
COLBERT HEIGHTS HIGH SCHOOL

Dear Parents and Students:

The Colbert Heights High Family would like to welcome you to the 2018-2019 school year. We anticipate the opportunity to educate your children by offering them the Three Rs: a rigorous, relevant, and relationship-based learning experience.

Please take the time to review this information guide and discuss the appropriate sections with your children.

Thank you in advance for your cooperation in making it a successful school year for the students. I have full faith and confidence that our students will reach new heights this year.

Vision- “Where We Are Going” or “Our Destination”

Colbert Heights High School exists to provide a high quality education in a safe environment that allows students to grow academically and socially and ultimately become life-long learners and productive citizens.

Mission- “What We do Every Day” or “Our Journey”

The mission of Colbert Heights High School is to provide all students with the opportunity to learn and become productive, self-directed citizens in our society.

Core Beliefs

- *Student learning should be the main focus of all decisions.*
- *Students should demonstrate understanding of essential knowledge as well as be actively engaged in solving problems and producing quality work.*
- *Students need to apply their learning in meaningful contexts.*
- *Students learn best when they are actively engaged in the learning process.*
- *Each student is a valued individual with unique physical, social, emotional, and intellectual needs.*
- *A safe and physically comfortable environment promotes student learning.*
- *Teachers, parents, administrators and the community share the responsibility for carrying out the school’s mission.*
- *The commitment to continuous improvement is essential to help our students become confident, self-directed, life-long learners.*

The staff at Colbert Heights High School wish to inform the parents, guardians, and students of our intentions of providing a memorable experience in preparing the students for college and/or careers after high school. Collectively we can truly make a lasting, impactful difference in the lives of the students. Today, the students are learning to be leaders and torch bearers for tomorrow.

Thank You,
Katie F. Dalrymple
Instructional Leader Colbert Heights High School

STUDENT ARRIVAL/DISMISSAL

Doors will be unlocked at 7:20 for student arrival. Upon arrival, 9th-12th grade students should go to their lockers and can either go to the cafeteria for breakfast or should stay in the main hallways. All 7th and 8th graders are required to report to the cafeteria until dismissed by the supervising teacher. Students must be in their 1st block class by **7:50** or they must check in at the attendance office. The dismissal bell will ring at **3:00**. Students that are riding a bus should report to loading area immediately.

BLOCK SCHEDULING

Colbert County Schools is on a block schedule where classes are 98 minutes long for a semester.

ATTENDANCE POLICY

To help the students achieve success and become productive citizens with a strong work ethic, the following policies are in effect beginning in August 2018:

- Students may not miss more than seven (7) days in a class or they may fail that course.
- Students will be granted five (5) home notes to use each semester.
- Students with chronic absenteeism will have student and/or parent conferences if the student has been classified as truant.
- Tardiness is strongly discouraged and will result in a Saturday School placement.
- An attendance committee shall be utilized to analyze any absence record of chronically absent students.

**Other Attendance Policies that have previously been adopted by the CCS will be strictly enforced.

CHECK IN/OUT

To have an excused check-in, students should be accompanied by the parent/guardian or should have a doctor or parent/guardian note stating the reason for the check-in. Students may be checked out by **ONLY** a parent or guardian. **A student will be allowed to check out a total of five (5) times per semester by phone call in the attendance office.** After five (5) checkout by phone have been used, a parent/guardian **MUST** physically come to the school to checkout a student. All parents/guardians checking out students must present **PHOTO ID** when checking out a student. The administration may review any extenuating circumstances.

CLUBS AND ORGANIZATIONS

Students are welcome to join clubs of their choice. See club sponsors for membership and club officer requirements. Clubs will meet periodically during the throughout the school year. Students are responsible for membership fees.

INOW HOME PORTAL

Colbert Heights High uses the INow home portal to inform parents/guardians of current progress of his/her child's grades, attendance, and discipline status. Parents/Guardians may request log-ins.

CLASS OFFICERS

Each grade shall elect the following officer: president, vice president, secretary, and treasurer. Class officers are to be elected based on the following qualifications:

- Must have been a member of the CHHS class who will be electing the officers from the previous year in which the election is being held for those running for 8th-12th grade officers. (Ex: One must have been a member of the 10th grade class the previous year to run for 11th grade officer, or a member of the 6th grade class at either NBES or CHES the entire previous year to run for 7th grade officer).
- Must have at least a C average in each subject taken in the previous year.
- Must have 90 percent school attendance average for the previous and current academic school year.
- Should show a good quality of leadership, exhibit high moral standards and exemplary behavior.
- Must not have been out-of-school suspended during the previous year. (CLASS & in-school suspension do not count)
- Officers will be removed if the above qualifications are not met. A special election will be called to replace any removed officer if necessary.

DRESS CODE

We will enforce the following dress code:

- Students shall not wear hats, caps, bandanas, sweatbands, sun glasses, or any type of head covering except for medical purposes with written verification from a licensed medical doctor.
- Students must recognize that revealing clothing is not appropriate apparel in school.
- Students shall not wear garments with rips, tears, or holes that are located above the knee.
- Garments that are “see-through” cut low, or expose one’s midriff are not acceptable. Garments must have a visible sleeve that extends beyond the end of the shoulder. Shorts or skirts must not be shorter than touching the top of the knee when the wearer stands upright. Under garments must not be visible at any time.
- Students shall not wear pants/shorts that are baggy, sag, or fit below the waist. All pants/shorts must fit around the waist and be properly fastened.
- No leggings or yoga pants unless the upper body attire comes down to at least the mid-thigh or longer. This will be reviewed by the administrator.
- All additional dress code regulations authorized by the CCS System will be enforced.
- When dress or appearance of an individual student disrupts the teaching-learning process or is unsafe, the administration has the authority to take disciplinary action.
- The administration shall be the final judge as to neatness and cleanliness of wearing apparel and whether such apparel is disruptive, distracting, or is in violation of health and safety rules.

ELECTRONIC DEVICE POLICY

Students will be allowed to use their electronic device during breakfast, lunch, and with permission from their teachers in class for educational purposes. The CCS board policy will take effect if a student violates the policy when using the device without permission.

FOR SENIORS ONLY

We feel it is necessary for Colbert Heights High School to establish a clear policy related to students who are candidates for graduation, but fall short of the required grade average to pass at the end of the school year. We feel that our students should take their grades and classes seriously. We do not feel that we should be placed in the position whereby we must create any extra or additional work to enable a student

who has had sufficient time to make a passing grade be given any consideration their classmates were not given to pass a certain class or course.

GRADUATION CEREMONY

- All Seniors must attend graduation practice, be properly attired, and have all school fees paid before participating in the graduation ceremony.
- Graduation is a privilege and not a right. A student may forfeit his or her privilege to participate in graduation if he or she engages in any acts damaging to the facilities, staff, and/or school grounds.
- The school administration and leadership team will determine the graduation ceremony eligibility.
- Graduation will be held on the football field unless inclement weather forces it to an inside facility. Due to safety concerns related to seating capacity and fire code regulations, each graduate will receive ten (10) tickets for friends and family in the event graduation is moved inside. A senior is not required to utilize all ten tickets and may return tickets not used or give to another senior who may desire to have more than ten (10) tickets.

FEES

Students should be in good standing to be eligible for participation in clubs or organizations, as well as for any honor, award, or class office. There will be no refunds for field trips or other activities without prior approval, due to the group projected cost.

TARDY POLICY

A record of student tardies will be kept on file. Three (3) unexcused tardies to a class will count as an unexcused absence. A student may be assigned detention for a third unexcused tardy to a class. On the fourth unexcused tardy and beyond, a student will be required to attend Saturday School.

LOCKERS - HALL AND GYM

All students will be assigned lockers and required to pay a locker maintenance fee of \$15.00. The combination is issued upon rental time. Reissuing a combination will result in a \$1.00 fee. Sharing lockers is not allowed and will result in a discipline action for both students involved.

STUDENT VEHICLE DRIVING/ PARKING

Each student driving a car on campus will be required to purchase a parking decal at \$15.00 per academic year. The student must present a valid driver's license, proof of automobile insurance, and must obey all parking rules and regulations. A student who acquires his/her license during the school year must follow this procedure to drive on campus. No student shall be allowed to drive on campus until they are in grade nine or above. Student drivers must submit the drug abuse testing form to be able to drive on campus. Students must park in designated student parking. Students are to use extreme caution when entering and leaving school grounds. They will be warned once about dangerous driving. Privileges may be revoked if deemed necessary by administration for safety violations.

CLASS BELL SCHEDULE

7:45	Signal to Move to 1 st Block
7:50-9:28	1 ST BLOCK
9:28-9:32	STORE/SNACK
9:32-11:10	2 ND BLOCK
11:14-1:18	3 RD BLOCK (Lunch)
1 st lunch	11:14-11:40
2 nd lunch	11:41-12:07
3 rd lunch	12:08-12:34
1:18-1:22	STORE/SNACK
1:18-3:00	4 th BLOCK

PEP RALLY/ACTIVITY SCHEDULE

7:45	Signal to Move to 1 st Block
7:50-9:20	1 ST BLOCK
9:24-9:28	STORE/SNACK
9:28-10:58	2 ND BLOCK
11:02-1:00	3 RD BLOCK
1 st lunch	11:02-11:25
2 nd lunch	11:26-11:49
3 rd lunch	11:50-12:13
1:04-2:34	4 th BLOCK
2:35-3:00	PEP RALLY/ACTIVITY