

***“Where heritage and tradition
welcome growth and innovation”***

MESSAGE FROM THE PRINCIPAL

Welcome to Collierville High School. We are looking forward to another successful year of working with the very best students and parents anywhere. Our dedicated, knowledgeable faculty and staff provide an atmosphere of creative investigation. Working together, we can offer our students a learning experience that equips them for life beyond high school. Our diverse academic and extracurricular offerings reflect our belief that every student is unique. Our goal is to present every avenue possible for development and growth. The purpose of the high school experience is to assist each student in academic development which will lead to becoming a responsible, contributing member of our community.

Included in this handbook is useful information which assists all of us in maintaining an orderly and focused learning community. That information helps each of us to make Collierville High School the very best place to learn and grow. I urge both students and parents to review this information carefully and seek clarification if needed.

Be involved. Take advantage of all that is offered at CHS. Do your best each day. I hope that you have a productive and exciting school year. If I or my staff can assist you in any way, please do not hesitate to contact us.

Dr. Timothy R. Setterlund
Principal

Mission Statement:

The mission of Collierville High School is to provide a safe and challenging environment where each student realizes his or her full potential as a responsible, self-motivated learner who embodies harmony and respect in a diverse and interdependent world.

Belief Statements:

1. Positive relationships and mutual respect between students and staff enhance students' self-esteem and promote learning.
2. All students should be given challenging curricular and co-curricular opportunities that enable them to reach their full potential as productive citizens and lifelong learners.
3. Students can achieve excellence in an environment where they, with teachers, parents, and community, share responsibility for their development.
4. High expectations and appropriate opportunities to succeed promote individual student performance.
5. Career/technical education and guidance are important parts of the academic program for students' success and future employment.
6. A safe, orderly, and physically comfortable environment is essential for learning.
7. Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
8. Students' understanding and respect of themselves, different peoples, and cultures, are critical to their ability to contribute to our community.
9. Students learn best when actively engaged in learning activities that account for differences in learning styles and the multiple intelligences.
10. Assessment should provide students with a variety of opportunities to demonstrate their learning.

Vision:

The Vision of Collierville High School is that each individual will:

- Recognize and uphold the standards of honesty, integrity, respect, and tolerance.
- Fulfill his or her intellectual, artistic, technical, and co-curricular potential.
- Be a responsible, confident, and productive citizen prepared for a diverse and ever-changing society.

ADMINISTRATION

Principal: Dr. Tim Setterlund

Vice Principal: Ms. Becky Kenley

Assistant Principals: Mr. Andy Clayton, Mr. Andy Field, Mrs. Mattie Hampton, Mr. Dennis Moody

GUIDANCE

9th grade- Mrs. Pat Bell

10th grade- Ms. Kristy Krotzer

11th grade- Mrs. Marianne Rainey

12th grade- Ms. Joanna Jonakin

College Advisor- Mrs. Carolyn Comella

TELEPHONE DIRECTORY

Main Office: (901) 853-3310

Attendance: (901) 853-3309

Guidance: (901) 854-2340

DIRECTORY

Athletics: Mr. Roy Kirkland

Attendance: Mr. Field

Textbooks: Mr. Field

Bus Transportation: Mrs. Hampton

Cafeteria: Mrs. Snipes

Curriculum/Instruction: Ms. Kenley

Discipline:

9th Grade: Mr. Clayton

10th Grade: Mr. Field

11th Grade: Mr. Moody

12th Grade: Mrs. Hampton

Law Enforcement: Officer Brandon

Lockers: Mr. Clayton

Lost and Found: Study Hall

Maintenance: Mr. Smith

Parking: Mr. Clayton and Officer Brandon

School Newspaper: Mrs. DeCarlo

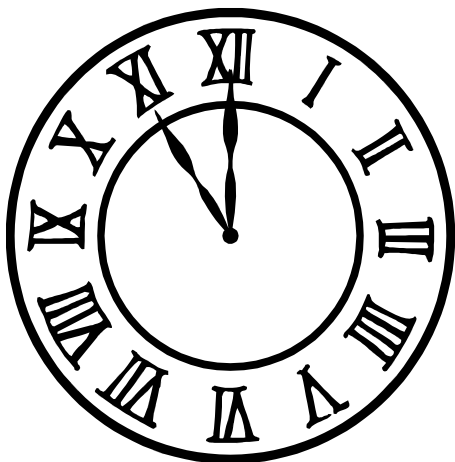
School Yearbook: Mr. Vawter

TV Channel 19: Mr. Hutson

SCHOOL WEBSITE

www.colliervillehs.org

BELL SCHEDULES



| | |
|----------------|---------------|
| First Period | 7:00-8:04 |
| Second Period | 8:10-9:04 |
| Third Period | 9:10-10:04 |
| Fourth Period | 10:10 -11:04 |
| 4A Lunch | 10:04 - 10:28 |
| 4A Homeroom | 10:34 - 10:58 |
| 4B Lunch | 10:34 -10:58 |
| 4B Homeroom | 10:10 -10:34 |
| 5ALunch | 11:04 -11:28 |
| 5A Homeroom | 11:34 - 11:58 |
| 5B Lunch | 1134 - 11:58 |
| 5BHomeroom | 11:10 – 11:28 |
| Fifth Period | 11:04 - 11:58 |
| Sixth Period | 12:06 - 12:58 |
| Seventh Period | 1:04 - 2:00 |

Regular Bell Schedule

Pep Rally Schedule

| | |
|--------------------------|---------------|
| Regular Morning Schedule | |
| Sixth Period | 12:06 - 12:46 |
| Seventh Period | 12:52 - 1:32 |
| Pep Rally | 1:38 - 2:00 |



Club Day Schedule

| | |
|----------------------------|------------|
| First Period | 7:00-7:53 |
| Second Period | 7:59-8:43 |
| Club | 8:49-9:14 |
| Third Period | 9:20-10:04 |
| Regular Afternoon Schedule | |



Summer School

Morning Session: 7:30- 12:00 pm

Afternoon Session: 12:30 –5:00 pm

2007-2008 School Calendar

First Semester-2007

| | |
|-------------------|--|
| August 7 | Registration |
| August 13 | First Day Students |
| September 3 | Labor Day (Schools and Offices Closed) |
| October 4 | Parent Conferences (7AM Schools 3-6 PM All Others 4-7 PM.) |
| October 8-9 | Fall Break (No Classes for Students) |
| November 12 | Veteran's Day (Schools Closed) |
| November 21-23 | Thanksgiving Holiday (Schools Closed) |
| December 20 | Last Day Students |
| December 21-Jan 4 | Christmas Break |

Second Semester-2007

| | |
|-------------|--|
| January 21 | Dr. Martin Luther King's Birthday (Schools and Offices Closed) |
| February 18 | President's Day (Schools Closed) |
| March 13 | Parent Conferences (7AM Schools 3-6 PM All Others 4-7 PM.) |
| March 8 | Last Day 3rd Nine Weeks (Students) |
| March 17-21 | Spring Break (Schools Closed) |
| March 21 | Good Friday |
| March 24 | First Day 4th Nine Weeks (Students) |
| May 6-9 | Gateway Exams (High Schools) |
| May 22 | High School Exams (class sessions all day; regular classes 1-3; exams 4-6) |
| May 23 | Last Day 2nd Semester (Exams 1-3) 7:15-10:15 a.m. (Elementary/Middle Students All Day) |
| May 25 | Senior Graduation |

STAY INFORMED

BECOME A MEMBER

CHS PTSA

The most effective way for parents to become involved is to join the CHS PTSA. All members receive six publications of the *CHS Dragon News* newsletter. Included in the *CHS Dragon News* are letters from the CHS administrators, helpful information on policies and procedures, additions to the school activity calendar, points of interest that pertain to each class, athletic calendars for the fall, winter, and spring sports, teacher highlights, and much more. Joining the CHS PTSA is a great way for the students and parents to stay informed of the current events and activities that are scheduled throughout the year.

“CHS DRAGON NEWS”

A free subscription is included with every membership!

All monies donated to PTSA go to CHS and are tax deductible.

**HALLWAY
PASSPORT**

NAME _____

DATE TIME OUT TIME IN DESTINATION TEACHER 1 TEACHER 2

**HALLWAY
PASSPORT**

NAME _____

DATE TIME OUT TIME IN DESTINATION TEACHER 1 TEACHER 2

GUIDANCE

The Guidance Department at Collierville High School serves the students, faculty, parents, and the community. Realizing that each student has individual needs and abilities, our efforts are designed to prepare a competent, responsible, self-reliant individual who can function to maximum potential. The guidance program seeks to assist all students to mature in self-understanding, responsibility, decision-making, and the development of values.

Counselors meet with all grade level students for assistance with course scheduling and grade information, graduation requirements, career planning, college and scholarship applications, tutoring, study skills recommendations, and testing programs. All counselors are also available to discuss any academic and personal concerns.

GUIDANCE SERVICES

Appointments

Students who wish to meet with a school counselor need to sign the appointment book in the Guidance office, and they will be contacted as soon as possible. In the case of an emergency, students will be seen immediately.

College and Career Planning

(<http://colliervillehs.scs.k12.tn.us/%7Ecomellac/default.html>)

The College and Career Planning Center is located in the Guidance Office and is open to families of Collierville High School students during school hours. Students have access to college catalogs and applications, updated bulletins, as well as financial aid and scholarship information. Students are welcome to come in before or after school or during their study hall to use the computers to research additional college and scholarship information. In addition, helpful test prep and practice workbooks are available to assist students in preparation for the various college entrance exams. The College and Career Planning Resource Center is also the location where college recruiters and employers hold scheduled meetings with prospective students. Recruiter schedules are announced during "Collierville AM" and are also on Mrs. Comella's Web Page.

Parent Conferences

Parents are encouraged to contact teachers or guidance counselors to obtain information on academic progress. Parent conferences are encouraged and can be scheduled by contacting the student's grade level counselor. One school wide Parent Conference night is scheduled each semester (see page 5 for dates). If a parent would like to schedule a meeting with a teacher on one of those designated dates, they may do so by contacting the guidance office, or they may register on-line at the Collierville High School web site.

Tutorials

Tutorial services are conducted free on campus by individual teachers. Tutoring is normally available before or after school by appointment. Students who need extra help with academics should make use of this opportunity. Schedules are available in Guidance.

Transcript Requests

To request a transcript, the student must complete a transcript request form in the Guidance Office. There is a charge of \$3.00 for each transcript requested.

ACADEMICS

Grading Scale

| | | | |
|--------|----------|--------|-------|
| A..... | 93 -100 | C..... | 75-84 |
| B..... | 85 - 92 | D..... | 70-74 |
| F..... | BELOW 70 | | |

Five additional points are added to the grade for AP classes, and 3 additional points are added for honors courses.

Report Cards

Report cards are issued at the end of each nine weeks during homeroom. The final report will be mailed to the home of the students. Grade Point Averages are calculated based on semester averages.

Advanced Placement Program

The Advanced Placement Program consists of college level courses and exams that give high school students the opportunity to receive advance placement and/or college credit. Advanced Placement courses are introductory or second year college courses. They require more time and work, but they offer greater opportunity to master a subject and to explore it in greater depth. Students who enroll in an Advanced Placement course at Collierville High School will be required to take the Advance Placement examination. The College Board fee for the Advanced Placement Exam is approximately \$90.00. This fee is nonrefundable and must be submitted with the application to enroll in an Advanced Placement Course.

Advanced Placement Courses

The following courses are offered at the Advanced Placement level:

Art Drawing Portfolio, Biology, Calculus AB, Calculus BC, Chemistry, Comparative Government, Computer Science, English Language, English Literature, European History, French, German, Human Geography, Latin, Macroeconomics, Microeconomics, Physics, Physics C, Psychology, Spanish, Statistics, U.S. Government, U. S. History, and World History.

AP Exam Test Dates

| | |
|----------------|---|
| May 5: | Government and Politics: US (8 a.m.) Government and Politics: Comparative French Language (12 p.m.) |
| May 6: | Computer Science A** (a.m.) Spanish Language** (a.m.) Statistics (p.m.) |
| May 7: | Calculus AB Calculus BC |
| May 8: | English Literature German Language |
| May 9: | US History European History Studio Art (portfolios due) |
| May 12: | Biology Physics B Physics C |
| May 13: | Chemistry Psychology |
| May 14: | English Language |
| May 15: | Macroeconomics Microeconomics World History |
| May 16: | Human Geography Latin Vergil |

Honors Courses

The following courses are offered at the honors level: Algebra II, Biology I, Chemistry, English I and II, French I-IV, Geometry, Pre-Calculus, German I-III, Latin I-III, and Spanish I-III. Students interested in taking an honors course must be recommended by a teacher, complete an application, and must be approved prior to placement. Summer work is required.

Honor Roll

To achieve “Principal’s Honor Roll,” a student must maintain an “A” average (93 and above). For “Faculty Honor Roll” the student must have no grades lower than a “B” (85-92). Conduct grades must be no lower than an “S” for all honor rolls.

Add/Drop Policy

Required courses cannot be dropped. No request to add a course will be considered after the tenth day of class for that course. No class may be dropped after students have received their first nine weeks report card for that class. Only sixth subject elective courses may be dropped.

Problems With a Class

If a student is experiencing problems in a class, the following procedures should be followed:

1. The student should consult the teacher for ways to improve.
2. If the problem still exists, the parent should talk to the teacher. Conversation can occur over the phone or through email. The best communication is still person-to-person. Parents may contact the guidance department to schedule this meeting.
3. If the problem continues to exist, the parent can request a school meeting that includes the teacher, the student, the parent(s), the appropriate school counselor, and the grade-level assistant principal. This team will form a plan of action.

Honors and AP Scheduling Policy

Students who requested and who were recommended for Honors and Advanced Placement courses in the spring will be obligated to take these courses in the fall. Students cannot drop a level because they changed their minds over the summer, or did not do the summer work, or desire a different teacher.

Withdraw from School

To withdraw from school, it is necessary for the student to turn in all textbooks to the Attendance Office and request a withdrawal form. If the necessary procedures are not followed, grades and pertinent information will not be released.

Graduation Requirements

Any student graduating with a Regular Education Diploma from a public school in Tennessee must:

*pass all three Gateway Tests (English II, Algebra I, and Biology I).

*earn the credits required for the graduation path selected by that student.

Diplomas will not be issued to Shelby County Schools’ students who have not met these requirements. The only exceptions are for special education students who are exempted by an Individualized Education Plan (IEP). Students must fulfill all graduation requirements in order to participate in graduation.



**Tennessee Minimum
Graduation Requirements**

University Path Requirements

| COURSE | UNITS |
|---------------------------------|--------------|
| English | 4 |
| Math (Alg. I & II and Geometry) | 3 |
| Science (must include Biology) | 3 |
| U.S. History | 1 |
| W. Geography or W. History | 1 |
| Economics | ½ |
| U.S. Government | ½ |
| Wellness | 1 |
| Fine Arts | 1 |
| Foreign Language* | 2 |
| Electives | 3 |
| TOTAL | 20 |

Combination Path Requirements

| COURSE | UNITS |
|---------------------------------|--------------|
| English | 4 |
| Math (Alg. I & II and Geometry) | 3 |
| Science (must include Biology) | 3 |
| U. S. History | 1 |
| W. Geography or W. History | 1 |
| Economics | ½ |
| U. S. Government | ½ |
| Wellness | 1 |
| Fine Arts | 1 |
| Foreign Language* | 2 |
| Related Technical Area** | 4 |
| TOTAL | 21 |

Technical Path Requirements

| COURSE | UNITS |
|--------------------------------|--------------|
| English | 4 |
| Math (Alg. I and Geometry) | 3 |
| Science (must include Biology) | 3 |
| U. S. History | 1 |
| W. Geography or W. History | 1 |
| Economics | ½ |
| U.S. Government | ½ |
| Wellness | 1 |
| Electives | 2 |
| Related Technical Area** | 4 |
| Total | 20 |

It is the responsibility of the parents and students to contact the college or university that they plan to attend to verify the minimum requirements for admission.

* The Foreign Language units must be in the same language.

** If students switch to the technical path, they must declare it prior to the end of their freshman year. Failure to do so may result in graduating a year later in order to meet all of the requirements.

Available Technical areas

Agriculture/Horticulture
Automotive Mechanics
Cosmetology
Family and Consumer Science
Business and Information Technology
Vocational Drafting
Marketing

See the CHS Course Description Catalog for additional information (page VIII).

TESTING

PLAN

The PLAN is given to the sophomore class as a “pre-ACT” test. The PLAN is a powerful predictor of success on the ACT for those who are college-bound as well as those who are likely to enter the workforce directly after high school. It is a comprehensive guidance resource that helps students measure their current academic development, explore career/training options, and make plans for the remaining years of high school and post-graduation years. Registration takes place in September through the English classes. The cost for the PLAN is \$15.

PSAT

The Preliminary Scholastic Aptitude Test is given to juniors. Based on their score, students who take the PSAT as juniors are eligible to qualify for the National Merit Scholarship Program. All juniors enrolled in an honors English class are required to take the PSAT. Freshman and sophomores may elect to take the PSAT as practice. Registration takes place in September through the English classes. The cost for the PSAT is \$15.

ACT/SAT

Scores on both of these tests are utilized by colleges and universities to determine admission and placement and are also used as a determining factor in awarding some scholarships. Juniors are strongly encouraged to take the ACT/SAT in the spring. This will allow students to begin the college application process in the fall of their senior year.

ACT TEST DATES

| TEST DATE | REGISTRATION DEADLINE |
|--------------------|-----------------------|
| September 15, 2007 | August 10, 2007 |
| October 27, 2007 | September 21, 2007 |
| December 8, 2007 | November 2, 2007 |
| February 9, 2008 | January 4, 2008 |
| April 12, 2008 | March 7, 2008 |
| June 14, 2008 | May 9, 2008 |

SAT TEST DATES

| TEST DATE | REGISTRATION DEADLINE |
|------------------|-----------------------|
| October 6, 2007 | September 10, 2007 |
| November 3, 2007 | October 2, 2007 |
| December 1, 2007 | October 30, 2007 |
| January 26, 2008 | December 26, 2007 |
| *March 1, 2008 | January 29, 2008 |
| May 3, 2008 | April 1, 2008 |
| June 7, 2008 | May 6, 2008 |

(SATs will not be offered at Collierville Campus)
(* ACT only)

Registration packets are available in the Guidance Office, or registration on-line is available and can be accessed by visiting the following web sites.

ACT

www.act.org

SAT

www.collegeboard.com

End-of-Course Tests

The Tennessee State Board of Education mandates the end-of-course assessment in mathematics, science, English, and social studies. Students enrolled in the following courses will be required to take an end-of-course exam: Math Foundations II, Physical Science, English 9, and U.S. History. End-of-course tests account for 15% of second semester average. End-of-Course Tests will be given the last 10 days of school.

Gateway

The Gateway tests are end-of-course tests which students must pass as part of the requirements for earning a high school diploma. The Gateway exams count 15% of the second semester average. The three courses which require passing scores on the Gateway Tests are: English II, Algebra I, and Biology.

| | |
|-----------|-----------------------|
| 12/4/2007 | Gateway Mathematics |
| 12/5/2007 | Gateway Language Arts |
| 12/6/2007 | Gateway Science |
| 12/7/2007 | Gateway Make-ups |

| | |
|----------|-----------------------------|
| 2/5/2008 | Writing Assessment |
| 2/6/2008 | Writing Assessment Make-ups |
| 5/6/2008 | Gateway Mathematics |
| 5/7/2008 | Gateway Language Arts |
| 5/8/2008 | Gateway Science |
| 5/9/2008 | Gateway Make-ups |

Final Exams

Two days are devoted to final exams at the end of each semester. Only students who are classified as seniors are eligible for exemption. Students must possess a minimum average of 90 and have no more than three excused absences in the class from which they wish to be exempt.

TCAP Writing Assessment

This state mandated writing test is given to all juniors to ensure that they can communicate effectively in written form. The test counts as 15% of the 2nd semester average.

ASVAB

The Armed Services Vocational Aptitude Battery is given to all juniors on a voluntary basis. The ASVAB is used as an indicator of possible success in college, as well as a means of assessing a student's career interests and abilities.

ASVAB will be given In November.

GENERAL INFORMATION

Hall Pass Policy

Included in this student handbook are hall passes (pages 8-9) that are to be used by the student/owner of this handbook. This agenda book will serve as a student's pass. Upon requesting a pass on a given destination within the building, the student must present their agenda book to a CHS faculty member for approval. The faculty member is responsible for filling out the time, date, and destination, not the student.

AGENDA BOOK

Included in pages 1-30 of the *CHS Agenda Book* is the parent/student handbook. Within this handbook is pertinent information in relation to attendance and discipline policies, guidance services available, as well as helpful information regarding general policies and procedures. Every CHS student must pay a \$5 fee to receive an agenda book at the beginning of the 2006-2007 school year. They are responsible for it at all times. The students will be expected to maintain it throughout the school year for use as a hall pass in addition to utilizing it as an assignment notebook. If students should lose the agenda book, they will be responsible for reporting to Mr. Clayton's office and purchasing a new one for the price of \$5.

VISITORS ON CAMPUS

No visitors will be permitted on campus unless they have specific business to conduct. Parents, former students, or others who have business with a teacher, counselor, or administrator must check in through the Main Office or the Attendance Office. Teachers may be seen only during their planning time. A visitor's badge is required while in the building. Visitors may not attend school assemblies or pep rallies due to overcrowding and security. Parents, faculty, and friends are invited to attend Beta Club induction, National Honor Society Induction, and the Academic Excellence program.

LOST AND FOUND

Items that are lost are taken to a designated secured area in the study hall room where they can be reclaimed by the owner upon verification. Smaller items such as keys, jewelry, billfolds, etc., are sometimes taken to the main office.

CHS Library

The library provides materials to support the instructional program of the school. No more than five books may be checked out at the same time for a period of two weeks. The library is open from 6:45 AM until 2:30 PM Monday-Friday and the Reference library is open for research until 3:30 PM on Tuesday and Wednesday afternoons.

Early Arrival

Students arriving on campus prior to 6:45 AM may enter the building but must go immediately to the cafeteria where they are to remain until the 6:45 AM bell rings dismissing them to their first period class.

Lunch Rules

Students are allowed to eat in the school cafeteria only. No food or drinks are to be consumed in the halls or classroom. Open food and drink containers are not permitted at school. These would include squirt bottles, drink thermoses, water bottles, cups, etc. Unopened drink cans, water bottles, or box drinks are the only drink containers permitted on campus and are to be used only during lunch in the cafeteria. No guests are allowed in the cafeteria, nor can deliveries be made to students in the cafeteria. Students are expected to conduct themselves properly in the cafeteria and clean up their area when lunch is over.

Homework Request Policy

When it is determined that a student will be absent for two or more consecutive days, arrangements can be made to collect homework by contacting the Attendance Office (before 10:00 AM). If requested prior to 10:00 AM, the homework will be available in the Attendance Office after noon the following workday. The individual picking up the assignments must also make arrangements to pick up the books from the student's locker (will need locker number and lock combination). Students are expected to complete the assignments prior to returning to school. For absences of two or fewer days or absences not related to a student illness, the parents or students are asked to contact the individual teachers or to look up assignments on the teacher's web page.

Student Parking

Student parking on campus is a privilege. Parking rules must be followed by students to maintain this privilege. Students are encouraged to carpool due to the limited availability of parking spaces. All students who park on campus must have purchased a valid hang tag from the school, and the hang tag must be displayed on the rearview mirror. Hang tags may only be used by the student who purchased the tag. Allowing students to use your hang tag will result in loss of parking privilege. Students must park in designated parking spaces according to the type of hang tag purchased. General tags may be purchased for \$10.00. General parking is restricted to the parking area around the baseball field and may be accessed from Frank Road. Reserved hang tags may be purchased for \$50.00. Reserved parking is located around the school in six different lots, A, B, C, D, E, F. Reserved hang tags will show the lot letter to be used by the driver. If a student purchases a hang tag and decides not to use the hang tag, the hang tag may be returned for a partial refund. Discipline measures (detention, ISS, loss of parking) will be used to encourage students to follow parking rules. Hang tags will be made available to seniors first, then juniors,

etc., as quantities last. Students are reminded that smoking, loud music, foul language, squealing tires, or disruptive behavior will not be tolerated in the parking lot. Pedestrians have the right-of-way at all times in the parking lot. The speed limit on campus is 5 mph.

School Jurisdiction

The school campus, as well as those portions of Byhalia and Frank Road adjacent to the campus and bus stops, will be governed by school rules. Violation of school rules in those designated areas will result in disciplinary actions. Enforcement will begin in these areas once students arrive on campus for school and until students have left those areas after school has been dismissed. Extracurricular activities, both on and off the campus, are also under the jurisdiction of the school and keep subject to disciplinary action for violations.

Use of Phones

Use of office phones during school hours will be restricted to medical emergency only. Cell phones must be stored in cars or lockers and may NOT be carried by students during the school day. Students in possession of cell phones during the school day will be assigned ISS or Saturday School and the cell phone will be held in the main office for parent pick up. Parents may pick up cell phones each Friday from 1:30-2:30.

Electronic Devices

Cell phones, Ipods, CD players, recorders or any other electronic devices are prohibited without written approval from the administration.

Internet Guidelines

Students utilizing Internet access must receive permission from and be supervised by a SCS staff member. Students are responsible for appropriate behavior on-line just as they are in a classroom. See Acceptable Use Policy 6215 in the SCS Student Handbook.

Lockers

Lockers and locks are a service provided by Collierville High School. The annual lock rental is \$5.00. Replacement locks are \$10.00. Upon receipt, the student will be assigned a locker by a school official and issued a lock with a combination. The students are required to keep the rented school lock on their locker at all times. Students are not permitted to share lockers. Lockers assigned to the students are the property of Shelby County Schools and are subject to search by school personnel at any time. The school is not responsible for the contents of the locker. Failure to follow locker procedures will result in loss of locker privileges.

Textbooks

It is the student's responsibility to maintain the textbooks issued by Collierville High School. Students must write their name inside the front cover of each textbook. Textbooks will be turned back in to the teachers on an announced day at the end of the school year. Students not following the proper procedures will be responsible for the cost of any missing and/or damaged textbooks. Students are encouraged to keep their textbooks covered at all times.

Deliveries to the School

Items delivered to the school for students should be brought to the Main Office. Due to the large number of students at Collierville High School, students will not be notified in class of a delivery. Students who expect a delivery to the Main Office should check between classes. Our office staff will hold these items until students arrive to pick them up. Deliveries such as flowers, balloons, or food are not accepted.

Backpacks

Students are not permitted to carry backpacks during the school day. Backpacks may be used to bring class materials, textbooks, etc., to and from school only. Backpacks are to be stored in the student's assigned locker while school is in session.

School Resource Officer

A School Resource Officer has been assigned to work with the faculty, staff, and community members to ensure a safe school environment. The officer is available during the day to assist with matters that may require police intervention.

Shelby County School Bus Rules

1. Observe the same conduct as in the classroom.
2. Students may only ride the bus which serves their home address and may only board or get off the bus at their assigned stop.
3. Students should be at their assigned bus stop five minutes before their scheduled pick up time.
4. Students must remain in their seat. Keep head, hands, and feet inside the bus.
5. Bus driver is authorized to assign seats.
6. Cooperate with the bus driver.
7. Be courteous; do not use any profane language.
8. Keep the bus clean; do not eat or drink.
9. Do not be destructive.
10. Back packs must be one that can be picked up and held in the lap.
11. Large band instruments are not allowed on the school bus.
12. Live animals are not allowed on the school bus.
13. Radios, tape players, headphones, etc., are not allowed on the school bus.
14. Smoking and the use of any tobacco product on a school bus are prohibited.

Shelby County Student Dress Code

Shelby County Schools' students are expected to dress and appear in a manner that meets reasonable standards of health, cleanliness, and modesty. It should remain a matter of personal pride to maintain high standards of neatness and appropriateness of dress and appearance so as to reflect favorably upon yourself, your parents, and Shelby County Schools. All experiences during school years should be a part of a student's preparation to take his/her place in society as a mature responsible individual.

The responsibility for the appearance of the student begins with parents and the students themselves. Students' clothing, make-up, and hair styles should reflect neatness, cleanliness and self-respect to promote learning and character development. A student who is not attired appropriately or exhibits grooming which is detrimental and/or disruptive to the school environment shall be asked to refrain from wearing the inappropriate attire in the future and shall be required to make arrangements for suitable or appropriate dress. The principal shall make the final determination.

ACCEPTABLE ATTIRE

Guidelines are set forth below.

1. Pants of appropriate size and worn at waist
2. Belts **MUST** be worn if pants have belt loops
3. Shirts **MUST** be tucked into clothing
4. Polo- style collared shirts
5. Turtleneck or mock turtleneck shirt
6. Button-front shirt or blouse with collar
7. Shirts must be appropriately sized: no tight fitting or over-sized garments are allowed
8. Shirts and blouses must have short or long sleeves (no sleeveless shirts allowed)
9. Dresses or shorts must be less than 4" above the knee with sleeves and appropriate neckline
10. Dresses must be of appropriate length, with sleeves and appropriate neckline.

(The above are not all inclusive)

UNACCEPTABLE ATTIRE

Guidelines are set forth below.

1. Spandex shorts or shirts
2. Sweatpants, cargo pants, or other oversized pants
3. Shorts, skirts, dresses, or slits in dresses more than four inches above the knee
4. Tight tops, pants, or dresses
5. T-shirt or any collarless, or sleeveless top
6. Sleepwear/pajamas of any type
7. Barebacked or bare midriff tops, shirts, or dresses
8. Lowcut apparel, tank tops, tube tops, spaghetti straps, or fishnet mesh shirts
9. Any transparent, torn, or ripped clothing
10. Hats, hoods, and headgear may not be worn in school building or where prohibited
13. Sunglasses without appropriate doctor's note and approval of principal
12. Facial jewelry (including tongue piercing)
13. Any logo, advertising, etc. larger than 2 inches by 2 inches square
14. Unnatural hair coloring or hair carvings (Mohawks, logos, etc.)
15. Any clothing that pictures or advertises substances that are illegal by law for minors, that are violent, profane, or suggestive in nature, or indicates gang activity and involvement, or derogatory remarks of an ethnic nature.
16. Torn, ripped, frayed or clothing with holes or clothing with the appearance of holes
17. Shower Shoes

Any dress or appearance that is disruptive or calls undue attention to a student will not be permitted.

Sweaters, jackets, or sweatshirts worn over a collared shirt must either be tucked into pants or skirt or worn open (unbuttoned or unzipped) and at a length not below the top of rear pants pockets.

Students who for religious or health reasons cannot comply with the above guidelines may contact the school principal for possible exemption

(The above are not all inclusive.)

NOTE: Uniforms for spirit and athletic groups must be consistent with student dress codes when worn during the instructional day.

Medication Administration

If it is necessary for a student to receive medication during school hours and the parents are unable to administer the medication, a school nurse or principal's designee will administer the medication in compliance with the following regulations:



1. Only medications which absolutely must be given during school hours must be delivered to the school by a parent.
2. Enough medication should be brought for no more than a two-week period.
3. Over the counter medication may not be administered at the school (approval must be attained through the principal and/or school nurse).
4. All medication must be in the original containers and correctly labeled with a pharmaceutical label or a label from a doctor's office which states student's name, the doctor's name, the name of the medication, strength and dosage amount and time.
5. A Parent Authorization form must be completed. Copies are available in the main office.
6. Medicines which require refrigeration should not be brought to the school.
7. The school system retains the discretion to reject requests for administration of medicine.

For additional information *see* Policy 6405 in the *Shelby County Schools Student-Parent Handbook*.

CHS HONOR CODE

Honor Contract

I will uphold the characteristics of respect, truthfulness, and integrity as outlined in the Honor Code of Collierville High School.

Rationale

- 1) The Department of Education reports that “Student Cheating is both rampant and on the rise.”
- 2) A finding of Collierville High School’s Improvement Plan indicates that the students, faculty, parents, and community consider high ethical and moral behavior in education to be essential.
- 3) Students, faculty, parents, and the community believe that setting standards of integrity in all academic affairs is the responsibility of the local school.

Code of Honor

Honorable conduct is expected of all students at all times. Honorable conduct includes:

- A) *Respect* for the person and property of others.
- B) *Truthfulness* defined as not knowing and misrepresenting the truth.
- C) *Integrity* defined as avoiding academic dishonesty.

Consequences for Cheating

The student will receive a zero on the assignment, a lowered conduct grade, a discipline referral from the teacher, and the parents will be notified. On the second incident of cheating, a grade of zero on assignment, a reduction in conduct grade, and ISS placement will result.

Plagiarism: the taking of another’s ideas of writing and representing as one’s own without proper acknowledgment

Misrepresentation of Work: the submission as one’s own piece of work that was done by another

DISCIPLINARY POLICIES

Tardy Procedure

A student is considered tardy to class when that student is not in his/her seat when the tardy bell rings. Tardiness to class will be monitored by the classroom teacher. When a student is tardy to class for the third time in a nine-week period, discipline measures will begin to help correct the problem. Saturday School will be assigned on the third tardy.

Cutting Class/ Truancy

Upon arrival, students are not to leave campus without permission. Doing so is considered a truancy and is punishable by ISS. Continued violations will result in Out-of-school Suspension.

In School Suspension

When students are placed in ISS, they will report to the designated ISS room for the dates assigned by the administration. Students will be monitored while in ISS, and they are expected to work on assignments the entire day. Unlike OSS, ISS allows students to get their academic credit. Students will follow the ISS rules or be placed in OSS for the remainder of days assigned ISS. ISS may be given for the following infractions (not inclusive): skipping class, excessive unexcused absences, cheating, disrupting class, tardies, profanity, possession of tobacco paraphernalia, insubordination, etc.

Saturday School

Saturday School is from 8:00 – 12:00. Rules for Saturday School will be given to each student. Failure to attend Saturday school or follow the rules will result in Out-of-School-Suspension. Saturday School is part of the progressive discipline plan and may be used for minor infractions such as excessive tardies, dress code, parking violation and other behavior problems.

Short-Term Suspension

Out-of-school suspension for ten or fewer days is considered short-term. Fighting on campus, possession of tobacco and/or drug paraphernalia (rolling papers, pipes, etc.) are examples of infractions that will result in an automatic suspension. Out-of-school suspension are considered *unexcused* absences from school.

Long-Term Suspension

Out-of-school suspension for eleven or more days is considered long-term. According to state laws and zero tolerance, anyone who has drugs in his or her possession will be arrested and suspended for 180 days. Anyone who has a firearm in his or her possession, vehicle, and/or locker, either at school or at a school-sponsored activity, will be arrested and suspended for 180 days. Anyone who physically assaults any school employee will be arrested and suspended for 180 days. Any threat (verbal, written, or suggested) of violence to a school employee or student will be taken seriously and severe disciplinary action will follow. Being under the influence of alcohol/drugs or in the possession of alcohol/drugs while at school or a school-sponsored activity is also a long-term suspendable offense.

Use of Breathalyzer

Breathalyzer alcohol detection devices may be used at the discretion of the administration to determine if and how much alcohol consumption has occurred. Possession/use of alcohol is subject to a long-term suspension.

Gang Involvement

Students are prohibited from wearing clothing that may display gang related symbols or displaying any type of accessories which signify an affiliation with any gang or social club associated with criminal activity (as identified by local law enforcement agencies). Doing so may be punishable by OSS.

Hazing of Other Students

Hazing is defined as follows: To initiate or inflict harm or pain on other students because of their grade level, age, or group affiliation. Hazing is prohibited and may be punishable by OSS.

Harassment of Students

Student harassment will not be tolerated. Harassment is defined as conduct, advances, gestures, or words of sexual, racial, ethnic, or religious nature which unreasonably interfere with the student's education opportunities. (See Shelby County Schools Policy 6408).

Searches of Persons and Property

Collierville High School is committed to having a safe and secure environment for students, staff, and visitors. To ensure a safe environment, anyone on Shelby County property is subject to being searched. This would include searching persons, bags, containers, lockers, or vehicles on the property of Shelby County..

ATTENDANCE POLICIES

Absences from School

Parents are asked to call the Attendance Office the morning their student is absent and explain the reason for the absence. If the parent does not call the day of the absence a parent note will be required from the student when the student returns to school. Without a call or a note upon returning to school, the absence will remain unexcused. In case of excessive absences, the student may be required to produce a doctor's note to excuse the absences. Students who are absent from school are ineligible to participate in extracurricular activities held after school on the date of the absence. SCS Policy # 6108 determines if the absence will be recorded as excused or unexcused. Unexcused absences will result in zeroes for all class work missed during the absence.

Alternative Absences

If a student is going to be absent for extenuating circumstances (mission trip, college tryouts, etc), they may apply to the attendance office for an excused absence. The application must be completed a week prior to the absence. If the principal approves the absence, all requirements listed on the form must be completed for the absence to become excused. Failure to complete the requirements will result in an unexcused absence.

Illness During the School Day

If your child becomes too ill to stay at school, it is required that the parent or the parent's designee comes to the Attendance Office to sign the student out. For their safety students too ill to stay at school cannot leave school based on a phone call, fax, or note

Check Outs for Doctor's appointments

(Monday-Thursday)

A student may sign out without a parent coming to school for a doctor's appointment provided:

1. The student brings a note from a parent explaining the check out and the time the student is to leave.
2. The parent calls the Attendance Office prior to the check out to verify the note.
Without the note and phone verification the student will not be allowed to leave school.
ALL check outs for doctor's appointments will be excused only after the student brings to the Attendance Office a "return to school" note from the doctor's office upon returning to school.

Friday Check Outs

Due to the excessive number of checkouts on Fridays, a parent will be required to come to the Attendance Office to sign the student out of school. Notes, faxes, or phone calls will not be accepted for Friday checkouts.

Late Check In

Attendance is taken at the beginning of each class period daily. Students who arrive to school after 7:10 AM are required to check in through the Attendance Office immediately upon entering the campus. Failure to follow this procedure will result in disciplinary action. Students arriving after 7:10 AM must be signed in by a parent (notes from parent will be unexcused and will be assigned a tardy (see Tardy Policy on page 23).

Checking in Without a Parent

If a student checks in late to school, the student can avoid receiving a tardy provided a parent calls the Attendance Office prior to the student's arrival explaining the reason for the late arrival and the time we can expect the student to arrive. Notes are not accepted for tardiness. Saturday School may be assigned for being tardy to school if a parent does not call or accompany the student.

Driver's License

Students need to sign up in the Attendance Office for their “Certification of Compulsory School Attendance” prior to getting their driver’s license or permit. The attendance certification is good for thirty days from the date that appears on the certificate. Procedurally, students sign up for this in the Attendance Office and return after one working day to pick up their printed copy/certificate. State law requires that students who miss ten consecutive days of school and who are not passing at least three classes will lose their driver’s license. Students who do not meet the above criteria will not be eligible for taking the test to obtain a driver’s license.

College Visits

Seniors are allowed two excused absences for college visits. A college visit permission form must be picked up from the Attendance Office one week prior to the visit. This form must be signed by the counselor, a parent, and all the student’s teachers and turned in to Attendance at least one day prior to the college visit.

Juniors are allowed one college visit day after verification that they have taken the ACT and the Guidance Department has received the score. Juniors in the Honor Graduate Program receive two college days.

Make-up Policy

Students are given one day for make-up for each day of school missed if the absence is due to an excusable absence (green slip).

Field Trips

Students who have five or more absences or who are failing any classes will not be permitted to miss class to go on a field trip.

CHS ATHLETICS

FALL

Boys & Girls Cross Country
Boys & Girls Golf
Volleyball Football Girls Soccer

WINTER

Wrestling
Boys & Girls Basketball
Boys & Girls Bowling
Boys & Girls Swimming*
Ice Hockey*

SPRING

Baseball & Softball
Boys & Girls Track
Boys Soccer
Boys & Girls Tennis

*Non-TSSAA sanctioned sport.

CLUBS & ORGANIZATIONS

School sponsored activities, other than athletics, which involve students outside of their academic classes are considered extracurricular activities. A Club Fair is held at the beginning of the year where students

who are interested in becoming involved can obtain additional information (meeting time, membership requirements, dues, etc.) about each individual club. Participation in the following organizations offered at CHS is strongly encouraged.

LISTING OF CLUBS

| | |
|-----------------------------------|--------------------------------|
| ACT 30 and Above Club | Art Club |
| Bass Anglers Club | Bridge builders |
| Business Professionals of America | Chess Club |
| Cinematography and Filmmaking | Computer Career Club |
| Computer Graphics Club | Creative Writing Club |
| DECA | Dragon Buddies |
| Fellowship of Christian Athletes | Future Farmers of America |
| 4-H Club | French Club |
| German Club | Interact |
| International Club | International Thespian Society |
| Junior Classical League | Key Club |
| Knowledge Bowl | Military History Club |
| Mock Trial Club | National Art Honor Society |
| Mu Alpha Theta | National Beta Club |
| National Honor Society | National Latin Honor Society |
| PRIDE Youth Program | Pathfinder Yearbook |
| Quill and Scroll | Prism Literary Magazine |
| Science Club | SADD |
| Spanish Club | Sign Language Club |
| Speech Team | Special Olympics |
| Teenage Republicans | Student Life Impact |
| VICA | Varsity Knowledge Bowl |
| Wrestling | Wordsmith |
| Future Leaders of America | CHS Grillers |

COLLIERVILLE HIGH SCHOOL
STUDENT HANDBOOK
ACKNOWLEDGMENT FORM
2006-2007

Please complete and return to the school.

STUDENT NAME (please print)

GRADE

Our signature indicates that we have received, read, and understand the 2006-2007
Collierville High School Student Handbook and the *Acceptable Use Policy*.

STUDENT SIGNATURE

DATE

PARENT SIGNATURE

DATE