

# STUDENT/PARENT HANDBOOK

2024 - 2025



## HOME OF THE CHEROKEE'S

PRINCIPAL: ALONZO B. JAMES, ED.D.

6015 GEORGETOWN DRIVE  
COLUMBUS, GEORGIA 31907

PHONE: (706) 565-2960 - FAX (706) 565-2971

SCHOOL WEB SITE: <http://kendrick.mcsdga.net>

MCS D WEB SITE: <http://muscogee.k12.ga.us>

GUIDANCE DEPARTMENT: (706) 569-3634

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# Kendrick High School's Mission

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## "Learning for Life"

Student's Name \_\_\_\_\_

Grade \_\_\_\_\_

Advisor Teacher \_\_\_\_\_

***Students MUST use this handbook to leave a classroom for any reason.***

***Handbook Replacement Cost - \$3.00***

*Replacements can be purchased from the Assistant Principal  
For Student Services' Office*

**School Web Site** [HTTP://KENDRICK.MCSDGA.NET](http://KENDRICK.MCSDGA.NET)

**District Web Site:** [HTTP://WWW.MUSCOGEE.K12.GA.US](http://WWW.MUSCOGEE.K12.GA.US)

Please direct questions regarding bus transportation issues to your school's Zone Supervisor listed below:

For regular bus transportation,

Contact Peter Danois ..... 706-748-6993

For shuttle bus transportation

Contact Randy Ruff ..... 706-748-6985

For bus transportation for special needs students

Contact Homer Chumbley ..... 706-748-3113

In case of an emergency,

Contact the Transportation Office ..... 706-748-2876

The Muscogee County Board of Education does not discriminate on the basis of age, race, sex, religion, national origin, or disability in the educational and employment policies under which it operates and will honor all appropriate laws relating to discrimination. The Assistant Superintendent for Student Services has been designated the employee responsible for coordinating the Board's effort to implement this nondiscriminatory policy.



According to the Georgia Department of Education website: Positive Behavioral Interventions and Supports (PBIS) is an evidence-based, data-driven framework proven to reduce disciplinary incidents, increase a school's sense of safety and support improved academic outcomes. More than 22,000 U.S. schools are implementing PBIS and saving countless instructional hours otherwise lost to discipline. The premise of PBIS is that continual teaching, combined with acknowledgement or feedback of positive student behavior will reduce unnecessary discipline and promote a climate of greater productivity, safety and learning. PBIS schools apply a multi-tiered approach to prevention, using disciplinary data and principles of behavior analysis to develop school-wide, targeted and individualized interventions and supports to improve school climate for all students. How do we PBIS at Kendrick? WE **C.H.O.P**



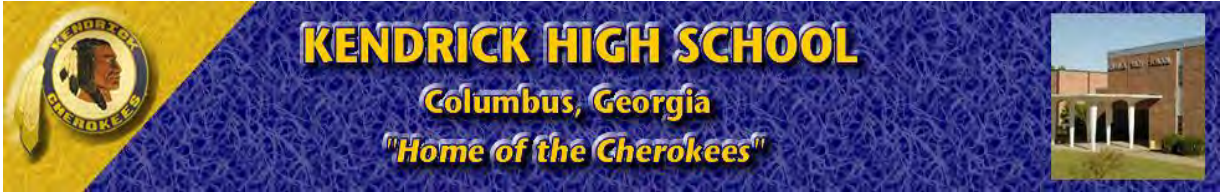
PHILOSOPHY OF PBIS AT KENDRICK CHEROKEES ARE...

- C**- Committed
- H**- Honorable
- O**- On-time
- P**- Prepared

## CHEROKEES C.H.O.P

	Classroom	Hallway	Cafeteria	Library/ Labs	Restrooms
<h1>C</h1> <p>Be <b>c</b>ommitted</p>	<ul style="list-style-type: none"> <li>Be on task, and work quietly</li> <li>Keep trying, even if it's difficult</li> <li>Set goals and strive to reach them</li> </ul>	<ul style="list-style-type: none"> <li>Respect school property</li> <li>Keep to the right of the hallway</li> <li>Strive to keep a clean and tidy locker</li> </ul>	<ul style="list-style-type: none"> <li>Practice healthy eating habits</li> <li>Keep your area clean and tidy</li> <li>Follow cafeteria rules</li> </ul>	<ul style="list-style-type: none"> <li>Remain focused on your task</li> <li>Follow library/lab rules</li> <li>Use appropriate language &amp; noise level</li> </ul>	<ul style="list-style-type: none"> <li>Keep bathrooms clean</li> <li>Respect school property</li> <li>Use appropriate language and voice level</li> </ul>
<h1>H</h1> <p>Be <b>h</b>onorable</p>	<ul style="list-style-type: none"> <li>Say what you'll do and do what you'll say</li> <li>Do your own work</li> <li>Keep your cell phone off and put away</li> </ul>	<ul style="list-style-type: none"> <li>Take responsibility of your actions</li> <li>Know only your own locker combination</li> <li>Keep your cell phone off &amp; put away</li> </ul>	<ul style="list-style-type: none"> <li>Begin at the end of the line and stay in line</li> <li>Remain in the cafeteria until dismissed by an administrator</li> <li>Place trash in trash bins</li> </ul>	<ul style="list-style-type: none"> <li>Check out all materials prior to leaving the library/lab</li> <li>Use computers for school assignments only</li> <li>Keep your cell phone off &amp; put away</li> </ul>	<ul style="list-style-type: none"> <li>Go directly to the restroom</li> <li>Report problems</li> <li>Keep your cell phone off and put away</li> </ul>
<h1>O</h1> <p>Be <b>o</b>n time</p>	<ul style="list-style-type: none"> <li>Arrive to class on time</li> <li>Be seated and working on the Do Now when the tardy bell rings</li> </ul>	<ul style="list-style-type: none"> <li>Dedicate yourself to being on time</li> <li>Move promptly</li> <li>You can get to class in 4 minutes</li> </ul>	<ul style="list-style-type: none"> <li>Dedicate yourself to being on time</li> <li>You can get to the cafeteria in 3 minutes</li> </ul>	<ul style="list-style-type: none"> <li>Dedicate yourself to being on time</li> <li>Return materials promptly</li> </ul>	<ul style="list-style-type: none"> <li>Return to class promptly</li> <li>Schedule bathroom breaks wisely</li> </ul>
<h1>P</h1> <p>Be <b>p</b>repared</p>	<ul style="list-style-type: none"> <li>Complete all assignments &amp; readings</li> <li>Organize and prioritize</li> <li>Bring textbooks &amp; materials daily</li> </ul>	<ul style="list-style-type: none"> <li>Always carry your agenda book</li> <li>Always carry school-issued identification</li> </ul>	<ul style="list-style-type: none"> <li>Always carry school-issued identification</li> <li>Go directly to the cafeteria; your materials should already be in your possession</li> </ul>	<ul style="list-style-type: none"> <li>Always carry school-issued identification</li> <li>Go directly to the library/lab; your materials should already be in your possession</li> </ul>	<ul style="list-style-type: none"> <li>Always carry school-issued identification</li> <li>Always carry your agenda book</li> </ul>

**C.H.O.P your way to GREATNESS!!!!!!**



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## Principal's Message to Students and Parents

Principal's Message to Students and Parents:

It gives me great pleasure to welcome our students, parents, and stakeholders to Kendrick High School, Home of the Cherokees. We are pleased to welcome the Class of 2027 to Kendrick High School, along with our returning students and staff members. This handbook will provide you with some basic information about our operations at Kendrick High School. The building administration is committed to providing a safe and secure environment conducive to learning for all of our students. We have excellent teachers and an efficient staff who have worked together to make Kendrick High School a great place for students to learn and blossom into productive citizens. In an effort to provide an education for all students, which prepares them for the 21st Century, we have continued to invest in ways of making technology and new innovative research best practices a part of every student's experience. Collaboratively, we will provide a wonderful, high quality learning environment where all students can achieve success and become prepared to pursue future educational, professional and career goals. As parents, you are the primary educators of your child. We welcome your suggestions and encourage you to become involved in our parent organizations. Finally, we see it as our mission to recognize more formally and more inclusively the myriad of talents and achievements of our students, and we will challenge them to do so in the 2023-2024 school year. If you wish to speak with me you can call me at (706) 565-2960.

Dedicated Principal Kendrick High School

*Dr. Alonzo James*

Alonzo James



# Kendrick High School's Mission

## "Learning for Life"

### Muscogee County School District Mission

The Muscogee County School District is committed to providing educational experiences that will enable each student to become a lifelong learner, enter the work force with necessary skills and achieve academic and personal potential.



### Muscogee County School District Vision

We envision a School District in which:

- Each student is given multiple opportunities to excel in his/her academic, social, emotional and physical development in a safe, nurturing environment.
- Well-prepared, responsible and caring employees are committed to excellence in education.
- Parents, community members, staff and students are full partners in the education of children.

### Beliefs

- All students learn when provided high-quality instruction that is engaging and challenging.
- All students must have a physically and emotionally safe learning environment.
- All district employees work collaboratively to improve student achievement.
- All organizational and instructional decisions are data driven.
- All district personnel are committed to continuous professional learning.

### Motto

*Just as the lighthouse guides the ships at sea through safe channels, the Muscogee County School District must carefully guide the students through the channels of learning enlightenment.*

## Kendrick High School Colors, Mascot, & Alma Mater

The school colors are blue and gold. The mascot is the Cherokee Indian.



### Alma Mater

Hail to these hallowed halls where memories dwell.

Hail to those cherished ties we love so well.

Hearts, hands, and minds are joined in one strong cry

Hail to our Alma Mater Kendrick High.

Wisdom and love of man shall one-day reign;

For we come to know, these we must gain.

Then, when our futures come, fate will be told;

We will be grateful to you, Blue and Gold.

## General Information

The purpose of the Kendrick High School Student Handbook is to provide a comprehensive guide to rules of conduct and other areas of concern. These areas of concern should serve as a reference when questions about school policy and practices arise.

The local code at Kendrick High School is in no way to supersede the Muscogee County School District (MCS D) Code of Behavior or local and state rules and regulations. Instead, it is a supplement required by the school board and reviewed by the school board with the principal serving in the interpretation of the school code of conduct.

As a general rule, teachers are a wonderful source of information about Kendrick’s procedures and policies. The guide below may be helpful in some situations.

Every student will receive and sign for a copy of this document and the Muscogee County School District Code. A student entering during the year will receive his/her copies in the office of the Assistant Principal of Student Services.

### **Guide to Services**

Principal .....	Dr. Alonzo B. James
Assistant Principal for Administrative Services.....	Danya Albright
<i>Attendance</i>	
<i>Entry of New Students</i>	
<i>Loss of Credit (LOC)</i>	
<i>Scheduling</i>	
<i>Withdrawal of Students</i>	
Assistant Principal for Student Services.....	Ebone Cutts
<i>Bus Passes</i>	
<i>Discipline</i>	
<i>Student Handbook</i>	
Secretary/Bookkeeper .....	Ashlee Regan
<i>Student Parking Permits</i>	
<i>Lockers</i>	
Main Office.....	Martha Burton
Attendance Office/ .....	Lydia Harris
<i>Check In/Out</i>	
<i>Tardies after 9:00 a.m.</i>	
<i>Lost and Found</i>	
<i>ID Cards</i>	
Chromebooks.....	Carlotta Cutliff

Clinic Worker.....	Angela Douglas, Clinic Worker
<i>First Aid</i> <i>Medication brought to school</i> <i>Student Accident Reporting</i> <i>Medicine Authorization Form</i>	
Nutrition Program.....	Nicole Johnson
Director of Guidance.....	Jimmie Johnson-Fleming
<i>College and scholarship information</i> <i>HOPE information</i> <i>Personal and interpersonal problems</i> <i>Standardized testing</i> <i>Student records</i> <i>Transcripts</i>	
Career and Technical Supervisor .....	Amanda Tolle
Athletic Director.....	Andre Dye
<i>Athletic Programs and Eligibility</i>	
Lead Custodian.....	NeKeeta Thomas

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**Visitors**

**All visitors must report to the front office and present a valid driver’s license or state ID card to identify themselves. All visitors must receive a visitor’s pass to go anywhere within the building.**

Students are not allowed to have visitors accompany them to school and attend classes during the school day at any time. Any person seen waiting around the school area is an unauthorized visitor, and in the interest of keeping a safe school environment, students are to report his/her presence to the nearest teacher or administrator.

**Illness/Clinic**

1. Students who become ill during the day must have their handbook signed by their teacher and report to the clinic (*hours: 10:30 a.m. to 2:30 p.m.*) or the attendance office.
2. A parent must pick up students who are ill enough for early dismissal.
3. No medication will be available for students unless provided by the parent with a completed Medication Administration form (obtained from the attendance office).
4. All medications, prescription or over-the-counter, must be brought to the attendance office. It will be given at the appropriate time and dosage as indicated on the prescription (label). No medication can be dispensed without a Medication Authorization form.
5. Students should not carry medicine through the day at school.
6. Student may obtain authorization to carry an inhaler, EpiPen or Insulin by completing paperwork available in the clinic to be completed by physician, parent and student.
7. Over the counter medications are to be in the original containers.
8. Any medication brought to the clinic must not be expired.

9. To better care for the student, any health care issues should be reported to the clinic. All students must complete a health card. Any changes to medical care should be reported to the clinic worker.

### **Student Accident Insurance**

Each student who attends school in the district may enroll in a group plan of student accident insurance. School insurance applications are distributed during the first part of the school year. A student who finds it necessary to file a claim is to report the information immediately to the school office. In the event the student is hospitalized, his parent or guardian must notify the high school principal as soon as possible. Each student who participates in sports is required to have insurance.

### **Student Support Team**

Student Support Team (SST) is a school-based, solution-focused team designed to support the learning or behavioral needs of regular education students. SST committees convene on a regular basis and can be initiated by parent, teacher, or other school related professional. SST chairs at each school are the contact persons for scheduling a student for the SST process.

### **Section 504**

Section 504 plans are available to students with a physical or mental impairment which impacts a major life activity (learning, self-help skills, walking, etc.). A 504 Plan outlines reasonable accommodations, regular or special education, related aids and services to insure the student's civil rights are being met. More information about Section 504 policies and procedures are available on-line at [www.muscogee.k12.ga.us/AboutUS/Academics/Enrichment/Pages/Exceptional.aspx](http://www.muscogee.k12.ga.us/AboutUS/Academics/Enrichment/Pages/Exceptional.aspx) or can be obtained from the District's Section 504 Coordinator at the following address: Muscogee County Public Education Center, 2960 Macon Road, Columbus, Georgia 31906, (706) 748-2230.

### **Guidance Department**

The KHS Guidance Department includes three full-time counselors. Counselors are available to students, parents, and teachers. Individual and group counseling, as well as group and classroom guidance services are provided to facilitate the academic, career, and personal/social development of each student. Counselors assist with parent-teacher conferences, student-peer relationships, academic guidance, post-secondary educational planning, self-awareness, career planning, drug awareness, and other areas of need. Counselors also assist students with information relating to:

Scholarships

Military Recruiter Visitation

Test Interpretation

College Visitation

Financial Aid

College Recruiter Visitation

Testing

### **MCS D Parent Portal**

The Muscogee County School District is using the parent portal as a component of its student information system, Infinite Campus, to communicate with parents about their child's progress at school through a Parent Portal. The new system will provide you with even more information about your child's achievement. The Parent Portal shows the actual up-to-date grades recorded by your student's teachers. All parents are required to have a Parent Portal Account in order to register and to complete the On Line Registration Process.

Contact the Kendrick office for information on how to register. If you experience problems using the Parent Portal, check our FAQs page or call Kendrick High School.

### **Parent/Employee Notification System: Blackboard Connect**

#### **Improving School to Home Communication**

The Muscogee County School District uses Blackboard Connect, a telephone notification/messaging service, to communicate with parents and district employees. Blackboard Connect allows administrators to personally contact parents about emergencies, events, and other important issues that impact you and your child throughout the school year. Principals and administrators use Blackboard Connect to send a personalized voice message to your family's home, work, or cell phone. For example, principals can make one phone call and reach all of the parents, employees, or a combination of both, within minutes. The service also offers email and text message capability.

#### **Why Text Messages Are Not Likely to Be Used**

Text messages are not likely to be used due to the need for clarity and accuracy. Some service providers may limit the number of characters used in a text message. It is important that parents and employees receive the entire message sent from school to home via Blackboard Connect.

Contact your child's/children's school if you receive a message that is incomplete or cut-off.

#### **Blackboard Connect Tips for Parents**

Be sure to supply accurate contact information to your child's school.

- All Contact Numbers (Home, Cell, Work)
- Email Address (Regularly checked)

## **Office**

It is quite likely that you will find reason to enter and conduct some business in the main office. Any student having business to be conducted in the office shall report to the secretary. Always present your handbook; state your name with school ID, and whom you wish to see. Make an effort to be courteous and finish your business as quickly as you can. Please do not loiter or visit the office if you do not have to be there.

## **Identification Card**

1. Each student is required to wear his/her school identification card at all times during school hours.
2. Each student will be issued one free card within the first 30 days of school.
3. If ID card is damaged or lost, the student will be charged \$5.00 for a duplicate card. Lanyards and clips are \$2.00. See the Attendance clerk in the main office for these items.
4. ID cards are used to check out textbooks, lunchroom purchase, The Chop Store and library books.
5. Each student should use his/her ID card only. Use of another student's card or permitting another student to use your card could result in disciplinary action. Student ID will be checked daily for classroom entrance and to walk halls. This is for security and safety.

## **MCSD Computers & Local Area Network**

All students will use their GTID number as their school network login name.

### **Format:**

User name: The state-assigned GTID number. These will be provided to students at the beginning of the year. They should guard them as they would their Social Security number or credit card account numbers.

Password: Initial of first name; initial of last name; last four digits of Social Security number.

## **Classroom Monitoring of Student Computers**

The CTAE (Career Technology and Agriculture Education) computers at Kendrick High School are monitored and controlled by the teachers using classroom management software. Computers in the school are provided for assigned school work only and are not to be used for checking email, surfing the Web, accessing social networking sites such as Facebook, YouTube, or others. The school district utilizes filtering software that blocks questionable sites, but students should make responsible decision when choosing Web sites to visit.

***Students and parents should be aware that images of student computer screens may be captured and then printed without warning and then used with disciplinary referrals for administrative discipline measures. In addition, audio recordings can also be made from audio tracks listened to by the student and used for disciplinary purposes. The teacher may at his/her own discretion block the student from access to the computer upon discovery of inappropriate use and reporting to administration and parents/guardians.***

## **Emergencies/Student Accident Report**

All accidents, illnesses, or injuries should be reported to the nearest teacher. The Clinic Worker will assist a student in completing a Student Accident Report. The person who witnesses an accident needs to fill out a report.



## **Media Release**

From time to time students may be photographed, video-taped, or interviewed by the news media at school or some school activity or event; or may be photographed, video-taped or interviewed in the production of educational or promotional material for use by MCSD. If you, as a parent/guardian, object to your student being photographed, video-taped, or interviewed, you must notify the Principal (in writing) within 30 days after the student's date of enrollment.

## **Chromebook**

The student is subject to, and must comply with all District policies, procedures, and regulations as outlined in the District's Handbook and Code of Conduct and the MCSD's AUP (Acceptable Use Policy). A violation of any of these policies may result in a loss of privilege to use the Chromebook, appropriate discipline action and/or restitution.

- ***Care and Use of School Property - Chromebooks, Textbooks, and Media Center***  
***Checkouts: Students will be held responsible for the proper care of all books, supplies, Chromebooks, and accessories or equipment furnished to them by the school. A student who defaces, damages, or loses school property shall be required to pay for the damage or loss(see MCSD Board Policy JS: Student Fees, Fines, and Charges).***
- ***A Parent/Student must pay all fees and fines owed to the school in a timely fashion. Parent/Student must clear all fines or fees during the year the fines are assessed. Fines must be paid/cleared where they were assessed and before moving to the next level in school.***

All students have been issued a Chromebook (to include Case and Charger) to use during the school day. Students must be responsible for their Chromebook/Case/Charger at all times. In an effort to be good stewards of taxpayer dollars, students must be responsible for the care of their Chromebook and not damage it in any way. Chromebooks are to be carried in a case at all times when not in use. Students who damage Chromebooks and/or accessories can be assessed a replacement fee as per Board (see MCSD Board Policy JS: Student Fees, Fines, and Charges)..

## **Board Policy: Student Fees, Fines and Charges**

The Muscogee County School District, Board of Education retains the right to charge students a reasonable fee for restitution of lost, damaged, or abused school system property, including textbooks, library books or media materials.

The current replacement costs to MCSD from our Chromebook vendor, Virtucom is listed below. All repairs must be completed by Virtucom. If a student loses a charger, they will be charged \$10 for a replacement charger. Students are responsible for lost or damaged devices. Devices will be repaired if accidental damage occurs. After the 3rd unintentional cracked screen, students will be charged \$100. Students will be fined for any damage deemed intentional by Virtucom, INC. Students whose device has been damaged and it was deemed intentional, will be charged \$100. Damaged devices should be reported to the media specialist in the Media Center.

Students are responsible for securing their Chromebook.

### **Lost/Misplaced Chromebook**

In order for student(s) to retrieve their lost/misplaced Chromebook a ***mandatory parent conference must be held*** and the student will be subject to the following consequence:

**1<sup>st</sup> offense      Saturday School Detention**

**2<sup>nd</sup> offense:      In School Suspension**

**3<sup>rd</sup> offense:      Suspension**

**4<sup>th</sup> offense:      Students Chromebook will be confiscated for the remainder of the school year.**

Chromebooks are not allowed in the cafeteria during lunch. Students may bring their Chromebook in the cafeteria during the beginning of the school day (breakfast).

### **Students Who Work - Early Release Students**

Early release students are expected to be off the grounds at the designated time that their supervisor assigns them.

### **Parking Permits**

The school is not responsible for cars or anything which happens to them: vandalism, theft, etc.

Students wishing to drive to school must present their driver's license, proof of insurance and registration, and must be at least 16 years old to purchase a parking permit. Parking permits may be purchased through My Payments Plus for **\$30.00**. Students must park in the locked parking lot off the bus loop near the gymnasium. All students who drive to school must register their vehicles through the main office. (Parking decal fees are nonrefundable.)

Vehicles must not be on school grounds before 7:30 a.m. Students are required to obey all traffic laws and respect the motor vehicle as a means of transportation only. There will be disciplinary action or loss of parking privileges for students who violate driving or parking rules. **Excessive referrals may also result in the loss of parking privileges. Students are expected to comply with all State of Georgia Traffic Rules and Regulations and Road Safety Rules while on school property. In case of a student's parking privileges being revoked, the parking permit fee is Non-refundable.**

Cars parked in the parking lot must have windows and doors locked. Students may not occupy his/her car during the school day and may not remove the car from the parking lot until the end of the day without permission from the office. All vehicles must have a permit attached to the windshield to park on campus. If a student needs to drive a substitute vehicle on a given day, he or she needs to sign in the new car in the front office to receive a temporary permit, which is only good for one day unless special administrative approval is granted.

Parking areas not available to students, with or without a permit are as follows:

- Front of school on north side of Georgetown Drive
- Lot next to student dining room
- Areas next to student parking lot, the auditorium building, or the music department
- Vehicles parked in these restricted areas are subject to being towed.

- Students parking in teacher areas may receive disciplinary action.

### **Driver's License**

Students wanting paperwork for the Driver's License Bureau need to go to the Main Office during their lunch period. Students need to fill out a CERTIFICATE OF ATTENDANCE form in the Attendance Office and they will be able to pick up their notarized form in three day. All certificates must be completed and picked up prior to the last day of school. They are valid during the summer. Students may pick up ADAP cards during their lunch periods in the Attendance Office.

Starting January 1, 2008, Joshua's Law Goes into Effect

Drivers 16 years old wanting to obtain their Class D license will need to complete an approved driver education course which includes a licensed private or public driver training school or other training approved by the Department of Driver Services. A total of at least 40 hours of other supervised driving, including 6 at night, is also required.

Drivers 17 years old wanting to obtain their Class D license will need a total of at least 40 hours of supervised driving, including 6 at night. Driving training is not mandated for 17-years-olds, although it is highly recommended.

Specific information about these requirements is available at [www. Gateendrivereducation.com](http://www.Gateendrivereducation.com)

### **ALL SUPERVISED DRIVING MUST BE VERIFIED IN WRITING BY A PARENT OR GUARDIAN.**

What You Need to Know About School & Your License - School Attendance Required

No individual under the age of 18 can obtain a driver's license or instruction permit unless he or she is attending a public school, a private school, or is enrolled in home schooling authorized by law; or has graduated from high school, received a certificate of high school completion; or has completed his or her secondary education and is enrolled in a post-secondary school.

If a student under the age of 18 drops out of school and has remained out of school for 10 days, or has 10 or more school days of unexcused absences in any current school year or previous school to the Department of Driver Services, the student's driver's license will then be suspended for one year or until their 18th birthday.

### ***School/Suspension***

A student's driver's license will be suspended for one year or until their 18th birthday if the student has been found in violation by a hearing officer, panel, or tribunal of one of the following offenses, has received a change in placement for committing one of the following offenses, or has waived his or her right to a hearing and pleaded guilty to one of the following offenses:

- Threatening, striking or causing bodily harm to a teacher or other school personnel
- Possession or sale of drugs or alcohol on school grounds or at a school sponsored event
- Possession or use of a weapon on school grounds or at a school sponsored event
- Any sexual offense prohibited under Chapter 6 of Title 16
- Causing substantial physical or visible bodily harm to or seriously disfiguring another person, including another student.

## Lockers

### **Hall Lockers**

A hall rental fee of **\$20.00** will be charged and lockers will be rented during Verification Day and can be purchased on My Payments Plus. The school does not assume responsibility for articles lost or stolen from lockers. Each student is warned to make sure his/her locker is closed and locked when he/she leaves it. **Lockers are not to be shared.** There will be consequences for sharing lockers. Students who damage lockers will be assessed a repair fee. Students are responsible for securing and remembering their locker combination. Students may retrieve their combinations in the discipline office if the need exists. Book bags are not allowed in the halls, gym, classrooms, or cafeteria between the hours of 8:45 am – 4:00 pm. ALL book bags, satchel bags, purses, tote bags, fanny packs, drawstring bags, no exceptions, should be kept in lockers during the school day. **No student may store a book bag in a teacher's class.**

### **Gym Lockers**

A rental fee of **\$10.00** will be charged and lockers will be assigned by coaches. Physical Education students should not leave personal items i.e. clothes, shoes, money, jewelry, etc. in the gym. The school will not be responsible for personal items left in the gym. The assigned locker can only be used for gym class. You will not be allowed to leave your classroom to go to the gym to retrieve items needed for class.

- ✓ All students should safeguard their personal items by purchasing a school or a gym locker. It is the responsibility of the students to do so to protect their personal property. The school will not be responsible for items left outside the lockers.
- ✓ Students will not be allowed to use instructional time to retrieve you cell phone, tennis shoes, money, clothes, or other personal items.
- ✓ **Sharing lockers is prohibited.**
- ✓ **DO NOT** allow other students access to your combination.

## **Clear Bag Policy**

As part of the ongoing efforts of Kendrick High School to provide a safe and secure learning environment, **only clear backpacks/bookbags and bags (purses, duffel bags, fanny packs, lunch boxes, etc.) will be allowed for students who attend Kendrick High School.** Students participating in an extracurricular activity are permitted to carry non-transparent bags to store items pertaining to their particular activity (i.e. band, athletics, etc.). Upon entry into the school, all extracurricular activity bags must be stored in lockers or designated areas. All Backpacks/Bookbags must be stored in student's lockers, they are not permitted in the classroom. The clear bags must be no larger than 12" W x 18" H x 6" L and made of clear material. The small clutch-type handbag can be used to carry personal items but must be stored in the students locker. The clutch must be no larger than 4.5" H x 7.5" L X 1.5x W. **All bags are subject to search.**



### **Class Schedule Changes**

Only when there is an administrative need will a schedule be changed which will be done the first week of the school year. Each student in grades 9, 10, and 11 will begin planning his/her schedule for the following year in April and conclude in mid- May.

**You've got what it takes, but it will take everything you've got!**

# Bell Schedule, School Calendar, Web Links & Phone Numbers

## Web Links

KHS School Web Site	<a href="https://sites.muscogee.k12.ga.us/kendrick/">HTTPS://SITES.MUSCOGEE.K12.GA.US/KENDRICK/</a>
MCSD Site	<a href="http://www.muscogee.k12.ga.us">HTTP://WWW.MUSCOGEE.K12.GA.US</a>
Parent Portal	<a href="https://campus.muscogee.k12.ga.us/campus/portal/parents/muscogee.jsp">HTTPS://CAMPUS.MUSCOGEE.K12.GA.US/CAMPUS/PORTAL/PARENTS/MUSCOGEE.JSP</a>
MCSD Parents' Page	<a href="https://www.muscogee.k12.ga.us/families">HTTPS://WWW.MUSCOGEE.K12.GA.US/FAMILIES</a>
MCSD Sports Schedules	<a href="https://www.muscogee.k12.ga.us/aboutus/academicsenrichment/pages/athletics.aspx?index=1">HTTPS://WWW.MUSCOGEE.K12.GA.US/ABOUTUS/ACADEMICSENRICHMENT/PAGES/ATHLETICS.ASPX?INDEX=1</a>
Georgia DOE	<a href="http://public.doe.k12.ga.us/pages/home.aspx">HTTP://PUBLIC.DOE.K12.GA.US/PAGES/HOME.ASPX</a>
Graduation Information	<a href="https://www.muscogee.k12.ga.us/aboutus/academicsenrichment/pages/secondaryed.aspx?index=2">HTTPS://WWW.MUSCOGEE.K12.GA.US/ABOUTUS/ACADEMICSENRICHMENT/PAGES/SECONDARYED.ASPX?INDEX=2</a>
MCSD Online Meal Application	<a href="https://mealapps.muscogee.k12.ga.us/fma/">HTTPS://MEALAPPS.MUSCOGEE.K12.GA.US/FMA/</a>
Be There	<a href="http://www.bethere.org/">HTTP://WWW.BETHERE.ORG/</a>

## Frequently Used MCSD Phone Numbers

Bully Hotline.....	706-748-2267
Central Registration .....	706-748-2221
Guidance Services .....	706-748-2226
Secondary Education .....	706-748-2123
Programs for Exceptional Students .....	706-748-2230
Student Services.....	706-748-2236
MCSD Switchboard .....	706-748-2000
Title I .....	706-748-2102
Title IIA .....	706-748-2157
Title VI .....	706-748-3336
Title IX .....	706-748-3336
Transportation .....	706-748-2876
504 Coordinator .....	706-748-2230

# Community and Parental Involvement

## Welcome to Kendrick High School, “Home of the Cherokees”!

You have entered the hallways of “Greatness”. Our theme is “RETURNING TO GREATNESS”. My name is Maxine Gaddy. It is my pleasure to work as your Parent Contact. I will assist you and your child throughout the school year so they can reach their highest potential. As your liaison, I will provide support for the family, student, faculty and staff in order to bridge the gap and strive for positive communication.

Please take advantage of the Parent Portal on the school districts website. I encourage your participation in your child’s education and school activities. There are plenty of opportunities for you to volunteer in various areas throughout the school. Please contact me at (706) 569-2960 or Gaddy.Maxine.R@muscogee.k12.ga.us.

### Volunteer Opportunities

- ✚ Breast Cancer Awareness Walk (October)
- ✚ Columbus Dream Center (Distribute food) 4114 Oates Ave, Cols (3rd Sat of each month 11a.m.-1p.m.)
- ✚ Sara Spano Clothing Bank (First & Second Semesters)
- ✚ Salvation Army Angel Tree (November & December)
- ✚ Mayor’s Motorcade Holiday Parade (December)
- ✚ Ft. Moore Field Day (April)
- ✚ Lupus Walk (April)
- ✚ Relay for Life (April)



## PTSA vs PTO

### **Services Available for Students**

**Counseling** – Counselors can provide a school service where students can talk to a counselor one on one or in a small group setting. They can provide academic, social and personal counseling.

**Safety Net Programs**– Highly Qualified (HQ) teachers provide additional tutoring in common core areas.

- a. **One on One and/or Group Tutoring**- provided by individual teacher
- b. **Loss of Credit** – Students have the opportunity to retrieve loss academic credit in all core classes. Opportunities are available after school.
  1. **Credit Recovery/Georgia Virtual School** – Self guided instruction to gain loss of credit. Credit Recovery for those who are recommended by teacher & counselor. Available 1<sup>st</sup> & 2<sup>nd</sup> semesters.
- c. **Academic Friday & Saturday School** – Student have the opportunity to make-up missed work, receive additional attention on difficult subject matters and recover attendance days. (Friday: 3:30 p.m.-5:00p.m.; designated Saturdays 8 a.m. – 12 p.m.)
- d. **Attendance Recovery** – Students can make-up “seat” time after school, Fridays or designated Saturdays to make-up days lost and work on missed assignments. Make-up time **MUST BE MADE UP WITHIN 30 DAYS OF ABSENCE**. Highly qualified teachers are available to assist the student.

**Students with Disabilities** – Various services are in place by our highly qualified Special Education Department, school psychologists, and teachers. Information on services, policies and procedures as well as community resources is available.

**Eye Glass Assistance** – See the Parent Contact for information.

**Community Service** – Students have the opportunity to give back to the community by gaining lifetime experiences, skills and training by helping others in various areas of our community.

**Homeless, Not Hopeless** – Homeless is identified by the federal government as a person who does not have a permanent address. If a student or family resides temporarily with others, there is educational protection available. Services are available case by case. All information is confidential.

**Meals – Free breakfast and lunch will be provided to our students. No application is required.** Under the Healthy, Hunger Free Kids Act of 2010 includes the implementation of Community Eligibility Option (CEO) to insure that every student in low-income neighborhoods can participate in the National School Lunch Program (NSLP) and School Breakfast Program (SBP). A school must have 53 percent or more of its students eligible for free meals based on direct certification in Muscogee County School District.

### **Services Available for Parents**

**Leadership Committee** – Parent representative is a shareholder along with (Title I, lead teachers and Parent Contact) being involved in meetings, surveys, data analysis and in making recommendations to improve student achievement.

**Local School Council** – Council consists of administration, faculty, community representative, Parent Contact, Partners in Education and parents. As full partners, input is given to assist each student by giving input for the educational experience to benefit each child. Council meets once a month for 1 hour.

**Sara Spano Clothing Bank (PTSA)** – Volunteers are needed two times per year (Fall/Spring for 2 hours) to assist students in receiving clothing. The Clothing Bank designated for MCSD students only.

**Clerical** – Volunteers are needed to assist with answering telephones in the front office, making copies, creating newsletters, helping engage other parents to participate and/or assisting Family Service Coordinator with daily tasks.

**Booster Club** – Volunteers are needed to assist with activities: academics, athletics, drama, foreign language, dance, band, chorus, FBLA, SkillsUSA, etc.

**Parent Portal** – An integrated, web-based, user friendly student information system, Infinite Campus, where parents are able to access student information: grades, discipline, homework and keep in contact with the teacher. The portal is available on the Muscogee County School District website. Infinite Campus designed to deliver student information, increase data driven decision capabilities, advance student achievement and facilitate communication and family engagement.

**Tutorial Links** – On the Muscogee County School District website ([www.muscogee.k12.ga.us](http://www.muscogee.k12.ga.us)), there are various links to assist you and your child free of charge. Click onto the parent & student link. Additional sites are available.

**Parent-Teacher Conference** – Conferences are encouraged throughout the year to make sure your child is on track with graduation and their requirements. They are also designed to keep a good working relationship with the teachers and to track attendance and discipline. School Counselors schedule parent/student meetings to develop a career goal. Each grade level is assigned a school counselor. Classroom visits are welcomed and encouraged. Appointments are scheduled by the Guidance secretary.

**Informational Series** – Various resources, community updates and legislation presented to families from administration, teachers, counselors, facilitators locally, around the state or out of state. Examples of information presented are: graduation requirements, organizations that help with utilities, clothing and/or housing; job leads; technology, social networking, email-set-up; volunteering; what is Title I, CLIP, FLP, CCGPS? and more.

**Volunteers** and mentors are needed throughout the school year. Parents are also needed to services on the **Leadership Team, District Parenting Committee** and **school policy committee (Home-Compact & Family Engagement Policies)**. Please sign-up!! **Do you have talents or a hobby you can share with us? We are also looking for mentors in the community. Please contact me.**

Ms. Maxine Gaddy  
Parent Contact  
Kendrick High School  
(706) 565-2960

*“Excellence is to do a common thing in an uncommon way” - Booker T. Washington*

# “It’s Great to be a Cherokee”

## Partners in Education

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Kendrick High School is proud to partner with Eddie L. Roberts American Legion Post 333, Ft. Moore Warrior Training Battalion, Beginning New Outreach, Saving our Veterans and Mentoring our Youth, and New Birth Outreach Church.

These partners take time out of their busy work schedule and personal lives to mentor our students, devote their time, talents and resources to promote academic achievement. Some of the activities sponsored by the partners include: community services projects, job shadowing, resiliency training, guest speaking, support events and celebrations.

Please contact Kendrick High School at 706-565-2960 for more information about joining this winning team



“It’s Great to be a Cherokee”

# Teams and Organizations for Parent Involvement

These Teams and Organization are committed to enriching the lives of students; therefore, parent involvement is needed and requested. Parents interested in serving on any of these, should contact the principal or Parent Contact.



Team/Organization	Meeting Time
Local School Council.....	After school
Management Team.....	During the school day
Leadership Team .....	During the school day
Working on the Work (WOW).....	During the school day
PTSA.....	After school
PBIS.....	Early Morning

## Attendance

School hours are from 8:45 A.M. - 4:00 P.M., in order to be counted as present, a student must attend at least half of the school day. Students are late after 8:45 A.M. In accordance with Georgia Law O.C.G.A. §20-2-690.1, any student of compulsory school age (15 years old and younger) with FIVE (5) unexcused absences will be referred to the school social worker. Georgia Law O.C.G.A §20-2-690.1(b) provides for penalties for any parent, guardian, or person in control of a child or children who shall violate §20-2-690.1(b).

### Absences

Upon returning to school following an absence, students are required to bring a **written excuse within three (3) days**. Parent excuses may only account for five (5) absences. After that, the documents must be from a physician, court or funeral notice is required. Students are responsible for turning all excuses in to the Main Office.

Kendrick High School follows the administrative withdrawal policies for students 16 years of age or older who have 10 or more consecutive days of unexcused absences without any extenuating circumstances. **Please refer to the MCSD Student Handbook and Code of Conduct.**

**Excused Absences** in the case of a necessary absence from school, a student must bring a written excuse from a parent/guardian stating the reason for the absence. This excuse must be given to the attendance office on the day the student returns to school.

- **Excused absences that will not cause penalties include the following: medical documentation, court order, family death, and illness that will endanger the health of others. Students not present in class who are engaged in a previously approved educational activity/field trip are considered administratively excused and are credited with attendance in classes during the approved activity. However, these students must make prior arrangements with their teachers to compensate for missed class time and assignments. Students are**

**subject to completing a project/assignment for absences considered “Educational.” Students not present in class who are engaged in a school-sponsored athletic event are considered administratively excused, and these students must make prior arrangements with their teachers to compensate for missed class time and assignments.**

- In case of an extended illness, parents should contact our Guidance Department to determine if the services of a homebound teacher are required. A hospital/homebound teacher can be assigned to a student who will be absent for ten or more consecutive days due to illness or injury.

### Loss of Credit (More than fifteen absences for the entire school year)

The state of Georgia and the Muscogee County School District attendance policies state that a high school student may only be absent ***fifteen (15) times*** from a particular class for the entire school year. If a student’s **unexcused and excused** absences exceed this number in a class, then the student will lose credit for that class. Students must be present a minimum number of days required by the state during the school year in order to receive a credit for that course. **Absences are counted whether they are excused or unexcused.**

### Loss of Credit (LC) Appeal Process

All absences to be appealed must be accompanied by documentation (i.e., doctor’s note, court subpoena, etc., or the receipt of the documentation) that has been filed within guidelines with the Attendance Office. Appeals must be cleared two weeks prior to the end of the school year. The Attendance Office will supply LC Appeal Forms at the appropriate times.

### Attendance Procedures for Late Student Check-In

#### **8:45 - 9:00 A.M.**

- Students who arrive to class between 8:45 A.M. – 9:00 A.M. are tardy and must check in through their first period teacher.
- **1<sup>st</sup> /2<sup>nd</sup> tardy warning and student conference held by teacher.**
- **3<sup>rd</sup> Tardy parental contact via phone/email.**
- **4<sup>th</sup> Tardy Saturday School**
- Students assigned Saturday School will receive notice at the time of check-in. No other written notification will be provided. Students will be assigned work for the duration of Saturday School which is three hours. Students must be on time and must remain for the entire time. If a student does not stay the entire time or comes late, he/she will receive two days Out of School Suspension. **After the third tardy (excused or unexcused), a student that drives to school will have their parking permit taken and will not be allowed to drive to school.**
- **5<sup>th</sup> Tardy Discipline Referral for Chronically Tardy (Mandatory Parent Conference)**
- **6<sup>th</sup> Tardy – 9<sup>th</sup> Tardy Parent must check student into school each offense**
- **10<sup>th</sup> or more tardies In School Suspension (ISS)/In School Intervention / Mandatory Parent Restorative Sessions.**

#### **After 9:00 A.M.**

- Students who want to check-in after 9:00 A.M. **must have their school ID to check in through the attendance office.**
- **Without proper documentation and a parent or legal guardian, students will not be allowed to check-in after 10:00 A.M.**
- **1<sup>st</sup> /2<sup>nd</sup> tardy warning and student conference held by Attendance Clerk or Office Personnel.**
- **3<sup>rd</sup> Tardy parental contact via phone/email.**
- **For the fourth tardy (excused or unexcused), students will be assigned Saturday School, which will be held in the cafeteria from 8:30 – 11:30**
- **5<sup>th</sup> Tardy Discipline Referral for Chronically Tardy (Mandatory Parent Conference)**
- **6<sup>th</sup> Tardy – 9<sup>th</sup> Tardy Parent must check student into school each offense**
- **10<sup>th</sup> or more tardies In School Suspension (ISS)/In School Intervention / Mandatory Parent Restorative Sessions. (Mandatory Parent Check in Remainder of the year).**

### **Attendance Procedures for Students Checkout**

- Only parents, legal guardians, or authorized designees will be allowed to pick up students on school grounds. **Any person (s) checking out a student must present a valid picture ID and verified by the Attendance Clerk in the Attendance Office before a student will be allowed to check out.**
- Classes will not be interrupted to ask a student to come to the office for check out. Early check outs are approved upon presenting a written request from the parent, given to the Attendance Office BEFORE 8:10 A.M. on the day of check out. The note must contain the following information:
  - ✓ **Student's name**
  - ✓ **Reason for checkout**
  - ✓ **Parent' s name and signature**
  - ✓ **Phone number where the parent can be reached for confirmation**
- When the student arrives on campus in the morning, he/she should stop by the Attendance Office and drop off the request.
- During first block, the Attendance Clerk will call the parent to confirm the request and complete the checkout form for the student.
- The student should stop by the office **BETWEEN CLASSES** to pick up the checkout slip. **STUDENTS WILL NOT BE ALLOWED TO LEAVE CLASS TO PICK UP SLIPS.** If there is an emergency or a special situation, we will deliver the slip to the student.
- The student should present the slip to the teacher so he/she can know that the departure is confirmed. The teacher should sign in the appropriate space to confirm departure. If the student leaves between classes, he/she must have all teachers sign the slip the following day. The student keeps the checkout slip.
- The student meets his or her parent in the Attendance Office to sign out and leave campus. **A student must not leave campus without permission without following the checkout procedures.**
- **There will be NO student checkout after 3:30 P.M.** (except for administrative approved emergencies).

I, \_\_\_\_\_, parent of \_\_\_\_\_ have  
 Parent Name (Print) Student Name (Print)

Received and read the above Attendance policies for Kendrick High School.

PARENT SIGNATURE	STUDENT SIGNATURE	DATE
_____	_____	_____
_____	_____	_____



# Academics

## Time Management Policy

Studying is a must. Studying means being prepared. If a student is prepared to ask questions and discuss the material intelligently, students will be more interested in the class and will be able to learn more. In order for students to do their best, the following practices should be done at home:

- Designate a minimum two hours for study each day
- Establish a study routine (reviewing class notes, reviewing textbook material, writing out study cards, reading Scholastic Reading Counts (SRC) books, studying for upcoming tests, and working on long term assignments)
- Use an assignment notebook to track due dates, needed materials and instructions
- Place due dates of major project on the refrigerator door

If these time management practices along with engaging and effective classroom practices (such as listening, taking notes, and participating positively as directed by the teacher) are followed regularly, then a student will experience more academic success. Students should leave school daily with textbooks, study materials, and notebooks in order to be prepared for the next day.

## Grade Placement Requirements

To be classified as a	You <b>MUST</b> have earned a minimum of
Sophomore.....	5 credits
Junior.....	11 credits
Senior .....	16 credits
Graduate .....	23 credits

## Units Of Credit

All state-supported high schools shall make available to all students the required areas of study. A course shall count only once for satisfying any unit of credit requirement for graduation. See the following chart.

<b>Graduation Requirements Class Entering 2008-2009+</b>		
<b>Areas of Study</b>	<b>Units Required</b>	<b>Required Courses</b>
English/Language Arts*	4	Ninth Grade Literature, Tenth Grade Literature, American Literature, and British Literature
Mathematics**	4**	SEE BELOW
Science* The 4th Science unit may be used to meet both the science and elective requirements	4	Physical Science or Physics, Biology, Environmental Science or Chemistry, and a 4 <sup>th</sup> option Science
Social Studies*	4	American Government, World History, United States History, and Economics
CTAE and/or Modern Language/Latin and/or Fine Arts	3	
Health and Physical Education*	1	Health and Personal Fitness
Electives	3	
<b>Total</b>	<b>23</b>	

## Course Requirements for All Students

\*Required Courses and/ or Core Courses

1. **English Language Arts:** Four units of credit in English language arts shall be required of all students. A full unit of credit in American Literature/Composition and a full unit of credit in Ninth-Grade Literature and Composition shall be required. All courses that may satisfy the remaining units of credit are identified with a "c."

2. **Mathematics:** Four units of credit in mathematics shall be required of all students, including, Algebra or Algebra Concepts and Connections, Geometry Concepts and Connections or its equivalent, and Advanced Algebra Concepts and Connections, or its equivalent. Additional core courses needed to complete four credits in mathematics must be chosen from the list of Concepts and Connections/AP/IB/dual\_enrollment designated courses.

- a. The mathematics requirements above apply to each student with a disability, consistent with his or her Individualized Education Program. Students with disabilities who earn credit in Algebra Concepts and Connections and the associated mathematics support course, and Geometry Concepts and Connections and the associated mathematics support course, may upon determination through the Individualized Education Program Team meet mathematics diploma requirements by completing Advanced Algebra Concepts and Connections for a total of three mathematics may not meet the mathematics admission requirements for entrance into a University System of Georgia institution or other post-secondary institution without additional coursework.

3. **Science:** Four units of credit in science shall be required of all students, including one full unit of Biology, one unit of either Physical Science or Physics; one unit of either Chemistry, Earth Systems, Environmental Science or an AP/IB course; and one additional science unit. The fourth science unit may be used to meet both the science and elective requirements. Any AP/IB science course may be substituted for the appropriate courses listed above.



4. **Social Sciences:** Four units of credit shall be required in social studies. One unit of credit shall be required in United States History. One unit of credit shall be required in World History. One unit of American government/Civics shall be required. One unit of Economics shall be required.

5. **CTAE/Modern Language/Latin/Fine Arts:** A total of three units of credit shall be required from the following areas: CTAE and/or Modern Language/Latin and/or Fine Arts. Students are encouraged to select courses in a focused area of interest.

(a) **Career, Technical and Agricultural Education (CTAE) Pathways:** Students may earn three units of credit in a coherent sequence of CTAE courses through a self-selected pathway leading to college readiness and a career readiness certificate endorsed by related industries.

(b) **Modern Language/Latin:** All students are encouraged to earn two units of credit in the same modern language/Latin. Students planning to enter or transfer into a University System of Georgia institution or other post-secondary institution must take two units of the same modern language/Latin. Georgia

Department of Technical and Adult Education (DTAE) institutions (Technical College System of Georgia) do not require modern language/Latin for admissions.

(a) Students whose native language is not English may be considered to have met the foreign language expectation by exercising the credit in lieu of enrollment option if they are proficient in their native language. A formal examination is not necessary if other evidence of proficiency is available.

(b) American Sign Language may be taken to fulfill the modern language requirements.

(7) **Fine Arts:** Electives may be selected from courses in fine arts.

(8) **Health and Physical Education:** One unit of credit in health and physical education is required. Students shall combine one-half or one-third units of credit of Health (17.011), Health and Personal Fitness (36.051), or Advanced Personal Fitness (36.061) to satisfy this requirement. Three (3) units of credit in JROTC (Junior Reserve Officer Training Corps) may be used to satisfy this requirement, but the JROTC courses must include Comprehensive Health and Physical Education Rule requirements in Rule 160-4-2-.12.

**\* Students you must take the courses in the correct order of sequence**



# Magnet Program - Academy of Communication Arts and Design

In the Academy of Communication Arts & Design, students will gain fundamental work place skills, technical application skills, and interpersonal skills necessary to enter and succeed in diverse careers associated with the graphic/print communications industry. Academy students will learn about artistic expression, computer operations, graphics and imagery software applications, machinery operation, desktop publishing, photography, camera equipment/digital electronic printing, image assembly, offset processes, print journalism, teamwork, problem solving, and communications skills necessary in today's modern graphic/printing communications facilities. Students in the academy will also investigate career options through internships and work based learning. Students will gain experiences in leadership, teamwork, citizenship, and character development through participation in Skills USA. ACAD students will receive classroom and on-the-job experience through a performance based state curriculum developed by leaders in the communications field. An on-campus, state-of-the-art print shop and design lab will afford students the opportunity to apply their academic knowledge in a real-world setting. Partnerships with local printers, magazines, and newspapers will provide students with real-world expertise and ample opportunity for hands-on learning through mentoring and internships.

For more information, contact Mr. Orithius Hardge or Lyndsey Redondo, ACAD Magnet Co- Coordinators, at 706-565-2977. In addition, you may go to the ACAD Web site at [HTTP://ACADKHS.ORG/](http://ACADKHS.ORG/) for more information.



## **Arts, Audio-Video Technology & Communications Pathways**

Arts, Audio-Video Technology & Communications Pathways prepares students for employment or entry into a postsecondary education program in the audio and video technology career field. Topics covered may include, but are not limited to: terminology, safety, basic equipment, script writing, production teams, production and programming, lighting, recording and editing, studio production, and professional ethics. Skills USA, the Georgia Scholastic Press Association, Technology Student Association (TSA) and Student Television Network are examples of, but not limited to, appropriate organizations for providing leadership training and/or for reinforcing specific career and technical skills and may be considered an integral part of the instructional program.

**1<sup>st</sup> Audio & Video Technology & Film I**

**2<sup>nd</sup> Audio & Video Technology & Film II**

**3<sup>rd</sup> Audio & Video Technology & Film III**

## **Cosmetology**

Cosmetology offers the opportunity to explore topics related to personal well-being. Mastery of standards through project-based learning and leadership development activities of the related Career Technical Student Organization--FCCLA--will help prepare students to have a competitive edge for the global marketplace.

**1<sup>st</sup> Course -- Intro to Personal Care**

**2<sup>nd</sup> Course -- Cosmetology Services II**

**3<sup>rd</sup> Course -- Cosmetology Services III**

## **Healthcare Science Career Pathway**

The Health Science Career Cluster includes planning, managing, and providing services in therapeutics, diagnostics, health informatics, support areas, and biotechnology research and development. This course will enable students to receive initial exposure to the many Healthcare Science careers as well as employability, communication, and technology skills necessary in the healthcare industry. Students interested in the medical field should take courses in the Healthcare Science Pathway.

**1<sup>st</sup> Course – Intro to Healthcare Science**

**2<sup>nd</sup> Course – Essentials of Healthcare**

**3<sup>rd</sup> Course – Allied Health & Medicine**

## **Business and Technology Pathway**

The Business Management & Administration Career Cluster prepares students with computer skills for future college and career plans. Students will learn essentials for working in a business environment, managing a business, and owning a business

**1<sup>st</sup> Course – Intro to Business**

**2<sup>nd</sup> Course – Business & Technology**

**3<sup>rd</sup> Course – Business Communications**

## **Marketing Pathway**

Marketing is the process of anticipating, managing, and satisfying consumers' demand for products, services, and ideas. The Marketing Career Cluster generates the strategy that underlies advertising and promotional techniques, business communication, and business development.

**1<sup>st</sup> Course – Marketing Principles**

**2<sup>nd</sup> Course – Promotion and Professional Sales**

**3<sup>rd</sup> Course – Marketing Communication**

## **Architectural Drawing and Design Pathway**

The Architecture and Construction Career Cluster includes careers in designing, planning, managing, and building structures. Students learn drafting techniques through study of geometric construction at which time they are introduced to computer-aided drafting and design.

**1<sup>st</sup> Course – Introduction to Drafting & Design**

**2<sup>nd</sup> Course – Architectural Drawing & Design I**

**3<sup>rd</sup> Course – Architectural Drawing & Design II**

## **Graphic Communications Pathway**

The Arts, A/V Technology, & Communications Career Cluster includes designing, producing, exhibiting, performing, writing, and publishing multimedia content. The Graphics and Design course provides students with the processes involved in the technologies of printing, publishing, packaging, electronic imaging, and their allied industries.

**1<sup>st</sup> Course - Introduction to Graphics and Design,**

**2<sup>nd</sup> Course - Graphics Design and Production**

**3<sup>rd</sup> Course - Advanced Graphic Output Processes**

## **Graphic Design Pathway**

The Arts, A/V Technology, & Communications Career Cluster includes designing, producing, exhibiting, performing, writing, and publishing multimedia content. The Graphics and Design course provides students with the processes involved in the technologies of printing, publishing, packaging, electronic imaging, and their allied industries.

**1st Course - Introduction to Graphics and Design,**

**2<sup>nd</sup> Course - Graphics Design and Production,**

**3<sup>rd</sup> Course - Advanced Graphic Design**

**\* Students you must take the courses in the correct order of sequence.**

## **Junior Reserve Officers' Training Corps (JROTC)**

The Junior Reserve Officers' Training Corps is a leadership education program. This program will help students build a strong knowledge base of self-discovery and leadership skills applicable to many leadership and managerial situations. Mastery of the Army Junior ROTC standards through project-based learning, service learning and leadership development activities will prepare students for the 21<sup>st</sup> Century leadership responsibilities. The curriculum focus is reflected in its mission statement, *"To motivate young people to be better citizens."*

**1<sup>st</sup> Course -- JROTC LE1**

**2<sup>nd</sup> Course – JROTC LE2**

**3<sup>rd</sup> Course – JROTC LE3**

**4<sup>th</sup> Course – JROTC LE4**

### **JROTC DRESS CODE – (Mandatory)**

1. Male Cadets are not authorized to wear earrings during the conduct of JROTC classes or any JROTC functions to include inside the classrooms or during the wearing of any military uniforms.
2. Cadets are not authorized to wear facial piercing of any kind (nose, lip, tongue rings) during the conduct of JROTC classes or any JROTC functions to include inside the Armory or during the wearing of any military uniforms.
3. Female Cadets are allowed to wear post type earrings while wearing the military uniform.
4. Female Cadets are allowed only to wear hairstyles that will not interfere with proper wearing of military headgear.
5. Hair holding ornaments (barrettes, pins, clips) if used must be transparent or similar to color of hair and will be inconspicuously placed. Beads or similar ornamental items are not allowed. Females may wear braids and cornrows as long as the braided style is conservative and the braids and cornrows lie snugly on the head. Hair must not fall over the eyebrows or extend below the bottom edge of the collar at any time during normal activity or when standing in formation. Long hair that falls naturally below the bottom edge of the collar, to include braids must be neatly and inconspicuously fastened or pinned, so that no free-hanging hair is visible. Females may wear polish that is not exaggerated, faddish, or of extreme coloring (such as purple, gold, blue or white) while in uniform.
6. **Male Cadets are not authorized to wear braids, cornrows, dreadlocks, twisted, matted, unkempt or individual parts of hair.**
7. **Students are not authorized to wear leggings, tights, spandex, volleyball or cheerleading shorts during PT.**





## ADVANCED PLACEMENT COURSES

*(Teacher Recommendation Required)*

### **Advanced Placement Language/Composition/American Literature (Grade 11)**

***\*Prerequisite Required (Recommendation of Tenth Grade Literature teacher or see department chair)***

This course focuses on the study of American literature, embracing its rhetorical nature and recognizing the literature as a platform for argument. It also emphasizes a variety of writing modes and genres and the essential conventions of reading, writing, and speaking. The students will develop an understanding of how historical context in American literature affect its structure, meaning, and rhetorical stance. The course will enable students to become skilled readers of prose written in a variety of periods, disciplines, and rhetorical contexts. The students will encounter a variety of informational, literary, and non-print texts from across the curriculum and read texts in all genres and modes of discourse, as well as visual and graphic images. Instruction in language conventions and essential vocabulary will occur within the context of reading, writing, speaking, and listening.

### **Advanced Placement English Literature (Grade 12)**

***\*Prerequisite Required (Recommendation of American Literature teacher or see department chair)***

The course focuses on an intensive study of representative works from various literary genres and periods. The focus is on the complexity and thorough analysis of literary works. The students will explore the social and historical values that works reflect and embody. The textual detail and historical context provide the foundation for interpretation: the experience of literature, the interpretation of literature, and the evaluation of literature. Writing to evaluate a literary work involves making and explaining judgments about its artistry and exploring its underlying social and cultural values through analysis, interpretation, and argument (e.g. expository, analytical, and argumentative essays). The writers will develop stylistic maturity: strong vocabulary, sentence variety, and effective use of rhetoric to maintain voice. An AP syllabus will be submitted and approved by College Board.

## **ELECTIVES (Teacher Recommendation Required)**

### **Journalism**

With enrollment limited to students who are members of the school newspaper staff, this hands-on course produces the Kendrick High School newspaper on a quarterly basis. Students participate in all aspects of newspaper production including gathering news, writing articles, editing, photography, business management, design, and layout. Application must be made to the newspaper advisor. *An account of academic success and behavior may be required upon the request of the advisor.*

Also, this is a laboratory course for instruction in and application of production unique to yearbook publication. The ultimate goal of the students involved is the actual production of the Kendrick High School yearbook. The curriculum includes instruction and practice in layout and design, copy writing, proofing, revising, and advertising. A major emphasis of the course is organization and the efficient use of time in order to meet deadlines and budget demands. Application must be made to the yearbook advisor. Teacher recommendation required.

### Peer Facilitation (Academic Decathlon)

This course includes the study of major historical and cultural movements and their relationship to Economics, Literature, Music, Social Science, Art, and Science. Students use critical thinking skills to research, organize and use data collected from a variety of sources. This is a highly challenging academic course that includes academic competition.

*What you do today can improve all of your tomorrows.*



# End Of Course Tests (Georgia Milestones)

## Georgia Milestones End of Course Assessment (EOC)

The State Board of Education has adopted Georgia Milestones End of Course Assessment in grades nine through twelve for the eight content areas listed below.

<b>English Language Arts (Advanced and Traditional Classes)</b> American Literature and Composition	<b>Science(Advanced and Traditional Classes)</b> Biology
<b>Mathematics (Advanced and Traditional Classes)</b> GSE Algebra I	<b>Social Studies(Advanced and Traditional Classes)</b> United States History

The Georgia Milestones Assessment is a comprehensive, summative assessment designed to provide information about how well students are mastering the state-adopted content standards in the core content areas of language arts, mathematics, science, social studies.

Any student enrolled in and/or receiving credit for an EOC course, regardless of grade level, will be required to take the EOC upon completion of that course. The EOC is the final exam for an EOC course. The student's final grade in the course will be calculated using the course grade as **80%** and the EOC score as **20%** of the final grade. The student must have a final course grade of 70 or above to pass the course and to earn credit toward graduation pending final state approval.

## Testing Guidelines

The EOCT comprises **20%** of the students' final grade

### **Students who entered 9<sup>th</sup> grade in the 2013/2014 Academic year and after**

- Students must earn 23 credits to graduate and take the Georgia Milestones in the following subject areas:
  - o The Georgia Milestones should be passed to receive credit in the subject areas in which it is given. The Georgia Milestones is 20% of a students' final grade.
    - Algebra
    - Science –Biology
    - English – American Literature
    - Social Studies – US History

## **Grading Procedures**

Report cards and progress reports schedule for availability will be advertised on the school website. Parents who have picked up their login information for the Parent Portal will have 24/7 access to their son's/daughter's grades. Teachers and counselors will notify seniors who are in danger of not graduating as soon as the problem is evident. Parents of these students will be notified by mail and/or phone. Per teacher discretion, nine weeks exams will be given at the end of each grading term.

## **Grade Distribution**

90 – 100	A	(excellent progress)
80 – 89	B	(above average progress)
70 – 79	C	(average progress)
69 and Below	F	(unsatisfactory progress/failure)

## **After School Academic Recovery and Credit Recovery**

The After School Academic Recovery and Credit Recovery were designed to help students achieve academically. After School Academic Recovery is offered to help ninth grade students who are in danger of failing. Credit Recovery is offered through Georgia Department of Education's Virtual School to students who have failed a course. The fall Credit Recovery will be aimed at juniors and seniors who are planning to graduate May of 2023. Scheduled dates and times will be forthcoming at the beginning of the school year.

# Library/Media Center

The media center is open to all students every school day from 8:00 a.m. to 3:25 p.m. Feel free to use the media center resources, whether for research, study, or recreational reading. In order to make it a pleasant place to learn, it is important that these rules be followed:

- Individuals must have their handbook or media pass signed by a teacher to come to the library/media center, and they must sign in when they arrive.
- Each student is asked to be quiet in the library/media center. Book bags and food are not allowed in the library/media center at any time.
- Students may check out as many books as needed (up to 10 items), as long as they do not have overdue items.

## Check Out Procedures

1. ID cards will be required for library/media center checkout.
2. BOOKS ARE CHECKED OUT for two (2) weeks.
3. You may renew books and materials. However, you must have the material with you.
4. DO NOT CHECK out books for other students.

## Overdue Information

A BOOK IS OVERDUE when it is not back in the library the day that it is due according to the date stamped in the back of the book.

RETURNING OVERDUE LIBRARY BOOKS is your responsibility. We do not charge fines, but grades can be held or disciplinary actions, including Saturday School, can be taken. No additional books can be checked out until overdue items are returned

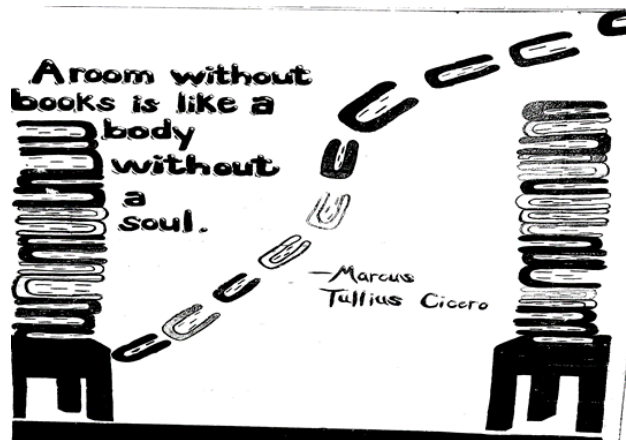
LOST OR DAMAGED BOOKS MUST be paid in full before checking out additional items.

## Lunchtime Book Club

The book club is designed for those who enjoy reading and like discussing what they have read with others. Once or twice per nine weeks, books of interest to teens are selected. Members of the club are asked to choose and read a book of their choice. During lunch they meet with the Young Adult Librarian from the Columbus Public Library and talk about the books they have read. It's a good time for fun, fellowship and food for those who love books.

## **Web Site for Book Searches**

[HTTP://LIBRARY.MUSCOGEE.K12.GA.US/COMMON/SERVLET/PRESENTHOMEFORM.DO?L2M=HOME&TM=HOME&L2M=HOME](http://library.muscogee.k12.ga.us/common/servlet/PRESENTHOMEFORM.DO?L2M=HOME&TM=HOME&L2M=HOME)



*"Be a Rainbow in someone else's cloud" - Maya Angelou*

# Achieve 3000 – Stretching To Meet The Challenges Of College And Career Readiness

Achieve 3000’s five-step routine gives students ample opportunities to practice their reading and comprehensions strategies with nonfiction articles that are precisely tailored to each student’s individual Lexile level. Once students have acquired a base knowledge by reading the Lexile article, they progress to the Stretch version, which is written at grade level. This ensures that students get ample practice reading grade level text, building the stamina, and strength they need to read complex informational text and preparing them for the challenges of college and their chosen career.

To interpret students Lexiles, Achieve 3000 recommends using the College and Career Readiness chart shown below to determine whether students are on track for college and career.

Follow these steps:

1. Find the student’s nominal grade in the column titled ‘Grade.’ For a fifth grade student, find the number 5.

2. Following the row corresponding to the student’s grade, find the range in the next four columns that includes the student’s Lexile. For a fifth grade student with a Lexile of 800, the correct column would be the ‘Approaches’ column.

3. Determine if the student is on track for college and career. A fifth grade student with a Lexile of 800 is not on track for college and career readiness but is approaching being on track.

College and Career Readiness				
	Not On Track		On Track	
Grade	Falls Far Below	Approaches	Meets	Exceeds
1	BR115L and Below	BR110L – 185L	190L – 530L	535L and Above
2	150L and Below	155L – 415L	420L – 650L	655L and Above
3	265L and Below	270L – 515L	520L – 820L	825L and Above
4	385L and Below	390L – 735L	740L – 940L	945L and Above
5	500L and Below	505L – 825L	830L – 1010L	1015L and Above
6	655L and Below	660L – 920L	925L – 1070L	1075L and Above
7	625L and Below	630L – 985L	970L – 1120L	1125L and Above
8	660L and Below	665L – 1005L	1010L – 1185L	1190L and Above
9	775L and Below	780L – 1045L	1050L – 1260L	1265L and Above
10	830L and Below	835L – 1075L	1080L – 1335L	1340L and Above
11/12	950L and Below	955L – 1180L	1185L – 1385L	1390L and Above

Beginning Reader (BR) is a code given to readers and text that are below 01 on the Lexile scale. In some cases for readers, a BR code is followed by a number and L (e.g. BR150L). A Lexile reader measure of BR150L indicates that the Lexile measure of the reader is 150 units below 0L. The smaller the number following the BR code, the more advanced the reader is. For example a BR150L reader is more advanced than a BR200L reader.

*“It always seems impossible –until it’s done” – Nelson Mandela*

## Extracurricular Activities

Activities for students who wish to participate will be held before or after school. The schedule for these activities will be publicized on the school calendar, by intercom, marque, and through notices.

### Career Technical Student Organizations

FBLA- Future Business Leaders of America

FCCLA- Family Consumer Club Leaders of America

SkillsUSA



### Clubs/Societies/Activities/Councils

Academic Decathlon

Band

Chorus

Debate Team

Girls With Pearls

Guys In Ties

Junior Prom Committee

Lunchtime Book Club

Math Team

National Honor Society

Peer Helpers

Robotics Club

Science Club

Spanish Club

Student Council

Students Against Destructive Decisions

(SADD)

Membership in many of these extracurricular activities and organizations may require travel and overnight stays. Student members are subject to all school and district rules and policies as if they are on school premises. Members are expected to follow ALL instruction of those assigned to supervise them and to comply with all rules and regulations of the governing organizations as well as those of Kendrick High School and Muscogee County School District. **Failure to comply with any rules or instructions may result in disciplinary action upon return to the school.** In extreme cases, parents/guardians may be called and required to come pick up their son/daughter if their behavior is not corrected by a conversation with the trip adviser.

Upon return from any trips, whether day trips or overnight trips, parents/guardians are expected to pick up their students promptly. **This means that students MUST be picked up within 15 minutes of return from any trip.** Students returning from out-of-town trips are usually permitted to use their cell phones when they are approximately 30 minutes away to call their homes so that they will be picked up on time.

***Student members of any student organization or group may be restricted from future trips if they are not picked up promptly upon return from any trip. The decision to restrict future trips will be made by the faculty adviser(s) responsible for the organization or group and/or school administration.***

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## Athletics

Athletic Director - Coach Andre Dye

### **Sports**

While sports offered vary due to interest and funds available, the following programs are available:

Baseball (spring)	Cross- Country (fall)	Soccer (spring)
Basketball (late fall, winter)	Drill Team (fall-spring, JROTC)	Softball (early fall)
Cheerleading (fall and winter)	Football (fall)	Tennis (spring)
Color Guard (year round, JROTC)	Golf (spring)	Track (spring)
	Rifle Team (fall-winter, JROTC)	Volleyball (early fall)
		Wrestling (winter)

### **Athletic Events Conduct**

We expect that every student and their parents to behave in a manner that upholds the school's name.

### **Booster Club**

All parents are encouraged to join the Booster Club to demonstrate support for the programs, the athletes and the coaches.

### **Eligibility**

Students must be "on track" and academically eligible to participate in extra-curricular activities. All first time ninth graders are eligible but must be passing at least 2.5 credits at the end of the first semester. Credits earned requirements:

10th graders – 5 units

11th graders –11 units

12th graders - 17 units

### **Athletic Organization Web Links**

Georgia High School Association

[HTTP://WWW.GHSA.NET/](http://www.ghsa.net/)

MCSO Web Site – Athletics

[HTTPS://WWW.MUSCOGEE.K12.GA.US/ABOUTUS/ACADEMICSENRIICHMENT/PAGES/ATHLETICS.ASPX](https://www.muscogee.k12.ga.us/aboutus/academicsenrichment/pages/athletics.aspx)

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# School Nutrition Program

## Cafeteria

- Students are expected to practice the rules of good manners while eating in the cafeteria.
- Students are only permitted in the school cafeteria during their assigned lunch period. Some simple rules of courteous behavior, which will make the lunch period pleasant and relaxed, are:
  - ❖ Students are to report to the lunchroom during their scheduled lunch period.
  - ❖ All food/beverage must be consumed in the cafeteria.
  - ❖ Students must have his/her ID card before entering serving lines.
  - ❖ The serving lines are first come/first served (No skipping).
  - ❖ Students must observe good dining etiquette at the table.
  - ❖ Students are to eat from their own tray of food.
  - ❖ The cafeteria chairs are to remain at the table where they are.
  - ❖ Students must leave the table and surrounding areas clean and orderly.
  - ❖ Students must not bring non-nutritious meals (fast food) in the school's dining room and cafeteria.
  - ❖ All students will be dismissed by an administrator by sections (A, B, then C).
  - ❖ Students who leave trays/trash on tables will have ISS and clean the cafeteria.
  - ❖ Cut off time to get in line is 10 minutes after the bell rings.
  - ❖ Students needing to use the restroom during their lunch time must get permission from the administrator on duty before leaving the cafeteria.

## Lunchtime Rules

When students are released for lunch, they must report immediately to either the cafeteria while being escorted by their teacher. Once they are in the cafeteria, they must remain there until the end of the lunch period. Students may not be in the halls or at the lockers during lunch.

***CHROMEBOOKS ARE NOT ALLOWED IN THE CAFETERIA DURING LUNCH.***

## School Nutrition Program (SNP) Mission Statement

**Mission Statement of the Muscogee County School Nutrition Program is to provide a nutrition program that will maintain and improve the health of school children and the educational community and encourage the development of sound nutritional habits that will foster academic success.**

USDA has regulations we have to meet to be in compliance with their guidelines. We have caloric and nutrient requirements based on age and grade. Also, MCSD Board Approved Wellness Program( EEE and EE-R) encourages and promotes healthy guidelines to be followed including, but not limited to, decreased consumption of fried foods, foods containing > 35 % sugar by weight, and a maintenance of FDA standards for portion sizes. School lunches also offer a variety of foods, whole grains, and fat free and low fat milk choices. Muscogee County School District shall abide by nutrient standards of the School Nutrition Program for all foods sold and served on

campus during the school day. The sale of foods or beverages to students on school premises other than through SNP is prohibited from 12:01 A.M., until the end of the last lunch period. Food shall not be used as a reward or punishment and shall prohibit the use of candy and other food rewards for academic performance or good behavior. **Fundraising efforts** shall be supportive of healthy eating, encouraging the sale of non-food items or nutrient dense foods. USDA regulations ban the sale of foods of minimal nutritional value.

School Nutrition Program provides a healthy lunch choice for students every day. Students may bring their own lunches from home. **Restaurant containers are not allowed in the cafeteria.** Parents are encouraged to have lunch with their children. School lunch may be purchased to eat in the cafeteria with the students.

School meals are captured using palm scanners for identification, capturing only the image of the veins in their hand. If the parent opts out on their children being scanned, the meal will be rung up under the name.

### **Community Eligibility Provisions (CEP)**

The Community Eligibility Provisions (CEP) was established by Congress through the Healthy, Hunger-Free Kids Act of 2010, which reauthorized the Child Nutrition Programs. CEP aims to increase access to the School Meal Programs by offering breakfast and lunch at no charge to all students, without the need to process or collect individual free and reduced meal applications. Several of our schools are CEP schools. **Please contact your student's school office or call the School Nutrition Office at (706) 748-2389 to see if your student's school is a CEP school.**

### **Free and Reduced Meal Priced Meal Applications**

If your student is not enrolled in a CEP school, a new application has to be completed and approved every school year before your child can qualify for free or reduced meals. We must receive an original because these applications are scanned. We cannot accept a faxed or copied application. **ONLY ONE** application needs to be completed for your entire household. If someone receives SNAP (Supplemental Nutrition Assistance Program) OR TANF, you must include the current CASE number on the application (NOT the EBT or food stamp card number). We receive thousands of applications every year. Completed applications are processed within 10 days. A letter will be sent home from school with your child stating if you have been approved or denied. Applications **CANNOT** be approved if they are not completely filled out so please **COMPLETE ALL REQUIRED FIELDS** on the application. ***Until your application is approved, please provide your child/children with money to purchase meals.*** If you have an approved 2018-2019 application on file, then benefits will be extended for the first few days of the 2019-2020 school years. After that, your child's status will change to PAID and they will be charged for meals until a new application is approved. If your application has been denied or is incomplete, please call our office if you have any questions: 706-748-2389. Applications can be submitted at any time throughout the year, especially if your income goes down, you lose your job, your family qualifies for SNAP or TANF benefits, or there is a change in your family size. For quicker processing of meal benefit application, the Family Meal Application is available online at <https://www.MySchool.Apps.com>. If you prefer, you may complete a paper application at your child's school or at the School Nutrition Office located at the Muscogee County Public Education Center, 2960 Macon Road.

## Paying for School Lunch

Muscogee County SNP no longer accepts personal checks as payment for meals in all cafeterias. Payments can be made by money order, cashier's check, traveler's check, cash, or via **our online payment system, My School Bucks, using your credit or debit card.** Please pre-pay for your child/children's school breakfast, lunch, and a la carte food items. On-line payments include a transaction fee per school site. You must know your child's birthday and/or Personal ID number from Infinite Campus (available at the school office). Allow 24 hours for payments to be posted to your child's account. From the Muscogee County School District web site, on the home page, click on the Families tab, then click on the My School Bucks link to access our online payment systems.

## School Meal Prices:

### BREAKFAST PRICES

Middle/High, Paid	\$1.20	Adult	\$1.50
Reduced	\$0.30		

### LUNCH PRICES

Middle/High, Paid	\$2.60	Adult, MCSD Staff	\$3.75
Reduced	\$0.40	Adult, Outside MCSD	\$4.50

## Food Purchases

Only students purchasing a reimbursable meal may also purchase extra foods from the menu. Students bringing a lunch from home may purchase milk, juice, or ice cream.

## Menus

Monthly menus can be found on the MCSD website. Menus may change on a very short notice due to market conditions, deliveries, or special school activities.

## Field Trips

Cafeterias can provide lunches for field trips, please contact your cafeteria manager to make arrangements.

## Special Dietary Needs

School Nutrition will accommodate food allergies and special dietary needs when documentation from a doctor is provided. MCSD SNP will make modifications and substitutions to the regular school meals for a student **with a disability that restricts their diet.** Special Dietary Needs Prescription Form **must be** completed and signed by a physician for a student with a disability before the school cafeteria can provide any modifications or substitutions. The completed form must be provided to the school cafeteria manager, the clinic worker, and the special needs dietitian. A form and instructions can be found on the MCSD web site, the clinic, or cafeteria. Nutrition analysis chart for menu items is available on the website.

Please be aware that there are factors that may affect a product's actual nutritional value and/or ingredient composition at any given time: Manufacturers' formulations may change without notice. USDA donated products may become available at any time during the year and may replace a purchased item. Product brands may change during the year as new bids are approved. Schools may be using inventory from a previous bid or manufacturer. Our recipes may change during the

school year. A la carte snack items vary from school to school so check with the cafeteria manager at your student's school for specific information.

**Summer Lunch**

SNP provides lunch at various schools throughout the district during the summer. Please check the web site or call 706-748-2386 for locations. All children up to 18 years of age receive a free meal. Adults may purchase a lunch.

**“This institution is an equal opportunity provider.”**

## Discipline Plan

Kendrick High School has established discipline procedures that deal with student behavior. Rules for student behavior are contained in the Muscogee County School District Behavior Code and Discipline Policy. Detention, Saturday School, and Suspension administered by the school for violations depending on their severity and frequency.

### A Second Chance W.O.R.K.S

- In an effort to be proactive when addressing the social and emotional needs of our students, Muscogee County School District (Kendrick High School) has contracted with This W.O.R.K.S. Inc. to implement one of their programs - A Second Chance W.O.R.K.S. The W.O.R.K.S. Program uses the Social Emotional Learning framework with an emphasis on Restorative Justice, to educate the whole child while teaching them how to be accountable for their behavior. Parent sessions are conducted during the school day by W.O.R.K.S. Consultants who have been licensed by The International Institute for Restorative Practices. The consultants work with, parents, and administrators to individualize services as much as possible to meet the needs of each student under our care.
1. Students must comply with all reasonable directions or commands of school faculty and staff or other authorized school personnel, en route to school, before, during, and after school, en route to, during, and from all school activities, functions, or events occurring off campus.
  2. It is the policy of Kendrick High School to identify students who have a chronic discipline problem and develop a behavior plan to correct this problem. This plan could include the parents, teachers, representative from the alternative school and judicial system.
  3. Saturday School: Students assigned will be given a 24-hour notice. The school slip will be issued to the student to take home to parents. Failure to stay on the requested Saturday will result in suspension. Students must bring materials that are stated on the Saturday School form or complete assignments administered during Saturday. At the end of Saturday School, all students must leave the campus immediately. No one will be allowed to go back into the building.
  4. In certain extreme cases or with the parents' permission, students may be assigned community service to help pick up trash on the school campus.
  5. Students who are suspended from school will be prohibited from campus and all school functions during the duration of the suspension. Written notification of suspension will be given to all students.
  6. **A parent conference is required before clearance from suspension and re-admission to classes.**

*Kendrick High administration has the right to enforce any level infraction at a higher or lower level as they deem necessary by the circumstance.*

***“Success is not measured by the position one has reached in life, rather by the obstacles one overcomes while trying to succeed”***

*- Booker T. Washington*

## **Beginning of the Day Rules**

- Kendrick High School students will be housed in the gymnasium before school.
- Only those students eating breakfast should report directly to the cafeteria and remain there until school starts. **Students who do not eat breakfast will not be allowed in the cafeteria before school.**
- Cell Phones and Electronic Devices **are not allowed** during the school day. Students may use their Cellphones during the following times:
  - **Breakfast in the cafeteria only.**
  - **Gym prior to the start of the school day only,**
- The administration at Kendrick High School may change the above listed cellphone privilege at their discretion.

## **After School Regulations**

- No student is to remain in the school building or on school grounds after the dismissal time (4:00 p.m.) unless he/she is under the direct supervision of a teacher. (See Progressive Discipline Plan).
- Students who stay after school for extra help, detention, participation in extracurricular activities, etc. are expected to be picked up immediately following the event.
- Students on Campus (including but not limited to bus ramp, front of school, sports complex, school building) after 4:20 p.m. who are not under the direct supervisor of a teacher/coach will receive a disciplinary consequence.

## **Classroom Procedures**

1. Students must have necessary books and materials when they report to class.
2. Students must go directly to their seats and prepare for their daily class work. They must be in their seats when the tardy bell rings.
3. Students are to help maintain a neat and clean room.
4. Students must participate in the educational process from bell to bell.
5. Excuses for absences must be presented to the teacher at the beginning or end of the period at the discretion of the teacher.
6. Students who have been absent should get their assignments, if possible, in advance of the next class meeting and be prepared for the day's work upon their return to class. Students should request make up work outside of the instructional period.
7. Students who do not come prepared will be assigned detention, Saturday School, or referral to an administrator.
8. Students may not leave classrooms within 10 minutes of the beginning or end of class.
9. **Cell Phones and Electronic Devices are not allowed.**

*"Start where you are. Use what you have. Do what you can."*  
-Arthur Ashe

## Progressive Disciplinary Infractions and Consequences

The Progressive Discipline Process is designed to create the expectation that the degree of consequences will be in proportion to the severity of the students' infraction. The students' previous discipline history and other relevant factors will be taken into account, and all due process procedures required by federal and state law will be followed." (O.C.G.A. § 20-2-735). Any infractions that are not listed will be handled in accordance with the MCSD Behavior Code and Discipline Handbook (2022-2023). ***The Administrative Team at Kendrick High School has the right to modify this Progressive Discipline Process or adjust consequences, depending on the circumstances.***

### DRESS CODE VIOLATIONS:

The Principal have the authority and discretion to set school-specific dress codes and uniform codes at school. (See the MCSD Handbook/Code of Conduct: Rule 16 Dress and Grooming) as well as the KHS Student/Parent Handbook)

- It is prohibited for any student to wear clothing items which advertise alcoholic beverages, sexual pictures, weapons, drugs, tobacco, obscene, crude or suggestive messages or use of profanity. Designs or insignias that are part of a haircut, satanic symbols, gang-related badges, insignias and colors are prohibited.
- No logos or symbols, camouflage (jackets/shirts/shorts/pants/shoes/ (no camouflage of any type) or any attire which denigrate social or ethnic groups are prohibited.
- Female students' dresses shall be **no shorter than three inches above the knee** and must not violate any standard set by MCSD and Kendrick High School.
- Students are not allowed to wear tops that expose undergarments.
- No leggings/jeggings/tights/yoga/biker pants or shorts are allowed, unless worn underneath a top/dress/skirt no more than three inches above the knee.
- No see through shirts/blouse tops, no sagging pants, and T-shirts/blouse that expose the stomach/arm pits area are not allowed.
- No bodycon/sheer/biker/spandex dresses or one piece bodysuit.
- Both male and female students may wear pants with holes **on or below the knee**. No holes are permitted to be worn on the thigh, hip and/or buttocks area. No skin can be visible when wearing pants with holes. Leggings and/or tights may be worn underneath pants to prevent skin from showing.
- Both male and female students may wear Sweat Pants and/or Jogging pants.
- No Sunglasses are to be worn/allowed for both male and female students.
- Blankets used for outerwear is prohibited at school.
- Students' faces must be completely visible throughout the school day. Surgical mask will be the only type of face coverings allowed.
- No shower shoes, flip flops, bedroom shoes/house slippers, heels higher than three inches or athletic slides



- **No head coverings inside the building of any kind unless administrative approval has been granted for a special circumstance. No shower caps, hats, durags or bonnets or hooded clothing or garments are allowed in the building. Students will be required to place the items in their locker at the beginning of the school day. Students who do not have a locker the item will be confiscated and returned only to the parent and a conference will be held concerning the rule violation.**
- **Clothing or garments that have a hood may be worn to school, but once students are inside of the building the clothing or garment with a hood must be removed off of the student's person and placed in the student's locker or in their bag until they are able to place the hooded garment, as well as their bag into their locker. (Parents it is strongly recommended to not purchase students clothing or garments with a hood, however once a student is inside of the building the hooded garment must be taken off and placed inside of the student's locker.)**
- Students shall not dress, groom, or wear or use emblems, insignias, badges or other symbols where the effect thereof is to distract unreasonably the attention of other students or otherwise to cause a disruption/interference with the operation of the school. Wearing of jeans/pants is permitted for both males and females. However, all students must wear pants/ jeans on or above the waist (**No Sagging**). **Note: Male students are required to wear belts regardless if the pants fit or not.** Students found in violation of the above dress code(s) will face the following consequences.

**Dress Code Violation Consequences: - Students will be placed in ISI until the inappropriate clothing or dresscode violation has been corrected.**

1<sup>st</sup> offense

- Parents will be contacted. Student will be assigned **Administrative Detention** and required to change into proper attire or make adjustments to clothing that is deemed necessary.

2<sup>nd</sup> offense

- Parents will be contacted. Student will be assigned **Saturday School** and required to change into proper attire or make adjustments to clothing that is deemed necessary.

3<sup>rd</sup> offense

- Parents will be contacted. Student will be assigned **3 days In School Suspension (ISS)**. The student will be required to change into proper attire or make adjustments to clothing that is deemed necessary.

4<sup>th</sup> offense

- **1 day OSS**/Parent will be contacted/Parent must return back to school with the student and a Contract must be signed.

*Note: Any repeated Dress Code Violation will result in **three days of suspension** and other possible consequences.*

## VIOLATION OF CELL PHONE/ELECTRONIC DEVICES POLICY/PROCEDURES

The following procedures are designed to provide a learning environment that is conducive to teaching and learning without the interference of cell phone use during the instructional environment, this includes the hallways, in the cafeteria, restrooms, locker rooms, etc. **Each student will be asked to refrain from bringing cell phones to school.** However, if a student chooses to bring a cell phone to school it is with the understanding that Kendrick High School Faculty and staff claim no responsibility if that cell phone is lost, stolen or damaged. To prevent a possible violation of KHS Cell Phone Procedures, all students are required to have wall-lockers to secure all valuables such as; cell phones, headphones, other electronic devices etc. Please Note: Wall-lockers cannot be shared with another student. Students' must safe guard his or her wall-locker combination to prevent other students from gaining access. If a student needs to make a phone call, they can do so by asking the teacher for a pass to the discipline office or attendance office. The new cell phone procedures will be strictly enforced.

### Cell Phone/Electronic Device Violation Consequences:

#### First Offense

Cell Phone will be turned into the Principal or designee and Student assigned Saturday School.

- The teacher must contact the parents and log this incident into I.C. prior to the submission of a referral/cell phone to the Discipline Office.
- Parents may pick up a cell phone after the **third school day** between the hours of 4:00 p.m.-4:25 p.m.
- Parents can give an adult (21 yrs. old) written permission to pick up a cell phone. *Note: The school will verify by asking for identification of the adult picking up the phone.*
- **Any student that knowingly violate KHS Cell Phone Procedures and refuse to turn in his or her phone to the Principal, Assistant Principal, teacher or staff will receive the following consequences:**
  - **Suspension (3 days)** followed by a mandatory parent conference.
  - A Cell Phone Contract signed by both parent and student that outline the next time a cell phone is collected will result in student being banned from having a phone on campus (*i.e. 30 days, 60 days or remainder of the year*).
  - Any student that fails to comply with the cell phone ban will result in a **three (3) day suspension** for being defiant for each time the student fails to comply. *Note: A mandatory parent conference must be held to restore phone privileges to the student.*

#### Second Offense

- **Banned from having a cell phone on school grounds for 30 days and assigned to Saturday school.** *Note: A mandatory parent conference must be held to restore phone privileges to the student.*

#### Third Offense

- **Banned from having a cell phone on school ground for 60 days and suspended for 2 days.** *Note: A mandatory parent conference must be held to restore phone privileges to the student.*

#### Fourth Offense

- **Banned from having a cell phone on school ground for the remainder of the school year and suspended for 3 days for each time caught violating the cell phone policy.**

#### TARDY TO SCHOOL

##### 8:45 - 9:00 A.M.

- Students who arrive to class between 8:45 A.M. – 9:00 A.M. are tardy and must check in through their first period teacher.

##### Tardy to School Consequences:

- **1<sup>st</sup> /2<sup>nd</sup> tardy warning and student conference held by teacher.**
- **3<sup>rd</sup> Tardy parental contact via phone/email.**
- **4<sup>th</sup> Tardy Saturday School**
- Students assigned Saturday School will receive notice at the time of check-in. No other written notification will be provided. Students will be assigned work for the duration of Saturday School which is three hours. Students must be on time and must remain for the entire time. If a student does not stay the entire time or comes late, he/she will receive two days Out of School Suspension. **After the third tardy (excused or unexcused), a student that drives to school will have their parking permit taken and will not be allowed to drive to school.**
- **5<sup>th</sup> Tardy Discipline Referral for Chronically Tardy (Mandatory Parent Restorative Session)**
- **6<sup>th</sup> Tardy – 9<sup>th</sup> Tardy Parent must check student into school each offense**
- **10<sup>th</sup> or more tardies In School Suspension (ISI)/In School Intervention / Mandatory Parent Restorative Sessions.**

#### TARDY TO CLASS

A student is tardy to class when he arrives to class following the ringing bell, chime, or other audible and non-audible signal indicating the beginning of instructional time. *Note: Teachers please accept students into class regardless of the time the student arrive. Please follow the guidelines that listed below:*

- **1<sup>st</sup> /2<sup>nd</sup> tardy warning and student conference held by Teacher.**
- **3<sup>rd</sup> Tardy parental contact via phone/email.**
- **Fourth tardy, students will be assigned Saturday School, which will be held in the cafeteria from 8:30 – 11:30**
- **5<sup>th</sup> Tardy Discipline Referral for Chronically Tardy (Mandatory Parent Conference)**
- **6<sup>th</sup> Tardy – 9<sup>th</sup> (Mandatory Restorative Session and 3days ISI/ISI)**
- **10<sup>th</sup> Tardy or more (Administrative intervention each additional tardy).**

## SKIPPING

A student is considered “*skipping*” when he or she is reported present at school but fails to report to class or a designated area. **Teachers do not allow students in your class unless they are assigned to that period.**

1<sup>st</sup> offense

- Assigned Saturday School – Parent Contact and mandatory parent meeting

2<sup>nd</sup> offense

- 3 days In School Intervention

3<sup>rd</sup> offense

- **Mandatory Parent Restorative Sessions**

4<sup>th</sup> offense

- 3 days OSS.

## LEAVING CAMPUS/SCHOOL WITHOUT PERMISSION

Leaving Campus/School Without Permission: No student may leave campus/school at any time during the school day without the permission of the Principal or designee. Any student that violates this policy will receive the following consequences.

### Leaving Campus/School without Permission Consequences:

1<sup>st</sup> offense

- Mandatory parent conference and parent must sign behavior contract
- 3 days of ISI

2<sup>nd</sup> offense

- 5 days of ISI
- **Mandatory Parent Restorative Session**

3<sup>rd</sup> offense

- 3 days OSS
- Mandatory parent conference (Student must return to school with a parent)

Additional Offenses

- 3-10 days OSS
- Recommendation for Discipline Tribunal

## CLASSROOM DISTURBANCE / DEFIANCE AND DISRESPECT

Any student that fails to comply with any reasonable directives given by school personnel or cause a Classroom Disturbance to prevent and/or disrupt the learning environment of other students will receive the following consequences:( School level administrators reserve the right to make adjustments to the consequences based on the severity of the offense)

### Classroom Disturbance / Defiance and Disrespect Consequences:

1<sup>st</sup> offense

- Saturday School
- Contact Parent
- Student placed on Behavior Contract – based on severity of the offense

#### 2<sup>nd</sup> offense

- Mandatory Parent Conference
- Saturday School based on the severity of the offense

#### 3<sup>rd</sup> offense

- 3 Days ISI
- Contact Parent
- Area Beautification Detail

#### 4<sup>th</sup> offense

- **Mandatory Parent Restorative Session**

#### 5<sup>th</sup> offense

- 3 days OSS
- Contact Parent

### DISRUPTIVE STUDENTS

Any student who has demonstrated behavior that the administrator deems to be disruptive to the learning environment can receive an OSS or be sent home for the day. If a student's behavior is disruptive and the administration desires the student be sent home for the day, the student will face the following consequences:

- When a parent cannot be contacted and the student continues to demonstrate disruptive behavior, the student will receive an OSS.
- When the appropriate steps have been taken and no parental contact is made, the student is required to remain in ISS until contact can be made with the parent.
- In the event that a student has already been suspended but continues to be uncooperative and the parent cannot be contacted, the student will receive two additional OSS days.
- Any student who receives ***four discipline referrals*** will be identified as a chronic discipline problem and be placed on a Chronic Behavior Contract and must go through Tier II interventions.

### PROFANITY

The use of profanity is prohibited at Kendrick High School. A student shall not use profanity either directly or indirectly at teachers, students, substitute teachers, para-professionals, principal, assistant principal, school bus drivers and any/all other school personnel.

#### Use of Profanity Consequences:

##### 1<sup>st</sup> offense

- Saturday School / depending on the severity of the language
- Parent will be contacted

##### 2<sup>nd</sup> offense

- 3 days In School Intervention / depending on the severity of the language
- Parent will be contacted

3<sup>rd</sup> offense

- **Mandatory Parent Restorative Session**

4<sup>th</sup> offense

- 3 days OSS

### THREATS DIRECTED TOWARDS FACULTY/STAFF MEMBERS

Students are prohibited from making threats towards teachers, administrators, and other school personnel. See the MCSD Handbook/Code of Conduct.

#### Threats Directed Towards Faculty/Staff Members Consequences:

1<sup>st</sup> offense (depending on severity)

- 5 days OSS and behavior contract
- Mandatory parent conference
- Referral to the Discipline Tribunal
- Possible Law Enforcement Involvement

2<sup>nd</sup> offense (depending on severity)

- 10 day suspension
- Mandatory parent conference
- Referral to the Discipline Tribunal
- Possible Law Enforcement Involvement

### ALTERCATION/CONFRONTATION

Hostile physical actions and/or verbal altercations whereby student(s) can be redirected without restraint and no actual physical contact has been made. Any student(s) that conducts themselves in such a manner that causes a disruption at school will receive the following consequences.

#### Altercation/Confrontation Consequences:

1<sup>st</sup> offense

- 3 days ISS
- Parent will be contacted
- Student will be placed on a behavior contract – based on the severity of the offense

2<sup>nd</sup> offense

- 5 days ISS
- Parent will be contacted
- **Mandatory Parent Restorative Session**

3<sup>rd</sup> offense and additional offenses

- 3-5 days OSS

## FIGHTING

Any physical assault or battery of teachers, administrators, students and other school personnel. Students that choose to fight will receive the following consequences based on the severity of that fight.

### Fighting Consequences:

#### 1<sup>st</sup> offense

- 5-10 days OSS
- **Mandatory Parent Restorative Session**
- Possible Law Enforcement Involvement

#### 2<sup>nd</sup> offense

- 7-10 days OSS
- **Mandatory Parent Restorative Session**
- Possible Law Enforcement Involvement

#### 3<sup>rd</sup> offense

- 10 days OSS
- Referral to the Discipline Tribunal
- Possible Law Enforcement Involvement

## BULLYING/CYBERBULLYING

Each reported incident of Bullying/Cyberbullying behavior will be investigated by the principal/designee, and in some cases school security, and a disposition determined which might include ISS, a suspension from school or a referral to the Student Discipline Tribunal. Students who make a false report of an incident of bullying behavior will also receive a disposition.

Bullying behavior is defined as: Any pattern of written or verbal expression or any physical act or gesture that is intended to ridicule, humiliate, intimidate, or cause measurable physical or emotional distress upon one or more students in the school, on the school grounds, in school vehicles, at designated school bus stops, or at school activities or sanctioned events.

Cyberbullying is defined as: Negative behaviors that occur through the use of electronic communication that's directed specifically at students or school personnel. With the intent of threatening the safety of those specified or disrupting the orderly operation of the school and creates a reasonable fear of harm to the student' or school personnel's person or property or has a high likelihood of succeeding in that purpose.

### 1<sup>st</sup> proven offense depending on the severity:

- Mandatory Parent Conference
- Student assigned 3 days ISS or 3 days OSS.
- Bullying Contract signed by the student/parent

### 2<sup>nd</sup> proven offense depending on the severity:

- **Mandatory Parent Restorative Session**
- 5-7 days OSS.

- Possible Law Enforcement Intervention

### 3<sup>rd</sup> proven offense:

- 10 days OSS
- Possible Law Enforcement Intervention
- Students that have committed bullying behavior for the third time in a school year shall receive, at a minimum, the following penalty: Students in grades 9-12 shall be assigned to the alternative school for the remainder of the school year in which the violation occurs.

Are you being bullied?

- Do you know that a threat is considered an act of bullying?
- Do you know that teasing can be a form of bullying?
- Do you feel put down or picked on?
- Do you know that your teachers and parents may not realize you are being bullied unless you tell them?
- The effects of bullying can follow a person into adulthood in the form of low self-esteem, depression, anxiety, addiction, negative body image, and relationship problems.

Bullying is not allowed at any school in Georgia. A bully is someone who tries to hurt, embarrass, or threaten you physically or verbally. A bully is someone who makes you fear for your safety.

Bullying is taken seriously by teachers, schools, parents, and law enforcement officials. If you or someone you know has a problem with any form of bullying, you may call (706) 748-2267 or call 211 (metro Atlanta or other metro areas) or the Governor's Help Line, 24 hours a day for resource information, 1-800-338-6745.

***The Anti-Bullying Pledge for Students is at the back of the book. Sign it and have your parent(s) sign it, then return it to your advisement teacher.***

### SEXUAL HARASSMENT POLICY

Unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student or system employee constitutes sexual harassment.

Peer sexual harassment is strictly forbidden at school, on the premises, and during programs and activities. Peer sexual harassment is any unwelcome physical or verbal conduct of a sexual nature, such as sexual comments, touching or grabbing, directed at a person because of his or her sex, which interferes with the ability of a student or students to receive an education. Students are expected to treat their fellow students with dignity and respect at all times on school property and at school programs and activities. Disciplinary actions will result from violations of this policy. Students may report violations of this policy to teachers, counselors, or administrators. The school strongly encourages students to report sexual harassment immediately. The school will take prompt and fair actions to investigate and to stop the sexual harassment.

Any person, employee, or student who alleges sexual harassment by a staff member or student in the school district may complain directly to the principal. In addition, each school shall



designate one male and one female employee, either assistant principals or guidance counselors, to whom complaints may be made.

The following procedures must be followed:

1. Notify the principal in writing or verbally;
2. The principal has 15 days to investigate. The reply to the parent and student will be made in writing;
3. If the parent and student do not feel the complaint has been fully resolved, they may, within 5 days, appeal to the appropriate administrator.
4. The appropriate administrator shall have 15 days to investigate and attempt to resolve the complaint;
5. If the parent and student do not feel the complaint has been resolved, they may within 5 days appeal to the Superintendent of Education or Student Services.

### CHEATING/ PLAGIARISM

Cheating shall be defined as receiving or giving unauthorized information or assistance on tests, examinations, homework, projects, essays or other assignments intended for individual completion.

The penalty for cheating/plagiarism will be a grade of zero on the assignment for all parties involved. The incident will be documented and reported to the assistant principal. Teachers will notify the parents of the involved students.

### UNACCEPTABLE CAFETERIA BEHAVIOR

Student(s) are not allowed to move from table to table once he or she has sat down for lunch. Student(s) will conduct themselves whereas to prevent any disruption while other students are eating (fighting, throwing food, excessive loud talking, taking food from another students tray and disrespectful conduct towards cafeteria workers is unacceptable and prohibited.

#### Unacceptable Cafeteria Behavior Consequences:

1<sup>st</sup> offense (depending on severity of offense)

- 3-5 days' Work detail (cleaning up the cafeteria).

2<sup>nd</sup> offense

- 3 days ISS (cleaning up the cafeteria).

3<sup>rd</sup> offense

- 3 days OSS and parent must sign behavior contract
- Mandatory parent conference.

Additional Offenses

- 5 days OSS and recommendation for Discipline Tribunal.

### Bus infractions

Students who fail to respond to the directions of the bus driver or fail to follow bus rules will face the following consequences:

### Bus Infraction Consequences:

#### 1<sup>st</sup> offense

- Student conference with an administrator
- Seat change on the bus if needed

#### 2<sup>nd</sup> offense

- Parent Conference required
- Student Assigned Bus Behavior Contract
- Bus Suspension (1 to 3 days)

#### 3<sup>rd</sup> offense

- Parent Conference required
- Modify Student Bus Behavior Contract
- Bus Suspension (3 to 5 days)

#### 4<sup>th</sup> offense

- Parent Conference required
- Modify Student Bus Behavior Contract
- Bus Suspension (6 to 10 days)

#### 5<sup>th</sup> offense

- Parent Conference required
- Bus Suspension (Remainder of the Semester/School Year)

### DEFACEMENT OR ABUSE OF PROPERTY

Parents of students who shall be guilty of defacing any of the school property shall pay in full for all damage. If in default of such payment, students shall be suspended from school and not allowed to reenter without permission from the principal. Under no condition will students be permitted to climb on school buildings to retrieve any object that has been thrown on the top of the buildings. Only authorized persons will be permitted on the roof of the school buildings in the district

Students defacing any walls inside or outside of the school, vandalizing and/or damaging lockers and/or any other furniture or electronic devices on MSCD property and or pulling fire alarms or defacing fire alarms will receive consequence including but not limited to suspension and/or referral to student services

# Student Dress Code

## All Students

It is not the intent of the Muscogee County School District to dictate the quality or style of clothing worn, but rather an effort to encourage good habits and acceptable group behavior. Student dress and personal appearance should reflect dignity and pride in oneself and in the school. Therefore, a student shall not dress, groom, or wear or use emblems, insignias, badges, or other symbols where the effect thereof is to distract unreasonably the attention of other students or otherwise to cause disruption or interference with the operation of the school.

It is prohibited for any student to wear clothing items which advertise alcoholic beverages, sex, tobacco, obscene, crude or suggestive messages, or use of profanity. Designs or insignias that are part of a haircut, satanic symbols, gang-related badges, insignias and colors; logos or symbols which denigrate social or ethnic groups are also prohibited. "Fake" alcohol or drug advertisement is also disallowed.

Individual schools are permitted to designate uniforms or apparel for student to wear. The school shall present their choice to the Board of Education for review. Students who have financial reasons and can demonstrate that they cannot afford to purchase or acquire a uniform shall not be denied admission to school for that reason. Bona fide religious attire will be permitted.

## **Grades 9-12 Dress Code Summary**

### ***Shirts***

- ✓ **CAMOUFLAGE IS STRICTLY PROHIBITED**
- ✓ All male students must wear a belt (**Mandatory requirement**)
- ✓ No undergarments are to be worn as outer garments
- ✓ No midriffs should be exposed
- ✓ No see-through shirts/blouses
- ✓ No tank tops, spaghetti straps, tube tops
- ✓ Nothing that advocates drugs, sex, alcohol, violence, gangs, hate, or profanity
- ✓ Shirts that are made for females that cover the midriff but move when the student sits may not be worn

### ***Shoes***

- ✓ **CAMOUFLAGE IS STRICTLY PROHIBITED**
- ✓ No shower shoes, flip flops, bedroom shoes/house slippers, or athletic slides
- ✓ No heels higher than three (3) inches

### **Dresses**

- ✓ **CAMOUFLAGE IS STRICTLY PROHIBITED**
- ✓ No bodycon/sheer/biker/spandex dresses or one piece bodysuit.

### **Pants**

- ✓ **CAMOUFLAGE IS STRICTLY PROHIBITED**
- ✓ All male students must wear a belt (**Mandatory requirement**)
- ✓ Pants are to be worn on or above the waist
- ✓ No see-through pants
- ✓ If pants can be worn properly on or above the waist, no belt is required
- ✓ Sweat pants, wind pants, or jogging pants are allowed
- ✓ Pants with holes can be worn (**on or below the knee**).
- ✓ No pants are to be worn bound at the ankle.
- ✓ **Leggings, jeggings, tights, yoga, and biker pants** are **prohibited** unless worn beneath a dress or top, no more than **3** inches above the knee.
- ✓ Dresses and skirts may be worn with the length to be no higher than three (3) inches above the top of the knee cap (even if leggings or tights are worn).

### **Shorts**

- ✓ **CAMOUFLAGE IS STRICTLY PROHIBITED**
- ✓ Shorts may be worn with the length to be no higher than three (3) inches above the top of the knee cap.
- ✓ Biker/spandex shorts are prohibited.

### **Coats**

- ✓ **CAMOUFLAGE IS STRICTLY PROHIBITED**
- ✓ *Clothing or garments that have a hood may be worn to school, but once students are inside of the building the clothing or garment with a hood must be removed off of the student's person and placed in the student's locker or in their bag until they are able to place the hooded garment, as well as their bag into their locker. (Parents it is strongly recommended to not purchase students clothing or garments with a hood, however once a student is inside of the building the hooded garment must be taken off and placed inside of the student's locker.)*
- ✓ Blankets used for outerwear is prohibited at school.

### **Hats**

- ✓ **CAMOUFLAGE IS STRICTLY PROHIBITED**
- ✓ No head coverings inside the building of any kind unless administrative approval has been granted for a special circumstance. No shower caps, hats, durags or bonnets or hooded clothing or garments are allowed in the building. Students will be required to place the items in their locker at the beginning of the school day. Students who do not have a locker the item will be confiscated and returned only to the parent and a conference will be held concerning the rule violation.

***Jewelry***

- ✓ **CAMOUFLAGE IS STRICTLY PROHIBITED**
- ✓ No jewelry with reference to gangs, drugs, hate, violence, or sex is allowed. Items, such as chains on a belt, wallet, or items with spikes are not permitted.

***Book Bags and Large Handbags***

**Clear Bag Policy**

As part of the ongoing efforts of Kendrick High School to provide a safe and secure learning environment, **only clear backpacks/bookbags and bags (purses, duffel bags, fanny packs, lunch boxes, etc.) will be allowed for students who attend Kendrick High School.** Students participating in an extracurricular activity are permitted to carry non-transparent bags to store items pertaining to their particular activity (i.e. band, athletics, etc.). Upon entry into the school, all extracurricular activity bags must be stored in lockers or designated areas. All Backpacks/Bookbags must be stored in student's lockers, they are not permitted in the classroom. The clear bags must be no larger than 12" W x 18" H x 6" L and made of clear material. The small clutch-type handbag can be used to carry personal items but must be stored in the students locker. The clutch must be no larger than 4.5" H x 7.5" L X 1.5x W. **All bags are subject to search.**

**CELLPHONE PROCEDURES**

**SCHOOL YEAR 2024-2025**

**Student Name** \_\_\_\_\_

**Date** \_\_\_\_\_

The following procedures are designed to provide a learning environment that is conducive for teaching and learning, without the interference of cellphone use throughout the school day in the hallways, cafeteria, restrooms, locker rooms or classrooms. **CELL PHONES/EAR BUDS/HEADPHONES/ELECTRONIC DEVICES ARE NOT ALLOWED TO BE USED OR SEEN ON CAMPUS AT ANY TIME UNTIL THE LAST BELL AT 4:00 P.M.**

**"CELLPHONE PROCEDURES WILL BE STRICTLY ENFORCED."**

Students are asked to refrain from bringing cellphone/ear buds/headphones/electronic devices to school. However, if a student chooses to bring a cellphone/ear buds/headphones/electronic device to school, Kendrick High School will not be held responsible if the cellphone/ear buds/headphones/electronic device is lost, stolen, or damaged. To prevent

possible violations of cellphone procedures, all students are required to purchase wall-lockers to secure all valuables such as, cell phones, headphones, tablets, as well as textbooks etc. **Wall-lockers cannot be shared amongst students.** Students must safeguard their wall-locker combination to prevent other students from gaining access. If a student needs to make a phone call, they can do so by asking their teacher for a pass to the discipline office.

**\*\*\*PLEASE NOTE\*\*\***

Cell phones/ear buds/headphones/electronic devices **will not** be allowed in the classroom, hallway, or cafeteria.

### **First Offense**

Cell Phone/ear buds/headphones/electronic device will be turned into the Principal or designee and the student assigned Saturday School.

- Parents may pick up a cell phone after the **third school day** between the hours of **8:45 p.m.-4:25 p.m.**
- Parents can give an adult (21 yrs. old) written permission to pick up a cell phone.  
*Note: The school will verify by asking for identification of the adult picking up the phone.*
- **Any student that knowingly violate KHS Cell Phone Procedures and refuse to turn in his or her phone to the Principal, Assistant Principal, teacher or staff will receive the following consequences:**
  - **3 days OSS** and a mandatory parent meeting.
  - A Cell Phone Contract signed by both parent and student that outline the next time a cell phone is collected will result in student being banned from having a phone on campus (*i.e. 30 days, 60 days or remainder of the year*).
  - Students that comply with the Cell Phone Procedures will be assigned to Saturday Detention from 8:00 A.M.-12:00 P.M.
  - Any student that fails to comply with the cell phone ban will result in a **three (3) day suspension** for being defiant for each time the student fails to comply.  
*Note: A mandatory parent conference must be held to restore phone privileges to the student.*

### **Second Offense**

- **Banned from having a cellphone/ear buds/headphones/electronic device on school grounds for 30 days and assigned to Saturday school.** *Note: A mandatory parent conference must be held to restore phone privileges to the student.*

### **Third Offense**

- **Banned from having a cellphone/ear buds/headphones/electronic device on school ground for 60 days and suspended for 2 days.** *Note: A mandatory parent conference must be held to restore phone privileges to the student.*

Fourth Offense

- **Banned from having a cellphone/ear buds/headphones/electronic device on school ground for the remainder of the school year and suspended for 3 days for each time caught violating the cell phone policy.**

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
PARENT SIGNATURE

OFFENSES

Student Name: \_\_\_\_\_

1<sup>st</sup> Offense: \_\_\_\_\_

Date: \_\_\_\_\_

2<sup>nd</sup> Offense: \_\_\_\_\_

Date: \_\_\_\_\_

3<sup>rd</sup> Offense: \_\_\_\_\_

Date: \_\_\_\_\_

4<sup>th</sup> Offense: \_\_\_\_\_

Date: \_\_\_\_\_

***\*\*Disclaimer – If the parent/guardian is adamant that he or she cannot allow the phone/electronic device to be held for the number of days listed in the procedures, then the parent/guardian therefore chooses for the student to receive a 3 day out of school suspension in lieu of the phone being held and a 60-day ban must be served.***

I have read, understand, and will abide by the new cell phone procedures. I further understand that each incident will be reported to the parent/guardian.

**Recognitions/Honors**

**Honor Roll**

Students who achieve grades of 80 or above in all classes are recognized after the end of the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> nine week grading periods with a celebration and certificate identifying their achievements.

Principal’s List —Are all 90’s and above on report card for the grading period.

A/B Honor Roll— Are all 80’s, 90’s, and above on report card for the grading period.

**Honors/Awards**

In the spring of the academic year, an honors/awards program is held to award students with high academic performances in the various departments. These include the following areas: art, band, chorus, drama, English, Career Enrichment, foreign language, JROTC, mathematics, physical education, science, social studies, career education, nominees to Page One, Reading Counts, and the top 5 percent of the freshmen, sophomore, junior classes as well as the top 10 percent of the

senior class. Students who are invited will receive an invitation and dress appropriately for the program.

### **Class Rank**

Class rank is determined by a rank-ordered method. Class rank is based on the numerical average of all courses taken in grades 9-12 averaged to three decimal places. The numeric average of each senior is ranked from highest to lowest to produce a number representing the student's class rank, such as 2 out of 275. Courses taken in college or technical college as part of post-secondary options program will be included in the numerical average. Advanced Placement, Dual Enrollment, and Honors courses are weighted.

The class rank for high school graduation is computed by March of the senior year. The ten college preparatory and/or technology/career preparatory seniors with the highest numerical averages at the end of the first semester will be the Top Ten Seniors or Honor Graduates.

### **Valedictorian/Salutatorian**

The Valedictorian and Salutatorian will be selected from the top ten college preparatory seniors. The selection will be finalized by the end of the first semester of their senior year. The selection will be based on the student's with the highest calculated Numeric GPA Weighted. However, for the purposes of awarding the Governor's Scholarship, the names of those students with the highest numerical averages will be submitted to the Georgia Department of Education. **In order to qualify for either valedictorian or salutatorian honors a student must have been enrolled in the Muscogee County School District their full junior and senior year.**

- **If tied student with the highest calculated Numeric GPA Weighted (Core course only)**
- **If a tie remains the student with the highest number of Advance Placement, and/or International Baccalaureate, and / or Dual Enrollment courses**
- **If a tie remains, the student with the highest number of Advance Placement, and / or International Baccalaureate, and / or Dual Enrollment courses plus the highest number of Honors/Pre-AP/Pre-1B courses**
- **If a tie remains, the student with the highest Weighted GPA (quality Points)**

### **STAR Student/Teacher**

The STAR Student/Teacher Program is part of a statewide recognition for outstanding students and teachers sponsored by PAGE, Professional Association of Georgia Educators. The program is sponsored locally by the Columbus Chamber of Commerce. Student selection is based on SAT scores and class Rank. The senior with the highest SAT score on a single test taken prior to and including the November test of the senior year and meeting all other criteria is the STAR student. The student's SAT score must be equal to or higher than the latest available national high school average on both the verbal and the math sections (the STAR program provides this information). Each STAR student selects his/her STAR Teacher.

### **National Honor Society**

The guidance department provides the faculty committee with a list of junior and senior students with a 3.5 average or higher grade point average. A factor of one point is included in the grade point average of a student for the following courses he/she is taking:



Candidates must meet the following requirements:

- a. Be a junior or a senior at Kendrick High School for a minimum of one semester before he/she is selected.
- b. Have a 3.5 grade point average
- c. Be involved in at least two extracurricular activities that are service oriented to the school and/or community.

Once academic eligibility has been established, all faculty members are given the opportunity to evaluate and comment on each candidate with regards to leadership, service, and character.

Once a candidate has been inducted into the National Honor Society, he/she must maintain a 3.5 average to remain in the society. If a member's grade point average falls below a 3.5 average during a single grading period, he/she will receive a letter of probation for one grading period. If he/she does not reestablish the required 3.5 grade point average within the grading period, he/she will receive a letter recommending dismissal from the National Honor Society chapter. Once a student has been dismissed from the chapter, he/she can never be reinstated as a member. Other grounds for dismissal are incompleteness of community service hours and excessive discipline actions.

*“Ability is what you're capable of doing - Motivation determines what you do -  
Attitude determines how well you do it.” - Lou Holtz*

*The Muscogee County Board of Education does not discriminate on the basis of age, race, sex, religion, national origin, or disability in the educational and employment policies under which it operates and will honor all appropriate laws relating to discrimination. The Assistant Superintendent for Student Services has been designated the employee responsible for coordinating the Board's effort to implement this nondiscriminatory policy*

## **Student Government Association**

The Student Government Association serves as the link between the student body and the administration of Kendrick High School; SGA serves as the voice of the entire student body.

### **Structure**

The Student Government Association shall consist of a grade-level President, Vice-President, Secretary, Treasurer, Historian, and organization sponsors.

### **REQUIRED TO ATTEND**

Student Government Association meetings will be held on the first Wednesday of each month; all officers are REQUIRED TO ATTEND unless prior notice from the sponsors has been granted.

Failure to attend will result in dismissal from duties.

### **Class Officer Elections**

All officers will be elected from the student body within the first 30 days of school. All students running for office must have a 2.75 GPA.

Each student running for office will be responsible for securing a petition to run for office from the class sponsor and returning it to the class sponsor. All deadlines must be met or the petition will not be accepted.

**Candidate criteria for class officer 10th, 11th, and 12th grades:**

1. No course average of below 70/C during 9th, 10th or 11th grades.
2. Recommendation/Approval of SGA sponsor.
3. Recommendation of the principal or assistant principal.
4. Meet any other requirements established by SGA sponsor.
5. Recommendation of at least 5 teachers.
6. Must have a 2.75 GPA.
7. Write a 150+ word essay stating the reasons you wish to be a class officer.
8. Parental approval.
9. Must have and maintain exemplary behavior throughout the year and will be subject to dismissal from office if behavior isn't exemplary.
10. Must be able to prepare and execute clear and articulate speeches in public.

**Candidate criteria for class officer 9th grade:**

1. Recommendation of either the principal or assistant principal.
2. Meet any other requirements established by SGA sponsor.
3. Recommendation of at least 5 teachers.
4. Meet any other requirements established by SGA sponsor.
5. Parental approval.

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## **Junior-Senior Prom**

### **Junior – Senior Prom**

#### **Prom Fees**

\$70.00 Registration - October 25<sup>th</sup>

\$95.00 October 30<sup>th</sup> – December 18<sup>th</sup>

\$105.00 December 20<sup>th</sup> – March 30<sup>th</sup>

Any tickets sold after March 30<sup>th</sup> will have a \$20.00 fee attached! Please get your tickets early to save.

The prom is an event that all students should attend, so if you have some type of hardship, please see Junior-Senior Prom Sponsor ahead of time if you need help.

**Prom fees include entry into the venue, buffet style meal, and a souvenir.**

- ❖ Prom fees are **NOT** a part of the senior dues.
- ❖ The prom will be held at The BiBB Mill Event Center on a date TBD at a later time. Students will be notified in advance if the location changes.
- ❖ All transfer students are required to pay the amount due at the time of transfer. Dues or fees paid at other schools are not applicable at Kendrick High School.
- ❖ Prom fees are to be paid on MY Payments Plus.
- ❖ The prom is a student-only event. Any adult that does not work at Kendrick High School (other than faculty or staff invited guest) is not permitted to attend the prom.

### **Requirements to Attend the Prom**

- ❖ Students must be classified as a junior or senior at the beginning of the school year.
- ❖ A junior or senior may escort a sophomore to the prom; however, **freshmen are not allowed to attend.**
- ❖ Students must not be in ISS or OSS on the day before the prom or the Monday after the prom (Refunds will not be issued and no exceptions will be made).
- ❖ Students must abide by the dress code and conduct guidelines set forth for the prom, as well as the dress code policy of Kendrick High School. Students should see Junior-Senior Prom Sponsor or Mrs. Albright if they have any questions about their prom attire.
- ❖ Outside guest must have an I.D. to enter (high school students will be allowed to use their school I.D.).
- ❖ Students are responsible for making sure their outside guest follow the dress code and conduct rules of Kendrick High School.

### **Guest Fees and Requirements**

- ❖ Students will be required to complete a “Guest Application” for all guests that do not attend Kendrick High School. Applications must be completed and submitted to Junior-Senior Prom Sponsor no later than **March 30<sup>th</sup>** (please understand the information and character of all guests will be checked).
- ❖ Guest fees are the same as KHS students.
- ❖ Outside guests must be between the ages of **15** (sophomore status) and **19** years old (no exceptions will be made).

- ❖ The principal has the right to refuse approval of a guest and notification will be made to the student so he or she can make arrangements for another guest.

- ❖ **Refunds**

- ❖ Refunds will only be given in extreme emergencies.
- ❖ Students must have their receipt in order to be issued a refund.
- ❖ Refunds will ONLY be issued after the prom and for prom dues only (Guest dues/late fees are non-refundable).
- ❖ Refunds will only be issued to the parents or guardians.

### **Prom Dress Code**

- ❖ The prom is a formal event and formal attire is MANDATORY.
- ❖ Gentlemen: Tuxedos or Suits
- ❖ Ladies: Formal Evening Gowns or Ladies' Pants Suits (Students will not be allowed to enter with dresses that are deemed too short or too revealing, please see Junior-Senior Prom Sponsor or Mrs. Albright if you are unsure).
- ❖ Strapless and backless gowns may be worn; however, clothing should completely cover the breasts, midriffs, and buttocks.
- ❖ Dresses or splits in dresses should not be more than 2 ½ inches above the knee.
- ❖ 2-piece FORMAL ATTIRE is permitted, but the naval should not be showing, and there should be no more than an inch between the top and bottom pieces.
- ❖ Shirts must be tucked in and pants must be pulled up at all times.
- ❖ Clothing will be checked at the door. Students and guests that do not follow the rules will not be allowed to enter.
- ❖ The principal, or a designee reserves the right to address concerns of inappropriate dress and behavior.

### **The Following Are Not Considered Formal Wear and Are Not Permitted for Either**

#### **Gender:**

- ❖ Do-rags or tennis bands around the head.
- ❖ Baseball hats
- ❖ See-through or Transparent attire

- ❖ Airbrushed attire or attire with ironed-on embroidered pictures
- ❖ Lace-up skirts, pants, or shirts
- ❖ Tennis shoes, flip-flops, bedroom shoes, or hiking boots.
- ❖ Jeans, cargo pants, or shorts
- ❖ T-shirts (may only be worn as undergarments).
- ❖ Attire that portrays or implies alcohol, tobacco products, gang insignia, violence, guns/weapons, drugs, drug use.
- ❖ Attire that is offensive to others.
- ❖ The principal reserves the right to address concerns of inappropriate dress and behavior.

### **Prom Committee Criteria**

- ❖ Recommendation of ELA or Social Studies Teacher
- ❖ Recommendation of administration
- ❖ Demonstrates a GPA that reflects progress towards graduation
- ❖ Must bring progress reports and report cards to Junior-Senior Prom Sponsor at the end of each grading period.
- ❖ Must be willing to participate in Fund Raisers with a minimum requirement to be met for each one.
- ❖ Must be willing to pay \$50.00 for their prom dues. **All tickets must be purchased before Winter Break. \*\*\*No Exceptions\*\*\***
- ❖ Must be able to work in groups.
- ❖ Must be committed, hard-working, and focused.
- ❖ Must be self-motivated.
- ❖ Must be willing to promote the prom to fellow classmates.
- ❖ Must be willing to follow directions and accept constructive criticism.
- ❖ Must not have or become a discipline problem.
- ❖ Must attend ALL meetings unless prior excusal has been given.

**MUST BE ABLE TO DECORATE THE DAY BEFORE THE PROM, AND FOR  
AT LEAST 2 HOURS THE DAY OF THE PROM. IF NOT, YOU WILL BE  
RESPONSIBLE FOR PAYING THE CURRENT FULL PRICE TO ATTEND.**

*Success doesn't come to you - you go get it - Marva Collins*

## Senior Class Information

### Senior Class Dues

All Kendrick High School seniors, which is inclusive of those who are assigned to Marshall Success Center and Catapult are required to pay Senior Dues. Senior dues are required to be paid on My Payments Plus, and are used to pay for senior activities as well as other expenses that may be incurred. **Payments will only be accepted on My Payments Plus and Cash is the last resort to make a payment and it must be for the full amount.**

**THERE ARE NO REFUNDS FOR STUDENTS WHO DO NOT MEET THE NECESSARY GRADUATION REQUIREMENTS.**

Senior dues **do not** include the cost of cap and gown. The cap and gown is a separate expense and can be purchased through Bowen Grad.

Senior dues are required for graduating seniors. Kendrick senior dues cover the expenses for the following:

**Baccalaureate, class t-shirt, senior dinner, picnic, graduation fees, senior week, year book, and the spring senior t-shirt.**

*Please note that no refunds will be given once funds are paid to the school. We will adhere to all guidelines set forth by the district, and the CDC in regards to events. If any event(s) are unable to be held, alternative activities and/or additional senior items will be purchased for the students. **There will be no refunds issued for Seniors not meeting the graduation requirements***

**SENIOR DUES MUST BE PAID FOR BY FRIDAY, March 26, 2025 - \$20 LATE FEE AFTER THIS DATE; MUST BE PAID IN FULL BY April 28, 2023. Anything after April 25<sup>th</sup> will incur a \$35 LATE FEE. ABSOLUTELY NO REFUNDS CAN BE MADE.**

### IMPORTANT TO NOTE:

#### When and how can I pay my dues:

- Dues are \$215.00 from August 8, 2024 – March 26, 2025.
- A late fee of \$20.00 will be added to all payments made after March 26, 2025 making dues \$235.00; all dues must be paid in full by April 30<sup>th</sup>. Any dues accepted after April 30<sup>th</sup> will incur a \$35 late fee bringing their dues to \$250.00.
- There are no refunds for students who do not meet the necessary graduation requirements.

- Senior Class Dues DOES NOT include the cap and gown – this is a separate expense and it is supplied by Bowen Grad Company. (see below)

### **Graduation Packages by Bowen Grad**

In addition to Senior Class dues, there are graduation packages that include senior cap and gowns supplied by Bowen Grad. *Bowen Grad requires a down payment that is based upon the cost of the individual students' package.* Graduation packages can be paid in full if you would like to take that option. There are various packages which can include the cap and gown, announcements and a variety of other items for purchase. The only purchase from Bowen Grad that is required for graduation is the Cap and gown unit. All other extra purchases are at the discretion of the parents and senior.

Bowen Grad will make a presentation to the seniors in the fall for packages available to order. The down payment is based upon which package is chosen. Representatives from Herff Jones will be available at the school, during lunch, on specific dates to take orders. If you miss one of the in-school order dates, you may also order on-line at <http://www.bowengrad.com> . Regardless of your choice of graduation package, the cap and gown **MUST** be ordered by **December 21, 2024**, otherwise you will be subject to late order and shipping fees. If you order more than the cap and gown the **Bowen Grad bill must be paid in full before you can receive the cap and gown. The cap and gown are mandatory for graduation and are NOT INCLUDED in the Senior Dues. If there are any questions, Bowen Grad can be reached at (706) 563-1346.**

**The accrued bill for Bowen Grad must be paid in full before you can receive your cap and gown. The cap and gown is a necessary and required purchase in order to participate in graduation. The Cap and Gown purchases are not included in the Senior Dues.**

### **Senior Breakfast**

The Senior Breakfast kicks off our senior festivities and will be enjoyed by all! The breakfast tentatively will be held at the school. This is an event for the seniors only.

### **Baccalaureate Ceremony**

The Baccalaureate Ceremony is a long time Kendrick tradition that takes place in the Kendrick Auditorium. It serves as an affirmation of their progression from student to graduate. The ceremony is required for all seniors who have paid their dues and who will be participating in graduation. A small reception will follow the ceremony. Traditionally, a Kendrick High School alumnus is the keynote speaker. All seniors are required to wear their graduation gown; they will NOT wear their cap at this function. The girls will wear a white dress (shorter than the gown); black dress shoes (no toeless, tennis shoes, sandals or boots) and natural hose or no hose. Boys will wear black slacks, white dress shirt (long or short sleeve), black tie, black dress shoes, black socks and a black belt. Seniors will provide their own transportation to this activity.



### **Senior Dinner**

The Senior Dinner will tentatively be held at a location off school campus. The dinner is for all graduating seniors who have paid their dues. A speaker will deliver an uplifting oration and a slide show will play during the dinner that will include pictures from throughout the year. We would like to ask for seniors to submit pictures for the slide show which can include baby, childhood and high school years. The deadline for submission of pictures will be announced at a later date. All seniors are required to be in business dress attire; the girls are to wear a dress, (business) slacks and shirt, the boys will also wear dress (business) slacks and shirt. If a senior's attire is inappropriate, they will not be allowed to attend. Parents may purchase tickets to attend with their senior.

### **Senior Picnic**

The Senior Picnic will be held sometime before graduation and is an informal celebration of graduation where seniors will have a chance to say goodbye to each other in a relaxed setting. The senior picnic is a required activity for all seniors who have paid their dues in full. It will be held off-campus, and seniors will be required to ride the bus to and from the picnic location for security purposes. Seniors will wear their Spring Senior T-Shirt and must be in school dress-code attire. The only exception to this is that they are allowed to wear basketball shorts. If seniors are wearing inappropriate attire, they will not be allowed to attend. For this event, we ask that the seniors enjoy themselves at Senior Picnic without parents.

### **Mandatory Senior Parent Meeting**

The Muscogee County School Board requires each school to hold a meeting for the parents of all graduating seniors. These meetings will take place in March/April. The first one will be held at 6:00 p.m. on a week night and the other will be at 10:00 a.m. on a Saturday morning. Parents will sign in and will receive graduation information and protocols as required by the Muscogee County School District. At the end of the meeting parents **MUST** sign the graduation protocol, which will be kept on file until after graduation. A parent's failure to attend one of these meetings and sign the graduation protocol will result in the senior not participating in the graduation ceremony. Also, at this meeting, the Herff Jones Company representative will distribute caps and gowns if payments for all ordered items have been paid in full. Cap and gowns will only be distributed to parents who participated in the mandatory parent meeting. **Once the graduation protocols portion of the meeting has started, no one else will be admitted. Please be on time, and be prepared to stay for the duration of the meeting.**

### **Graduation**

There are two **mandatory** graduation practices during graduation week. The first will be held in the gym at Kendrick; the second is held at the Columbus Civic Center. School dress-code attire is required –cell phones, food or drink will not be allowed to distract students at practice. Tickets for graduation will be released **ONLY** to the seniors cleared for graduation through Mrs. Johnson-Fleming. Extra tickets will be made available only after all cleared seniors have received theirs. An announcement will be made with the date and time that parents can come to the school and pick up additional tickets, if they are

available. Tickets will be distributed on a first come, first serve basis. The number of tickets allotted to seniors will be determined in the spring and additional tickets are allowed to be distributed but are limited. Attire for Graduation is the same as for Baccalaureate, the girls will wear a white dress (shorter than the gown); black dress shoes (no toeless, tennis shoes, sandals or boots) and natural hose or no hose. Boys will wear black slacks, white dress shirt, black tie, black dress shoes, black socks and a black belt.

### **Senior Portraits**

Every senior who wishes to have his/her picture in the yearbook must schedule an appointment with Colson Photography Studios and have his/her picture made before the end of September. **Only pictures taken by Colson Photography Studios and by the deadline will be in the yearbook.**

### **Speakers at Graduation**

The policy in determining speakers at graduation will be as follows:

1. The valedictorian, salutatorian, and members of the senior council.
2. If there is a tie for valedictorian or salutatorian, then they will both speak.
3. In the event there are four (4) or more individuals tied for valedictorian and salutatorian, the principal and the senior counselor will meet with the involved individuals and determine the speakers.
4. Other students on the platform for the graduation ceremony are determined by the senior sponsor.

**Students who do not meet all the requirements for graduation will not participate in the graduation ceremony. All state mandated tests and required courses must be passed. Seniors must also fulfill the requirement for attendance in order to graduate. There are no refunds of senior dues if a student does not pass, or complete the attendance requirement necessary to graduate.**

### **Senior Class Officers**

See the Handbook Section titled "Student Government Association." While senior class officers work closely with the senior sponsor, they are also members of SGA.

Being a senior class officer has graduation responsibilities. Senior Class Officers are expected to speak at Graduation and/or Baccalaureate. Officers are expected to attend meetings and if a Class Officer is absent from more than 2 consecutive meetings, is suspended or in any other way does not conduct themselves in a manner befitting of being a Senior Class Officer, the Senior Sponsor and/or the administration reserves the right to remove that officer from their position.

## Seniors Need to Keep in Touch

As the senior year progresses from Fall to Spring, many things will be happening that directly affect the graduation process. The Senior Sponsor and administration will be in contact with parent and students frequently – BUT, it would be advisable for the senior and parents to use one of the following methods of contact:

FOLLOW THE DIRECTIONS BELOW



FOLLOW THESE DIRECTIONS listed below:

*Text @ktown2025 to the number 81010, it will ask you to “please let Mrs. Jones know who you are” respond back with your **FULL NAME** (no nicknames). It will then tell you that you are added to the class. We will send out periodic, short updates and reminders for senior business. Trust me, as we get closer to graduation – you’ll want this.*

FIND US ON THE WEB! → <http://sites.muscogee.k12.ga.us/kendrick/senior-class/>

Please make sure all information in infinite campus is updated to include address, email and telephone numbers. Correspondence will be sent using these items to communicate with the seniors during the school year.

## Important Dates for the Class of 2025!

### DATES FOR CAP/GOWN AND OTHER PRODUCTS SOLD BY HERFF JONES COMPANY:

Day	Date	Time	Where	What
Thursday	August 29 <sup>th</sup>	9:00 am 9: 45 am	Auditorium	Senior Cap & Gown Assembly/Ring Delivery Junior Class Ring Assembly
Wednesday	September 4 <sup>th</sup>	Lunches	Lobby	Senior Product Ordering Junior Class Ring Orders
Thursday	April 10 <sup>th</sup>	6:00 PM	Auditorium	Parent Meeting Cap & Gown / Senior Product Delivery
Saturday	April 12 <sup>th</sup>	10:00 AM	Auditorium	Final Parent Meeting; Cap & Gown Delivery #2

**These dates may change from time to time. The senior sponsor will give notification of any changes through remind, announcements to the students, and on the school website!**

### DATES FOR SENIOR CLASS DUES (SEPARATE EXPENSE FROM HERFF JONES)

SENIOR PACKAGE	AMOUNT	1 <sup>st</sup> Deposit of \$50.00	Dues DUE	LAST DATE FOR PAYMENT	Payments after April 28 <sup>th</sup>
Senior Dues	\$215	November 15 <sup>th</sup>	March 26 <sup>th</sup>	April 7 <sup>th</sup> – April 30 <sup>th</sup> (Add \$20 =235)	May 1 <sup>st</sup> until graduation (Add \$35 =\$250)

**All payments must be made through My Payments Plus**

# Senior/Junior/Sophomore Class Officers

Student Government Association Coordinators: Lisa Spivey & Angela Landon

Purpose: We, the dedicated leaders of tomorrow's today, challenge ourselves to always strive for excellence in order to form a more united student body by:

- Creating a safe, comfortable environment conducive to learning
- Fostering communication between the students, staff, and administration
- Acknowledging and promoting all levels of student involvement as equally important
- Building school spirit and pride in our community
- Celebrating the achievements of our illustrious student body

By accomplishing all of the above, we will enhance our success and establish a foundation of duty, honor, and respect at Kendrick High School.

Senior Sponsors: Carla Hamilton-Jones

## **Senior Class Officers for 2024-2025**

President

Vice President

Secretary

Treasurer

Historian

## **Junior Class Officers for 2024-2025**

President

Vice President

Secretary

Treasurer

Historian

## **Sophomore Class Officers for 2024-2025**

President

Vice President

Secretary

Treasurer

Historian

## **Freshman Class Officers for 2024-2025**

President

Vice President

Treasurer

Historian

# Kendrick High School's Compact for Student Achievement

2024-2025

## Our Goals for Student Achievement

### District Goals

By July 2025, all MCSD schools will implement a Core Four area of Personalized Learning with cohorts of teachers who participate in training and implement practices around the identified Core Four area with 85% fidelity as measured by status reports, walk-throughs and survey feedback.

### Kendrick's SMART Goals

- By May 2025, 100% of teachers will be trained on the core element Targeted Instruction of Personalized Learning, with 80% implementing strategies demonstrating the use of data to create student groups to deliver instruction for multiple purposes to meet student needs measured by individual student formative and summative assessment data.
- By May 2025, 100% of the staff will be trained with 80% effectively using established school-wide communication systems and PBIS classroom rules/routines to foster positive staff relationships, improve student attendance and increase student achievement as measured by community and school wide surveys.

### What is a School-Parent Compact?

A School-Compact for Achievement is an agreement that parents, students and teachers develop together. It explains how parents and teachers will work together to make sure all our students reach grade-level standards.

### Effective School-Parent Compacts:

- Link to goals of the School-wide Improvement Plan (SIP)
- Focus on student learning skills
- Describe how teachers will help students develop those skills using high-quality instruction
- Share strategies parents can use at home
- Explain how teachers and parents will communicate about student progress
- Describe opportunities for parents to volunteer and participate in the school

### How is the School-Parent Compact Developed?

The parents, students, and staff at Kendrick High School developed this School-Parent Compact for Achievement. Teachers suggested home learning strategies, parents added ideas to make them more specific, and students told us what would help them learn. Meetings are held at each year to review the Compact and make changes based on student needs.

### Our Students:

Students are encouraged to participate in the educational process. A successful student takes ownership of his/her learning and sets high educational goals.

- Set goals for myself to succeed in school and beyond post-secondary education
- Practice my math facts each night at home to improve my speed and accuracy
- Discuss my individual learning goals in reading and math with my peers
- Let my teacher, counselor, friend or family know if I need help with math and reading
- Read on my own to increase my Lexile scores
- Work on my math and reading skills at home, using the materials my teacher displays on Smart Board and suggested on website
- Check my grades and missing assignments on Infinite Campus and Canvas

### Our Parents:

Parents are expected to participate in the education of their children. Without the cooperation and partnership between parents and school staff, we cannot effectively help a student reach his or her full potential. The major role of parents is to continually show the child that they are interested and supportive of how their child is doing in school.

- Use materials the teacher posts on parent portal or Canvas each week to help my child
- Practice strategies the teacher posts on parent portal or Canvas to improve my child's math skills
- Help my child see how to use math and reading to pursue his/her interest and goals
- Communicate with my child's teacher regarding any questions or concerns about your child's individual goals for learning through parent-teacher conferences, telephone or email
- Attend family engagement activities with your child to practice new ways to support my child in reaching his/her educational goals

### Our Teachers:

Teachers are expected to work with students and their families to support students' success in reading and math. Some of our key connections with families will be:

- Create a partnership with every family in my classroom and provide opportunities for parents to volunteer and participate in school activities
- Coordinate activities for Math and Literacy Night and share strategies with families on how to help students at home
- Monitor student progress in all subjects and update parent portal weekly
- Make sure all students get help as soon as it's needed
- Establish positive lines of communication with parents concerning their child's school performance

### Overview of Building Partnerships:

Kendrick is committed to frequent two-way communication with families about children's learning. Some of the ways you can expect us to reach you are:

- Weekly telephone calls from the principal
- Weekly Cherokee bulletins by email
- Weekly communication by the teacher
- Updates on the school's website
- Current assignments, grades, attendance and behavior notification on the parent portal
- Parent-teacher conferences as needed
- Parents are invited to attend monthly parent informational series and family engagement activities sponsored at the school
- Parents are invited to volunteer, participate and observe at the school and in their child's classroom
- Parents are invited to visit the Family Resource Room to check-out materials to use with their child at home

If you would like to volunteer, please contact Ms. Maxine Gaddy, Family Liaison Coordinator at (706) 565-2960.

Comments are welcome at any time.

*"If you don't like something change it.  
If you can't change it,  
change your attitude. Don't complain"  
Maya Angelou*



## Georgia Department of Education School Level Parental Involvement Policy



***Schools, in consultation with parents, may use the sample template below as a framework for the information to be included in their parental involvement policy. Schools are not required to follow this sample template or framework, but if they establish the school's expectations for parental involvement and include all of the components listed, then they will have incorporated the information that section 1118(b)(1) of the Elementary and Secondary Education Act of 1965 (ESEA) requires for the school level parental involvement policy.***

*In support of strengthening student academic achievement, each school that receives Title I, Part A funds must develop jointly with, agree on with, and distribute to, parents of participating children a written parental involvement policy, agreed on by such parents, that contains information required by section 1118 (b)(1) of the Elementary and Secondary Education Act of 1965 (ESEA) (school parental involvement policy). The policy establishes the school's expectations for parental involvement and describes how the school will implement a number of specific parental involvement activities, and it is incorporated into the school's plan submitted to the local educational agency (LEA).*

***NOTE: Schools, in consultation with parents, are encouraged to include other relevant and agreed upon activities and actions, as well, that will support effective parental involvement and strengthen student academic achievement. If schools choose to use the following template, page 5 of this document provides additional space for schools to include these actions and additional activities in their school parental involvement policy. Additionally, schools are not required to use the parent comment form that is provided on page 5; however, this is provided as one method that schools can use to submit parent comments with the plan to the LEA as required by section 1118 (c)(5).***

### **School Information**

*Kendrick School Parental Involvement Policy  
2024-2025*

*Dr. Alonzo B. James*

*6015 Georgetown Dr.  
Columbus, GA 31907  
706.565.2960*

*School Website:*

*<https://sites.muscogee.k12.ga.us/kendrick/>*

### **What is Title I?**

**Kendrick High School is identified as a Title I school as part of the Elementary and Secondary Education act of 1965 (ESEA). Title I is a federal grant that was designed to ensure that all children receive a high quality education and reach grade level proficiency. Title I programs must be based on effective means of improving student achievement and include strategies to support parental involvement. All Title I schools must jointly develop with all parents a written Parental Involvement Policy.**

### **School Plan for Shared Student Achievement**

#### **What is it?**

The Parental Involvement Policy describes how Kendrick High School will provide opportunities to improve parent engagement to support student learning. At Kendrick High school, we value the contributions and involvement of parents in order to establish partnership for the common goal of improving student achievement. The Parental Involvement Policy describes the different ways the school will support parent engagement and how parents can be involved.

#### **How is it developed?**

Kendrick High School welcomes parent input and comments at any time regarding the Parental Involvement Policy. All parent feedback will be used to revise the plan for next year. The Parental Involvement Policy is available for parents to view and provide feedback throughout the year. Kendrick High School also distributes a Title I Annual Survey to ask parents for suggestions on the Parental Involvement Policy and the use of funds for parent involvement.

#### **Who is it for?**

All parents at Kendrick are encouraged and invited to fully participate in the opportunities described in the Parental Involvement Policy. Kendrick will provide full opportunities for the participation of parents with Limited English, parents with disabilities, and parents of migratory children.

#### **Where is it available?**

At the beginning of the year, the Parental Involvement Plan is included in the student handbook given out to all students. As a reminder, Kendrick will send another copy to parents prior to the Title I Annual Open House. Parents can also receive a copy of the Parental Involvement Policy in the Parent Resource Room/Area, the front office of the school and on the school's website.

### **What is Parental Involvement?**

Kendrick High School believes that parental Involvement means the participation of parents in regular two-way and meaningful communication involving student achievement.

:

- Parents play an integral role in assisting their child's learning
- Parents are encouraged to be actively involved in their child's education.
- Parents are full partners in their child's education and included in the decision-making of their child's education

### **Stakeholder's Policies Committee**

Kendrick High School invites all parents to join the Stakeholder's Policies Committee to share ideas and ways to involve other parents to build partnerships with the school, families, and community. The committee will meet two times (Fall/Spring) during the school year, but parents can share ideas and suggestions during all activities, workshops and events as well as through surveys.

If you would like to learn more about the Stakeholder's Policies Committee, please call Ms. Gaddy at 706.565.2960, email me at Gaddy.Maxine.R@muscogee.k12.ga.us.

### **Parental Involvement Standards**

Kendrick High School and our parents have adopted the National PTA Standards for Family-School Partnership as the school's model in engaging parents, students, and the community.

The National PTA Standards are:

1. Welcoming All Families
2. Communicating Effectively
3. Supporting Student Success
4. Speaking Up for Every Child
5. Sharing Power
6. Collaborating with Community

## **Parent Involvement Program and Activities at Kendrick High School**

### **Annual Title I Parent Night (August):**

Evening of learning and sharing about our Title I program including: Parental Involvement Policy, School Improvement Plan, Parent-School Compact, and the parents' requirements. Invitations will be sent home a variety of ways.

### **National Parent Involvement Day (November)**

Promote resources available in the community by agencies sharing information. Parents visit the classroom to engage in various learning strategies.

## **School Measures to Provide Required Assistance**

Kendrick will take the following measures to promote and support parents in the following ways:

- Ensure information related to school and parent programs, meetings, and activities are posted on the school's website, social media platforms, Connect-Ed, email or posted on school's marquee.



# Hallway Passport

**Required for leaving the classroom for any purpose (Student's Name MUST be printed in ink by the teacher)**

Name \_\_\_\_\_

Grade \_\_\_\_\_

Date	Time Out	Time In	Destination	Teacher's Signature

# Hallway Passport

*Required for leaving the classroom for any purpose (Student's Name **MUST** be printed in ink by the teacher)*

Name \_\_\_\_\_

Grade \_\_\_\_\_

Date	Time Out	Time In	Destination	Teacher's Signature





# PARENT-STUDENT-TEACHER HOME-SCHOOL COMPACT

School Name: *Kendrick High School*

School Mission: *The Muscogee County School District is committed to providing educational experiences that will enable each student to become a lifelong learner, enter the work force with necessary skills and achieve academic and personal potential.*

School Year: **2024-2025**

As a teacher, I, \_\_\_\_\_, will Dated: \_\_\_\_\_

- believe that each student can learn
- show respect for each child and his/her family
- come to class prepared to teach
- provide a conducive environment for learning
- help each child grow to his/her fullest potential
- provide meaningful and appropriate homework activities
- enforce school and classroom rules fairly and consistently
- maintain open lines of communication with students and their parents
- seek ways to involve parents in the school program
- demonstrate professional behavior and a positive attitude

As a student, I, \_\_\_\_\_, will Dated: \_\_\_\_\_

- always try to do my best in my work and in my behavior
- work cooperatively with my classmates
- show respect for myself, my school, and other people
- obey the school and the bus rules
- take pride in my school
- come to school prepared with my homework and my supplies
- believe that I can learn and will learn

As a parent, I, \_\_\_\_\_, will Dated: \_\_\_\_\_

- see that my child attends school regularly and on time
- provide a home environment that encourages my child to learn
- insist that all homework assignments are completed
- communicate regularly with my child's teacher(s)
- support the school in developing positive behavior
- talk with my child about his/her school activities every day
- encourage my child to read at home and to monitor his/her television viewing
- volunteer time at my child's school
- show respect and support for my child, the teacher, and the school

*Dr. Alonzo B. James 8/8/2025*  
\_\_\_\_\_  
Principal, Date

*Maxine Gaddy*  
\_\_\_\_\_  
Parent Contact, Date

**KENDRICK HIGH SCHOOL  
MUSCOGEE COUNTY SCHOOL DISTRICT**

**ANTI-BULLYING PLEDGE - STUDENTS**

We, the students of Kendrick High School, agree to join together to stamp out bullying at our school.

We believe that everybody should enjoy our school equally, feel safe, and should feel secure and accept all regardless of color, race, gender, popularity, athletic ability, intelligence, religion and nationality.

Bullying can be pushing, shoving, hitting, spitting, name calling, picking on, making fun of, laughing at, and excluding someone. Bullying causes pain and stress to victims and is never justified or excusable as “kids being kids,” “just teasing” or any other rationalization. The victim is never responsible for being a target of bullying.

By signing this pledge, we the students agree to:

1. Value student differences and treat others with respect.
2. Not become involved in bullying incidents or be a bully.
3. Be aware of the school’s policies and support system with regard to bullying.
4. Report honestly and immediately all incidents of bullying to a faculty member.
5. Be alert in places around the school where there is less adult supervision, such as bathrooms, corridors, and stairways.
6. Support students who have been or are subjected to bullying.
7. Talk to teachers and parents about concerns and issues regarding bullying.
8. Work with other students and faculty, to help the school deal with bullying effectively.
9. Encourage teachers to discuss bullying issues in the classroom.
10. Provide a good role model for younger students and support them if bullying occurs.
11. Participate fully and contribute to assemblies dealing with bullying.

I acknowledge that whether I am being a bully or see someone being bullied, if I don’t report or stop the bullying, I am just as guilty.

\_\_\_\_\_

Parent Signature

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Date

\_\_\_\_\_

Kendrick High School  
Title I Family Engagement Activities  
Parent Policies  
School Year 2024 - 2025

I have read, reviewed and received a copy of the School-Parent Compact and Parent Involvement Policies. Feedback is important.

School-Parent Compact  
Parent Comments

\_\_\_ The School-Parent Compact **does not** need to be changed.

\_\_\_ The School-Parent Compact **does** need to be changed.

Comments/Suggestions:

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Parent Involvement Policy  
Parent Comments

\_\_\_ The Parent Involvement Policy **does not** need to be changed.

\_\_\_ The Parent Involvement Policy **does** need to be changed.

Comments/Suggestions:

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Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Teacher Signature \_\_\_\_\_



“It’s Great To Be A Cherokee”

**STUDENT NAME:** \_\_\_\_\_

**GRADE:** \_\_\_\_\_ **HOMEROOM TEACHER:** \_\_\_\_\_

**KENDRICK HIGH SCHOOL  
STUDENT/PARENT HANDBOOK  
2024 – 2025**

*Your future is created by what you do today - Not tomorrow.*

*The Muscogee County Board of Education does not discriminate on the basis of age, race, sex, religion, national origin, or disability in the educational and employment policies under which it operates and will honor all appropriate laws relating to discrimination. The Assistant Superintendent for Student Services has been designated the employee responsible for coordinating the Board’s effort to implement this nondiscriminatory policy*