

KHS FALCONS

STUDENT HANDBOOK

2007-2008



KINGSBURY HIGH SCHOOL

1270 N. GRAHAM STREET

MEMPHIS, TN 38122

(901) 416-6060

Terrence A. Brown, Ed.D., Principal
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“Only the educated are free.”

Epictetus

FALCON STUDENT HANDBOOK

2007-2008

MESSAGE FROM THE PRINCIPAL

Welcome to Kingsbury High School, Home of the Falcons! The administration, staff, and faculty are looking forward to an excellent school year. KHS is committed to providing opportunities for all students to achieve at high levels academically and reach their potentials in all areas. KHS prepares students to become contributing members of society and to be capable of pursuing career goals. The guidelines in this Handbook will help to provide a safe and challenging learning environment. Students are expected to become familiar with the contents of this Handbook and to refer to it during the school year.

*Terrence A. Brown, Ed.D.
Principal*

KINGSBURY HIGH SCHOOL MISSION

The faculty at Kingsbury High School is dedicated to student development. We work to release the inherent intellectual capacity of all students while affirming their right to learn, so that they will know and be able to demonstrate proficiency on all state and federal standards.

KINGSBURY HIGH SCHOOL VISION

Our vision for school success in the future is a school dedicated to producing citizens who are prepared to constructively participate in society.

KINGSBURY HIGH SCHOOL CORE BELIEFS

- Student learning is the primary purpose of the school.
- All students are capable of learning at high levels.
- Each student is a valued individual with unique physical, social, emotional and intellectual needs in policy and practice.
- Students learn in different ways and should be provided with a variety of instructional approaches to support their learning.
- Students' learning needs should be the primary focus of all decisions impacting the operation of the school.
- All high school students should have the opportunity to complete an individualized four-year course of instruction to receive a regular or honors diploma.
- Students, parents, community, teachers, and administrators share the responsibilities for decision making and advancing the school's mission.



**No Child Left Behind (NCLB)
PARENT'S RIGHT TO KNOW
2007-2008**



Kingsbury High School welcomes and encourages the active involvement of parents in their student's education. We will communicate all pertinent information regarding your student in a timely and comprehensible manner to enable your full participation in decisions regarding the educational choices and opportunities available. According to the No Child Left Behind Act, you have the right to know:

- Whether your child's school is meeting NCLB standards
- Whether your child's teacher is qualified
- What is being done to improve your child's school
- That you have additional options for your child's education, if your child's school is not in "good standing" under NCLB
- That if your child attends a school that is not in "good standing" under NCLB, then your child may be entitled to supplemental educational services, like free tutoring services
- That you should have reasonable access to the school's staff and your child's classroom
- That you should be informed by the school of changes in the school's academic standing
- That a child who is a victim of a violent crime can request a safety transfer
- What academic services are available at your child's school
- That YOU can help by becoming involved in your child's school

DERECHO DE LOS PADRES A ESTAR INFORMADOS

Como padre de un estudiante de las Escuelas Públicas de Memphis, usted tiene el derecho a saber los atestados profesionales de los educadores que educan a su hijo(a). Las leyes federales permiten que usted pida cierta información de los educadores de su hijo(a) y nosotros estamos obligados a dársela de manera oportuna. Más específicamente, usted tiene el derecho de solicitar la siguiente información de cada uno de los educadores de su hijo(a):

- Si el Departamento de Educación de Tennessee le ha otorgado la licencia o ha calificado al educador para los grados y las materias que él o ella imparte.
- Si el Departamento de Educación de Tennessee ha decidido que el educador puede impartir clases sin habersele otorgado una licencia o sin ser calificado con las regulaciones estatales debido a circunstancias especiales.
- La especialidad del educador, si el educador ha obtenido otros títulos o estudios y, si es así, el campo de especialización en dichos títulos.
- Si un asistente o para profesional atiende a su hijo(a) y, si lo hace, los atestados de este(a).

Para información general del educador de su hijo(a), pueda hablar con el director del centro

Translations to Arabic, Somali, Vietnamese, or other languages of any content included in this publication will be provided upon request as available through Memphis City Schools English as a Second Language Central Office.

KINGSBURY HIGH SCHOOL
1270 North Graham Street, Memphis, Tennessee 38122
(901) 416-6060
Terrence A. Brown, Ed.D., Principal

2007-2008 STUDENT/TEACHER/PARENT COMPACT

(Reference Copy to be included in Student Handbook)

Parent/Guardian Agreement: *I will support my child's achievement by doing the following:*

- _____ See that my child is punctual and attends Kingsbury regularly
- _____ Support Kingsbury in its efforts to maintain proper discipline
- _____ Establish a time for homework and review it regularly
- _____ Provide a quiet, well-lighted place for study
- _____ Encourage my child's efforts and be available for questions
- _____ Stay aware of what my child is learning
- _____ Provide a library card for my child
- _____ Read with my child and let my child see me read _____
Signature

Student Agreement: *I shall work to the best of my ability to do the following:*

- _____ Attend school regularly
- _____ Come to school each day with proper learning supplies and materials
- _____ Complete and return homework assignments
- _____ Observe regular study hours
- _____ Conform to rules of student conduct and dress code _____
Signature

School Responsibilities

Teacher Agreement: *To enable students to achieve, I shall strive to do the following:*

- _____ Provide engaging classroom instruction and homework
- _____ Provide authentic assessments and opportunities for extended learning
- _____ Encourage students and parents by reporting student progress
- _____ Use proven strategies to address the diverse needs of all students
- _____ Pursue professional development and collaborate with colleagues

Signature

Signature

Signature

Signature

Signature

Signature

Principal: *To support this form of parental involvement, I shall strive to do the following:*

- _____ Provide an environment that allows for positive communication between the teacher, parent/guardian, and student
- _____ Encourage teachers to regularly provide homework that will reinforce classroom instruction.
- _____ Promote opportunities for parental involvement throughout the year
- _____ Ensure all instruction and activities are aligned with Kingsbury's vision and mission statements

Signature

LEARNING ENVIRONMENT

Drug-Free Schools MCS Policy 6.307 *(in part)*

In order to protect the rights of students, to safeguard the learning environment, and to contribute to a “Drug-Free” community, Memphis City Schools advocates drug and alcohol prevention, treatment, and intervention.

- Students shall not consume, possess, use, purchase, sell, distribute, or be under the influence of illegal drugs or alcoholic beverages in school buildings or on school grounds at any time, in school vehicles or buses, or at any school-sponsored activity, function or event whether on or off school grounds. This includes but is not limited to abuse of inhalants and prescription drugs. Additionally, students are prohibited from selling or giving any substance, prescription or non-prescription, to another student.
- Disciplinary sanctions will be imposed on students who violate standards of conduct required by this policy. Such sanctions will be consistent with local, state and federal laws and the Memphis City Schools Student Code of Conduct, up to and including suspension/expulsion as well as referral for prosecution. Completion of an appropriate rehabilitation program may also be recommended.
- Information about drug and alcohol counseling and rehabilitation programs will be made available through the school office.

Emergency Procedures

“Classroom Crisis Response Procedures” by Memphis City Schools is distributed to all KHS faculty and staff. This manual is designed to supplement the MCS “Response Procedures and Guidelines for Emergencies & Crises Manual,” with information particular to the needs of students, teachers, staff members, and district personnel. It will also provide consistent emergency procedures across the district.

KHS Fire Drill Information

- At the sound of the alarm students give teacher full attention to receive instructions.
- Shut the windows and doors in the classroom.
- Quietly and orderly, leave the building when the class is ready.
- The teacher should be at the rear of the line with a responsible student in the front.
- The teacher has the roll book to check the roll once at the designated location.
- Teacher and students wait for instructions from administration before reentering building.

KHS Tornado Drill Information

- Quickly move all students to the downstairs hall of building (if in a downstairs room, move as far to the west end as possible; if you have an upstairs room, move to the east end of the downstairs).
- Close classroom door.
- Take roll book and once class is in assigned location, take the roll.
- Students sit facing interior wall (heads down and quiet) and away from windows.
- Students in gym should be moved to hallway in back of small gym.
- Students in cafeteria should move to east end of middle school.

KHS Earthquake Drill Information

- Inside classroom instruct students to
 - Immediately “duck, cover, and hold.”
 - Stay away from windows, bookshelves, file cabinets, other hazards, if possible.
 - Get under a desk, table, or against an interior solid wall or supported doorway.
- Halls, stairways, or other areas where no cover is available
 - Move to an interior wall.
 - Turn away from windows.
 - “Duck, cover, and hold.”
- Library
 - Immediately move away from windows and bookshelves.
- DO NOT USE ELEVATOR!
- Outside the school
 - Move to an open space.
 - Stay away from buildings and overhead power lines.
 - Lie down or crouch low to the ground.
- Inside classroom instruct students to
 - Immediately “duck, cover, and hold.”
- On the school bus
 - Students should remain in their seats and hold on.

Gang Prevention, Intervention, and Enforcement MCS Policy 6.3102 (in part)

Definition of a “Gang” – A formal or informal ongoing organization, association, or group consisting of three or more persons that has as one of its activities the commission of criminal or delinquent acts; and has two or more members who, individually or collectively, engage in or have engaged in a pattern of criminal or delinquent gang activity. All activities related to gangs and other organizations that engage in unlawful or delinquent behavior are prohibited within the Memphis City Schools and are subject to disciplinary action.

Gang-related activities are prohibited at schools, school activities, and school-sponsored events. Gang-related activities are activities implying gang affiliation or membership. They include:

- | | |
|-------------------------------|--|
| ▪ Actions | ▪ Clothing apparel or colors |
| ▪ Clothing apparel or colors | ▪ Coordinating and ordering gang activities at school |
| ▪ Drawings | ▪ Gang-related threats, intimidation, and extortion |
| ▪ Gang fights | ▪ Literature, verbal or nonverbal communications |
| ▪ Gestures | ▪ Participating in gang initiation/hazing activities |
| ▪ Jewelry | ▪ Participating in gang recruitment or solicitation |
| ▪ Manner of grooming | ▪ Possessing or distributing gang information |
| ▪ Signals | |
| ▪ Signs | ▪ <u>Any other gang activity or acts that imply gang affiliation or membership</u> |
| ▪ Writings including graffiti | |

Safety and Security MCS Policy 3.201 (in part)

Only students assigned to the school, the staff of the school, parents of students, and other persons with lawful and valid business on the school premises shall enter onto the grounds or into the buildings of the schools during the hours of student instruction. All staff members shall report all persons appearing to be improperly on school premises to the principal.

Smoke-free Environment



Smoking and/or the use of all tobacco products are prohibited on school grounds, including during evening and weekend programs. KHS is a Tobacco-Free Environment: All areas of all buildings and their exteriors, including parking areas, of KHS campus are “smoke-free” environments. “SMOKING IS PROHIBITED BY LAW IN SEATING AREAS AND IN RESTROOMS” (TCA 39-17-1605 (b))

Student Discrimination/Harassment & Bullying/Intimidation

MCS Policy 6.304 (in part)

Student discrimination/harassment will not be tolerated. Discrimination/harassment is defined as conduct, advances, gestures or words either written or spoken that is based on race, color, religion, national origin, handicap/disability, or sex which unreasonably interferes with the student's work or educational opportunities or creates an intimidating, hostile or offensive learning environment.

It shall be a violation of this policy for any student to bully, intimidate or create a hostile educational environment for another student. Bullying and intimidation are defined as either physically harming a student or damaging his/her property, or knowingly placing the student in reasonable fear of such, or creating a hostile educational environment.

- The policy addresses conduct taking place
 - on school grounds,
 - at any school-sponsored activity,
 - on school-provided transportation,
 - at any official school bus stop immediately before boarding and immediately following deboarding and
 - while traveling to or from school, a school activity, or a school-related function
 - through the use of the Internet or other telecommunications technologies.

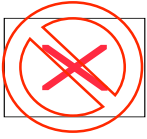
Visitors Policy

All KHS visitors must report to the Main Office and check in before entering any part of the campus. Visitors will be required to show a Photo I.D. and sign in to receive a Visitor Pass. The Visitor Pass must be worn and visible at all times while the visitor is on campus. As to whether the visitor can remain on campus is entirely up to the principal. This procedure is for the protection of students and staff and will be enforced by MCS Security or MPD School Officer if necessary.

- Only parents, legal guardians, or state officials will be allowed to visit with students, check students out of school, or conduct any business on behalf of any student.
- Photo I.D.s must be provided by all visitors. Persons wanting to have contact with a student must be registered on the student contact list in KHS Chancery SMS.
- Students enrolled in other MCS schools may not visit KHS during school hours.

Not all personnel will be available at all times to meet with visitors, based on classroom instructional times and scheduled events. Appointments are recommended before arriving on campus, if time permits (Call: 901 416-6060).

Weapons Policy



WEAPONS PROHIBITED ON SCHOOL PROPERTY

The carrying of any weapon on school property is prohibited and may be a felony as defined in Tennessee Code Annotated 39-17-1309. A fine of up to \$3,000 and/or imprisonment of up to six (6) years may be imposed.



GENERAL INFORMATION

Cell Phones

Students are NOT allowed to have cellular phones on campus. Possession of objects such as laser pointers, CD players, *i*-pods, electronic video games, and cellular phones is against KHS school policy. Intervention strategies and disciplinary measures for violating this policy may extend to overnight suspension/parent or guardian conference in lieu of suspension, as well as confiscation of the object.

Computer Use

Any access to the MCS network must be approved by the principal based on MCS instructional and/or administrative policies, regulations and guidelines. For Internet and e-mail access, an Acceptable Use Agreement ("Agreement") must be signed by each user and the parent/guardian of students and kept on file at the school. Access will be terminated promptly when an employee or student leaves the MCS system or violates the Agreement. All files, Internet use and e-mails are subject to review at any time by MCS or by the school. The complete policy regarding Internet and computer use can be accessed at the MCS homepage under Board Policy 4.406 Access to Telecommunication Networks.

Students using MCS computers must have the permission of the attending school personnel and abide by all rules regarding computer use. This includes classroom, lab, and multi-media center computers.

Students are not allowed to use teacher workstations or office computers.

Driver's License/Permit

State of Tennessee Department of Safety Certification of Compulsory School Attendance forms are available in Pupil Services. Interested students must have a hall pass to Pupil Services to request forms.

Extracurricular Activities

Extracurricular activities are available to high school students who meet eligibility requirements. Students should be alert for announcements of meetings for these activities. Students may be removed from these activities for violations of the Code of Conduct.

Clubs & Organizations

Business Professionals of America
Deficiency Notifications
National Honor Society
Student Council
Tutoring Programs
Vocational Industrial Clubs of America (VICA)

Athletics

Baseball
Basketball (*Girls and Boys*)

Cheerleading
Dance Team
Football
Golf (*Girls and Boys*)
Soccer (*Girls and Boys*)
Softball (*Girls*)
Step Team
Tennis (*Girls and Boys*)
Track & Field (*Girls and Boys*)
Volleyball (*Girls and Boys*)
Wrestling

Family Engagement

The purpose of this policy is to partner with families in a coordinated effort to provide Memphis City Schools' students with a home/school/community environment that encourages academic achievement and enables students to meet Federal, state and city academic performance standards. This policy applies to all families that have children in Memphis City Schools and to administrators, principals, teachers and other support personnel in Memphis City Schools.

Families have the primary responsibility for the education of their children. They provide the foundation for academic success. Memphis City Schools respects the roles and responsibilities of families in assuring that their children are adequately educated and is committed to developing a strong, ongoing partnership with families to create or strengthen stimulating home and school learning environments. For more information, see MCS Board Policy No. 4.502.

Fundraising

- The Board authorizes fundraising activities that supplement funds for established school programs, events and services. Fundraising activities may not supplant funds which are the responsibility of the public. In addition, the Board believes the district should support fundraising activities by community service agencies that limit undue burden to students and families.
- Principals must obtain written approval from the Superintendent or designee for all fundraising activities that involve the participation of students in the marketing process. In addition, all fundraising activities must have approval from the principal.

- Participation in all fundraising activities, including charitable fundraisers, shall be voluntary to students. No fundraising activity shall be conducted which distributes prizes or makes awards to winners from among purchasers of chances by means of tickets or otherwise through a random drawing or other random selection process.
- For complete fundraising procedures and restrictions, refer to MCS Board Policy 6.701 Student Solicitation/Fundraising Activities.

Guidance Services

KHS has full time guidance counselors to assist students and their families in decision-making regarding selections of courses, scheduling, transcripts, scholarships, testing, and careers. Additionally, the guidance office is an excellent source for information regarding community services available to KHS students for concerns which cannot be addressed at the school level. Eligible students are invited to participate in career fairs, college fairs, and visits to institutions of higher education. Appointments to meet with grade-level counselors are highly recommended.

Homeless Students

Homeless students have equal access to the same free appropriate public education as provided to other students. Please refer to MCS Board Policy 6.503 available on the MCS homepage.

Hours of Operation & Bell Schedule

Hours of attendance: 7:30 a.m. – 2:45 p.m. Doors open at 7:15 a.m. to main building. Students who eat breakfast may enter the cafeteria at 7:00 a.m. Supervision is NOT provided on campus before 7:00 a.m. School is dismissed for the day at 2:45 p.m. Students are to be out of the building and off the campus by 3:00 p.m. unless in a supervised program. KHS Bell Schedule is as follows:

▪ Homeroom	7:30 a.m. – 7:45 a.m.
▪ 2 nd Period	7:50 a.m. – 8:45 a.m.
▪ 3 rd Period	8:50 a.m. – 9:45 a.m.
▪ 4 th Period	9:50 a.m. – 11:15 a.m.
▪ 1 st Lunch	9:50 a.m. – 10:20 a.m.
▪ 2 nd Lunch	10:45 a.m. – 11:15 a.m.
▪ 5 th Period	11:20 a.m. – 12:15 p.m.
▪ 6 th Period	12:20 p.m. – 1:15 p.m.
▪ 7 th Period	1:20 p.m. – 2:15 p.m.
▪ Activities	2:20 p.m. – 2:45 p.m.

Medicines

If a child is required to take non-prescription or prescription medication during school hours and the parent cannot be at school to administer the medication, only the principal or the principal's designee will assist in self-administration of the medication if the student is competent to self-administer medicine with assistance in compliance. The medicine must be delivered to the principal's office in person by the parent or guardian of the student. Written instructions signed by the parent will be required. Please see MCS Board Policy 6.40.

School Calendar

Memphis City Schools
2007-2008 School Calendar

BEFORE SCHOOL BEGINS

DATE(S)	DAY(S)	EVENT
August 2, 2007	Thursday	Early Registration (All School Sites)* Noon – 8 p.m. <i>*Additional registration dates may be designated.</i>
August 6, 2007	Monday	In-Service Day
August 7, 2007	Tuesday	Registration from 8 a.m. – 3 p.m. and 6 p.m. – 8 p.m. Administrative Day
August 8, 2007	Wednesday	In-Service Day
August 9, 2007	Thursday	In-Service Day
August 10, 2007	Friday	Administrative Day

FIRST SEMESTER (88 days)

DATE(S)	DAY(S)	EVENT	STUDENTS OUT	TEACHERS OUT
August 13, 2007	Monday	First Day of Classes (All regular classes and special education services)		
August 13-17, 2007	Monday-Friday	Staggered Entry (Kindergarten Students)		
August 15, 2007	Wednesday	Elementary Support Classes in Progress (e.g. Music, Art, P.E.)		
August 20, 2007	Monday	First Day of Classes (Kindergarten Students)		
September 3	Monday	Labor Day	1 Day	1 Day
September 28, 2007	Friday	Abbreviated Day / Teacher Planning	1/2 Day	
October 5, 2007	Friday	Fall Break	1 Day	1 Day
October 8, 2007	Monday	‡ In-Service (Noon – 3 p.m.) ‡ Parent -Teacher Conferences	1 Day	

		(4 p.m. – 7 p.m.)		
November 21-23	Wed-Fri	Thanksgiving Break	3 Days	3 Days
December 4-6	Tues-Thurs	Gateway Testing		
December 20	Thursday	Last Day of First Semester		
December 21	Friday	Administrative Day	1 Day	
December 24, 2007- January 4, 2008		Winter Break*	10 Days	10 Days
EXAMS FOR FIRST SEMESTER December 18, 19 and 20, 2007				

**Classes will resume on Monday, January 7, 2008.*

SECOND SEMESTER (92 days)				
DATE(S)	DAY(S)	EVENT(S)	STUDENTS OUT	TEACHERS OUT
January 7, 2008	Monday	First Day of Second Semester <i>(Classes resume as normal.)</i>		
January 21, 2008	Monday	Dr. Martin Luther King, Jr. Holiday	1 Day	1 Day
February 5, 2008	Tuesday	TCAP Writing Assessment		
February 18, 2008	Monday	In-Service (8 – 11 a.m.) Parent-Teacher Conferences (Noon – 3 p.m.)	1 Day	
March 7, 2008	Friday	Abbreviated Day/Teacher Planning	1/2 Day	
March 17-24	Mon-Mon	Spring Break	6 Days	6 Days
April 14-18, 2008	Mon-Fri	TCAP Achievement Tests		
May 6-8, 2008	Tues-Thurs	Gateway Testing		
May 23, 2008	Friday	Last Day of Classes		
May 26, 2008	Monday	Memorial Day		1 Day
May 27, 2008	Tuesday	In-Service Day		
May 28, 2008	Wednesday	Administrative Day		
May 29-30, 2008	Thursday-Friday	Designated System-wide Inclement Weather Make-up Days (if needed)		

Tentative: First day of classes for the 2008-09 school year - August 11th

School Closings

Parents/guardians are responsible for providing current contact information to KHS which can be used to contact them in the event KHS must close at a time other than as regularly scheduled, i.e. inclement weather. Administrators will monitor weather reports for change in conditions and follow MCS School Board instructions regarding early dismissal.

School Nurse

KHS has a part-time nurse who is available on Fridays only in the Main Office. Students must have a hall pass to make an appointment to see the nurse. For student health care concerns, including vision and hearing screening, grade-level guidance counselors may have information regarding available services within the community.

School Telephones

All classrooms are equipped with telephones. Students are not to answer classroom phones or make calls without permission. The Office phone is for visitors and for students under the supervision of office personnel. Students must have a hall pass to use the Office telephone. The Office closes at 3:00 p.m.; students should make all transportation arrangements before coming to school.

School Uniforms and Dress Codes MCS Policy 6.310 (in part)

Memphis City Schools believes that a positive school learning environment is a major factor in high student achievement. There are many factors that lead to a positive learning environment. Safety, discipline and school unity are three of those factors. Parents are responsible for ensuring that students are dressed properly for school; students are responsible for following the school uniform policy.

KINGSBURY HIGH SCHOOL UNIFORM POLICY

Tops (shirts, blouses) must be white, with collars and sleeves.

- Acceptable styles include Polo or golf-style shirts, Oxford or button-down dress shirts, turtlenecks, and white blouses with collars.
- Long sleeves and short sleeves are both acceptable.
- Sleeveless tops are not acceptable.
- T-shirts may be worn as undergarments. They must be solid white.
- Vests, shirts, sweaters, sweatshirts, and lightweight jackets are permitted as items that may be worn over the uniform top. They must be white, tan, navy blue, black.

Bottoms (pants, walking shorts, skirts and jumpers) must be black, tan or navy blue.

- Acceptable pants styles include full-length dress pants, boot cut or straight-legged pants, cargo pants, straight-legged pants, cropped pants and knee-length walking shorts.
- Skirts or jumpers must also be knee-length or longer.
- Denim jeans, tight-fitting or baggy pants are NOT acceptable.
- If belts are worn, they must be fitted at the waist.

Shoes should not have heels higher than an inch and a half.

- All athletic or tennis shoes, as well as boots, are acceptable.
- If sandals are worn, they must have a heel strap.
- No denim material may be worn as uniform clothing.

- All uniform clothing must be plain without any manufacturer's logos, brand names, pictures, or insignias visible on the clothing.
- Heavy coats, heavy jackets and raincoats are not covered by these regulations and are not to be worn during the school day unless permitted by the principal for special circumstances.

Uniforme escolar y código de vestir

Ropa permitida

- Pantalones (tallados a la cintura)
- Pantalones color castaño (café claro-kaki), azul marino o negros
- Pantalones de corte recto o cortes de bota
- Pantalones largos, de tres cuartos de cargo y Capri de piernas rectas

Pantalones cortos Son los pantalones hasta la rodilla **Faldas y Jumpers** Que lleguen debajo de la rodilla
Cinturón – Cintos (Opcional) Deben ser tallados y colocados a través de presillas

Camisas (con cuello)

- Blancas
- Manga larga o manga corta
- Estilo Polo, de vestir, o de cuello de tortuga
- La camisa debe ir dentro, excepto si es fabricada para usar fuera del pantalón o falda

Camiseta (T shirts) deben usarse como ropa interior (Opcional)

- Color blanco u otro color aprobado por el Consejo Estudiantil

Ropa exterior (Opcional)

- Los chalecos, suéter, sudaderas, chaquetas y sacos ligeros (chamarra)
- Color claro-kaki, azul marino o negros u otro color aprobado por el Consejo Estudiantil

Zapatos Atlético (Tennis); Sandalias con correa sobre el talon; Botas

Abrigos Los sacos gruesos, pesados e impermeables que no estén comprendidos en estas regulaciones no se usarán en la escuela, a menos que sean permitidos por el director para ocasiones especiales.

Ropa Prohibida

- Pantalones de mezclilla (Vaqueros), Pantalones pegados, Pantalones anchos Pantalones flojos, Pantalones bolsudos, Pantalones apretados, Pantalones elásticos
- Ropa talla muy grande o talla muy pequeña
- Material de vaquero o mezclilla como uniforme
- Cualquier logotipo de marca de fábrica, nombres comerciales, dibujos, fotos, o insignias visible en la ropa.
- Zapatos de tacón más altos de una pulgada y media

Waxbixinta Yunifoomka Dugsiyada

Tops (kor) shaatiga ama funaanada waa in ay cadyahiin kuleeti iyo gacmana leeyahiin

- Qaabka la ogalyahay waa poolo shaati golafka, oxfordka, nooca badhamo iyo kuleeti leh.
- Gacmadheere iyo gacmo gaab labadabo waa la ogolyahay
- Ti shaatiga waa loo xirankaraa garan hoose waana inuu ahaado cadaaan ama midabada yunifoomka ee gudiga maamulka dugsiya ay ogolyihiin.
- Garamada, shaatiyada, fanaanadaha, korgashiga, jaakadaha fudud eelaga dulxirto yunifoomka waa in ay cadyihiin, kaaki, buluug, madoow ama midib ay fasaxeen gudiga maamulka iskuulka.

Bottoms (Hoos)

- Qaabka la ogolyahay surwaalka waa lugudheere, surwaal toosan ama qoobka ku jooga, mid jeebableh surwaallada aan dheeren aan gabneyn (Capri pants) iyo dabagaab kahooseyo jilibka.
- Goonada ama saakada waa in aykahooseyso jilibka ama ay dheertahay.

- Jiiniska caadiga ah eekugudhegan, surwaalaha waaweyn lama ogola.
- Hadii aad suunxiraneyso waa in uu kule egyahay

Shoes (Kabaha) waa in aysanlaheen cirib kadheer xubinta farta (an inch and a half)

- Dhamaan kawaha ciyaaraha sidakuwa teeniska noockooya ah waa la ogolyahay.

Su, aalaha sidatooska ah leysaga weydinayo yunifoomka iskuulka

Xageebaankahelikaraa yunifoomka?

- Waalidka ayaa donanaayo yunifoomka meshuudono sigar ahna loomasinaayo liis dukaamo wuxuuboqankaraa xarumaha yunifoomka ama wuxuula xarirayaa iskuulkisa.

Maxaan sameynayaa hadii aanan rawin in ay ilmaheyga xirtaan yunifoomka?

- Waalidka aan rawin in ay ilmahoodo xirtaan dharka iskuulka sabab too ah rumen diineed ama dhar diineed ama waalidka ookudegan diintiisa fadlaan laxariir iskoolkaga si aah usameyso codsi ama sharaxaad dheerad ah.

School Volunteers

KHS believes that the use of volunteers within Memphis City Schools enhances the educational process for students and promotes community involvement in education. A volunteer is a person who renders aid, performs a service, or assumes an obligation of his/her own free will and is not paid for services.

Volunteers may be involved in many aspects of a school's operations, from working with students on a one-to-one basis to participating on school leadership councils. KHS encourages volunteer activities by parents and other individuals in the community, by community groups and religious organizations and by Board employees.

MCS School Volunteers Policy 4.501 is detailed and specific regarding who can volunteer to work with students. Prior to participating as a volunteer all requirements of the Policy must be met. Volunteers who violate this policy or its administrative rules and regulations may be removed from their volunteer services and/or prohibited from volunteering within the Memphis City Schools.

Student Insurance Program MCS Policy 3.601(*in part*)

The Board believes in supporting students and families as they participate in instructional and extracurricular programs provided through the schools. Therefore, Memphis City Schools shall provide student insurance on an optional basis for parents who are required or choose to have additional insurance for their children. Student Insurance information will be provided during registration and through the Guidance office during the school year.

Support Staff for Promoting Student Achievement

KHS has additional bilingual support staff for promoting student achievement. These individuals work with students, their families, teachers, and administrators to assess, plan, and implement specialized programs to meet identified student needs. Appointments may be made to meet with specialists by any concerned individuals authorized to participate in the educational decision-making regarding a student. At KHS, these support personnel include:

Behavior Specialist
Bilingual Counselor (2)

Graduation Coach
Literacy Coach

Professional Development
School Compliance Coach

Bilingual Mentor (2)
Family Specialist (2)

Math Coach
NLNS Resident Principal

Social Worker
Special Education Coordinator

ATTENDANCE

Attendance

Tennessee law and Memphis City Schools require you to attend classes every day and to be on time. If you have unexcused absences from school, MCS will work with parents/guardians to learn why you are not attending school and to help you attend regularly. Too many unexcused absences will result in referral to law enforcement authorities.

Absence and Tardy Guidelines

Unexcused absences are prohibited by Tennessee law. Students accumulating 15 days of unexcused absences within one school year may be referred to Juvenile Court and the U.S. District Attorney General's Office. Absences will be excused only for these reasons:

- Personal illness of the student
- Death or serious illness in student's immediate family
- Recognized religious holiday or event
- Validated court appearance of the student
- Principal-approved absences.

Absences will be marked UNEXCUSED until (*within 3 days*) the student brings the homeroom teacher a signed note stating an approved reason for being absent.

Cutting Class

A student who is at school but fails to attend the class to which he/she is assigned will be subject to disciplinary action. Disciplinary action may be applied to students who cut class once. If a student fails to attend the required minimum classes during a school day, even though present at school for the entire day, he/she will be considered unexcused absent for the day.

Make-up Work

- For excused absences, all work and tests should be made up within the current six-weeks period, but no later than the end of the following six-weeks period.
- Work and tests for unexcused absences should be made up as soon as possible, and no later than a week after the student returns to school.
- Each make-up assignment for unexcused absence will be marked down one letter grade from the grade earned.

Student Check-out

Students may NOT be checked out by telephone. Only persons whose names appear in KHS database as family/contacts for the students may sign them out. Students are never allowed to leave school at any time during the day except with office and parental permission. This applies to all students.

Student Illness and Accidents

If a student becomes ill or it becomes necessary to leave school during the day, a parent/guardian or emergency friend must come to the office to sign the student out of school. Students cannot sign themselves out; students may not be checked out by telephone. Students who become ill at school should report to class or the office. Students who remain in the restroom without permission are cutting class.

Any accident or injury received during school hours must be reported to a teacher and/or the office immediately.

STUDENT CONDUCT

Auditorium/Assembly Rules and Procedures

- All KHS rules apply during assemblies.
- Students must sit with their class. Each teacher stays with the class and monitors students.
- Response to performances must be dignified and appropriate (i.e. applause). No *booing, catcalls, cheering, whistling, commenting, or dancing.*
- Students must sit upright. No slouching or sleeping.
- Students are to remain seated until dismissed by administration.
- Teachers will escort students from the auditorium in a quiet and orderly manner.

Bus Conduct MCS Policy 6.308 (in part)

In order to maintain conditions and an atmosphere suitable for learning, no person shall enter onto a school bus except students assigned to that bus or parents and other persons with lawful and valid business on the bus. The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior. Students are under the supervision of the bus driver while on his/her bus, and all reasonable directions given by him/her shall be followed. The principal of the student transported shall be informed by the bus driver of any serious discipline problem and may be called upon to assist if necessary.

Except as provided by law, a student may be denied the privilege of riding the bus if the principal determines that his/her behavior is such as to cause disruption on the bus, or if he/she disobeys local rules and regulations pertaining to student transportation. The suspension of a student from riding the school bus shall follow the same procedures as for any other school suspension.

KHS General Bus Rules

- | | |
|---|---|
| ☞ All school rules apply on school buses. | ☞ No inappropriate language or conduct. |
| ☞ Students must remain seated at all times. | ☞ No loud or disruptive behavior. |
| ☞ No candy, snacks, food or drinks. | ☞ Do not place hands, arms, or objects out windows. |

Cafeteria Rules

The following common courtesies are expected by KHS students during lunchtime:

- Moving ahead of others in the lunch line is unacceptable.
- Loud talk and noise are not appropriate behavior.
- Throwing food, paper, or other items is unacceptable.
- All trash/trays in your area must be disposed of properly.
- Unless otherwise authorized by the Administration, all students must eat in the cafeteria.
- Restroom use during lunch is restricted to restrooms located in the cafeteria.
- **Students are not allowed to sell gum, candy, snacks, etc., on school property during the school day. These items will be confiscated by an administrator.**

Detention/Saturday School/In-School Suspension

A student may be required to come early or stay after school, or to attend Saturday school as a disciplinary action. A student assigned to detention or Saturday school will be given at least one day's notice, and the student's parent/guardian will be informed before the detention or Saturday school takes place. In-school suspension requires a student to leave class and complete academic requirements in another location at school while on suspension. The ISS student retains the opportunity to complete and

receive credit for assignments. ISS includes lessons in behavior management designed to help a student gain skills that will lead to making better choices.

KHS “FIVE 5 BASIC RULES”

Kingsbury High School has five basic rules which students should commit to memory and put in practice daily. These rules are basic to the safe operation of our school and ensure the optimum learning environment for all students. Other rules and procedures supplementing these basic rules may be provided as needed.

- ❶ Arrive on time.
- ❷ Be in uniform.
- ❸ Be prepared to learn.
- ❹ Respect others.
- ❺ No food/drinks outside cafeteria.

MCS Student Code of Conduct Handbook

Each student will receive and sign for a copy of MCS Student Code of Conduct Handbook 2007-2008. This handbook outlines students’ expected behavior in Memphis City Schools. It outlines student rights and responsibilities and is a Guide to Behavioral and Disciplinary Options. Students should read the material presented carefully and refer to it as needed during the school year. KHS Levels of Offenses and Intervention Strategies and Disciplinary Measures for violations are directly aligned to MCS policy. KHS Student Handbook supplements but **does not replace** the MCS Student Code of Conduct Handbook.

Student Rights and Responsibilities

As a KHS student, you have certain rights given to you by federal and state law and Board of Education policies. In return, certain things are expected of you. Refer to the *MCS Student Code of Conduct Handbook* for a list of key rights and responsibilities for students.

Student Rights to Due Process and Appeal

As a KHS student you have certain rights in regard to accusations of misbehavior and resulting disciplinary action. Please refer to *MCS Student Code of Conduct Handbook* for information about due process and appeals.

GENERAL EXPECTATIONS

Child Abuse and Neglect MCS Policy 6.409 (in part)

School administrators and employees are responsible for reporting evidence of child abuse or neglect and for cooperating and providing assistance and information in child abuse investigations.

Confidential Student Information MCS Policy 6.600 (in part)

The purpose of this policy is to inform parents and students of the circumstances in which a student's education record can or cannot be released and of the circumstances in which individuals or organizations can conduct research or surveys that increase an understanding of the educational needs of children.

- This policy applies to: (1) the parent of a student who is under 18 years of age, including a guardian and an individual acting as a parent in the absence of a parent or guardian; (2) a student

who is 18 years old or more (eligible student); (3) third parties seeking access to confidential student information; and (4) individuals or organizations seeking permission to conduct research.

Extended-learning Opportunities

KHS offers a variety of extended-learning opportunities for all students—including English Language Learners, deficient, proficient, and advanced students. After-school tutoring programs focus on academic content, preparation for standardized testing, and in-depth exploration of general topics introduced in the regular curriculum. Programs may be school-based, community sponsored, and grant funded. All programs must have the principal’s approval and comply with MCS board policy. Information regarding extended-learning opportunities will be announced during school assemblies, parent/community meetings, and in flyers or newsletters mailed and sent home with students. Teachers, counselors, and support staff are available to help students enroll in appropriate programs. ESL students, students at-risk of failure, and students enrolled in advanced placement classes are expected to attend extended-learning classes. Athletes, during their off-season, must be enrolled in extended-learning classes.

Field Trips

Field trips are planned experiences that provide students with insight, information and knowledge that constitute an extension of regular classroom instruction. Field trips must be an integral part of the curriculum and essential to the instructional process. Proper request forms must be completed by the sponsoring teacher and have the approval of the principal prior to the field trip. Fully completed and signed (parent/guardian) student permission forms are required for a student to participate.

Grading and Conduct Scales

ACADEMIC GRADING SYSTEM		
A	93-100	Excellent
B	85-92	Good
C	76-84	Average
D	70-75	Below Average
F	0-69	Failure
I	May be used to denote incomplete work but shall not be left as a final grade.	
CONDUCT GRADING SYSTEM		
<ul style="list-style-type: none"> • Actual behavior of the pupil in the classroom. • Respect for teacher authority. • Prompt response to teacher direction. • Attitude in classroom. • Respect for property related to classroom activity. • Reporting to class on time. 		
E	Excellent	
S	Satisfactory	
N	Needs Improvement	
U	Unsatisfactory	

For information regarding honor roll and National Honor Society membership, please refer to MCS Policies: Honor Rolls BOE 4.602 and National Honor Society BOE 4.6041.

Hall Passes

- No students are permitted in hallways during class periods without a regulation hall pass.
- Students remaining in hallways after the tardy bell are subject to disciplinary actions.
- No hall passes are issued during the first 15 minutes and last 15 minutes of class.
- Only one student per hall pass—no pairs of students or groups.
- Appointments to speak with school personnel during class must be made in advance during homeroom. Students must have a hall pass from their current period teacher to attend an appointment (i.e., counselor, behavior specialist, coach, etc.).

Homework

The purpose of homework is to promote mastery of skills and concepts taught during classroom instruction. Research indicates that schools in which homework is routinely assigned and assessed tend to have higher achieving students. Homework fosters student achievement, independence, and responsibility and serves as a vital link between school and home. Kingsbury High School requires meaningful and quality homework at all grade levels. Homework standards and procedures shall be established by each teacher following the district's guidelines outlined in the administrative rules and regulations.

Limited English Proficiency (English Language Learner) MCS Policy 4.207(*in part*)

- Administrators, principals and teachers are responsible for developing and implementing language instruction programs that are adapted to enhance second language acquisition. This includes modifying lessons and strategically adapting the delivery model of instruction to optimize English language proficiency.
- Parents and students are responsible for becoming knowledgeable of school-wide programs, including supplemental programs and the opportunities provided.
- This policy conforms to NCLB and State Board of Education English as a Second Language Program.

Lockers

- Homeroom teachers will issue lockers.
- Lockers are not to be shared, even by siblings.
- Only school locks may be used. No PERSONAL locks may be used on school lockers.
- Locks can be purchased during registration or from the financial secretary for \$5.00.
- Locks must be returned at the end of the year.
- Lockers will be inspected periodically.
- Lockers should not be hit or kicked at anytime.
- "I went to my locker" is not an acceptable reason for being tardy to class.
- The school is not responsible for textbooks or any personal items stored in lockers.

Media Access to Students

Parental Consent and Notification—Each year parents/guardians will be given the option to grant or withhold permission for public news media interviews or photographs of their child at school. In addition, district employees may release student information to the media only in accordance with applicable provisions of the education records laws and Board policies governing directory information and

personally identifiable information. Parents will be advised of this policy at such times as the student's registration and in the student/parent handbook.

Optional Schools/Curriculum

AJROTC Programs

The Kingsbury Army JROTC program is one of the largest in the state and consistently produces winners in AJROTC competitions. Students who elect to continue in the AJROTC program after the introductory year can use AJROTC credits toward graduation. Qualified students have the option of joining the AJROTC Honors Academy to complete the four-year honors curriculum and potentially earn college scholarships to military institutions of higher learning.

Career and Technology Center

- While at Kingsbury, students have the opportunity to take classes for credit toward graduation at Kingsbury Career and Technology Center during the regular school day. These classes include courses in:
 - Business and Information Technology
 - Marketing Technology
 - Health and Medical Technology
 - Trade and Industrial Technology
 - Family and Consumer Science

Dual Credit Program

- While at Kingsbury, qualified high school students have the opportunity to enroll in college level courses taught by college instructors. These students can earn college credit while earning credit that counts toward high school graduation.

Medical Science Careers Program

- While at Kingsbury, qualified students have the opportunity to take a planned curriculum focusing on science and math courses to prepare them for careers in the medical field.

Technology and Careers Optional Program

- Kingsbury is a multi-cultural learning institution with a dual path geared toward academics and technology. The goal is to educate students with appropriate and rigorous challenges in order to better prepare them for possible careers in the military, math, science, medicine, and computer technology.
- The Optional Program provides students in grades 9-12 the opportunity to explore and develop competencies in a number of technical fields. In addition to technical courses, optional students can take honors courses if they meet the academic requirements. Honors classes are offered in each of the core areas. Also, Advanced Placement courses for possible college credit are offered for qualified students.

Personal Property

Personal property, including but not limited to lasers, radios, recorders, cd players/cds, mp3 players, pagers, cell phones, electronic games, should NOT be brought to school. If in student's possession, they must be turned off, kept out of sight, and not used during the school day. Violation of this rule will result in disciplinary action, including possible confiscation of the item(s). Confiscated item(s) will be returned

to the student or parent/guardian at the discretion of the Administration. Also, valuable personal property, such as fine jewelry and large sums of cash, should NOT be brought to school.

Promotion & Graduation Requirements

Promotion Requirements

- To be classified as a 10th grader, a student must have earned a minimum of five (5) units of credit, one of which must be English 9.
- To be classified as an 11th grader, a student must have earned a minimum of ten (10) units of credit, two of which must be English 9 and 10.
- To be classified as a 12th grader, a student must have earned a minimum of fifteen (15) units of credit, three of which must be in English 9, 10, and 11, and must be able to complete the required units of credit necessary for graduation during the regular school year.

Graduation Requirements

Students receiving a high school diploma beginning school year 2004-2005 must meet all the requirements below:

- Earn specified credits.
- Pass Gateway exams Algebra I, Biology I, and English Grade 10.
 - Students who do not pass the three Gateway exams qualify for a certificate of attendance and are not allowed to participate in graduation exercises.
- Students/parents should be proactive in monitoring earned credits. At a minimum, appointments with grade level counselors should be made annually to review transcripts and plan future coursework.

Special Education MCS Policy 4.202 and 6.500 (*in parts*)

Kingsbury High School provides access to a free appropriate public education to all disabled students, inclusive, attending classes at KHS. This provides the assurance that these students will be educated with non-disabled students to the maximum extent appropriate, and will be placed in separate or special classes only when the severity of the disability is such that education in regular classes cannot be achieved satisfactorily. The plan for implementation of appropriate instruction and special education services is in accordance with the current *Rules, Regulations and Minimum Standards* of the State Board of Education, and state and federal law.

Test Security & Standardized Tests

Each year, KHS students are required to take a number of standardized tests, including state achievement tests. All of the tests are considered “secure.” The tests must be kept locked up when not in use, and students should refrain from discussing test items or otherwise divulging information regarding the content of these tests, even after the test is given. Any student sharing information with others regarding secured tests or cheating in any other way will be subject to disciplinary action.

Textbooks

Textbooks are issued at “No Charge” to the student. Students are responsible for returning books at the end of the courses in the same condition in which they were received. Textbooks which become damaged or lost must be paid for by the student and/or parent/guardian before the student can clear KHS. Replacement textbooks will not be issued until restitution is made. All report cards, certificates of progress, or diplomas will be withheld until restitution is made.

Tutoring

See “Extended-learning Opportunities” (GENERAL EXPECTATIONS, page 20).

This ***KHS FALCONS STUDENT HANDBOOK*** is the property of:

Student (Print Name) _____

Grade _____

Homeroom Teacher _____

Room _____

I have completed, signed, and returned the Handbook Awareness Statement form and MCS Student Release and Authorization form.

Student Signature

Date

Home Room Teacher

Date



This publication summarizes a number of expectations, responsibilities, policies, and practices that are important to Kingsbury High School students and their parents/guardians. It is not intended to be a complete source of all programs, policies, and regulations relating to KHS.

KHS, MCS, state and federal laws, policies, regulations and practices are subject to change. Confirmation and updates are available on MCS web site at www.mcsk12.net and Kingsbury High School’s web site accessible through MCS’ homepage, as well as by contacting the school at (901) 416-6060.

Translations of any content included in this publication will be provided upon request as available through the English as a Second Language Central Office.

“Every child. Every day. College bound.”



Memphis City Schools does not discriminate in its programs or employment on the basis of race, color, religion, national origin, handicap/disability, sex or age. For more information, please contact the Office of Equity Compliance at (901) 416-6670.