

# Kinston School



## STUDENT HANDBOOK

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# Alma Mater

We are standing-proud, triumphant, Praising Kinston High  
Gladly calling all our comrades,  
Hopes and spirits high.

Pressing onward, striving ever,  
Reaching for the goal.  
Open minded we go forward,  
Firm in heart and soul.

We salute you, Alma Mater,  
Name we hold so dear.  
What you're to be, you're now becoming,  
Growing year by year.

(Chorus)

We are soldiers marching onward,  
Striving not to fail.  
Onward ever, backward never  
Hail, O Kinston, Hail!

## KINSTON FIGHT SONG

We're loyal to you Kinston High,  
We're Orange and Blue, Kinston High,  
We'll back you to stand, against the best in the land  
For we know you are grand Kinston High, Rah! Rah!  
Then get in the game Kinston High,  
Go shouting for fame Kinston High.  
We'll sure not neglect you but – Oh boy!  
For we expect a victory from you Kinston High!  
Bring out that dear ole flag of Orange and blue,  
You know the whole darn bunch is pulling for you.  
We're pledging alliance,  
Shouting defiance,  
Seeking reliance, rah! Rah!  
When the victory's won, we'll honor thy name  
And from the hilltops high  
We'll be shouting thy fame,  
For we will pledge our heart and hand,  
Dear Alma Mater, Kinston High, Rah! Rah!



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# KINSTON SCHOOL BULLDOGS

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## **OUR MISSION**

KINSTON SCHOOL IS COMMITTED TO PROVIDING STUDENTS WITH A SAFE ENVIRONMENT AND A CHALLENGING YET DEVELOPMENTALLY APPROPRIATE CURRICULUM. STUDENTS ARE EXPECTED TO BE TECHNOLOGICALLY LITERATE, ACTIVE MEMBERS OF THE LEARNING PROCESS AND ARE ENCOURAGED TO BECOME SELF-DIRECTED, CONFIDENT, LIFE-LONG LEARNERS.

## **MOTTO**

WHAT YOU ARE TO BE YOU ARE NOW BECOMING.

## **BELIEFS**

- STUDENT LEARNING IS THE CHIEF PRIORITY FOR THE SCHOOL WITH STUDENTS' LEARNING NEEDS THE PRIMARY FOCUS OF ALL DECISIONS IMPACTING THE WORK OF THE SCHOOL.
- EACH STUDENT IS A VALUED INDIVIDUAL WITH UNIQUE PHYSICAL, SOCIAL, EMOTIONAL AND INTELLECTUAL NEEDS.
- THE COMMITMENT TO CONTINUOUS IMPROVEMENT IS IMPERATIVE IF OUR SCHOOL IS GOING TO ENABLE STUDENTS TO BECOME CONFIDENT, SELF-DIRECTED, LIFELONG LEARNERS.
- A SAFE AND PHYSICALLY COMFORTABLE ENVIRONMENT PROMOTES STUDENTS' LEARNING.
- STUDENTS LEARN IN DIFFERENT WAYS AND SHOULD BE PROVIDED WITH A VARIETY OF INSTRUCTIONAL APPROACHES TO SUPPORT THEIR LEARNING.
- STUDENTS LEARN BEST WHEN THEY ARE ACTIVELY ENGAGED IN THE LEARNING PROCESS.
- STUDENTS NEED TO NOT ONLY DEMONSTRATE THEIR UNDERSTANDING OF ESSENTIAL KNOWLEDGE AND SKILLS BUT ALSO NEED TO BE ACTIVELY INVOLVED IN SOLVING PROBLEMS AND PRODUCING QUALITYWORK.

## Loading/Unloading Procedures

- Car rider students K-6 will be dropped off and picked up at the back of the elementary building.
- Elementary **students K-6 are not to be dropped off in front of the high school even if they have an older sibling being dropped off there.**
- **No elementary child will be allowed to walk unassisted to or from a vehicle in the parking lot or on the street in front of or to the side of the parking lot.**
- Children riding with high school students **must comply** with these same procedures. The high school student/sibling should walk the elementary student from the parking lot to the elementary building in the morning and pick up the students from the elementary building in the afternoon.
- High School students should only be dropped off and picked up in front of the school. **No students should be dropped off or picked up on Ward St.**

## Arrival, Departure and Attendance

- A school day begins as soon as a student (grades K-12) arrives at school or no later than **7:50 AM** and ends at **3:01 PM**. **No student should arrive at school before 7:30 AM.** Students should not remain in the parking lot. High school students should not be in the hallways or classrooms until the first bell (**7:45 AM**). A homeroom bell will ring at **7:50 AM**. High school students are tardy to school at the **7:50 AM** bell. Tardy students should report to the office to sign in and obtain a tardy slip.
- Attendance will be taken at the beginning of each class period.
- Elementary students should arrive at school by the **7:50 AM** bell and should enter the back door from the car line of the elementary building by the lunchroom. Elementary students will be considered tardy to school at the **7:50 AM** bell and should report to the office to be signed **in by their parent** and obtain a tardy slip.
- Students who drive a car to school can park only in the designated areas of the student parking lot in front of the main building. Students will be assigned a parking spot.
- Students will not be allowed to go out to the parking lot during school hours. Students must have all items needed for the day locked away in their locker.
- Only those students who come to school in cars are allowed in the student parking area.
- Students who leave campus early must bring a note from home, have the note approved by the administration, and sign the check-out sheet in the office.
- Once a student arrives at school, **even if only in the parking area**, he or she cannot leave without permission.
- **Upon arriving at school, discard food and drink BEFORE entering buildings. Drink and/or food are NOT to be stored in lockers nor left in cars for consumption during the school day. Students may have break/lunch in lockers.**
- **Cars are not to be used as lockers.** Students are expected to rent lockers and will be responsible for their school books and materials without access to their cars.

# TARDY POLICY

Attendance in class is vital to a student's success. Vacations should be scheduled during breaks. No absences will be pre-approved. Students are expected to be prompt to each class. Students will be allowed two tardies to each class during the semester without any punishment. Each teacher will refer a student to administrators on the third unexcused tardy to class and upon each subsequent unexcused tardy. Tardies will start over at the beginning of a **NEW SEMESTER**. School administrators will accept a maximum of four parent excuses per semester for tardies to school.

Refer to Coffee County Parent/Student Information Guide

## **Dispositions: Grades 7 through 12**

- First Referral – Parent Contact
- Second Referral – Administrator choice of corporal punishment, work detail, detention (break, before, or after school), in-school suspension, Saturday School, and/or loss of participation/attendance in extracurricular activities as determined by the administrator. Students who are late to school and drive: one-week driving privileges suspended.
- Third Referral – Administrator choice of corporal punishment, work detail, detention (break, before, or after school), in-school suspension, Saturday School, and/or loss of participation/attendance in extra-curricular activities as determined by the administrator. Students who are late to school and drive: one-month driving privileges suspended.
- Fourth Referral – Administrator choice of corporal punishment, work detail, detention (break, before, or after school), in-school suspension, Saturday School, and/or loss of participation/attendance in extra-curricular activities as determined by the administrator. Students who are late to school and drive: one semester of driving privileges suspended.
- **On the fifth unexcused tardy to school in a semester, the administration will file paperwork in Early Warning Court for excessive tardies to school.**

## EXCUSES FOR ABSENCES

In accordance with Alabama Law, a parent or guardian must explain the cause of each absence. Every student, upon returning to school following an absence, must bring a written excuse that is signed by the parent or guardian. For check-ins and check-outs, parents must provide written notes for the absences to be excused. The Coffee County School System will accept a maximum of **four** parent notes per semester. Paperwork will be filed in Early Warning court on students with seven or more unexcused absences. All doctors' excuses will be accepted and shall be submitted by the parent to the school within three days of the student returning to school.

- Excuses for absences must be turned in to your homeroom teacher **within 3 days** of your return to school. Any unexcused absence will result in a referral to the Early Warning Court.
- Check-Ins and Check-Outs are handled in the office.

## EXAM EXEMPTION POLICY (7-12)

\*Students in grades 7-12 must take the mandatory nine weeks exam. In order to exempt other quarterly exams, **the student must have no tardy referrals for that class period AND...**

Option 1: An A average with no more than two absences in that period

OR Option 2: B average with no more than one absence in that period

## **Clubs and Organizations**

- No club or organization can be organized on campus without the permission of the principal.
- All fundraising projects and activities must be approved by the principal and superintendent in advance.
- Each sport or club is allowed two fundraisers.

## **Dress Code**

Refer to Coffee County Parent/Student Information Guide

- **Holes in pants must not exceed the “fingertip/mid-thigh” rule.**
- **Students may wear athletic shorts with pockets.**
- **Students may wear athletic pants with pockets (wind pants).**
- **If leggings/yoga pants are worn, the outer layer must meet dress code requirements.**
- **A student standing erect with arms positioned at the sides must be able to touch the fabric of his/her garment with the middle finger or the garment must be mid-thigh. If the fabric cannot be touched, the student is in violation of the dress code.**
- **No tank tops 7-12.**
- **No hats/caps are to be worn on campus from 7:45 a.m.-3:05 p.m.**
- **No extreme piercings or hair colors are allowed.**
- **Clothing that is tight, revealing, promotes inappropriate themes, creates a distraction to the learning environment, or creates a safety hazard is not allowed.**
- **School administration shall maintain authority in making subjective judgments concerning a student’s dress and personal appearance.**

# **STUDENT IN GOOD STANDING INFORMATION**

## **Purpose**

To encourage students to comply with rules, procedures, and timelines that are intended to support student development in all aspects of his or her life.

To give a student an opportunity to define his or her purpose and reasons for pursuing an education, recommit his or her effort for learning, and make the connection between good habits and future success.

## **Philosophy**

Coffee County Schools recognizes that a student needs advice, counseling, and encouragement to set realistic educational goals and may also need incentives to change. Coffee County Schools is committed to providing these opportunities to build the character, values, and self-confidence for every student to ensure he/she is able to improve his/her situation.

The student must realize that success ultimately occurs as a result of making the right choices and good decisions, developing cooperative and positive relationships with others, and focusing on obtaining purposeful and meaningful goals.

## **Definition**

A “Student in Good Standing Policy” is a set of school-developed procedures designed to communicate high, but appropriate, expectations for discipline, attendance, and academic effort. The procedures are based on the unique characteristics of each school. While the procedures may differ slightly from one campus to another, the philosophy and purpose are the same at all Coffee County Schools.

## **Loss of Good Standing Status**

Every student begins with his/her Good Standing intact. The student’s loss of Good Standing occurs when his/her actions or behaviors fall into two main categories:

1. Discipline (to include cell phone violations)
2. Punctuality/Attendance

Privileges Denied as a Result of Loss of Good Standing Status may include, but not limited to:

-Parking on campus

-Checking out of school without a parent/guardian physically coming into the office to check out the student. -All athletic/extracurricular/club participation and attendance to events including, but not limited to, field trips, pep rallies, senior activities, prom, etc.



-School-wide elections and honors such as, but not limited to, class office, club or organization office, class favorite, team captain, homecoming court, student of the month, etc.

-The student may not be allowed to leave the classroom during the instructional period without an escort. The administrative committee will make this determination.

-Upon accumulation of 10 consecutive or 15 unexcused absences, a letter will be sent to the Alabama Department of Motor Vehicles stating that the student is not a student in Good Standing and the student's driver's license may be revoked.

### **Procedure to Regain Good Standing**

It is the student's responsibility to take the initiative to secure and fulfill the requirements of this opportunity. The student will meet with an administrative committee that will outline specific requirements, set the conditions and standards for success, and determine if the student has met the requirements in order for privileges to be reinstated. Requirements for regaining Good Standing will be assigned on a case-by-case basis, considering the violation category and severity of the offense. Should a student incur subsequent Code of Conduct violations, denial of privileges may be extended by the Administrative Committee.

If a student loses Good Standing in May or fails to regain his/her Good Standing before school ends, he/she will begin the next school year without Good Standing.

### **Due Process**

Due process procedures as outlined in the Coffee County Parent/Student Information Guide will be followed before the Administrative Committee makes the decision to deny Good Standing for any student.

## Grades and Report Cards

- Report cards will be sent home once each nine weeks. Progress Reports are also sent home once each grading period, but can be sent more often if conditions warrant. Parents may check grades at any time using parent portal. \*Please contact either Mrs. Hawthorne- elementary guidance counselor or Mrs. Wyrosdick- high school guidance counselor for login information.
- Grade point averages of seniors are determined by averaging all semester grades for all courses taken in grades 9-12.
- Valedictorian, Salutatorian and honor graduates are determined through the 3rd quarter grades of the senior year. Board policy described in the CCBOE Parent/Student Information Guide is followed.
- Further information in regards to grading policies, promotion/retention, etc. is located in the Coffee County Parent/ Student Information Guide.

## Lunchroom: Breakfast and Lunch

- Students are expected to keep the lunchroom clean! All scraps, paper, and trays are to be put in their proper places.
- No loud talking or excessive noise is permitted.
- No food or drink from outside establishments is allowed.
- Food, drinks, or containers are not to be taken out of the lunchroom.
- Students must eat only at their designated serving time.
- Based on CNP Guidelines, order and/or delivery of food are **NOT** permitted and will be refused at the office. Students must eat in the lunchroom by purchasing food in the lunchroom or by personally bringing lunch from home. Office personnel will not deliver lunches to students.
- If a student does not have enough money to pay for their meal, their account will be debited the total amount of the purchase. Negative (debit) balances will be limited. A negative balance report will be given to principals weekly. Students may not charge a la carte purchases. The parent or guardian will be notified weekly of the student's negative account balance. An alternate meal will be served to students who reach the negative balance limit.

## Money and Personal Items

- Students are asked not to bring excessive amounts of money or expensive items to school. It is difficult to prevent losing it, and **the school cannot be held responsible for lost personal items.**
- Students should **never** leave money in their desks, lockers, or PE dressing rooms.

## Telephone

Students will be allowed to use the school telephone in the main office **in case of emergency or need.** All other phones are not to be used by students at any time! **Cell Phones should not be used.**

## Bulldog Pride

- We want our school to reflect the type of students we have. Each person should make every attempt to keep our school clean and neat.
- We should take pride in our school's appearance and respect school property. Therefore, students who abuse desks, walls, furniture or fixtures will compensate for the damages.

## Miscellaneous

- **Students are NOT permitted to sell items at school without the permission of the principal.**
- The school store and drink room will open at break only to grades 7-12. Items will only be sold from the school store.
- Students are not allowed to chew gum in unauthorized areas (classrooms, etc.).
- Students should have a hall pass folder any time they are out of class except during break, lunch, or class changes. **High school students cannot enter the elementary building any time except by permission of the principal, and students must have a teacher's badge to access the building.**
- The auditorium will be used for students before school and at break during inclement weather.
- Posters and advertisements are not to be displayed without the principal's approval. No flyers will be sent home with students.
- All lockers in grades 7-12 rent for \$10.00. School authorities have equal access to lockers and may inspect them at any time.
- **Students are NOT allowed to share lockers.**
- NO Book bags are permitted. A gym bag small enough to be stored in a student's gym locker may be used. Students will place all items in their gym locker each morning.
- No flower, candy, or gift deliveries will be accepted any time **during the school day.** Deliveries for tryouts, pageants, etc., must be made **after school** and **arranged ahead of time with the event sponsor to ensure that gifts are held with the parent/guardian.**

# Extracurricular Involvement

Many extracurricular activities are available for KHS students. Each student is encouraged to participate in extracurricular activities in order to become a better-rounded individual. Some classes also require participation outside of school hours. Involvement in extracurricular activities may lead to scholarships, honors, and better job opportunities. Teachers and counselors are here to assist students in finding the right activities.

<b>Athletic Activities</b>	<b>Clubs/Organizations</b>
K Club	Yearbook
Football	AJAS
Volleyball	FBLA
Basketball (boys and girls)	FFA
Cheerleading	Junior Class Officers
Baseball	Senior Class Officers
Softball	Bulldog Ambassadors
Golf	Mu Alpha Theta
Cross Country	KCLC
Marching Band	Bulldog Buddies
Concert Band	Key Club

*\*\*\*\*All students are encouraged to participate in extracurricular activities. If a student believes that he or she is unable to join a club or participate in a sport or activity due to fees or costs, then the student should contact the school principal to discuss payment plans or other options that will allow the student to participate; the principal is available to talk with any student, in confidence, if money is a concern.*