proprietary software and files. The school does not make a market for used student computers and, as a result, MAY make an offer to buy back a computer from a departing student. That offer would be based on the school's needs and the condition of the device.

Should the student withdraw before graduation and desire to keep the computer, the following policy will be in force:

Freshmen: The student may take the computer with him if:

1. His tuition is paid in full and he did not participate in the tuition assistance program, or
2. He did not participate in the tuition assistance program and pays the remaining balance on the computer (separate from the tuition owed), or
3. He did participate in the tuition assistance program and he pays the remaining balance on the computer exclusive of the tuition assistance. The Covington Catholic Finance Department will calculate the remaining balance on the computer, including the amount previously financed in the tuition assistance program. In order to take the machine, the student must pay that balance, otherwise, the family is due a refund of the amount that they paid for the device, and the device is returned to the school.

Upperclassmen: The student may take the computer with him if:

1. He did not participate in the tuition assistance program, or
2. The Covington Catholic Finance Department will calculate the amount of tuition assistance that was applied to his computer in his freshman year. He would repay that amount:
 - a. If he completed his sophomore year = $\frac{1}{2}$ of the computer tuition assistance
 - b. If he completed his junior year = $\frac{1}{4}$ of the computer tuition assistance
 - c. If he completed his senior year = zero.

Note that all the above assumes that the student enters Covington Catholic as a Freshman.

Tuition Assistance Example: Assume that the full price of a computer at the time the student enters the school is \$2,000 to purchase. Further, the student enters the school as a Freshman and is eligible for tuition assistance that equals 15% of the first-year tuition. Finally, the student withdraws after completing his sophomore year. In order to take the computer with him, the student would have to pay: \$2,000 (original cost of the computer) * 15% (tuition assistance amount) * 50% (repayment required for a sophomore) for a total of \$150.

In all cases, the amount owed or paid for the computer will be computed by the Finance Director and his/her decision will be final.

PERSONAL COUNSELING

Students may experience life circumstances including physical, emotional, family, social, or environmental issues which can impact their ability to maximize their capabilities and talents in the school setting.

As a member of the Guidance Department, a Personal Counselor is available to offer behavioral health counseling to help a student in his academic and personal growth, with emphasis on mental health and substance abuse issues. Counseling activities are designed to assist the students, their families, and the educational staff with the opportunity to provide the most interference-free educational environment possible. Any and all communications between the students and the personal counselor are handled as confidential. Students may seek services at any time on their own, or may be referred by a parent, faculty member, staff member or administrator.

In the event additional programs/service providers are required or considered to be of benefit, referral assistance is available. It will be necessary for a parent/guardian to sign an Authorization for Release of Information form at that time. Similarly, if a student has participated in an assessment or treatment elsewhere and it is wished for the Personal Counselor to review any records related to such, written permission to request those materials will be necessary.

ACADEMIC COUNSELING SERVICES

INDIVIDUAL COUNSELING: College counseling for juniors and seniors; career counseling for all levels, the PLAN for sophomores and freshmen, PSAT for sophomores and juniors and interviews as needed for seniors. Academic counseling occurs each year for each student during course scheduling to guide students toward a proper course of study.

GROUP GUIDANCE: Test interpretations, review of transcripts and other elements of career and college counseling are presented through selected classes to reach all students.

TESTING: The administration of the High School Placement Test to incoming freshmen, the Pre-ACT for freshmen, the Preliminary Scholastic Aptitude Test (PSAT) to sophomores and juniors, the ACT District testing for juniors, and Advanced Placement (AP) tests and SAT and ACT administration notices, applications, etc. are also coordinated through the Guidance Office. Practice ACT testing is also provided to underclassmen. ASVAB testing is available to juniors and seniors who may be interested in joining the armed services.

STUDENT RECORDS: All report cards, transcripts, and standardized test results are coordinated through the Guidance Office.

SCHEDULING: Annual scheduling of classes is handled through individual conferences with each returning student during the third quarter each year.

PLACEMENT SERVICE: The guidance counselor assists all students in the preparation of college admission applications and related documents.

THE ROAD TO COLLEGE

SCHEDULING: Students receive advice on their course of study during the scheduling process based on test scores, teacher recommendations, and parent and student preferences. Since the majority of CCH students enroll in college after graduation, the pre-college curriculum is a good measure of appropriate scheduling. This is considered a minimum standard for college preparation. The kind of courses a student takes is as important a consideration as the grades he earns.

Scheduling is important from the very beginning. Throughout the scheduling process, students and parents should keep in view all four years of high school. Students must keep abreast of the prerequisites for courses in the math, science, social studies and English areas. High school is one four-year experience, not four one-year experiences.

For upperclassmen, scheduling takes place in the spring of each year. Required and elective course options are reviewed in group guidance sessions and in individual guidance sessions during the third quarter. The course catalogue is very useful in helping to determine prerequisites and to understand the content of all courses. Students must obtain teacher recommendations for those courses identified in the course catalog sheet and should select courses based on these recommendations. Parents and students must also sign all course selection sheets before submitting them to the guidance office. Priority for scheduling is given to students based on the level they will be in during the next academic year (i.e. seniors, juniors, sophomores, and freshmen). Also, student selection sheets will be prioritized in the order they are submitted. The earlier a selection sheet is turned in, the better chance a student has of attaining his first-choice classes.

EXTRACURRICULARS: The extent to which a student involves himself is important. Extracurricular involvement develops character as well as other skills needed to work with others. Involvement in a variety of extracurricular activities coupled with grades and college entrance test scores are criteria found to be important factors in many college entrance and scholarship decisions. Colleges are interested in seeing the well-rounded student in service to his community, as through the National Honor Society, the Student Senate, and other school approved community service projects.

COLLEGE TESTING: In the fall, select juniors take the PSAT/NMSQT (the **Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test**). The PSAT attempts to predict how well a student would fare on the SAT. This test is also used as the qualifying test for the National Merit Scholarship competition. Students scoring in the 95th percentile in the state are usually recognized for their achievement with a certificate of "Honorable Mention." Students who score in at least the 98th percentile and above are usually eligible to become semifinalists in this national competition. National Merit Semifinalists are announced in the fall of each year. **Competition for National Merit Finalist is based on grades, test score, student essay, teacher recommendation and extracurricular involvement.** National Merit Finalists are announced in the

winter of each year. Those who are recognized as National Merit Scholars are almost always the top students in their respective states. A two-thousand-dollar scholarship is awarded by most participating colleges and universities. Some schools offer full scholarships to National Merit Scholars.

The PSAT is also used in the State of Kentucky for selecting candidates for the Governor's Scholars Program, a five-week summer enrichment program for academically talented high school juniors. The combined scores of the math, verbal, and writing sections make up the selective index which is used to determine eligibility

The **ACT (American College Test)** is the college entrance exam preferred by many colleges. **All juniors are strongly encouraged to take the ACT on the spring test date.** The ACT may be taken as often as desired, with a maximum of twelve attempts. The ACT is targeted for high school juniors; therefore, it is the most valid test for that age group. This test covers the areas of English, reading, mathematics and science reasoning. The ACT is also offered in the fall of senior year, before many college application deadlines.

The **SAT (Scholastic Aptitude Test)** is another college entrance test accepted in schools across the United States. The SAT concentrates on the math and verbal areas. While different in content and scoring from the ACT, the SAT also presumes to predict a student's relative fitness for college level work. Nearly all schools will accept either the SAT or the ACT. It is wise to take both tests. Some students may score better on one test than the other in which case the better score may be submitted for consideration by college admission officials.

COLLEGE ENTRANCE EXAM DATES 2024 - 2025

ACT Test Dates & Deadlines

2024-2025 National Test Dates Schedule

Test Date	Regular Registration Deadline Late Fee Applies After This Date	Late Registration Deadline	Photo Upload and Standby Deadline
September 14, 2024	August 9	August 25	September 6
October 26, 2024	September 20	October 7	October 18
December 14, 2024	November 8	November 22	December 6
February 8, 2025	January 3	January 20	January 31
April 5, 2025	February 28	March 16	March 28
June 14, 2025	May 9	May 26	June 6
July 12, 2025*	June 6	June 20	July 4

SAT Test Dates and Deadlines

Test Date	Registration Deadline (Must be postmarked)	Late Registration Period
August 24, 2024	August 9, 2024	August 13, 2024
October 5, 2024	September 20, 2024	September 24, 2024
November 2, 2024	October 18, 2024	October 22, 2024
December 7, 2024	November 22, 2024	November 26, 2024
March 8, 2025	February 21, 2025	February 25, 2025
May 3, 2025	April 18, 2025	April 22, 2025
June 7, 2025	May 22, 2025	May 27, 2025

COLLEGE APPLICATION PROCESS: The college application process usually begins in September of the senior year of high school. **The Guidance Office facilitates the college selection and application processes initiated by students and their families.** Activities related to this process include:

1. **Scheduled visits by college recruiters** during lunch hours throughout the first two quarters of the school year;
2. **Personal and group guidance** for seniors on the college application process which includes how to obtain information about various schools, how to obtain application materials and find out about application deadlines, how to write the application essay, and how to apply for scholarships and financial aid;
3. The preparation and forwarding of **transcripts and other documents** issued by CCH necessary for application for admission to colleges and universities.
4. **E-Mail** is used to send information pertinent to seniors directly to senior parents. Please make sure the counseling office has your correct e-mail address.

The road to college starts at the beginning of high school and not at the beginning of the senior year or at the close of the junior year. Good scores on college entrance exams, an appropriate selection of courses throughout the four years of high school, a good grade point average, and a clear record of service in the school and the community are the keys to most successful college admission campaigns.

Please note that seniors must take the initiative to obtain necessary applications for colleges and scholarships. The Guidance Office strives to make information available to all students, but it is the student's responsibility to access the information available as well as to complete required forms in a timely fashion. Students must remember to supply necessary forms and application fees when applying for college admission and/or scholarships. All information must be submitted to the guidance office within a one-week notice to insure completion.

KEES: In 1998, the Kentucky General Assembly voted to allocate a portion of the lottery money to educational scholarships for high school students. The Kentucky Educational Excellence Scholarship

Program (KEES) was established to reward students based on their yearly grade point average (grades used for calculating GPA are non-weighted except for AP grades) and highest ACT/SAT score. Students can earn up to \$500 each year and an additional \$500 for their ACT/SAT score for a total of \$2,500 over the four years of high school. The minimum yearly grade point average is 2.5. These grades and test scores are submitted yearly by the Guidance Office to the Kentucky Department of Education. Additional information regarding the KEES program (breakdown of monetary awards, individual student information) can be obtained by going to the web site www.kheaa.edu

SCHOLARSHIP OFFERS: Seniors are asked to turn in copies of letters stating any scholarship offers that they receive to the Guidance Office. Please turn in all offers including ones that the student is not accepting so that they may be listed in the Baccalaureate Luncheon Program.

ACTIVITIES AND ASSOCIATIONS **Co-curricular & Extracurricular**

Covington Catholic students are presented with many opportunities to take part in an array of special activities that develop individual students athletically, socially, and spiritually as well as academically.

Ambassadors Club	Culture Club	Magnified Giving Club
Academic Team	Drama (CCH/NDA Plays & Musicals)	Mock Trial
Art Club	Drug Free Club of America	National Honor Society
Athletic Team Managers	Engineering Club	National English Honor Society
Athletic Team Statisticians	Environmental Club	New to the Blue
Band (CCH/NDA)	Fishing Club	Outdoor Pursuits
Blue Optics (Literary Mag.)	Game Club	Photography Club
Bluegrass (Yearbook)	Governor's Cup	Pro-Life Club
B.U.G. Club (Biology Users Group)	Graphic Design Club	Robotics Club
Chamber Choir	Grief Support Group	Spanish Club
CCH Corps of Cadets	Inter Alliance Club	Spirit Club
CCH BluePrint (Student Newspaper)	Intramural Basketball	Stock Market Club
Chess Club	Intramural Bowling	Student Senate
Select Choir	Intramural Golf	T.E.A.M.S.
Community Service Club	Junior Achievement	Ultimate Frisbee
	Lacrosse	Wiffle Ball Tournament
	Leadership Club	

ATHLETICS

Covington Catholic competes in the following sports sanctioned by the Kentucky High School Athletic Association: Archery, Baseball, Basketball, Bass Fishing, Bowling, Cross Country, Football, Golf, Lacrosse, Soccer, Swimming, Tennis, Track & Field and Wrestling.

FEE: The participation fee for athletics is \$200.00 per year (not per sport) for the first athlete and \$150.00 for any additional athlete(s) in your family. The fee will be assessed during the first sports season in which the student athlete participates. As rosters are finalized for each sport, an invoice for the fee will be mailed to you. For athletes who participate in fall sports, the fee will be due in August; for winter sports, the fee will be due in November; and for spring sports, the fee will be due in March.

STUDENT ATHLETIC HANDBOOK

I. INTRODUCTIONS TO THE ATHLETIC PROGRAM

A. To the parents

Your family interest in this phase of our school program is gratifying. We believe that participation in sports provides a wealth of opportunities and experiences, which assist students in personal adjustments.

We who are concerned with the educational development of young men through athletics, feel that a properly controlled, well-organized sports program meets with the students' needs for self-expression, mental alertness and physical growth. It is our hope to maintain a program that is sound in purpose and will further each student's educational maturity.

A student who elects to participate in athletics is voluntarily making a choice of self-discipline and self-denial. These are the reasons we place such stress on good training habits. Failure to comply with the rules of training and conduct means exclusion from the squad. This concept of self-discipline and self-denial is tempered by our responsibility to recognize the rights of the individual within the objectives of the team. There is no place in high school athletics for students who will not discipline their minds and bodies for rigorous competition. We are striving for excellence and do not want our athletes to compromise our standards with mediocrity.

When your son becomes involved in one of our sports programs, he commits our staff to certain responsibilities and obligations which include adequate equipment and facilities, well-trained coaches, and fair competition with qualified officials.

Likewise, we feel that you have committed yourselves to certain responsibilities and obligations. We would like to take this opportunity to acquaint you with specific policies that are necessary for a well-organized program of athletics. It is the role of the department of athletics to make rules that govern the spirit of competition for the school. These rules need a broad basis of community support, which is achieved only through communication to the parents. It is our hope to accomplish this objective through this athletic publication for students and parents.

B. To the athlete

Being a member of a Covington Catholic athletic team is the fulfillment of an early ambition for any students. The attainment of this goal carries with it certain traditions and responsibilities that must be maintained. A great athletic tradition is not built overnight; it takes the hard work of many people over many years. As a member of an interscholastic squad at Covington Catholic High School, you have inherited an excellent tradition, a tradition you are challenged to uphold. Our tradition has been to win with honor. We desire to win, but only with honor to our athletes, our school and our community. Such a tradition is worthy of the best efforts of all concerned. Over many years our teams have won numerous conferences, district, regional, and state titles. In addition, many student-athletes have won individual state championships, established state records, and achieved All-American status.

It will not be easy to contribute to such a great athletic tradition. When you wear the colors of Covington Catholic, we assume that you not only understand our traditions, but are willing to assume the responsibilities that go with them. The contributions you do make will be a satisfying accomplishment to you and your family.

1. **RESPONSIBILITIES TO YOURSELF:** The most important of these responsibilities is to broaden yourself and develop strength of character. You owe it to yourself to get the greatest possible good from your high school experience. Your academic studies, your participation in other extracurricular activities as well as in sports, prepare you for your life as an adult.
2. **RESPONSIBILITIES TO YOUR SCHOOL:** Another responsibility you assume as a participant is to your school. Covington Catholic cannot maintain its position as having an outstanding school unless you do your best in whatever activity you wish to engage. By participating in athletics to the maximum of your ability, you are contributing to the reputation of your school.

You assume a leadership role when you are on an athletic team. The student body and citizens of the community know you. You are on stage with the spotlight on you. The student body, the community and other communities judge our school by your conduct and attitudes, both on and off the field. Because of this leadership role, you can contribute greatly to school spirit and community pride. Make Covington Catholic proud of you, and your community proud of your school, by your faithful exemplification of these ideals.

3. **RESPONSIBILITIES TO OTHERS:** As a squad member you also bear a heavy responsibility to your home. When you know in your heart that you have lived up to all of the training rules, that you have practiced to the best of your ability every day, and that you have played the game "all out," you and your family can be justly proud of you.

II. ATHLETIC PHILOSOPHY

A. Statement of philosophy

Interscholastic Athletics plays an important role at Covington Catholic. Young men learn a great deal through their participation on the various teams including the importance of sportsmanship and the value of teamwork. Athletic participation is intended to provide the student-athlete with experiences that not only develop a healthy body but also raise his self-image and confidence.

Athletics should function as an integral part of the total curriculum and conform with the objectives of Covington Catholic High School. In doing so, athletic competition adds to school spirit and helps all students (both participants and spectators) develop pride in their school.

Since participation in athletics can be such a positive experience, it is the policy of Covington Catholic that student-athletes shall enjoy as many sport seasons as they wish without undue influence from any coach to specialize in one sport.

B. Objectives of athletic participation

1. To provide a positive image of school athletics at CCH.
2. To strive for excellence that will produce winning teams without sacrificing sportsmanship
3. To provide opportunities that will serve as learning experiences that are similar to "real life" situations with emphasis on the following values:
 - A. Physical, mental and emotional growth.
 - B. Loyalty, cooperation and teamwork that comes with team play.
 - C. Self-discipline, excellence, self-motivation, and the ideals of sportsmanship that allow for winning and losing gracefully.

4. To provide opportunities for students to experience individual success.
5. To provide students with worthy use of recreational time both now and in the future.
6. To develop high ideals of fairness in relationships.
7. To be socially responsible and operate within a set of rules that promote respect for others.
8. To understand the relevance of athletics in the overall educational program.

III. GOVERNANCES OF ATHLETES

A. The Board of Education

The Covington Catholic School Board is responsible for the following areas:

1. Interpreting the needs of the school.
2. Developing policies in accordance with state statutes and mandates and in accordance with the educational needs and wishes of the people of Covington Catholic High School.
3. Approving means by which professional staff may make these policies effective.
4. Evaluating the interscholastic athletic program in terms of its value to the community.

B. The Kentucky High School Athletic Association

Schools are voluntary members of the Kentucky High School Athletic Association and compete only with member schools and schools from other states who belong to their state association. As a member school, Covington Catholic High School agrees to abide by and enforce all rules and regulations promulgated by this association.

The primary role of the state association is to maintain rules and regulations that ensure equity in competition for the student athletes and a balance with other educational programs. The association solicits input and is responsive to requests for rule modifications from member schools, appointed committees, and coaches' associations.

The state association attempts to enforce such rules that assure the greatest good for the greatest number and to ensure that competition is conducted in an appropriate manner.

C. The National Federation of State High School Associations

The National Federation consists of the fifty individual state high school athletic and/or activities associations. The purposes of the Federation are to serve, protect and enhance the interstate activity interests of the high schools belonging to state associations; to assist in those activities of the state associations which can best be operated on a nationwide scale; to sponsor meetings, publications and activities which will permit each state association to profit by the experience of all other member associations; and to coordinate the work to minimize duplication.

D. Northern Kentucky Athletic Conference

Covington Catholic High School is a voluntary member of the Northern Kentucky Athletic Conference. This league was established for the primary purpose of promoting interscholastic activities among member schools and the assurances of such advantages as may be gained by a union of effort.

The conference was established to encourage member schools to improve their co-curricular program in athletics. The conference membership facilitates the arranging of schedules, equalizing competition, and conducting league meets, and determining league championships. Membership implies abiding by conference schedules, rules and regulations.

IV. REQUIREMENTS FOR PARTICIPATION IN ATHLETICS

A. Physical examination

A yearly physical examination, preferably done between June 1st and the end of the dead period each year, is required. The physical form provided by the KHSAA must be completed by the physician and parent and must be on file with the Athletic Director before the student-athlete is permitted to participate in any activity. Physicals are good for 12 months and 30 days and must be uploaded digitally to your FinalForms account.

B. Emergency medical authorization

Each athlete's parents shall complete an Emergency Medical Authorization Form giving permission for treatment by a physician or hospital when the parent(s) are not available. A copy of this form will be kept in the medical kit for availability at all practices and contests. The original will be on file in the Athletic Office.

D. Insurance

All athletes at Covington Catholic High School must be covered by insurance as directed by the KHSAA. Covington Catholic carries a secondary insurance policy to meet the requirement. If a student-athlete is injured in a CCH athletic activity (practice or game) that requires medical attention, the Athletic Director should be notified immediately so that a claim form can be completed. The schedule of benefits will detail coverage limits along with the claim form.

E. Scholastic eligibility

In order to participate on a Covington Catholic athletic team, each athlete must have satisfied all of the scholastic eligibility requirements prior to participation. Eligibility Rule for students: To represent their school in extracurricular activities, students must be passing (i.e. have a cumulative passing average) in at least five full credit courses.

Eligibility reports will be compiled on Monday of each week and students not meeting the criteria will be ineligible for a seven-day period (Monday through Sunday). This rule will be administered by the Dean of Academics. All rules covering an athlete's eligibility for the Kentucky High School Athletic Association are also in effect and will be supervised by the Athletic Director.

V. ATHLETIC CODES OF CONDUCT

A. Conduct of Athletes

A firm and fair policy of enforcement is necessary to uphold the regulations and standards of the athletic department. The community, school administrators and the coaching staff feel strongly that high standards of conduct and citizenship are essential in maintaining a sound program of athletics. The welfare of the student is our major consideration and transcends any other consideration.

All athletes shall abide by a code of ethics which will earn them the honor and respect that participation and competition in the interscholastic program affords. Any conduct that results in dishonor to the athlete, the team or the school will not be tolerated. Acts of unacceptable conduct, such as, but not limited to theft, vandalism, disrespect, immorality or violations of law, tarnish the reputation of everyone associated with the athletic programs and will result in disciplinary action. Penalty for this type of conduct will be determined by the head coach and the Athletic Director.

Any student involved in a club or varsity sports and/or extracurricular activities assumes a special responsibility to that group and to the school. He represents Covington Catholic to the wider community. His conduct – inside or outside the sport or activity – affects his teammates, coaches,

moderators and the school's identity; hence, he is held to a higher standard. For serious violations, Covington Catholic may remove a student from extracurricular activities for a period of time to be determined by the school.

VI. BASIC ATHLETIC DEPARTMENT POLICIES

- A. Participation:** An athlete may participate in only one sport per season unless he has received the approval of the coaches involved and the Athletic Director.
- B. Dropping or transferring sports:** Quitting is an intolerable habit to acquire. On occasion however, an athlete may find it necessary to drop a sport for a good reason. If this is the case, the following procedure must be followed by the athlete:
1. Consult with immediate coach and then the head coach.
 2. Report situation to the Athletic Director.
 3. Check in all equipment issued.
- If an athlete wishes to change sports during a season, he will not be permitted to participate on another team that season without the approval of the coaches involved and the Athletic Director. This procedure assures a smooth transfer, which is in the best interest of the student.
- C. Equipment:** School equipment checked out by the student athlete is his responsibility. He is expected to keep it clean and in good condition. Loss of any equipment is the athlete's financial obligation.
- D. Missing practice:** An athlete should always consult his coach before missing practice. Missing practice or a game without good reason will be dealt with as a serious violation.
- E. Travel:** All athletes must travel to and from away contests in transportation provided by the athletic department unless previous arrangements are made by the parents for exceptional situations.
1. Athletes will remain with their squad and under the supervision of the coach when attending away contests.
 2. Athletes who miss the bus will not be allowed to participate in the contest unless there are extenuating circumstances.
 3. Athletes will dress appropriately and in good taste.
- F. College recruitment policy:** In the event an athlete should be contacted personally by a college recruiter, he has an obligation to work through his coach and the athletic department. The athlete should inform the coach of such a contact as soon as possible. College recruitment information is available in the Athletic Office and in the Guidance Office.
- G. Conflicts in extracurricular activities:** An individual student who attempts to participate in several extracurricular activities will undoubtedly be in a position of a conflict of obligations.

The athletic department recognizes that each student should have the opportunity for a broad range of experiences in the area of extracurricular activities, and to this end, will attempt to schedule events in a manner to minimize conflicts.

Students have a responsibility to do everything they can to avoid continuous conflicts. This would include being cautious about belonging to too many activities where conflicts are bound to happen. It also means notifying the faculty sponsors/coaches involved immediately when a conflict does arise.

When a conflict arises the sponsors/coaches will work out a solution, so the student does not feel caught in the middle. If a solution cannot be found, the principal will make the decision based on the following:

1. The relative importance of each event.
2. The importance of each event to the student.
3. The relative contribution the student can make.
4. How long each event has been scheduled.
5. A discussion with the parents.

Once the decision has been made and the student has followed that decision, he will not be penalized in any way by either faculty sponsor/coach. If it becomes obvious that a student cannot fulfill the obligation of a school activity, he should withdraw from that activity.

- H. Attendance:** Students who miss part of the school day due to illness must be in attendance four consecutive periods in order to play in a contest or practice on that date. Students missing school for reasons other than illness must have an excused absence in order to participate. Final authority for infractions of this rule will rest with the principal. Students absent from school on Friday with a contest the following day (Saturday) will be eligible to participate provided the absence is an excused absence.
- I. Release from class:** It is the responsibility of athletes to see their teachers the day before the classes they miss because of an athletic contest. All work shall be made up at the convenience of the teacher.
- J. Grooming and dress policy:** A member of an athletic team is expected to be well-groomed. Appearance, expression and actions always influence people's opinions of athletes, the team and the school. Once a student has volunteered to be a member of a squad, he has made a choice to uphold certain standards expected of athletes in the community.
- K. Vacations policy:** Vacations by athletic team members during a sport season are discouraged. Parents/athletes wishing to do so may wish to reassess their commitment to being an athlete. In the event of an absence due to a vacation is unavoidable, an athlete must contact the head coach prior to the vacation. Please note that the KHSAA/Diocesan dead period allows for roughly three weeks for rest and relaxation.
- L. Squad selection:** In accordance with the school's philosophy of athletics and its desire to see as many students as possible in the athletic program while at Covington Catholic, coaches are encouraged to keep as many students as they can without unbalancing the integrity of their sport. Time, space, facilities, equipment, personal preference, and other factors will place limitations on the most effective squad size for any particular sport.
- M. Cutting policies:** Choosing the members of athletic squads is the sole responsibility of the coaches of those squads. Prior to trying out, the coach shall provide the following information to all candidates for the team:
1. Extent of try-out period
 2. Criteria used to select the team
 3. Number to be selected
 4. Practice commitment if they make the team
 5. Game commitments

When a squad cut becomes a necessity, the process will include three important elements. Each candidate shall have:

1. Competed in a minimum of three practice sessions. (In sports such as golf and tennis where practice facilities are limited this may not be possible.)
2. Performed in at least one intra-squad game.
3. Been personally informed of the cut by the coach, including the reason for the action.

Coaches will discuss alternative possibilities for participation in the sport, or other areas in the activities program.

N. Reporting of injury: All injuries which occur while participating in athletics should be reported to the trainer/coach. If the injury requires medical attention by a doctor or treatment center, it will be necessary to have an injury report form completed. Once athletes are treated by a physician, the athlete must obtain the doctor's permission to return to the activity.

O. Locker room regulations:

1. Rough-housing and throwing towels or other objects is not allowed in the locker room. Hazing of other players is not allowed.
2. All showers must be turned off. The last person to leave the shower room is expected to check all showers.
3. No one except coaches and assigned players are allowed in the locker room.
4. No **glass** containers are permitted in locker rooms.
5. All spiked or cleated shoes must be put on and taken off outside of the locker room in extreme or muddy weather conditions. No metal or hard-plastic spikes or cleats are ever allowed in any other part of the school building.

P. Weight room regulations:

1. Shirts and shoes are required at all times -- tank tops are acceptable.
2. **Nobody** is to be in the weight room alone.
3. All students **must** be under the supervision of the instructor assigned.
4. Lifters **must** work with a partner.
5. Replace all weights on racks **immediately** following use.
6. Know your limits! Work with the instructor in determining your limits.
7. Do the lifts **correctly**. It is better to use lighter weights for correct lifting than heavier weights and run the risk of injury.
8. Warm-up with proper stretching exercises.
9. No food or drinks inside weight room.
10. No horseplay or profanity.
11. No abuse of equipment. Any equipment that is broken must be reported immediately.
12. Remember strength training is not only a supplement to other athletic programs, but also a highly skilled activity itself.

VII. ATHLETIC AWARDS POLICY

A. Varsity letter guidelines

The varsity award shall be presented to an athlete who satisfies the participation guidelines as listed below, completes all team obligations and receives the recommendation of the coach. (The coach may recommend a waiver of these guidelines under an unusual circumstance.)

1. Specific sport guidelines
 - a. Archery: Participate in 50% of varsity competitions
 - b. Baseball: 1) play in one-fourth of all innings played; 2) pinch hit or pinch run in three-fourths of the games played; 3) pitch in four starts or have six game appearances.
 - c. Basketball: participate in fifty percent of regular season games.

- d. Bowling: participate in at least fifty percent of the varsity matches.
 - e. Cross Country: compete in at least fifty percent of invitational meets on the varsity level.
 - f. Football: participate in fifty percent of quarters played or play a specialist position, e.g., punter, kick-off squad, return man, extra-place kicker, in fifty percent of regular season contests.
 - g. Golf: participate in at least fifty percent of the varsity matches.
 - h. Soccer: participate in fifty percent of regular season games.
 - i. Swimming: Score points in at least fifty percent of the varsity competitions.
 - j. Tennis: Score points in at least fifty percent of the varsity competitions.
 - k. Track: Score points in at least fifty percent of the varsity competitions.
 - l. Wrestling: participate in at least fifty percent of the varsity matches.
2. Season is defined as that period of time from the first practice to the awards program.
 3. Junior varsity and freshman awards are given on the recommendation of the coach to all athletes that complete the season.
 4. Manager's award will parallel the regular awards system if a student manages for the entire season.
 5. Statistician's award satisfactorily compile statistics for the entire season.

B. Lettering criteria that pertains to all sports

1. An athlete who moves from one level of competition to another will letter at the level of the highest competition provided the athlete has met requirements.
2. A coach will have the prerogative to letter seniors who have not met the seasonal requirements for lettering.
3. Injury Rule: Any athlete who is a starter or plays regularly and was thereafter injured may be awarded a letter, if in the coach's judgment, he would have met the lettering requirements.
4. Athletes may letter if they have become a starter and play seventy-five percent of the quarters, innings, matches, or score team points in individual competition in post season tournament play regardless of other lettering criteria.
5. Complete the season in good standing with the school and coach.

C. Awards

1. Varsity awards: Eight-inch chenille award letter with insert signifying the sport and a certificate.
2. Junior varsity (reserve) awards: Six-inch chenille award letter and a Covington Catholic Certificate of participation. After receiving a JV letter, additional JV awards will consist of service bars and certificates.
3. Freshman awards: Numerals signifying the graduation year, and a Covington Catholic certificate of participation. Freshmen who participate in more than one sport will receive a certificate for additional sports played.

VIII. BOOSTER AWARDS

The Covington Catholic Booster Organization provides special awards for teams and individuals who achieve certain championships.

- a. A major award determined by the Booster Executive Board (usually a ring) will be presented to Varsity members of teams that win state championships. The maximum number of major awards given per team is as follows:
Archery (15); Cross Country (20); Football (55); Golf (10); Soccer (30); Basketball (15); Swimming (20); Baseball (25); Tennis (10); Track (25); Bowling (10); and Wrestling (20)

- b. A major award (usually as ring) will be presented to individuals who win individual state championships (cross country, golf, swimming, tennis, or track). Individuals are entitled to one major award **per sport per year**.
- c. A secondary award determined by the Booster Executive Board will be presented to varsity members of state runner-up teams. The maximum number of awards is the same as the aforementioned list in Section A above.
- d. T-shirts appropriately lettered will be awarded for all members of freshman or reserve teams that win at the highest level of district or regional competition for which they are eligible.

SCHOOL ORGANIZATIONS

THE LOCAL SCHOOL BOARD: The Board of Education is consultative to the principal and pastoral administrator. It shall be organized as the policy-recommending body and shall represent the district parishes in the planning, operation and maintenance of the school, subject to regulations proceeding from the Diocesan Board of Education as approved by the Bishop of Covington.

PARENTS CLUB: The Parents Club is a vital organization in the school serving wherever help is needed. The Parents Club has taken charge of the Academic Honors Breakfast, the Mother-Son Dance, Father-Son Event, and other activities that promote parent involvement in school activities. The CCH Parents Club is open to all families. Meetings are held monthly to plan and orchestrate activities.

BOOSTER CLUB: Each year the Boosters Club supports the needs of our athletic department. Through the efforts of the Booster Club, the cost of athletics is substantially underwritten. All families receive a monthly bulletin about the CCH sports teams and other information about athletics and Booster events.