

COVINGTON LATIN SCHOOL 2015-2016 CALENDAR (Updated 6/11/15)

August 9 Prep7 & 8/Frosh Parent BBQ & Orientation, 4:30 PM
 August 11 BookDay-Prep7 & 8/Freshmen 8:30 – 10:00 AM
 August 12 Book Day-Soph, Jr & Sr 8:30-10:00 AM
August 13 Senior Leadership 9AM-2:30PM (Mandatory)
Orientation- Prep 7& 8/Frosh 10:30AM – 12:30 PM (Mandatory)
August 14 Mini Schedule- Prep7 & 8 /Frosh 8-1:50 PM (Mandatory)
 August 15 Feast of the Assumption
August 17 First Day of Classes – 8:00 - 1:50 Dismissal
Latin Mass 8AM @ Cathedral
 August 19 SENIOR Parent Orientation 7PM
 August 24 Magazine Sale Kickoff
 August 24 JUNIOR Parent Orientation 7 PM
 August 26 SOPHOMORE Parent Orientation 7 PM
 August 27 4th Qtr Honors Assembly 12:50PM @ Cathedral

September 1 Magazine Turn-in
 September 7 No School- Labor Day
 September 9 Parent Mini Schedule Night w/ teachers 7PM @ CLS
 September 3 Faculty Meeting- 1:50 Dismissal
 September 10 Magazine Turn-in
 September 15 Magazine Turn-in
September 17 Parent/Teacher Conferences 3:30-6:30 & 7-8:30 PM
 September 20 Family Picnic@ DCCH 12-5:00 PM
September 25-27 Senior Retreat
September 25-27 Sophomore Trip (Tentative)
 September 28 School Picture Day (Tentative)

October 1 Faculty Meeting- 1:50 Dismissal
 October 9 End of 1st Quarter
 October 16 Faculty Tech PD Day
 October 16-20 No School- Fall Break
 October 25 Mother's Tea (Tentative)
 October 29 1st Qtr Honors Assembly- 1:50 PM @ Cathedral

November 1 ALL SAINTS DAY
 November 5 FACULTY MEETING – 1:50 DISMISSAL
November 12 Parent /Teacher Conferences: 5-6:30 & 7-8:30 PM
 November 19 Junior Ring Ceremony – 7:00 PM @ Cathedral
 November 25-27 NO CLASSES- THANKSGIVING HOLIDAY

December 3 FACULTY MEETING – 1:50 DISMISSAL
 December 8 NO SCHOOL- Feast of the Imm. Conception
 December 10 All School Family Christmas Party @ 7:00 PM

Dec 16-18 EXAMS
End of 2nd Quarter
 Dec 19-Jan 3 CHRISTMAS HOLIDAY BREAK

January 4 Classes Resume
 January 7 FACULTY MEETING – 1:50 DISMISSAL
 January 21 2nd Qtr. Honors Assembly- 1:50PM @ Cathedral
 January 18 No School- Martin Luther King Jr. Day
 Jan 25-30 CATHOLIC SCHOOLS WEEK

February 4 Faculty Meeting – 1:50 Dismissal
 February 5 Open House Clean-up Day – 1:50 Dismissal
 All Work Study students stay till 4PM

February 7 OPEN HOUSE
 February 8 NO CLASSES- INSERVICE DAY
February 23 3rd Qtr. Parent/ Teacher Conferences, 5-6:30 & 7-8:30PM
 February 15 NO CLASSES – PRESIDENTS DAY
 February 16 NO CLASSES
 February 20 Father's Night (tentative)
 Feb. 22-26 Welcome Week
 February 27 Quo Vadis 5K- 9:00AM (tentative)

March 3 FACULTY MEETING – 1:50 DISMISSAL
 March 4 End of 3rd Quarter
 March 4-6 KJCL Convention
 March 7 In-Service- No School
 March 15 A.C.T. Test- JUNIORS (tentative)
 March 24-Apr 1 Easter Break

April 4 Classes Resume
 April 5 3rd Qtr Honors Assembly- 1:50PM @ Cathedral
 April 7 Faculty Meeting 1:50 Dismissal
 April 13-16 Junior Class Trip to DC
 April 18 Grandparents Day

May 3 NHS Induction @ CLS 6:30PM
 May 5 Faculty Meeting 1:50 Dismissal
 Alumni Banquet
 May 12 Speech/Band/Art/Choir Presentation 6:30PM @ CLS
 May 18-19 Senior Exams
 May 20 Senior Oral Exam & Senior Class luncheon
 May 28 Baccalaureate Mass & Parent Brunch, 10:00 AM
 Graduation Commencement, 7:00 PM @ Cathedral
 May 25-27 Underclass Exams/ End of 4th Qtr
 May 30 No School- Memorial Day

CORRECTED

COVINGTON LATIN SCHOOL 2015-2016

REGISTRATION

Registration and book sales are scheduled for Tuesday, August 12th and Wednesday, August 13th. Please note your child's class level times:

Freshmen and Prep7/8: Tuesday, August 11th, 8:30 – 10:00 a.m.

Seniors, Juniors, Sophomores: Wednesday, August 12th, 8:30 – 10:00 a.m.

All upper-class members report to the Dean of Students for class schedules and locker assignments.

ORIENTATION FOR PREP7/8 AND FRESHMEN:

Prep7/8 and freshmen students have two orientation days:

MANDATORY!!!

On Thursday, August 13 students will meet their classmates. They will also learn about the school. This Program lasts from 10:30 a.m. to 12:30 p.m. Neat, casual clothing (shorts, tennis shoes, t-shirts, etc.) should be worn.

On Friday, August 14 students will meet their teachers and attend classes plus participate in other orientation activities. This day begins at 8:00 a.m. and lasts until 1:50 p.m. The cafeteria will be open and a hot lunch will be available for \$3.00. Our regular dress code is enforced on this day.

SCHOOL TIMES:

Monday, August 17th, the school year begins at 8:00 a.m. Join us at 8:00 am for opening Latin Mass in the Cathedral. Dismissal will be at 1:50 p.m. Dismissal on regular schedule days is 3:00 p.m. During the school year all students must be present in their first period classroom by 8:00 a.m.

SCHOOL SUPPLY LIST

Students will be given a list of required supplies the first day of classes or see Ms. Tewes's website for a preview.

<https://sites.google.com/a/covingtonlatin.org/mstewes/>

BOOKS-NEW/USED:

New books may be purchased in the Forum on registration day. Students may wish to purchase used books from the students of higher Forms, which will also be in the Forum. Please note the dates and times of registration for all Forms in order that you or your son or daughter may buy or sell used books as needed.


SPIRIT WEAR:

CLS Spirit Wear will be available for purchase. Can be found on the 1st floor in the Advancement Office.

FAMILY PICNIC

Please keep Sunday, September 20th, for our Fifteenth annual family picnic which will be held at the Diocesan Catholic Children's Home, 12-5 PM.

PERSONAL PHONE MESSAGES:

 Please refrain from phoning in personal messages for your child. Please take care of car pool arrangements, doctor appointments, and other such details prior to dropping off your child at school. **We do not guarantee that any phoned-in messages will be received by your child, except in the case of a family emergency. After school paging will NOT be done to eliminate disruption to the various activities and club meetings.** Please set up a time and location to meet your child after school

TUITION:

Unless other arrangements have been made with Mr. Woltering on outstanding accounts, the balance due on tuition from previous years **MUST BE PAID BEFORE** the student can attend classes. This policy is strictly followed, so we ask that you abide by it to avoid unnecessary embarrassment for you and your daughter or son when school begins.

We are using FACTS Payment Program to assist us with tuition collection. New families must fill out the necessary form online to make that happen. **NO TUITION WILL BE COLLECTED DIRECTLY AT THE SCHOOL.** Please contact Kathy Metzger at the school on any tuition questions.

CAFETERIA:

Complete hot meals are available each day in the school cafeteria. Lunches are available for \$3.10 per day. Applications for Free/Reduced Lunches need to be filled out online. That website will be given to you as soon as we receive the info. If you feel you are eligible please fill this application out at that time.

MEDICAL EXAM:

State regulations require that each new student have a physical exam. A Medical Examination Form can be obtained at your doctor's office, and should be completed and handed into school if you have not already done so. Any student wishing to participate in a school sport must also have an athletic physical form completed and on file, these forms are separate from the Medical Examination required for coming into a new school.

EVERY STUDENT participating in a sporting event MUST turn this into school before your first practice.

EMERGENCY MEDICAL FORMS:

It is essential that the emergency medical forms (which we keep on file for each student) be up-dated each school year. Please take a few minutes to fill out this form with the current information and return it to the school during registration. Please make sure to list your work phone number. Most of the new students have already filled this out, no need to do so again unless information has changed.

VOLUNTEERS:

Remember: All volunteers for the school must have attended the Virtus Training and be current on their bulletins. www.virtus.org for more information.

PARENT/ TEACHER MINI-SCHEDULE

On Wednesday, September 9th at 7:00 P.M. parents can come and experience their child's day of classes, meet their teachers and parents of other classmates. Parents will actually go class to class following their child's schedule.

PARENT/TEACHER CONFERENCES

No sign ups required. Times for the conferences are 5-6:30 PM and 7-8:30 PM except for the 1st Qtr conferences which will be 3:30-6:30 & 7-8:30 PM. Time limit is 5 minutes. You will be given your child's schedule and the room assignments on arrival. Please stand in the hallway till asked to enter by the teacher, so the privacy of the other families can be respected.

K. DRESS CODE

Updated 6/12/15

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

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

The school day dress code is in effect from 7:30 AM to 3:00 PM on days when school is in session. After 3:00 PM, as well as during the school day, all clothing must fall within the general guidelines below.

GENERAL GUIDELINES- Suitable attire which meets the spirit of the purpose statement above. Students are to be neatly groomed and dressed at all times. Shoes must always have closed toes and heels. No clogs or sandals of any kind are allowed. No chains, wristbands, leather or studded collars are allowed. No attire should be worn, which displays advertisements, pictures or slogans contrary to Catholic values. In keeping with our purpose statement, no clothing which is revealing or suggestive is allowed. No undergarments should ever be visible.

IDEAS FOR FAMILIES THAT PREFER STANDARDIZED STYLES, OR HAVE DIFFICULTY FINDING CERTAIN STYLES FOR THE CURRENT DRESS CODE.

Land's End Uniforms: The site is set up with approved CLS styles

<http://www.landsend.com/pp/SchoolSearch.html?selectedSchoolNum=900163577&action=landing>

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

BOYS' STANDARD SCHOOL DAY DRESS CODE

TIES- Must wear a suitable necktie. The collar button must be buttoned and the tie pulled up appropriately. No string ties (bolo style). No open collars. No loose ties.

HAIR- Must be kept nice looking in length and normal colored to keep from being a distraction. (Facial Hair included)

EARRINGS- Boys may not wear earrings.

SHIRTS- Dress or tailored casual full-buttoning shirts intended to be worn with a tie. (Undershirts not visible) Shirts must be tucked in at all times, even when student's arms are raised completely over the head. No advertisements, slogans or logos except small trademark logos. No type of collar-less shirt or blouse. No sheer materials. Only sweaters, vests or blazers may be worn over shirts or blouses.

SWEATERS AND JACKETS- Any style or color of sweater (knitted) may be worn over a shirt and tie, or over a turtle-neck in cold weather. Shirt collars must be visible. Any style or color of dress/suit jacket may be worn. No sweaters with hoods, fleeces, or cowl neck sweaters. No sweaters may be worn as a top without a collared shirt or turtleneck underneath. No sweatshirts may be worn on school days. No jean, jean look-alikes, or riveted jackets may be worn. No turtle-neck over a button-down or over another sweater. No turtleneck is to be worn alone.

SHOES- Dress shoes or leather casual shoes, with socks. Toes and heels must be enclosed. No boots or slipper types (UGGs) or bold colors of any kind or Toms. Shoes must leave the ankle visible. No canvas shoes, athletic shoes, canvas or athletic shoe look-alikes, or bowling shoes. No sandals, clogs or other open toe/heel shoes.

SOCKS- Socks must be worn at all times. Socks must be visible and matching.

PANTS/ SLACKS- Dress-style slacks with a belt. Belts must not have highly decorative buckles nor be adorned with metal or metal-like materials. Pants must be worn at the waist, sufficiently high that shirts remain tucked in, even when hands are raised completely above the head. No jeans or jean look-a-likes. No pants of denim or denim-look, acid washed, bleached material and/or pants with pockets or compartments sewn on the outside of the main material portion of the pant and/or pants with rivets of any kind and/or pants with stitching (single or double) of a distinctly different color or shade from the color of the pants. No sweat pants, work-out pants/leggings, or stretch slacks or tight fitting pants of any kind.

GRUB DAYS- Tasteful t-shirts and sweatshirts, only jeans or khakis. No shorts/skin tight jeans/pants. No sandals or high heeled shoes. Non dress shoes are permitted.

SPIRITWEAR DAYS (Day of Faculty Meeting)- T-shirts or sweatshirts that have been purchased in the Spirit Shop or as part of a CLS sports team or club, only jeans or khakis. No shorts/skin tight jeans/pants. No sandals or high heeled shoes. Non dress shoes are permitted.

GIRLS' STANDARD SCHOOL DAY DRESS CODE

HAIR- Must be kept nice looking in length and normal colored to keep from being a distraction.

EARRINGS- Earrings may be worn by girls.

SHIRTS- Dress or tailored casual full-buttoning (blouses that do not reveal cleavage. No undergarments or lace may be visible. Camis may be worn under blouses, but should be the same color as the blouse, so they are not seen). Shirts may be long or short sleeved. Shirts must be tucked in. No advertisements, slogans or logos except small trademark logos. No type of collar-less shirt or blouse. No sheer materials. Only sweaters, vests or blazers may be worn over shirts or blouses: **No tank tops , spaghetti strap shirts, cap sleeves, or sleeveless shirts are permitted over your blouse.** Shirts should be tucked in at all times, even when student's arms are raised completely over the head. Girls may wear a turtleneck under a suitable sweater, or a turtleneck may be worn, tucked in, under a suit jacket. No turtleneck over a button-down or over another sweater. No turtleneck is to be worn alone.

SWEATERS AND JACKETS- Any style or color of sweater - meaning it is knitted- (except turtlenecks or cowl neck sweater) may be worn over a collared blouse, or turtleneck. Shirt collars must be visible. Any style or color of dress/suit jacket may be worn. No sweaters with hoods, fleeces, or cowlneck sweaters. No sweaters may be worn as a top without a collared shirt or turtleneck underneath. No sweatshirts may be worn on school days. No jean, jean look-alikes, or riveted jackets may be worn. No turtleneck over a button-down or over another sweater.

PANTS / SLACK- Dress-style slacks with a belt (if pants have loops). Belts must not have highly decorative buckles nor be adorned with metal or metal- like materials. Pants must be worn at the waist, sufficiently high that shirts remain tucked in, even when hands are raised completely above the head. No jeans or jean look-a-likes. No pants of denim or denim-look, acid washed, bleached material and/or pants with pockets or compartments sewn on the outside of the main material portion of the pant and/or pants with rivets of any kind and/or pants with stitching (single or double) of a distinctly different color or shade from the color of the pants. No sweat pants, work-out pants/leggings, or stretch slacks or tight fitting pants of any kind.

SKIRTS- Skirts must be in good taste, appropriate style, and fabric and be at least knee length. They may not be rolled. No dresses on normal school days (See 'Dress Up Days')

SHOES- Dress shoes made of leather or leather look-alike casual shoes, with socks. Toes and heels must be enclosed. No boots or slippers types (UGGs) or bold colors of any kind or Toms. Shoes must leave the ankle visible. No canvas shoes, athletic shoes, canvas or athletic shoe look-alikes, or bowling shoes. No sandals, clogs or other open toe/heel shoes.

SOCKS- Socks or hosiery must be worn at all times. Socks must be visible and matching. Appropriate traditional hosiery must be worn at all times with dresses and skirts. Socks, if worn with skirts or dresses, will extend no higher than the bottom of the knee.

GRUB DAYS- Tasteful t-shirts and sweatshirts, only jeans or khakis. No shorts/skin tight jeans/pants. No sandals or high heeled shoes. Non dress shoes are permitted.

SPIRITWEAR DAYS (Day of Faculty Meeting)- T-shirts or sweatshirts that have been purchased in the Spirit Shop or as part of a CLS sports team or club, only jeans or khakis. No shorts/skin tight jeans/pants. No sandals or high heeled shoes. Non dress shoes are permitted.

OTHER DRESS CODES

DANCE/PROM DRESSCODE- By following these simple guidelines we can make this a memorable evening. More formal dances still call for attention to the General Guidelines (nothing too short of too lowcut/cut out in terms of dresses), although dressy sandals or high heels are allowed for girls. If the administration considers something too revealing, inappropriate, or immodest, the student maybe asked to change or leave without a refund. If a student brings an outside date, he/she is responsible for his/her attire.

DRESS UP DAYS- (These days are announced at school as ...special mass days, honors assemblies, formal field trips, orals, speech performance days, or other days stated by the administration) Outfits must be appropriate to the spirit of the dress code. Boys are encouraged to wear jackets or blazers. They must wear solid colored shirts and professional ties. Girls must wear solid colored shirts. They may wear dresses or skirts that go to the knee or lower. The dresses must have sleeves. Girls may wear professional blazers or jackets.

***Students are always welcome to bring school clothes or dresses to the deans of studies or students for approval prior to the day worn.**

PREP & FRESHMEN PARENT ORIENTATION & BBQ



August 9th

@ Covington Latin School

4:30 PM

PARENTS ONLY

2015/2016 CAFETERIA INFORMATION

Lunch is served daily in the cafeteria. Lunch is not served on exam days at the end of each semester. A la carte breakfast items and milk are offered for sale at 7 am every day. Ala carte items and bottled drinks are also offered for sale at lunch time. Ala carte items range from 50 cents to \$1.00.

The price of lunch for the 2015/16 school year will be \$3.10 per day as determined by the Diocesan School Lunch Office.

The CLS cafeteria will be using the MealsPlus computerized POS system. Each student will be assigned a PIN number that they will enter into a keypad at the POS when they wish to purchase lunch or ala carte items.

CLS offers the K 12 Payment program which enables parents to deposit funds into their student's account on line. Information about utilizing this option is on the CLS web site. Also, checks or cash can be sent in with your student.

PLEASE NOTE: All families are required to open an account for their student/students with K 12 Payments. This will enable K 12 Payments to send an e-mail reminder when funds are at a minimum dollar amount. It will also enable you to view your student's purchases.

On-line transfers through K 12 Payment for depositing funds in your student's account is optional – this option is for your convenience – but ALL families are required to set up an account. Again, checks or cash will also be accepted.

The CLS cafeteria will be following standardized menus issued by the Diocesan School Lunch Office. Menus will be published on the CLS web site.

FRESHMEN PARENTS: A mandatory fee of \$8.00 is due on Registration Day for all Freshmen to cover the cost of special meals fixed on Ancient Day and Medieval Day.

LUNCH CHARGES: Money for lunch charges MUST be submitted for your student's account the next day. If the charge continues to remain unpaid, disciplinary action will be taken. No student who needs a lunch will be deprived of a meal. However, if a student has 2 unpaid charges, an additional charge request will result in an alternative meal being provided as per the Diocesan School Lunch Office policy.

VOLUNTEERING IN THE CAFETERIA: All are encouraged to volunteer in the cafeteria. Please note that we are committed to following the Health Department's safe food handling and serving procedures. Therefore, we are extremely diligent about hand washing. This is for the safety of your child and your child's food. All volunteers must be VIRTUS- trained according to diocesan policy.



Sunday, September 20, 2015 The 15th Annual CLS Family Picnic

One of the first major APT events of the year, the Family Picnic is held at the Diocesan Catholic Children's Home on Orphanage Road, Ft. Mitchell, Kentucky. **The buffet line will start about 12:30** and games running throughout the day, until about 5:00. The APT and the school will provide the meat, buns, chips, condiments and grill. **We'll ask you to bring your own drinks, chairs and a dish to share.** Just tell us how many in your family will be attending.

Prep7/8 and Freshman families are asked to bring desserts.

Sophomore, Junior and Senior families are asked to bring salads, vegetables and side dishes.

Family Picnic

Family
Name: _____

Number Attending: _____

Dish: _____

Return this half of the form into the school office
by September 4, 2015



COVINGTON LATIN SCHOOL

21 E. Eleventh Street
Covington, Kentucky 41011
859-291-7044
Fax: 859-291-1939
covingtonlatin.org



Dear Parents,

In our school, we have come to rely on volunteers who assist us in many different capacities – cafeteria assistance, field trips, extra drivers, coaching assistance, etc. For all of this we are truly grateful and highly value your contribution. We certainly could not run our school without you!

The Diocese of Covington has put in place guidelines to assure that a safe environment is provided for all of our children. It is diocesan policy that all school volunteers must:

1. Attend a VIRTUS training. Training session dates and times are listed in The Messenger, on the Diocese of Covington's website – www.covingtondiocese.org – or the VIRTUS website at www.Virtus.org. You must create an account and register for the training session online.
2. Have a background check completed. This is done at the same time you register for your account online. There is a link to add the required information and submit to Selection.com, the company used by the Diocese to provide these records.
3. Read and sign the acceptance form "Diocesan Policies and Procedures for Addressing Sexual Misconduct." The form is attached with the heading "2014". Return the completed form to school. The policy booklet referred to on the form can be read or downloaded from the Diocese of Covington's website at www.covingtondiocese.org.
4. If you are already Virtus trained through another school or parish, it is necessary to add Covington Latin School to your training bulletins, under "update my account." The signed acceptance form must be submitted to each school or parish where volunteering.
5. Monthly bulletins will be emailed to you once you have completed your training and submitted necessary paperwork. Bulletins are expected to be read each month. Questions at the end of the bulletin verify that you have completed the reading. Accounts may be suspended after missing 2 months of bulletins. Administrators at the school/parish will have to unsuspend your account if this occurs.

Each volunteer must have all three: Virtus Training, a background check and a signed acceptance form on file to be in compliance with diocesan policy. All Covington Latin School volunteers must be in compliance with Diocesan policy to volunteer.

Sincerely,

Mr. Mo Woltering

Headmaster

If you are already VIRTUS approved there is no need to do this again

REVISED 10/3/2014

COVINGTON LATIN SCHOOL

2014 Edition

of the
DIOCESE OF COVINGTON
Creating a Safe Environment/Addressing Sexual Misconduct

Acceptance Form

☐ I have reviewed the Diocese of Covington's Policies and Procedures for Addressing Sexual Misconduct. I understand and agree to abide by such Policies and Procedures. I understand that I have access to a copy at www.covingtondiocese.org in the "Safe Environment" graphic in the "Information" box.

Name (please print) _____
(Full First) (Full Middle) (Full Last)

Maiden Name _____ Role in Diocese _____

My position is ___ volunteer ___ paid Position _____

Parish/School/Institution/Agency _____

City _____

☐ I have filled out the Application Form, signed it and left it with the **primary** parish, school or institution where I wish to volunteer or be employed. (This is usually your parish.)

☐ I will register at www.virtus.org and sign up for a VIRTUS training session. I understand that I will be expected to read bulletins online after my training session is finished and my paperwork is processed.

NOTE: If you have already signed up for or attended a live training session, please list the place and date:

Signature _____

Date _____

For Coordinator Use:

Date background check results recorded:

Acceptance Form sent:

Submitted by:

For Curia Use:

Roman Catholic Diocese of Covington

VOLUNTEER APPLICATION

A background check is required for all employees and volunteers in the Diocese of Covington. Background check results are returned to the Diocese and are reviewed by those individuals authorized to do so. Information provided shall be held strictly confidential. Employees and volunteers are disqualified from further consideration if the background check reveals a previous conviction involving either sexual misconduct or violence. Please complete the application form thoroughly and return it to the parish, school or institution where you are employed or volunteer.

FOR WHAT PARISHES/SCHOOLS/ORGANIZATIONS WILL YOU BE VOLUNTEERING? _____

IN WHAT CAPACITY WILL YOU BE VOLUNTEERING? _____

PERSONAL INFORMATION

NAME

Full Last

Full First

Full Middle

Maiden

SOCIAL SECURITY NUMBER _____ - _____ - _____

DATE OF BIRTH (Month/Day/Year) _____ / _____ / _____

EMAIL ADDRESS _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____ COUNTY _____

TELEPHONE (_____) _____

PREVIOUS VOLUNTEER EXPERIENCE

Begin with most recent experience and list chronologically. Use the back of this sheet if needed.

Organization Name	DATES: From/To	Nature of Experience

REFERENCES

NAME	TELEPHONE NUMBER

PREVIOUS ADDRESSES (List addresses over the past ten years if different from above)

I certify that all information given or referred to in this application is true and correct to the best of my knowledge.

APPLICANT SIGNATURE (Required) _____ DATE _____

COVINGTON LATIN SCHOOL
ASSOCIATION OF PARENTS AND TEACHERS

August News

WELCOME
TO A NEW SCHOOL YEAR
AT CLS!

2015-2016 APT Officers

Carla Cain, President

Amy Obermeyer, President-Elect

Tracy Codell, Treasurer

Denise Korzenborn, Secretary

UPCOMING APT EVENTS AND INFORMATION!

Prep 7/8 and Freshman Parent Orientation and Barbeque Sunday August 9th at 4:30 P.M.

Dinner will be served by the APT at 6:00 PM to welcome parents to CLS. This is a very informative event and a means to meet other parents.

Teacher Back to School luncheon

Are you ready to jump in and start helping? The APT provides lunch for the teachers at their orientation days on Monday, August 10 and Tuesday, August 11. Contact Shauna Noel at psnoel@twc.com to see how you can help the APT welcome back the teachers to start off a new year with a great lunch!

Book Days

Tuesday, August 11(Prep7&8/Freshman) and Wednesday August 13th
(Sophomore/Junior/Senior) Time:8:30-10

Seniors and senior parents

Make sure you stop by the APT table at book day to see the senior t-shirt design and sign up for your size t-shirt. With 2 magazine sales or donations, each senior will receive the t-shirt compliments of the APT and the magazine company. Thanks to Daniel Zalla for designing the shirt!

Annual Magazine Drive

Magazine sales kick off on August 24th. This is the APTs primary fundraiser. Students earn grub days and prizes for participation. Subscriptions for e-readers are available as well as the option to donate for prizes if you don't want to purchase magazines.

Family Picnic

Sunday September 20th from 12:00 to 5:00 P.M. at the Diocesan Children's Home in Ft. Mitchell
See the flyer in this month's mailing for more information.

Covington Latin Collects Box Tops!

Please save your Box Tops for education. A turn-in box will be at the APT table at Book Days!

Scripps Program

You can purchase gift cards to many stores with CLS receiving a percentage of your purchase. Please contact. Please contact Tracy Codell at tracy@codell.org for more information. Tracy would like to give this to another volunteer due to work commitments. Please contact her for information on how you can help at the email above.

Committee Chairs Needed: Please contact Carla Cain ASAP Carla.cain11@gmail.com or 859-356-7581 or 859-393-9354. Coffee or lunch on me if you join our team!

June 2015

Dear Latin School parents and Students:

I hope your summer is going well. It's time again to be looking ahead to this upcoming school year. This letter will inform new families about Covington Latin School's Service Requirements and review them for returning families.

The Christian Service Program at Covington Latin School seeks to imbue in the student a love for one's neighbor that is vivified with the love of Jesus Christ. As Christ said, "to the extent that you did it to one of these brothers of Mine, even the least of them, you did it to Me" (Mt 25:40).

I'm always amazed when I see our kids in action in a service capacity. They truly embrace the call to service in their lives, and recognize that they are God's hands, doing His work on earth. And their service touches so many lives: the young people at St. Augustine Elementary School, Our Savior Parish, and Redwood; the homeless people who stay at the Covington Cold Shelter, the mother and child residents of the Madonna House; the retired sisters at the provincial houses, as well as those families touched by diseases with the various relays and runs/races. These are a few examples of how they share the gifts with which they have been blessed. This past year, a number of our students have served at the Sisters of Notre Dame Urban Education Center here in Covington. I look forward to seeing more students join the program there this year.

By form, the annual requirements of our Christian Service Program are as follows:

<u>FORM</u>	<u>HOURS</u>	<u>PLACEMENT</u>
Prep	10	Home/CLS/Parish/Community
I	15	CLS/Parish/Community
II	20	Parish/Community
III	20	Parish/Community
IV	25	Parish/Community

Please note: for Forms III and IV, these hours are in addition to the current school release program.

(over, please)

Further reminders include:

- All service experiences must be volunteer (no money/courtesies accepted).
- Students should begin seeking opportunities early in the school year. All service hours for the year should be completed by the end of Easter Break, April 1st. For seniors, the deadline is April 4th. Prep7/8 –Junior forms are due Friday, April 15th.The end of the year can be stressful. Putting off service until the last days adds to that stress.
Turn these forms into your religion teacher!
- Each service experience must be documented by the completion of the enclosed form. One sheet can be used for ongoing, regular service. Electronic copy will be posted on the website by the beginning of the school year.
- All service forms should be turned into your religion teacher or placed in their faculty room mailbox within 2 weeks of the service event. Please do not turn them into the main office. Please encourage your child to turn in his or her service sheets in a timely fashion. Answering the questions is easier and more insightful when it is completed soon after the event.
- Opportunities for service will be announced in assembly and posted on the school website under “Service Opportunities” throughout the year.
- Fulfillment of service hours is a requirement for graduation.

I would especially ask your assistance with making sure your child has completed his or her service hours. Hopefully, with all of us working together, we can avoid any unpleasantness at the end of the year if the hours are not finished.

I will be in attendance at all form orientation meetings, and I will be happy to answer any questions you have at the time. Don’t hesitate to contact me if you would like an answer sooner.

Though each Form has its own placement, do not exclude any service experience because it does not exactly fit into the category. Please call or email me (Adam.ladipaolo@covingtonlatin.org) if you have any questions concerning the program or a service placement. I also welcome your ideas about new service opportunities for our students. Many parents have joined us for events in the past and I extend that invitation once again.

I wish you all the best for the remainder of the summer.

Sincerely,

Adam ladipaolo
Director of Campus Ministry

Covington Latin School's Community Service Program 2015-2016

Please submit this form as soon as possible after the service event to your Religion Teacher
Or their faculty room mailbox- NOT THE MAIN OFFICE.

Name: _____

Type and Place of Service: _____

Date and Times of Event: _____

Number of Hours Served: _____

Signature of Server: _____

Signature of Authorized Person: _____

Signature of Parent: _____

Description of Service: _____

Why did you choose this particular service experience? _____

What personal gifts or skills did you bring to this service experience? How were these gifts and skills enhanced by this service experience?

What did you learn about yourself from this service experience?

**REMEMBER TO TURN INTO YOUR RELIGION TEACHER
NOT THE MAIN OFFICE**

Food Allergy Action Plan

Name: _____ D.O.B.: ____/____/____

Allergy to: _____

Weight: _____ lbs. Asthma: ☐ Yes (higher risk for a severe reaction) ☐ No

Place
Student's
Picture
Here

Extremely reactive to the following foods: _____

THEREFORE:

- ☐ If checked, give epinephrine immediately for ANY symptoms if the allergen was *likely* eaten.
☐ If checked, give epinephrine immediately if the allergen was *definitely* eaten, even if no symptoms are noted.

Any SEVERE SYMPTOMS after suspected or known ingestion:

One or more of the following:

LUNG: Short of breath, wheeze, repetitive cough
HEART: Pale, blue, faint, weak pulse, dizzy, confused
THROAT: Tight, hoarse, trouble breathing/swallowing
MOUTH: Obstructive swelling (tongue and/or lips)
SKIN: Many hives over body

Or combination of symptoms from different body areas:

SKIN: Hives, itchy rashes, swelling (e.g., eyes, lips)
GUT: Vomiting, crampy pain



1. INJECT EPINEPHRINE IMMEDIATELY

2. Call 911
3. Begin monitoring (see box below)
4. Give additional medications:*
 - Antihistamine
 - Inhaler (bronchodilator) if asthma

*Antihistamines & inhalers/bronchodilators are not to be depended upon to treat a severe reaction (anaphylaxis). USE EPINEPHRINE.

MILD SYMPTOMS ONLY:

MOUTH: Itchy mouth
SKIN: A few hives around mouth/face, mild itch
GUT: Mild nausea/discomfort



1. GIVE ANTIHISTAMINE

2. Stay with student; alert healthcare professionals and parent
3. If symptoms progress (see above), USE EPINEPHRINE
4. Begin monitoring (see box below)

Medications/Doses

Epinephrine (brand and dose): _____

Antihistamine (brand and dose): _____

Other (e.g., inhaler-bronchodilator if asthmatic): _____

Monitoring

Stay with student; alert healthcare professionals and parent. Tell rescue squad epinephrine was given; request an ambulance with epinephrine. Note time when epinephrine was administered. A second dose of epinephrine can be given 5 minutes or more after the first if symptoms persist or recur. For a severe reaction, consider keeping student lying on back with legs raised. Treat student even if parents cannot be reached. See back/attached for auto-injection technique.

Parent/Guardian Signature _____

Date _____

Physician/Healthcare Provider Signature _____

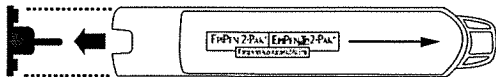
Date _____

TURN FORM OVER

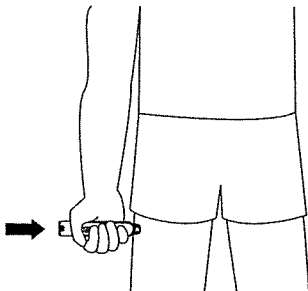
Form provided courtesy of FAAN (www.foodallergy.org) 7/2010

EPIPEN Auto-Injector and EPIPEN Jr Auto-Injector Directions

- First, remove the EPIPEN Auto-Injector from the plastic carrying case
- Pull off the blue safety release cap



- Hold orange tip near outer thigh (always apply to thigh)



- Swing and firmly push orange tip against outer thigh. Hold on thigh for approximately 10 seconds. Remove the EPIPEN Auto-Injector and massage the area for 10 more seconds



DEY® and the Dey logo, EpiPen®, EpiPen 2-Pak®, and EpiPen Jr 2-Pak® are registered trademarks of Dey Pharma, L.P.

Twinject® 0.3 mg and Twinject® 0.15 mg Directions



Remove caps labeled "1" and "2."

Place rounded tip against outer thigh, press down hard until needle penetrates. Hold for 10 seconds, then remove.



SECOND DOSE ADMINISTRATION:
If symptoms don't improve after 10 minutes, administer second dose:

Unscrew rounded tip. Pull syringe from barrel by holding blue collar at needle base.

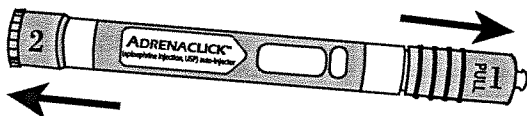


Slide yellow collar off plunger.

Put needle into thigh through skin, push plunger down all the way, and remove.



Adrenaclick™ 0.3 mg and Adrenaclick™ 0.15 mg Directions



Remove GREY caps labeled "1" and "2."



Place RED rounded tip against outer thigh, press down hard until needle penetrates. Hold for 10 seconds, then remove.

A food allergy response kit should contain at least two doses of epinephrine, other medications as noted by the student's physician, and a copy of this Food Allergy Action Plan.

A kit must accompany the student if he/she is off school grounds (i.e., field trip).

Contacts

Call 911 (Rescue squad: () -) Doctor: _____

Parent/Guardian: _____

Phone: () - _____

Phone: () - _____

Other Emergency Contacts

Name/Relationship: _____

Name/Relationship: _____

Phone: () - _____

Phone: () - _____

**PERMISSION FOR STUDENT SELF-ADMINISTRATION
OF ASTHMA MEDICATION**

Pursuant to the laws of the Commonwealth of Kentucky, _____
School permits a student to possess and self-administer asthma medication at school and at school-related functions upon completion of the following information by the parent/guardian and the student's physician, and waiver of liability by the parent/guardian.

To completed by parent/guardian:

Student name _____ Grade _____

I/we authorize _____ School to allow the above-named student to self-administer asthma medication at school and school-related functions, according to the directions of the student's physician.

I/we release the school and its employees and agents from any and all liability as a result of any injury sustained by the student from the self-administration of asthma medication. I/we agree to indemnify and hold harmless the school and its employees and agents against any claims relating to the self-administration of asthma medication by the student.

Father/Guardian _____ Date _____

Mother/Guardian _____ Date _____

To be completed by the student's physician:

I have prescribed asthma medications for the above-named student and the student has been instructed in self-medication of that asthma medication.

Name of the medications _____

Prescribed dosage _____

The time(s) the medications are regularly administered _____

Special circumstances under which the medications are to be administered

Length of time for which the medications are prescribed _____

Physician's signature _____ Date _____

APPROVED FOR THE 2015-2016 SCHOOL YEAR

Principal _____ Date _____



Diocese of Covington
Department of Catholic Schools
2015-2016 School Year

Photo, Video, Website Release Form

PLEASE PRINT

Student Name: _____

School: _____

Home Address: _____

Home Phone: _____

Parent/Guardian: _____

I, _____, parent
or guardian of _____,
do hereby give and grant to _____
School permission to use my child's name, photograph, and/or videotaped image in
publications, video productions, and/or school Internet website. I do further certify that
I am of full legal capacity to execute the foregoing authorization and release.

Signature of Parent or Guardian: _____

Date: _____

Witness: _____

Date: _____

DIOCESAN BOARD OF EDUCATION POLICY 5356

Pictures Published in Media and on Internet

P5356

See Guidelines

Schools must obtain parental or guardian permission in order to publish student photos in the media and on internet websites. Schools shall use the currently approved diocesan permission form or locally prepared form that follows the criteria and procedures outlined in diocesan policy guideline G5356.

Permission is not required for publication of group pictures (six or more persons) as long as names are not provided.

(3/03-3/06-6/07)

Guidelines for Policy 5356

G5356

Pictures Published in Media and on Internet

Diocesan policy P5356 has been adopted to ensure the safety of our students. Schools and parish-based programs of religion should be aware of the following standard practices:

- Pictures of individual students may only be published in the printed media, school video productions and on the school internet website with written and dated permission from the parent or guardian. Permission is not required for group pictures (6 or more persons) as long as names are not provided.
- Student work that identifies the student may only be published with parental or guardian permission.
- The currently approved diocesan permission (authorization) form may be used or a locally prepared document that meets the basic criteria spelled out in Policy P5356. A blanket permission form for the entire year is acceptable practice.
- The permission (authorization) form is to be kept on file in the school office. Staff members are to check for authorization before posting any student photos, names, and work on the Internet website.
- No student information regarding phone number, address, family members or other personal information shall be published on the Internet website.
- Group picture captions should identify the activity or class, not the individual students in the photo.
- Prior to publication, parents and guardians should be advised if student photos or student work will be posted on the school internet website.



COVINGTON LATIN SCHOOL

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Class Add Consent Form

Student Name: _____ Grade: _____

Date: _____

Class to be added (check one):	
String Ensemble Prep to seniors who already play violin, viola, cello, or string bass OR who want to learn violin (no previous musical experience necessary) <i>Schedule: 8th period on Mondays, 7:30-8:00 am on Wednesdays</i>	<input type="checkbox"/>
Advanced Art Open to sophomores, juniors and seniors interested in pursuing art <i>Schedule: 8th period on Mondays, 7:30-8:00 am on Wednesdays</i>	<input type="checkbox"/>
Choir Prep to seniors who have an interest in singing <i>Schedule: 8th period on Mondays, 7:30- 8:00 am on Wednesdays</i>	<input type="checkbox"/>
Band Prep to seniors that have some musical experience with percussion, brass or woodwind instruments <i>Schedule: 8th period on Mondays, 7:30-8:00 am on Wednesdays</i>	<input type="checkbox"/>
Greek I or II For Latin III and IV students to learn Greek. Needs Latin teacher signature. <i>Class times are TBD by class schedule</i>	<input type="checkbox"/>
Consent	
By signing below each individual gives his/her consent for the above student to add the indicated class. Credit for a class is given only if the class is completed to the end of the school year. This is a grades class. All signatures are necessary for approval.	
Student's Signature: _____	
Parent's Signature: _____	
Teacher's Signature: _____	
Dean of Studies'* Signature: _____ <i>*Last to sign</i>	Date _____

Deadline for filing form: 11 days after the 1st full day of classes.

You are committing to the full year with this form. If you want to drop the course, you need to see Ms. Tewes within the first 11 full school days.



COVINGTON LATIN SCHOOL

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Covington Latin School's 1:1 Chromebook Program Introduction

Dear Parents,

As the final phase in Covington Latin School's 3-Phase Technology Plan we are proud to announce the 1:1 Chromebook program for the 2015-16 school year. In Phase I, we successfully raised money for equipping the teachers with new laptop computers and docking stations for all the classrooms. In Phase II, we upgraded our technology infrastructure and deployed a Chromebook Cart, which many classes used this past year.

For Phase III, we are going ahead with Chromebooks for all students in Forms I to IV. Prep 7 & 8 will continue to use the Chromebook Carts.

Please review the information below regarding the 1:1 program for information about pricing, distribution, policies, procedures, etc.

Why a 1:1 Program?

Our students and faculty members have witnessed first-hand the benefits of educational technology. During the 2014-2015 school year we added the use of a Chromebook Cart for use in the classroom. Students and teachers alike have found that the availability of the Chromebooks enhanced their learning (and teaching) skills. This 1:1 program consists of each student having his or her own electronic device available for individual, academic use both here at school and at home.

Students can use the device for a broad range of experiences and learning opportunities, but in the end that will be determined by each teacher for their particular class. Every class is different and every teacher is different. So some technology that might work for one class will not be effective in another. Each teacher will have their own policy and practices for the use technology for an assignment, for taking notes, etc.

Here are a few examples of how the device can be used:

- Taking notes
- Doing research
- Reading a textbook, .PDF, article, or an ebook
- Accessing Schoology (Learning Management System)
- Taking an online quiz or assignment
- Collaborating with other students on assignments when appropriate

- Watching a video pertinent to the class
- Creating a presentation or video
- Making flashcards
- Participating in an online discussion board
- Creating their own site

Why Chromebooks?

A Chromebook is a Google laptop device meant primarily for working with Internet-based resources. It is fast and light, making it easy to use and carry. It uses a proprietary operating system called ChromeOS, not Windows or MacOS. Due in part to the minimal hardware and the less expensive operating system, the device is relatively inexpensive compared to other technologies on the market. However, it is easy to support while providing 8+ hours of battery life. It connects with Google's suite of applications which have been used by every student and staff member at Covington Latin for several years now.

Chromebooks are currently used by more than 5,000 U.S. school districts (1 in 5 schools). Also, 72 of the top 100 U.S. colleges and universities are Google Apps for Education institutions.

Key factors that were taken into consideration when making the decision to implement Chromebooks include:

- Our current use of Google docs and cloud storage
- Battery life of 7-10 hours
- Powers on in less than 10 seconds
- Full keyboard for easy production of documents and spreadsheets
- Built in security and management
- Apps and Tools can be sent directly to students
- Rapid growth in apps available for educational use
- Access to the Chromebook experience across many devices
- Very resistant to technical problems including viruses
- Ability to add external storage through USB flash drives or SD cards
- **Affordability**

Infrastructure Upgrades at CLS

A modern, up to date and efficient infrastructure is crucial to the success of any 1:1 initiative. In the summer of 2014, Covington Latin began upgrading its infrastructure so as to fully support more than 250 devices that will be connected to the wireless network. The following work has been completed.

- Network wiring and additional wireless access points have been installed throughout the school.
- Bandwidth has been increased substantially.
- Enhanced network monitoring.

- All necessary hardware to manage and maintain the additional devices on the wireless network has been upgraded.

Chromebook Deployment

	All students will be required to have the School's management software installed on the Chromebook. For Chromebooks purchased outside of school, web filtering/monitoring software will be optional.	
	CLS Rent to Own Program ¹	Buy Your Own Chromebook ³
Seniors	\$375 one-time payment	\$45 one-time software fee ²
Juniors	\$220 per year or \$400 one-time payment	
Sophomores	\$160 per year or \$425	
Freshmen	\$135 per year or \$450 one-time payment	
The Chromebook intended for the Rent to Own deployment is the Acer 740-C4PE with 4 GB RAM	¹ Includes Chromebook, Protective Case, Management Software, Filtering/Monitoring Software& Insurance. Students will keep the Chromebook after graduation. If a student leaves CLS, the remainder of the Chromebook cost must be paid and the student will keep it. Students will keep their Chromebooks over holidays and breaks including summer. More details will be provided in a Rent to Own Agreement	² Does not include Protective Case or Insurance. ³ Used Chromebooks are widely available for \$160.

For the sake of uniformity, all freshmen (& future freshmen) will be required to purchase through the School, either by way of one-time payment or yearly payment. Because, sophomores through seniors will not have the full four-year use of their Chromebook, they are being given the option of buying through the school or buying their own.

All Chromebooks will have the school's management software. All Chromebooks purchased through the school will be kept by the student after graduation.

There will be a lot more information, including FAQ's, on the School's website.

There will be an information session for parents held on May 26, 7:00 pm and there will be required orientation sessions for students and parents before the start of the new school year.

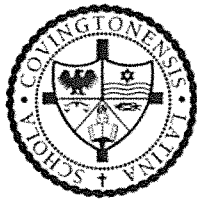
Students will receive their Chromebooks at their orientation meeting. Both parent and student, including those who have bought their own, will be required to attend.

We have been working extremely hard on the whole technology plan for Latin School and we are very excited about the new educational opportunities our students will have. Optimizing our usage of the Chromebooks will still be a step by step process, but the process is definitely underway. This is an exciting step forward.

If you have any questions that we haven't thought of, I look forward to talking with you on May 26 at 7:00 pm.

Sincerely,

Mo Woltering
Headmaster



COVINGTON LATIN SCHOOL

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Chromebook Order Form

2015-2016 School Year

Student Last Name: _____ Student First Name: _____

2015-2016 Grade Level:

- ☐ Freshman
- ☐ Sophomore
- ☐ Junior
- ☐ Senior

Order Information:

- ☐ We are purchasing a Chromebook through Covington Latin School. This includes an Acer C740-C4PE, insurance coverage, protective case, management software, and filtering/monitoring software (Required for freshman).
- ☐ We are purchasing our own Chromebook. (not available for freshman) We will only be paying for the management software.

Payment Options:

- Seniors:** ☐ One-time payment of \$375 ☐ Software only fee of \$45
- Juniors:** ☐ One-time payment of \$400 ☐ Yearly payments of \$220 ☐ Software only fee of \$45
- Sophomores:** ☐ One-time payment of \$425 ☐ Yearly payments of \$160 ☐ Software only fee of \$45
- Freshman:** ☐ One-time payment of \$450 ☐ Yearly payments of \$135

**A deposit of \$100 is required if choosing the one-time payment option. The first full year payment is required if choosing the yearly payment option.*

Parent's Signature: _____ Date: _____

Office Use Only: Payment Received On: _____ Received By: _____ Payment Type: Cash/Check(#_____)