
COLBERT HEIGHTS ELEMENTARY SCHOOL

Dear Parents and Students:

On behalf of the faculty and staff, I would like to welcome you to Colbert Heights Elementary School. We are looking forward to this school year and hope that it will be a very enjoyable and successful year for you.

This handbook answers many of the questions you may have about the rules and activities here at Colbert Heights Elementary School. We hope this will be helpful to you throughout the year. We are looking forward to helping you have a great school year.

Sincerely,



Alvie Shaw, Principal
Colbert Heights Elementary School

Vision

Colbert Heights Elementary School encourages each student to reach his or her maximum potential by instilling in all students the importance of academics, good citizenship, respect for others, and a sense of self-worth.

Mission

Colbert Heights Elementary School will provide an innovative curriculum, along with a supportive learning environment, that will promote cooperation with families and the community to ensure a quality education for each student.

Core Beliefs

- *Challenging curriculum to meet the needs of all student*
- *Safe learning environment*
- *High expectations for all students*
- *Character and academic development of students*
- *Encourage parental partnership*

SCHOOL ARRIVAL AND DEPARTURE

- Students will not be allowed in the school building until 7:15 a.m. each day.
- Students who get to school before 7:15-7:40 a.m. are to report to the lunchroom for breakfast or their homeroom hallway. Students are to be seated and well behaved until the 7:40 bell rings. Students will be allowed to go to their homeroom at 7:40. The tardy bell rings at 7:45.
- Students are to walk when entering or exiting the building. Classes are to walk in a single file line.
- When exiting the building, please stay on the sidewalk.
- For safety reasons, there will not be any movement (walking, etc.) when buses are pulling into the loading zone.

CAFETORIUM

- Students should always use good table manners.
- For the cafeteria to be attractive, students need to leave it neat and clean.
- When students talk, they should talk quietly.
- When students go through the serving line, they should get everything they need. This will keep from having to return for forgotten items.
- Parents will not be allowed to eat or go to lunch or breakfast with a student without prior approval from the principal.

BATHROOM

- Always flush toilets.
- Make sure the faucets in the sinks are turned off.
- Students are not to talk or play in the bathroom
- Students are not to carry food, etc. into the bathroom.

BELL SCHEDULE

- 7:40 – Students dismissed to homeroom
- 7:40 – School begins (7:45 is considered late arrival will be considered tardy)
- 2:30 – School dismissal
- 2:40 – Students that walk home and students that are picked up by parents are dismissed.
- 2:45 – Students are dismissed and escorted by teachers to the buses.

TELEPHONE

Students will not use the office phone for personal calls except in emergency and with staff permission. In the event a student receives a call, he/she will be called out of class only in the case of emergency. All students must have a pass (from teacher) to use the phone.

LIBRARY MEDIA CENTER

Our Library Media Center operates on a schedule. Classes come to the library once a week for 50 minutes each time. Pre-K 30 minutes

Checkout Procedures: Students in Kindergarten and First Grade are allowed to check out one book at a time. Second and Third Grade students may check out two books at a time, and Fourth through Sixth Grade students are allowed to check out three books at a time. Kindergartners are

not allowed to take their books home, they must leave them in the classroom. Students may come to the library to exchange books any time there is not a scheduled class and Mrs. Michael, the librarian, is present. Students may recheck their books for up to two more times, but must bring the book to the library to recheck it. If a student has at least one overdue book, they will not be allowed to check out another book until the overdue book is returned and their fine is paid.

Fines and Lost Books: A fine of ten cents per day will be charged for overdue books. If a student loses a library book, they will be charged the replacement cost of that book. Any student who damages a book irreparably will be charged the replacement cost of that book.

Library Behavior: All students are expected to exhibit behavior that is consistent with the librarian's rules. Misbehavior will result in various consequences: first time – oral reprimand; second time – spend library time writing a selected sentence; third time – student is sent back to the classroom and is not allowed to check out a book.

TECHNOLOGY LAB

Students attend technology classes twice each month. During the first half of the school year, grades third through sixth have scheduled computer times. During the last half of the school year, grades kindergarten through second will have scheduled times in the technology lab.

HALLWAYS

Students should be in the halls only at the beginning and close of school and while moving from one class to another unless they have special permission or special duties that require them to be there. Students in the halls during class time must have passes. Students are asked to be courteous at all times and keep to the right side when moving in the halls. Running and shouting in the halls are never permitted.

HOMEWORK

Student Responsibilities

Students will be expected to assume the following responsibilities when homework is assigned:

- Complete the assignments in the specified time period.
- Return the assignment on time.
- Do the best work possible when completing assignments.

Teacher Responsibilities

Teachers will be expected to assume the following responsibilities when homework is assigned:

- Assign homework on a regular, but reasonable basis, keeping in mind the nature of the assignment and demands that may be placed on students. Homework assignments for elementary students should not exceed ninety (90) minutes.
- Assign homework that is related to in class instructional activities.
- Grade and/or review the homework and return it to the students on a timely basis.
- Utilize homework as an important part of student evaluation.
- Expect all students to complete assignments.

PARKING-UNLOADING

School buses have the right to the curb parking. Visitors should not park along the curb in the front of the building at any time. This is a no-parking zone. Visitors and teachers should park in the marked spaces in front of the main building and the gymnasium. Traffic in front of the main building is a one-way (north to south). Please enter and exit the parking area in this manner. Students who ride with parents in automobiles should unload next to the curb in the same lane that buses use. Do not unload in the parking lot or on the street and walk between the buses to the curb.

PERFECT ATTENDANCE

In order for a student to be perfect in attendance, they must be present each day. They cannot be tardy to school, and they cannot check out of school.

P.T.O.

A very vital part of our school program is our P.T.O. The P.T.O. is very supportive of our school program, and their work enables our school to attain many things we could not have otherwise. All parents, grandparents, guardians and friends of our school are encouraged to join the P.T.O. P.T.O. meeting dates will be announced.

HONOR STUDENTS

In order to be an honor student, a student must be on the honor roll each grade reporting period.

PRINCIPAL'S AWARD

An award will be presented to the student with the highest grade average in each grade. Grades are to be computed to three (3) decimal points.

HONOR STUDENTS/SIXTH GRADE

Valedictorian

The Valedictorian will be the sixth grade student that has the overall highest average for grades three, four, five and through the third nine weeks of the sixth grade. The average will be carried out three decimal places.

Salutatorian

The Salutatorian will be the sixth grade student with the second highest overall average for grades three, four, five and through the third nine weeks of the sixth grade. The average will be carried out three decimal places.

Honor Students

The honor roll students will be the students that have an overall 90 average for grades three, four, five and through the third nine weeks of sixth grade.

Graduation Ushers

Graduation ushers will be the two fifth grade students with the highest average from grade three through the third nine weeks of the fifth grade.

PARENT/TEACHER CONFERENCES

Parents are encouraged to meet with their teacher to discuss student progress, etc. All conferences are to be scheduled through the Guidance Counselor's Office.

REPORT CARDS

All students receive a report card at the end of each nine weeks. If a report card is lost or damaged, a new one can be purchased for \$2.00 with subsequent report cards at \$5.00 each.

VISITORS AND VOLUNTEERS

- All visitors must report to the office and get a visitors pass before they are allowed to visit a classroom.
- All volunteers and the work they are going to do must be approved by the principal.
- Volunteers must wear a volunteer button.