

## ATTENDANCE

\*\*\*\*\*Any time a parent picks up a student, a picture ID is required\*\*\*\*\*

### REPORTING ABSENCES

Parents are required to call the school attendance line (513) 741-2483 to report all student absences prior to 8:30 am to avoid phone calls by the automated system. It is **MANDATORY** that a parent calls the attendance office as early as possible when a student is absent. If no contact is made, the absence will be considered unexcused until the parent sends a note or calls. This includes partial days of absence.

### TARDY PROCEDURE

If you arrive after 7:40 am, you will be considered tardy. After 7:45 am, report to the Attendance Office.

### EARLY DISMISSALS

A student who must be excused during the school day:

1. A student must obtain an early excuse form from the Attendance Office by bringing a note from a parent and turn it into the Attendance Office by 7:35 a.m. or have it faxed (513) 741-5032 to us at least 2 hours in advance.
2. A student will be given a form, which will provide proof that the student is not violating the attendance law. The student should have the doctor/dentist sign the form and return it to the Attendance Office the next day.
3. The student must be sure to pick up the form before leaving the building.

**Parents or other adults should expect to show picture ID when picking up a student for early dismissal.**

### Colerain Staff Voice Mail Information:

To leave a message between 7:00 a.m. and 3:00 p.m., call (513) 385-6424 and request the phone ext. for staffs voice mailbox. After 3 p.m., call (513) 385-6424 and press #1. You will be asked to spell the staff member's last name on the touch tone pad of your phone to be directed to their voice mail box. The best way to access a staff member would be to email them. The Emails are listed on back of this trifold.

## Important Dates

**CHS OPEN HOUSE:** August 22, 2018, 5:00 pm.

### Testing Dates

PSAT- October 17, 2018

ACT- February 27, 2019 Juniors Only

AIR- March & April 2019

### Early Release Days – 1:40 pm dismissal

Oct. 24<sup>th</sup>, Dec. 12<sup>th</sup> Jan. 16<sup>th</sup>, March 20<sup>th</sup>, & May 8<sup>th</sup>

### Midterm & Exam Schedule

December 18<sup>th</sup> - 1<sup>st</sup>, 2<sup>nd</sup>, & 3<sup>rd</sup> bells- Full School Day

December 19<sup>th</sup> - 4<sup>th</sup> & 7<sup>th</sup> bells- Early Dismissal at 11 am

December 20<sup>th</sup> - 5<sup>th</sup> & 6<sup>th</sup> bells- Early Dismissal at 11 am

May 22<sup>th</sup> - 1<sup>st</sup>, 2<sup>nd</sup>, & 3<sup>rd</sup> bells- Full School Day

May 23<sup>th</sup> - 4<sup>th</sup> & 7<sup>th</sup> bells- Early Dismissal at 11 am

May 24<sup>th</sup> - 5<sup>th</sup> & 6<sup>th</sup> bells- Early Dismissal at 11 am

### Last Day of School – May 24<sup>th</sup>

**Graduation-** May 21<sup>st</sup> at 7:00 pm at Northern Kentucky University – BB&T Areana

**Conferences:** 1<sup>st</sup> Semester – Sept. 20<sup>th</sup> & Nov. 1<sup>st</sup>  
2<sup>nd</sup> Semester – Feb. 21<sup>st</sup> & March 20<sup>th</sup>

### Sign up for Conferences at PTCWizard.com

### Days that students do not attend school

**In-service Days-** Sept. 21<sup>st</sup>, Oct. 29<sup>th</sup>, Nov. 6<sup>th</sup> & Jan. 18<sup>th</sup>

**Winter Break-** Dec. 21<sup>st</sup> - Jan. 1<sup>st</sup>

**Spring Break-** April 1<sup>st</sup> - April 5<sup>th</sup>

## SCHEDULES

### Regular Schedule

1 <sup>st</sup> Bell	7:40 – 8:27
Advisory	8:32- 8:40
2 <sup>nd</sup> Bell	8:45 – 9:32
3 <sup>rd</sup> Bell	9:37 –10:24
4 <sup>th</sup> Bell	10:29- 12:03
5 <sup>th</sup> Bell	12:08 – 12:55
6 <sup>th</sup> Bell	1:00 – 1:47
7 <sup>th</sup> Bell	1:52 – 2:40

### 2- Hour Delay

1 <sup>st</sup> Bell	9:40 – 10:08
Advisory	10:13 - 10:20
2 <sup>nd</sup> Bell	10:25 – 10:53
3 <sup>rd</sup> Bell	10:58 – 11:26
4 <sup>th</sup> Bell	11:31 – 1:01
5 <sup>th</sup> Bell	1:06 – 1:34
6 <sup>th</sup> Bell	1:39 – 2:07
7 <sup>th</sup> Bell	2:12 – 2:40

### Early Dismissal/Advisory

1 <sup>st</sup> Bell	7:40 – 8:23
Advisory	8:28 – 9:06
2 <sup>nd</sup> Bell	9:11 – 9:54
3 <sup>rd</sup> Bell	9:59 – 10:42
4 <sup>th</sup> Bell	10:47 – 12:16
5 <sup>th</sup> Bell	12:21 – 1:04
6 <sup>th</sup> Bell	1:09 – 1:52
7 <sup>th</sup> Bell	1:57 – 2:40

### Event/Pep Rally

1 <sup>st</sup> Bell	7:40 – 8:17
Advisory	8:22 - 8:30
2 <sup>nd</sup> Bell	8:35 – 9:12
3 <sup>rd</sup> Bell	9:17 – 9:54
4 <sup>th</sup> Bell	9:59 – 11:33
5 <sup>th</sup> Bell	11:38 – 12:15
6 <sup>th</sup> Bell	12:20 – 12:57
7 <sup>th</sup> Bell	1:02 – 1:40
Pep Rally	1:50 – 2:40

## PARENT INFORMATION TRI-FOLD



2018-2019

## COLERAIN HIGH SCHOOL

Jack Fisher, Principal

8801 Cheviot Road

Cincinnati, Ohio 45251

385-6424/Fax 741-5032

24 Hour Attendance Line - 741-2483

Athletic Office - 741-5054

Butler Tech. /Career Center- 741-5000

Guidance/Counselors' Office - 741-5023

NWLSD Administrative Office - 923-1000

## CHS ADMINISTRATORS & COUNSELORS

### Asst. Principal

Joe Pollitt- 9<sup>th</sup>

Mike Stevens -10<sup>th</sup>

Erin Davis-11<sup>th</sup>

Matt Haws-12<sup>th</sup>

### Guidance Counselor

Meredith Tilow (A-D)

Tiffany Hosley (E-H)

Heather Snyder (I-M)

Evelyn Gifried (N-Si)

Kim Bunn (Sm-Z)

Ron Russo (Butler Tech)

## Support Staff

**Attendance/Medical Notes**..... Cindy Saylor 741-2483

**Guidance Office** .....Cheryl Merkle 741-5023

**Illness/Medications**.....Pat Wahl 741-2492

**Athletic Office**..... 741-5054

**School Fees**..... Cathy West 741-2484

**Parking Permits/Career Center**.... Bonita Bowling 741-2521

**Work Permits**..... Bonita Bowling 741-2521

**Resource Officers** .....Officer Nick Robers

.....& Officer Chris Cullman 385-6424

**Office Receptionist** .....Kayla Sanchez 385-6424

## Assistant Principals:

**JoePollitt** (Grade 9) ..... 741-2486

**Mike Stevens** (Grade 10)..... 741-2588

**Erin Davis** (Grade 11)..... 741-2487

**Matt Haws** (Grade 12) ..... 741-2422

## PTA/ BOOSTER/ALUMNI OFFICERS

**PTA President** Margo Manger.....mmmpchef@gmail.com

**Booster President** Andy Kirk.....

**Alumni Association** Greg Stanley.....385-9523