

# **KHS Student Handbook**



**2020-2021**

## Signature Page

1. I have read and understood the complete contents of the KHS handbook, and I understand and agree with KHS's mission and vision statements.

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Student Signature

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Parent Signature

2. I certify that I am the parent/guardian of \_\_\_\_\_ and **DO** or **DO NOT** (circle one) give permission for photo release and consent to use the name of my student as read on page 3 of the handbook.

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Student Signature

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Parent Signature

3. I acknowledge that I understand and agree to the terms of the policies regarding truancy set forth by the Allen Parish District Attorney's Office and the Allen Parish School Board as stated on pages 4-6 of the handbook.

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Student Signature

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Parent Signature

4. I have read and understood the acceptable use policy of Kinder High School and Allen Parish School Board as stated on pages 26-28 of the handbook.

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Student Signature

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Parent Signature

## Photo Release

I hereby grant Kinder High School permission to publish my name and use my likeness in a photograph, video, or other digital reproduction in any and all of its publications, including website entries, without payment or any other consideration for the following event(s): I understand and agree that these materials will become the property of Kinder High School. I hereby irrevocably authorize Kinder High School to edit, alter, copy, exhibit, publish or distribute my likeness for purposes of publicizing the programs or for any other lawful purpose. In addition, I waive the right to



inspect or approve the finished product, including written or electronic copy, wherein my likeness appears. I hereby hold harmless and release and forever discharge Kinder High School from all claims, demands, and causes of action which I, my heirs, representatives, executors, administrators, or any other persons acting on my behalf or on behalf of my estate have or may have by reason of this authorization. I also understand that I can revoke future permission by submitting a "Revocation of Photo Release Form" to the School Administrator. I have read this release before signing below and I fully understand the contents, meaning, and impact of this release.

# OFFICE OF THE DISTRICT ATTORNEY

H. TODD NESOM

PO Box 839

THIRTY-THIRD JUDICIAL DISTRICT

OBERLIN, LOUISIANA 70655

STATE OF LOUISIANA

da@da33jdc.com

TO PARENT(S) OR GUARDIAN(S):

This letter is to inform you of the school policies with regards to truancy. The following will be followed by each school in Allen Parish as well as the Allen Parish District Attorney's Office:

- **Keep an updated current physical/mailing address with the school.**
- **Keep an updated current working contact phone number with the school.**
- **15 minutes after bell rings in the morning is considered an absence for 1<sup>st</sup> period & will be marked as an unexcused absence.**
- At 5 unexcused absences, the school will send a warning letter to the parent(s)/guardian(s).
- At 8 unexcused absences, the school will send a referral to the Allen Parish District's Attorney's Office; and upon receipt of the referral, the District Attorney will send a warning letter to the parent(s)/guardian(s).
- At 10 unexcused absences, the District Attorney will set the parent(s)/guardian(s) for court as well as the student
- At more than 12 unexcused absences, the student will fail for that school year.
- Parents/guardian(s) that are charged with Improper Supervision of a minor for truancy will be subject to the following:
  - 30 days in the parish jail, suspended
  - The parent(s)/guardian(s) will be placed on supervised probation for 1 year
  - Perform 40 hours of community service
  - The parent(s)/guardian(s) will have to complete a parenting class that is found on the Allen Parish District Attorney's website
  - \$100 fine plus court costs
  - The student is not to have any more unexcused absences

- At the age of 10, a student can be prosecuted for truancy and they would be subject to the following:
  - Sentenced to Office of Juvenile Justice time to be served or suspended
  - Be placed on supervised probation through Office of Juvenile Justice; and if the student is charged in the latter part of the school year, the probation will be extended to mid-term of the following school year
  - Perform a certain amount of days of community service
  - Student is not to have any more unexcused absences
  - Student must attend the allotted seat time days that will be set up through their respective school (pertains only to high school students)

The following will explain the policy with regards to exempt and non-exempt absences:

- Per school year, all schools in Allen Parish will accept a parent note for 5 absences and will excuse the child as an exempt absence. The parent note must be turned in within 5 school days, no exceptions.
- Per school year, all schools in Allen Parish will accept Doctor excuses as an exempt absence. The doctor excuse must be turned in within 5 school days, no exceptions.

This letter is to serve as a general warning concerning the truancy program and must be signed and returned to school.

Yours truly,

**H. Todd Nesom**

Allen Parish District Attorney

**KINDER HIGH SCHOOL**  
**145 Highway 383**  
**Kinder, LA 70648**  
**Telephone: (337) 738-2886**  
**Fax Number: (337) 738-5665**  
**Kent Reed, Superintendent**  
**Melody LaFleur, Principal**  
**Keith Morgan, Assistant Principal**  
**Bret Fuselier, Disciplinarian**

### **MESSAGE FROM THE PRINCIPAL**

Welcome to Kinder High School where the pencils are rolling, the pages are flipping, technology is surfing, and education is strengthening. Your being here at KHS is the driving force behind our pursuit of providing you a quality education. Your future can and will be a brighter one as a result of you becoming informed of the necessary steps towards graduation provided in this handbook.

KHS is a comprehensive high school where a variety of courses and activities are provided. We challenge you to take the toughest courses that your mind and schedule can handle. No matter where your interests and talents lie, we have classes and activities to meet your needs. We believe, and want you to believe, that academics are *very* important. You are in charge of your future. The official transcript will become a permanent “track record” of the classes you take and the grades you have while at KHS.

We are here to help you, motivate you, support you, and inform you which is the basis of and purpose of this student handbook. This handbook shows our commitment to provide a safe and stable climate for learning. Fair, consistent, and equitable rules and regulations can be the norm in every classroom, and opportunities for the teacher to teach and the student to learn can thereby be achieved.

In this handbook, you will find helpful information designed to set you up for success. You will learn the rules and regulations that will encourage you to model the good behavior expected by your parents and our staff as well as information regarding graduation requirements. Through joint cooperation of parents, students, and staff, a quality education can be provided to every student at Kinder High School. Most questions that you will encounter can be answered by reading the student handbook; therefore, we encourage you to take the time to read the handbook to become well informed in Kinder High School. Upon completion of reading your child’s handbook, please sign the 1<sup>st</sup> page in the appropriate places and return to the school.

KHS is a learning place. We believe that you can have positive and productive experiences as you learn to be the very best that you can be.

Sincerely,  
*Melody LaFleur, Principal*

## Our KHS Office Staff

Principal- Melody LaFleur  
[Melody.Lafleur@allen.k12.la.us](mailto:Melody.Lafleur@allen.k12.la.us)

Assistant Principal- Keith Morgan  
[Keith.Morgan@allen.k12.la.us](mailto:Keith.Morgan@allen.k12.la.us)

Disciplinarian- Bret Fuselier  
[Bret.Fuselier@allen.k12.la.us](mailto:Bret.Fuselier@allen.k12.la.us)

Counselor- Cheryl LeBlanc  
[Cheryl.LeBlanc@allen.k12.la.us](mailto:Cheryl.LeBlanc@allen.k12.la.us)

Bookkeeper- Pat Odom  
[Pat.Odom@allen.k12.la.us](mailto:Pat.Odom@allen.k12.la.us)

Receptionist- Julie Buller  
[Julie.Buller@allen.k12.la.us](mailto:Julie.Buller@allen.k12.la.us)



## Our KHS Faculty and Support Staff

English Department		Math Department		Science Department		Social Studies Department	
English I	Lanie Deshotel	Algebra I/ Algebra III/ College Math	Lacey Williams	Physical Science/ PE	Zach Montou	Civics/ PE	Tyler Strother
English II/ English Elective	Hayley Smith	Geometry/ Math Essentials	Valerie Unkel	Biology/ PE	Haley Landry	US History	Christian Bel
English III/ Technical Writing	Brandi Earl	Algebra II/ Algebra III	Rachal Savant	Chemistry/ Biology II	Corrie Roberts	World History/ World Geography	Kyle Huval
English IV/ Business English	Kristi Reed						
Gifted English	Elaine Mayes						
Business Department		Agriculture	Family & Consumer Science	SPED	Band	Homebound	
IBCA/BCA Yearbook	Aimee LeDoux	Sullivan Fontenot	Jenny Fawcett		Justin Reed	Brandon LaFleur	Mike Trahan
IBCA/Quest	Grechen LaCour				Brandi Welch		
Cafeteria		Custodians		PE	Library		
Manager	Kathy Reeves	Cookie May			Natosha Dowies	Mary Fontenot	
	Charlene Savant	Jean Miller			Willory Lemonier		
	Louella Lavan	Nola Buller					
		Kenneth Courville					

## **Allen Parish District Contact Personnel**

This notice is to inform the public of who to contact for information concerning special programs in Allen Parish. Listed below are names of who to contact:

- Title I, REAP, Homeless Liaison – Jennifer Manuel 337-639-4620ext.31201
- Title II, IV- Lori Lemons 337-639-4311ext.20258
- Title III (LEP), Parental Involvement Coordinator- Clarice Papillion 337-639-4311ext.20254
- Title IX– Lori Lemons, Jennifer Manuel 337-639-4311ext.20228
- 504 Coordinator Special Education – Scott Lejeune 337-639-4311ext. 20263
- Child Welfare & Attendance – Kenney Courville 337-639-4311ext.20240

**Mailing Address:  
Allen Parish School Board  
P.O. Drawer C  
Oberlin, LA 70655**

## **KHS MISSION STATEMENT**

Kinder High School, including all students, parents, faculty, administrators, and community, are committed to a continual implementation of strategy to raise student achievement.

## **KHS VISION**

Kinder High School will provide a school system that allows every student to graduate and continue into his or her chosen field of study.

## **KHS OBJECTIVES**

Being guided by the mission stated previously, we submit the following objectives of Kinder High School:

- To provide training in the fundamental skills of self-expression and problem solving.
- To provide citizenship training.
- To provide leadership training.
- To encourage better family relationships.
- To develop an appreciation of the cultural phases of life.
- To develop the ability to think and to think independently.
- To teach the proper handling of public monies.
- To teach the use of inductive and deductive reasoning.
- To stress proper moral standards.
- To promote recognition of proper economic values.
- To teach application of the sciences to everyday life.
- To emphasize vocational aspects of education.
- To teach proper health standards.
- To promote physical improvement.
- To encourage cooperative participation in group activities.



## TITLE 1 PROGRAM DESCRIPTION

Title 1, Part A- Improving Basic Programs Operated by Local Education Agencies (LEA) is a nondiscriminatory, federally funded program that provides supplemental funding to state and LEAs for quality education that will enable all children to meet the state's student performance standards. This program provides services for millions of our nation's children. Title 1, Part A supports schools in effective methods and instructional strategies that are grounded in scientifically based research. More recent changes in the law request added parent participation in the planning and the evaluation of Title 1, as well as the development of the District plans.

### FAMILY INVOLVEMENT POLICY FOR THE DISTRICT



Every district that receives Title I funds must have a Title I Plan (Section 1112) including a parent involvement policy (Section 1118). Schools implementing Title I school-wide programs (Section 1114) must develop or amend their comprehensive plan for reforming the total instructional program in the school. School implementing targeted assistance programs must develop plans to address the academic achievement needs to identified students (Section 1115).

Each local education agency plan shall be developed in consultation with teachers, principals, and administrators (including administrators of programs described in other parts of Title I), other appropriate school personnel, and with parents of children in schools served under this part. Each LEA shall develop jointly with, agree on with, and distribute to, parents of participating children a written parent involvement policy that is incorporated in the LEA's plan. As a component of the school level parental involvement policy, each Title I school shall jointly develop with parents for all children served under this part a school parent compact that outlines how parents, the entire school staff and students will share the responsibility for improved student achievement and the means by which the school and parents will build and develop a partnership to help children achieve.

The Title I Director maintains a copy of this plan at the Title I office and keeps it on hand for monitoring purposes. The District Family Advisory Committee reviewed and revised the current plan on October 20, 2010. The new plan was issued to each school to disseminate to parents after that date.

### Family Involvement Policy for Each School

Although Kinder High School is not a Title 1 school and therefore do not receive Title 1 funding, there are 6 types of Family Involvement/ Parenting Activities at Kinder High School with respect to Title 1 Plan (section 1118). These are communicating, parenting, learning at home, volunteering, and collaborating with the community and decision making, i.e. Senior Project, Culture Fair, Teacher Assistance, St. Vincent's Closet, Extra Curricula Assistance, Open House and Academic Awards.

## TITLE IX COMPLIANCE

The Allen Parish School Board, along with all other school systems, will not exclude any students from any phase of the educational program or activity, including any class or extracurricular activity, on the basis of a student's sex, to include pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of the above, unless the student voluntarily requests participation in a separate portion of the program or activity.



## Vocational Education Compliance

Allen Parish School Board adheres to the equal opportunity provisions of federal civil rights laws and regulations that are applicable to this agency. Therefore, no one will be discriminated against on the basis of race, color, national origin (Title VI of Civil Rights Act of 1964), sex (Title IX of the Educational Amendments of 1972), disability (Section 504 of the Rehabilitation Act of 1973), or age (Age of Discrimination Act of 1975) in attaining educational goals and objectives and in administration of personnel policies and procedures.

### LEP- PARENT NOTIFICATION [Section 1112 (G)]

Upon registering in the Allen Parish Public School System, all students whose parents have indicated on the Home Language Survey that a language other than English is spoken in the home will be assessed using the Language Assessment Scale.

Based on assessment results, parents will be informed in a manner in which they can understand of their child's eligibility in a language instructional education program. The methods of informing parents may include a written letter in the parent's native language, a phone conversation through an interpreter, or a home visit. This information will include:

- Student's assessment information;
- Status of academic achievement;
- Methods of instruction to be used in the program;
- How the program will help the child learn English;
- How the program will meet academic achievement;
- **Student achievement level:** state assessment scores for individual students will be forwarded to parents or guardians either via student or mail once results are received from the Louisiana State Department of Education

### PARENT RIGHT TO KNOW [Section 1111(h), (2), (E), (6)]

Allen Parish School board will provide parents with the following:

- **Teacher/Para Qualifications:** Parents will be notified at the beginning of each school year that they have the right to request information regarding their child's teachers/para's qualification and certifications. The principal will notify parents or guardians of their child's teacher's/para's qualifications and certifications upon receipt of a written request by the parent or guardian.
- **Non-Certified Teachers:** Parents of students who are being taught by a non-certified teacher for a period of four consecutive weeks will be notified of that fact in writing through a letter sent by the school principal about conferring with the Supervisor of Personnel.
- **Student Achievement Level:** State assessment score for individual students will be forwarded to parents or guardians either via student or mail once results are received from the Louisiana State Department of Education.

### What Are My Parents' Responsibilities When It Comes To My Education?

Besides ensuring that you attend school regularly, parents have other responsibilities. They can be criminally liable for your conduct in school. Parents should monitor and supervise your schoolwork and

any educational activities in which you are involved. Parents are responsible for your immunizations as required by the state health officer.

Generally, the responsibilities of teachers and administrators are determined by your school's board of education. Teachers and administrators have the responsibilities to:

- Enforce the course of study

#### **What Are The Responsibilities Of Teachers And Administrators?**

- Enforce the use of certain text books
- Support and enforce the rules and regulations required by the law
- Holds students responsible for their conduct going to and from school and at any school activity

Corporal punishment such as paddling may be used by the school personnel to maintain order and discipline in the school. Students can be temporarily or permanently removed from school for commission of serious violations of school policy and/or a Louisiana statute. The school system has a rulebook that outlines both required and prohibited behavior while on school property, school transportation, and during school-sponsored activities.

## **FERPA**

Kinder High School complies with the Family Education Rights and Primary Act in that student records (academic and personal) are inspected only by parents, school officials, and students.

Parents and students currently in attendance have the following rights under FERPA:

1. To inspect and review the student's educational records,
2. To seek amendment of the student's educational records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights,
3. To consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the act and Section 99.31 authorize disclosure without consent, and
4. To file with the department a complaint under Sections 99.63 and 99.64 concerning alleged failures by the educational agency or institution to comply with the requirements of the act and this part.

### ***Procedures for Review of Records:***

1. The educational agency will comply with the verbal or written request by the parent or student to have access to records within a reasonable period of time, but no more than 45 days after receipt of request.
2. If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the student's education records, the educational agency will provide the parent or student with a copy of the records requested or make other arrangements for the parent or student to inspect or review the records.
3. No education records shall be destroyed if there is an outstanding request to inspect and review the records.

### ***Procedures for Requesting Amendment of Records***

1. The parent or eligible student may request the educational agency to amend the records if they believe the records contain information to be misleading, or in violation of the student's rights of privacy.
2. The educational agency shall decide whether to amend the record as requested within reasonable time after receiving the request.
3. If the educational agency decides not to amend the record as requested, it shall inform the parent or eligible student of its decision and of his or her right to a hearing under Section 99.21. The educational agency will comply with the disclosing of educational records according to Section 99.31 as outlined in the Allen Parish School Board Policy Manual.

## SEXUAL HARASSMENT POLICY

The Allen Parish School Board recognizes that harassment on the basis of sex is a violation of state and federal law. The board, therefore, will not tolerate any sexual harassment on the part of any employee towards another employee or a student within the workplace. Conduct in violation of this prohibition shall result in disciplinary measure, up to and including dismissal.

Harassment on the basis of sex is defined as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly as a term or condition of any individual's employment/education.
2. Submission to or rejection of such conduct by an individual if used as a basis for employment/education decisions affecting the individual
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work/educational environment.

Incidents of sexual harassment may include verbal harassment such as derogatory comments, jokes, or slurs; or remarks or questions of a sexual nature; physical harassment such as unnecessary or offensive touching; and visual harassment such as derogatory or offensive posters, cards, cartoons, graffiti, drawings, looks, or gestures. Harassment does not only depend upon the perpetrator's intention, but also upon how the person who is the target **perceives** the behavior or is **affected** by it. Individuals who experience sexual harassment from co-workers or others should make it clear that such behavior is offensive to them.

It is recognized that instances occur within the school system involving individuals and personalities and these matters are best handled informally. In the event that an individual should have a problem, first discuss the issue with the individual's PRINCIPAL or IMMEDIATE SUPERVISOR. Should no resolution occur to the satisfaction of the individual after five (5) days, a formal complaint may be filed.

## GUIDANCE SERVICES



There is a guidance counselor at Kinder High School. The counselor will see any student upon request and will interview all students in the high school at least once during the school year. The counselor is in charge of all standardized testing.

Our guidance program is a service to students and teacher. Students are helped in reaching decisions and formulating plans concerning their educational and vocational future. An opportunity is available to students to identify a problem and arrive at a possible solution. Information about professional skills such as required training, wages, and future outlook is available in scholarships, entrance tests, and loans. A file is kept on local after-school and summer vacation jobs and students interested should contact the counselor.

Through this program, students are given standardized tests to check their educational development level, mental maturity range, and major fields of interest. Counseling sessions are held with students during the year to assess their guidance services information on the individual abilities and limitations of their students.

Parents, as well as teachers, are welcome to use these services in helping our students develop to their fullest potential as citizens of today and leaders of tomorrow. A parent command center PIN is available through the counselor's office.

## SAFE & DRUG-FREE SCHOOLS and COMMUNITIES

The Allen Parish School Board is dedicated to providing a drug-free learning environment for the students attending schools in the district. Each student shall be specifically prohibited from being under the influence of, bringing on, consuming, or having his/her possession on a school bus, on school premises, or at a school function away from the school, any alcoholic beverages, intoxicating liquors, narcotic drugs, prescription medications, marijuana, nitrate based inhalants, imitation or counterfeit controlled substances, or other controlled substances as defined by state statutes, unless dispensed by a licensed physician as allowed by law. Any student found in violation of the above shall be suspended and/or recommended for expulsion by the principal.



Any violations of criminal laws, state or federal, committed on school property shall be prosecuted as provided by law. Any student who distributes, sells, or dispenses in any manner or form whatsoever a controlled dangerous substance as defined by state law to another student or anyone else while on the school premises shall be expelled pursuant to the provisions and guidelines as set forth in state law and Allen Parish School Board Policy.

The Allen Parish School Board has designated an area within 1,000 feet of any property used for school purposes by any school or on a school bus as DRUG-FREE and FIREARM-FREE ZONES. It is unlawful for anyone to use, distribute, be under the influence of, manufacture or possess any controlled substances or possess a firearm as defined by statute within these zones.

### Bullying/Cyberbullying

Training for School Personnel. Each LEA shall create a program to provide a minimum of four hours of training each year for all school employees, including bus drivers, with respect to bullying. The training shall specifically include the following:

- How to recognize the behaviors defined as bullying;
- how to identify students at each grade level who are most likely to become victims of bullying, while not excluding any student from protection from bullying;
- How to use appropriate intervention and remediation techniques and procedures;
- The procedures by which incidents of bullying are to be reported to school officials; and
- Information on suicide prevention, including the relationship between suicide risk factors and bullying.

Definition of Bullying:

- *Bullying* is defined as a pattern of one or more of the following behaviors:
  - \*gestures, including but not limited to obscene gestures and making faces;
  - \*written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors;
  - \*physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property; and
  - \*repeatedly and purposefully shunning or excluding from activities.

## MORNING LATE ARRIVALS

Each first hour teacher will check attendance. The names of absent students will be placed on the form provided by the office and returned to the office at the beginning of the first hour or coded on the JPAMS class roster as absent. A list of all absentees will be sent, via email, to each teacher by the end of first hour. Parents shall be notified by phone through school messenger communication system. Teachers are to keep accurate attendance records for each class on the computer.

Students will be considered a LATE ARRIVAL (LA) when arriving between 8:25 am and 8:40 am. Students who are LA will report to the cafeteria for an admit slip and the removal of their names from the absentee report. A student who arrives after 8:40 a.m. will be counted absent and must report to the office for an admit. The discipline policies for LATE ARRIVAL will start over at the beginning of each 9 weeks; however, absent issues do not.

The following procedure is in place for late arrivals:

1<sup>st</sup> LA= recorded on student card

2<sup>nd</sup> LA= warning and student signature

3<sup>rd</sup> LA= lunch detention and parent call

4<sup>th</sup> LA= 2 lunch detentions and parent call

5<sup>th</sup> LA= after school detention (1 hour) and parent call

6<sup>th</sup> LA= 2 after school detentions (1 hour each) and parent call

7<sup>th</sup> LA= 2 ISS and parent call

8<sup>th</sup> LA= 1 OSS and parent call

*Lunch detention involves trash detail at a specified location. You will eat at the beginning of the line and you must serve the last 25 minutes of your lunch shift.*

## MAKE UP WORK

All students will be able to make up a test/s and/or to complete missed work or assignments/s using their Chromebooks from home. Should a student need to make up a test in the presence of their teacher, they are expected to do so immediately upon returning to school. In the event of a prolonged illness, the student may be given consideration. In the event of an OSS, which is considered an Unexcused Absence, any work missed due to OSS must be completed at home on their provided device while the student is suspended for 50% credit. Work submitted after the student returns to school will result in a 0.

There is no official skip day at Kinder High School. Parent permission to take part in skip day does not give the student the right to make up work in this situation. This absence will be considered unexcused and zeros assigned for all work missed.

A student who is absent during a regular school day will not be allowed to participate in any after school extracurricular/intra-curricular activity without an approved excused absence.

A student who is failing a class will not be allowed to miss the failing class to attend a school sponsored trip unless given permission by KHS administration.

## RTI

All students will be given the opportunity for RTI. This will be offered daily from 7:30-8:15 am. Students must make arrangements with the teacher prior to arriving for intervention.

## PUPIL ATTENDANCE

If your child misses...	That Equals....	Which Is.....	And over 13 years of schooling that's...
1 Day every 2 weeks	20 days per year	4 weeks per year	Nearly 1 ½ years
1 Day per week	40 days per year	8 weeks per year	Over 2 ½ years of school
2 days per week	80 days per year	16 weeks per year	Over 5 years
3 days per week	120 days per year	24 weeks per year	Nearly 8 years

**How about 10 minutes late a day? Surely that won't affect my child?**

My child is only missing just...	That equals...	Which is...	And over 13 years of schooling that's...
10 minutes per day	50 minutes per week	Nearly 1 ½ weeks per year	Nearly ½ year
20 minutes per day	1 hr 40 minutes per week	Over 2 ½ weeks per year	Nearly 1 year
30 minutes per day	Half day per week	4 weeks per year	Nearly 1 ½ years
1 hour per day	1 day per week	8 weeks per year	Over 2 ½ Years

### Every Day Counts

**If you want your child to be successful then, YES attendance does matter!!!!**



## FEES AND GENERAL POLICIES

### Student Fees

All students will be assessed a fee of \$35.00 per student. Vocational classes may charge additional fees to offset expenses for supplies during the course of the class. Seniors must pay outstanding charges in order to participate in the graduation ceremony. Any student who has not paid his/her fees or dues by the end of the 1<sup>st</sup> 9 weeks may not be allowed to participate in any extracurricular activity until the fees have been paid.

### Textbooks and Library Books

Damaged state-owned textbooks must be paid for according to parish guidelines. Textbook life expectancy is seven years, and any damage/loss incurred to the textbook must be prorated on that basis.

The fine is to be paid within ten days from the date loss is discovered. Non-payment of text or library book fees will result in midterm or final tests being postponed to a later date.

### Student Vehicles/Insurance/Parking

All students who drive a vehicle to school must possess a valid driver's license, have proof of insurance, and purchase a parking permit in the front office. The cost of the permit will be \$3.00 and must be visible in all student vehicles parked in the student parking lot. The students must do this within the 1<sup>st</sup> 9 weeks of school or their driving privileges could be suspended until proper paperwork is completed. Driving your vehicle to school is a privilege. Any student abusing the privilege of driving his/her car to school will be denied all driving privileges for a length of time to be determined by the principal or assistant principal. When students arrive on the school grounds, they are to leave their cars and go directly to the building and not remain in the car. They will not go to the parking lot during the school day without permission from the office.

### Bus Policy

The school bus is considered an extension of the classroom and will be respected as such. Discipline will be handled by the bus driver and signed behavior contracts will be kept on the bus. Noncompliance to the bus riding policy will be handled by the school administration. Due to the multiple routes and circumstances with COVID 19, no one may change buses at any time unless approved by the Allen Parish School Board office. Rules, regulations and procedures are found in the back, pages 32-34, of this student handbook.

### Visitors

The school maintains a closed campus policy. Parents or legal guardians are always welcome, but are required to make appointments for conferences with teachers, the counselor, or the principal. Due to COVID-19 regulations, no visitor is allowed inside the building at any time. If you need to check out your student, please call the office and we will have your student meet you out front.

Because KHS is a closed campus, no food is to be brought into school unless accompanied by dietician's orders.

## **Cell phones**

KHS will continue to use the Bring Your Own Device Cell Phone Policy. Cell phones must always remain on silent and only to be used for educational purposes while inside of the classrooms. Students may use their cell phones during lunch and in between classes; however, the use of cell phones in the restroom is prohibited! Each teacher has the right to allow/not allow use of cell phones in his/her classrooms. Should a student violate a teacher's rule, consequences will apply. Please note that the use of cell phones does not require students to have one nor is KHS responsible for any device. Students are also responsible for data usage as APSB/KHS does not have WIFI capabilities. Pictures/videos of staff are never allowed and consequences for violating those rules will be applied as needed. Any device, including watches, laptops, etc., are NEVER allowed during any state testing.

## **Telephones**

The office telephone is a business phone and will not be used by students unless the principal or assistant principal gives permission. Parents should not call for a student unless there is an emergency. Only messages deemed to be an emergency by the administration will be given to students.

## **Lockers**

All lockers at KHS are of joint ownership between Kinder High School and the students. State laws mandate that if the school has combinations and pass keys, joint ownership occurs, and lockers can be searched. Please note that lockers will not be able to be used until we move into another phase of COVID.

## **Medicine for Students**

No school-related person is allowed to administer medicine of any kind to any student without the proper forms being completed. Students are not allowed to have medication (including over-the-counter) at school.

## **Punctuality**

All students are to be at school and in class on time. Students are not to be on campus or in any part of the building of KHS prior to 7:30 a.m. and should safely depart from campus immediately after the dismissal bell. Expectations are made for after-school activities.

## **Banned Items**

Students are not allowed to have the following items at school: E-Cigs, matches, lighters, knives, and/or objects that can be used as a weapon. Radios, cameras, beepers, baseball hats, tape recorders, and/or electronic devices of any kind are allowed only upon approval of faculty and/or administration.

# **GOLD K**

Please notice the revised rubric for the Gold K award. This award is presented each year to students who represent Kinder High School as model students, demonstrating outstanding character, leadership, and academics. All sophomores, juniors, and seniors will be eligible to receive this award at our end-of-year academic awards ceremony by meeting or exceeding the requirements of the revised rubric. The faculty and staff of Kinder High School strongly encourage each of our students to strive for this award and become an exemplary student.

Sincerely,  
KHS Gold K Committee  
Melody LaFleur  
Brandi Earl  
Tyler Strother  
Kristi Reed  
Kyle Huval

## **Gold K Rubric**

GPA must be at minimum 3.50

**No Major Referrals**

At least 3 areas of involvement:

- Extra-curricular
- Intra-curricular
- Community involvement

Seniors, juniors and sophomores only

Attendance must be in accordance with district policy

## **SENIOR JACKETS**

Students eligible for jackets must be a member of cheer, dance, band, or athletics for a minimum of two complete years.

## KHS Dress Code

Students attending Kinder High School shall be required to wear official school uniforms. Clothing, jewelry, and general appearance are not to be of the type that would cause a disturbance or distract or interfere with the instructional programs. The school reserves that right to establish more definite regulations as the need arises

1. Uniform shirts will be **gray long or short sleeve KHS style T-shirts** with the KHS designed logo and symbol. These must be ordered online through [southerncustomprints.com](http://southerncustomprints.com).
2. Black turtlenecks, T-shirts or long sleeve shirts with no emblem, logo, decoration, or decorative trim may be worn under the regular uniform shirt.
3. Any pre-approved KHS spirit shirt may be worn on Fridays.
4. Club shirts may be worn on the day of a scheduled club meeting.
5. Khaki pants, skirts, shorts, or jumpers must be traditional uniform- style and color. **LOW PANTS NO CHANCE**; therefore, an ISS will result until low pants are secured at the waist.
6. **Girls' shorts must be knee length.**
7. No spandex leggings will be worn.
8. Appropriate shoes must be worn and not include thongs, flip-flops, slippers, crocs or sandals. Toes must be protected with covering and must have a back strap; however, may be worn without socks.
9. Heavy coats, jackets and sweatshirts worn to and from school and/or outdoors are acceptable; however, they must unzip if they are not Kinder High affiliated. (Ex. A pink hoodie is not acceptable because it doesn't unzip). Also, the hoodie with the Kinder High representation must be professionally done (Monogrammed or press on). The only permissible writing on hoodies must be in regards to Kinder
10. Please note that the new uniform policy includes that no other High Schools shall be represented at Kinder High School. Ex. (You may not wear an Oberlin High T-Shirt, Jacket, Letterman Jacket, Pullover, or any other item). This includes free dress days and homecoming week.
11. No headwear shall be worn inside the building, which includes baseball caps, wave caps, doo rags, bandanas, or hair rollers.
12. There are to be no extremes in hair styles or hair colors, i.e. visible spectrum colors, lines, letters, numbers, or designs shaved in the head.
13. Sunglasses, visible body piercings including male earrings, jewelry attached to the nose, eyebrows, or lips, excessive or inappropriate jewelry, make-up, and painted faces.
14. Hair is to be kept neat, clean, and combed. Boys' hair is to be styled or cut so that it is kept out of the eyes and behind the ears. Boys are not allowed to pull their up in a bun on the top of their head. Hair styles should not be a distraction to any students at any time. An afro cut is allowed as long as it is kept and neat and is not a distraction for students. Hairstyles based on culture/ethnicity and or religion may be worn if approved through Allen Parish School Board.
15. Facial hair is allowed at KHS as long as it is kept neat and groomed. The facial hair should not be a distraction to the student or any other students. Mohawk haircuts or styles for boys or girls are prohibited.
16. P.E uniforms and workout clothes are to be worn in the gym, field house or weight room. Students will not wear these to the classroom, hallways, or other areas at any time.
17. Only the principal may declare dress-up/down days. Dress down is defined as a nice shirt with sleeves and blue jean pants without holes or shredded areas, and shoes must be regulation with no other deviation from the regular dress code #7. Questions about uniforms should be referred to the administration for Parish Policy regulations.

## Physical Education Classes

1. Supplies to be furnished by students:
  - a. Socks
  - b. Tennis shoes
  - c. Notebook
  - d. Deodorant and powder
  - e. P.E. shirt
2. Rules:
  - a. Students must be in the gym by the time the tardy bell rings.
  - b. Students must dress out and report to area assigned by the instructor approximately ten minutes after tardy bell rings.
  - c. At the end of the class, students will dress in, leave dressing room, and remain in the gym until class is dismissed.
  - d. Students must report loss of personal belongings immediately to their instructor. If a student finds something of value in the dressing room, he/she must report to the instructor with the lost article so the owner may be located.
  - e. When a student has extended illness, the students should present a doctor's excuse to the instructor. Students on doctor's excuse will be given written work.
  - f. Students not dressing out will write a two-page essay on a sport that the teacher selects or walk around the gym for the entire block. (Instructor will select option.)
  - g. Students who are ill on a daily basis that cannot participate in the physical activities will remain with the PE class under the instructor's supervision
  - h. Students must inform their instructors at the beginning of the year of any disability, as documented by medical records, that they have that may affect their performance in physical education.
  - i. Students may wear solid black warm ups or solid black wind suit pants during cold weather.

## **PBIS Expectations for Student Behavior**

### **Restroom Expectations:**

- Consider other people's space (keep your hands, feet, and other objects to yourself)
- Clean up after yourself
- Respect the privacy of others (leave other's possessions alone)
- Be courteous (no foul language)

### **Parking/Bus/Pick-up Area Expectations:**

- Be courteous to bus drivers, teachers and students (no foul language)
- Stay in assigned area
- Drive your vehicle safely
- Walk directly to assigned bus area
- Follow exit protocol
- Follow the rules of bus riding

### **Hallway Expectations:**

- Keep voices at a conversational level
- Be courteous (no foul language)
- Have a hall pass (must be issued by the teacher)
- Move quickly from one location to the next (leave other's possessions alone)
- Walk on the right side of the hall
- Respect other people's space (keep your hands, feet, and other objects to yourself)
- Respect KHS (do not vandalize desks, doors, or walls)

### **Cafeteria Expectations:**

- Be courteous to all, especially cafeteria workers (no foul language)
- Keep your area clean
- Keep voices at a conversational level
- Consider other people's space (keep hands, feet, and objects to yourself)

### **Commons Area Expectations:**

- Be courteous to others (no foul language)
- Keep the area clean (leave other's possessions alone)
- Respect other people's space (keep hands, feet, and other objects to yourself)

### **Classroom Expectations:**

- Persevere
- Be on time as defined by the teacher and dismiss with the bell
- Be prepared (students do not return to locker during class)
- Respect other people's space (keep hands, feet, and other objects to yourself)
- Respect the classroom (do not bring food, drinks, or gum into the classroom)
- Respect the classroom equipment (do not write on desks, books, etc.)
- Return any borrowed equipment, supplies, etc.

STUDENT NAME \_\_\_\_\_

GRADE \_\_\_\_\_

# KHS MINOR INFRACTION TRACKING FORM

## 1<sup>st</sup> Nine Weeks

1	2	3	Parent Contact	4	5	ISI	6	7	2 ISIs
8	9	After School Detention	10	11	(PC) Principal's Discretion	12	13	(PC) Principal's Discretion	

## 2<sup>nd</sup> Nine Weeks

1	2	3	Parent Contact	4	5	ISI	6	7	2 ISIs
8	9	After School Detention	10	11	(PC) Principal's Discretion	12	13	(PC) Principal's Discretion	

## 3<sup>rd</sup> Nine Weeks

1	2	3	Parent Contact	4	5	ISI	6	7	2 ISIs
8	9	After School Detention	10	11	(PC) Principal's Discretion	12	13	(PC) Principal's Discretion	

## 4<sup>th</sup> Nine Weeks

1	2	3	Parent Contact	4	5	ISI	6	7	2 ISIs
8	9	After School Detention	10	11	(PC) Principal's Discretion	12	13	(PC) Principal's Discretion	

PC – Parent Contact

ISS – In-School Suspension

ASD – After School Detention

OSS – Out of School Suspension

ALT – Alternative School

## Criteria for Mentorship Referral

- Any student may be referred for tier 2 PBIS Mentorship at any time by any staff member or by the student's parent or guardian. This can be done by filling out a request for assistance PBIS form.
- Students should be identified as having a deficiency in at least one of the following areas: Academics, Social, and Behavior.
- After a student has been recommended, they will be contacted and provided the expectations for the mentorship program. We will work with the student to find the best possible mentor for the situation; this may include another student or a faculty member that the student has a comfortable relationship with.
- Any student who enters into Disciplinary probation due to receiving 8 minor infractions will automatically be enrolled in the mentor program and will meet with Mr. Morgan weekly to monitor behavior.
- The time frame for the mentorship can be adjusted depending upon the needs of the student based upon a meeting of the mentor, student, and PBIS leader.

**Once a student has reached 8 Minor Infractions, regardless of the time frame taken to reach those Infractions, he/she will be placed on Disciplinary Probation for the remainder of the school year. Upon reaching the 10th Minor Infraction, a Mandatory parent and student meeting will be held to discuss further consequences.**

## SWPBIS

### (School Wide Positive Behavior Intervention Support)

Kinder high school will facilitate positive behavior with respect to our students and our staff. Our motto at KHS is:

**K** = Keep a Positive Attitude

**H** = Handle Your Responsibilities

**S** = Show Respect

Students are rewarded 'Kinder Kash' for good behavior and have the privilege to make purchases at school for particular things, i.e. free dress down days, bathroom passes, tally buy back, etc. Students' discipline tally for inappropriate behavior will be computerized and available to parents on the **Parent Command Center**, per 9 weeks, followed by consequences and parental calls after the 5th, 7th, 9<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> infraction. Major infractions are still referred to the office through computerized notation or by direct communication.

Students' rewards per 9 weeks include the Big 3, no LA (late arrivals), no tally/office referrals, and exemplary attendance. **PBIS begins new every 9 weeks.** \* The tardy to class referral will be a part of our PBIS system.

**PBIS Dress Down Code** includes all of the dress code stipulations except the PBIS reward of wearing jeans and an acceptable shirt on designated days. KHS dress **code # 9** stipulates the shoes acceptable for Kinder High School.

KHS PBIS committee will meet each month to analyze PBIS data.

PBIS boosters will be conducted after holidays and will be included in teacher lesson plans.



# KINDER HIGH SCHOOL

## Disciplinary Infractions & Possible Dispositions 2020-2021

*A uniform discipline code has been established for all students enrolled in Kinder High School.*

*Mitigating circumstances shall be considered prior to disciplinary action except for Group IV, and V. Mitigating circumstances include:*

- Age, maturity, and placement of student
- Prior conduct
- Attitude of student
- Cooperation of parents
- Willingness to make restitution
- Seriousness of offense

*Possible disciplinary actions include:*

- Conference (Teacher-Student-Parent-Administrator) & probation
- Detention (after school 1 hour)
- In School Isolation (ISI)
- Out of School Suspension (OSS)
- Saturday School (SS) 4 hours of campus work 8am-12pm on the first Saturday of each month
- Police Notification
- Expulsion

### Group 1

*These acts of misconduct include inappropriate student behaviors in the classroom or on the school grounds. The extent of the infraction will determine the disposition.*

#### Infraction

#### Disposition

Internet Misuse

Detention, ISI, or OSS

Throwing food

Detention, ISI or OSS &  
clean up

Dishonest/Cheating/lying

Detention, ISI, or OSS

Public display of affection

Detention, ISI or OSS

Not reporting to office

Detention, ISI or OSS

Excessive noise

Detention, ISI or OSS

Not reporting to office

Detention, ISI or OSS

Loitering

Detention, ISI or OSS

Being in unauthorized area	Detention, ISI or OSS
Antagonistic attitude	Detention, ISI or OSS
Reckless Driving/loud radio	Detention, ISI or OSS 2 or more referrals=loss of driving privilege at school for up to 2 weeks
Illegal parking	Detention, ISI or OSS
Possession of electronic device	Detention, ISI or OSS and lock up for parent pick up
Violation of Dress Code	Detention, ISI or OSS PBIS policy or ISI until corrections have been made
Cutting class/leaving campus w/o permission	Detention, ISI or OSS 2 <sup>nd</sup> incident= OSS
Hooky/skipping/leaving campus w/o permission	1 <sup>st</sup> incident=OSS 2 <sup>nd</sup> incident=2 OSS
Leaving field trip w/o permission	ISI or OSS 2 <sup>nd</sup> OSS and no more field trips for the year
Missing assigned consequence	Double the time of consequence

Late arrivals are noted in the regular student handbook section.

## GROUP II

*These acts of misconduct include those student behaviors that disrupt the orderly educational process in the school or on the school grounds.*

<b>Infraction</b>	<b>Disposition</b>
Classroom/ campus disturbance	Detention, ISI or OSS 2 or more referrals= 2 ISI or 1 OSS
Bus disturbance	Suspension from bus for indefinite time
<b>Possession</b> of tobacco/lighter including <b>E cigs or Vapes</b>	1 OSS/APSB Policy 2 or more referrals= 3 OSS
<b>Use</b> of tobacco/dipping/smoking	2 OSS/APSB Policy 2 or more referrals=3 OSS

<b>Minor-</b> profane/obscene Language/note/gesture/drawing	1 hr. LD, ISI, or OSS 2 or more referrals= 2 ISI or 1 OSS
<b>Major-</b> profane/obscene Language/note/gesture/drawing	1 OSS 2 or more referrals= 2 OSS
<b>Use of “F” word in any context</b>	1 or more OSS(non-negotiable)
Possession of Pornography	2 OSS 2 or more referrals= 3 OSS
Cell phone	1 <sup>st</sup> - 1 ISI and \$5.00 infraction fine 2 <sup>nd</sup> -\$5 infraction fine and SS 3 <sup>rd</sup> --\$5 infraction fine and OSS which is non-negotiable.

### GROUP III

*These acts of misconduct include those student behaviors that seriously disrupt the orderly educational process in the classroom, in the school or on the school grounds and result in the student being sent to or escorted to the office. These acts may also include police notification.*

<b>Infraction</b>	<b>Disposition</b>
Trespassing	ISI, OSS, or Notification of Police
Hazing/harassing/bullying/Cyberbullying	1 OSS 2 or more referrals= 2 day OSS
Pushing/shoving student	2 ISI or 1 OSS
Gambling	2 ISI or 1 OSS
Stealing/possession of stolen property	Restitution and 2 OSS 2 or more referrals= 3 OSS
Disrespect for authority	1 ISI 2 or more referrals= 1 or 2 OSS
Willful Disobedience	1 ISI 2 or more referrals= 1 or 2 OSS

## GROUP IV

*These acts of misconduct include those students' behaviors that very seriously disrupt the orderly educational process in the classroom, in the school, or on the school grounds.*

*\*In most cases, these behaviors are also illegal and therefore mitigating circumstances do not apply and **may** result in police notification and incarceration.*

Infraction	Disposition
Voyeurism	3 OSS and possible <b>recommendation</b> of expulsion
Molesting students/ indecent behavior	3 OSS and possible <b>recommendation</b> of expulsion
Threatening students	3 OSS and possible <b>recommendation</b> of expulsion
Threatening school faculty/employee	3 OSS and <b>recommendation</b> of expulsion
Vandalism	Restitution and possible <b>recommendation</b> of expulsion
Fighting (Zero tolerance) minor or major	Allen Parish policy: 2-5 days OSS
Bodily injury to student	3 OSS and possible <b>recommendation</b> of expulsion
False activation of fire alarm	3 OSS and possible <b>recommendation</b> of expulsion
Extortion	Restitution, possible OSS, and <b>recommendation</b> of expulsion

## GROUP V

*These acts of misconduct include those illegal student behaviors that very seriously disrupt the orderly educational process in the classroom, in the school, or on the school grounds.*

*\*In most cases, these behaviors are also illegal and therefore mitigating circumstances do not apply and may result in police notification and incarceration.*

Sexual misconduct	5 OSS and recommendation of expulsion
<b>Drugs</b> – under the influence	5 OSS and recommendation of expulsion
<b>Drugs</b> – possession	5 OSS and recommendation of expulsion
	and police notification
<b>Alcohol</b> – under the influence	3-5 OSS and recommendation of expulsion
<b>Alcohol</b> – possession	3-5 OSS and recommendation of expulsion
Criminal damage of school property	5 OSS and recommendation of expulsion and police notification
Malicious threats to faculty/employee	5 OSS and recommendation of expulsion and police notification/escort off property
Inappropriate Use/Misuse of Technology	3-5 OSS and possible recommendation of expulsion.
Bodily injury to faculty	5 OSS and recommendation of expulsion and police notification/escort off property
Possession/discharging fireworks	5 OSS and recommendation of expulsion and police notification
Incipient unrest	5 OSS and recommendation of expulsion and police notification
Assault	5 OSS and recommendation of expulsion and police notification/escort off property
Bomb threat/arson	5 OSS and recommendation of expulsion and police notification/escort off property
Robbery/burglary	5 OSS and recommendation of expulsion and police notification/escort off property
Possession of look-alike firearm	5 OSS and recommendation of expulsion and police notification/escort off property
Possession of a weapon	5 OSS and recommendation of expulsion and police notification/escort off property

**Federal Law prohibits the following possessions at school:**

Frame/receiver of any weapon	Poisonous gas
Firearm muffler/silencer	Weapon Kit
Explosive	Firearm
Incendiary	Knife

## ALLEN PARISH ACCEPTABLE POLICY



The Internet and the Allen Parish Network are a vast source of information for teachers and students. Some of the information on the Internet may not be of educational value and may be considered controversial. Some of the material may contain items that are illegal, defamatory, inaccurate, or potentially offensive. Allen Parish will take precautions to restrict access to those materials but because of the nature of the Internet, cannot control all access to them. However, we believe the tremendous educational potential for our students and teacher far exceeds the disadvantages.

It shall be the policy of the Allen Parish School Board that any use of the Internet that adversely affects its operation in pursuit of teaching and learning or jeopardizes its use of performance for other community members is prohibited and may result in loss of Internet privileges, suspension of the students, or other appropriate disciplinary action. The school board does not condone the use of Internet for illegal or inappropriate activities and shall not be responsible for any such use by staff or students. Parents shall be made aware that Internet usage is only partially controllable by supervision. Students may sue the Internet only if under that direct supervision of teacher or other professional designated by the teacher.

### Use of Internet Regulations:

The school board provides access to the Internet to students, teachers, staff, and administrators. The Internet is a very exciting educational tool that can greatly benefit school. Research, collaborative learning, and exchange of educational ideas and information are regularly pursued on the Internet. The board believes that there are appropriate regulations to maximize effective educational use of the Internet and minimize abuse of the opportunity being provided to our schools. All login/password information is issued by the APSB.

Ethical, efficient and legal use of any network is the key to a successful linkage with the Internet. Accordingly, regulations for participation by anyone on the Internet shall include- but not be limited to the following:

1. Users must be honest, and show integrity, and respect for others at all time. Appropriate manners and language shall be required.
2. No individual student shall be permitted to use an e-mail account. Only teachers and classes as a whole may be permitted to use e-mail. E-mail is not guaranteed to be private on the internet. Therefore only appropriate teacher or class messages shall be allowed.
3. No photos, personal addresses, personal phone numbers, or last names will be permitted in student use of the internet. Furthermore, students may not agree to meet with anyone they have met on the Internet.
4. Illegal activities, including copyrighting or contract violations, shall not be permitted. Resources information taken from electronics sources must be cited as a reference. Parish equipment is not to be used to make illegal copies of software.
5. The Internet may not be used for financial or commercial gain.
6. Threatening, profane, or abusive messages shall be forbidden.



7. No activities shall be allowed that may damage or interrupt equipment or any networking system.
8. Any attempt to alter, harm, or destroy the data of another user of the Internet, or any network on the Internet, shall be forbidden.
9. No user is permitted to upload, download, or create a computer virus on the Internet or any networking system.
10. Resources offered through the Internet for by the APSB may not be willfully wasted.
11. A user shall not attempt to access any internet resources or entities not previously authorized by the teacher.
12. Invading the privacy of another user, or using their account, shall be forbidden.
13. Posting personal messages without the authors consent shall be forbidden.
14. Sending or posting anonymous messages shall be forbidden.
15. Accessing information on manufacturing bombs, illegal drugs, or other illegal devices or substances shall be forbidden.
16. Product advertising, political lobbying, or sending messages involving such activities shall not be permitted. Violation shall be reported to the teachers when evidence of such is encountered on the Internet.
17. When a security problem is detected, it shall be reported immediately to the teacher. The problem shall not be demonstrated to other users.
18. Appropriate discipline shall automatically result for a user who accesses, sends, receives, or configures electronically any profane or obscene language or pictures.
19. Users are not permitted to visit chat rooms or any similar sites.
20. Searching of porn, obscene, indecent behavior sights.
21. All students must sign an Acceptable Use Policy form before using any computer at any time at KHS. Copies will be held in the Library, Office and Business rooms.

Access to the Internet and the Allen Parish Network is not right, but a privilege. The Allen Parish Network is privilege for students and teachers to conduct research and communicate with others. Independent access to network services is provided to those who agree to act in a considerate and responsible manner. Students are responsible for good behavior on school computer network just as they are a classroom or school hallway. Students' are responsible for maintaining the privacy of APSB assigned login/password. Any user violating the rules stated the internet and Network Agreement or any applicable state or federal law is subject to a loss of network privileges and any other Allen Parish disciplinary options. School and parish administrators will make the final determination as to what constitutes unacceptable use and their decision will be final.

## HONOR GRADUATE REQUIREMENTS

1. Summa Cum Laude – GPA of 3.95 and Above
2. Magna Cum Laude – GPA of 3.85 to 3.94
3. Cum Laude – GPA of 3.50 to 3.94
4. Earn a minimum of 25 Carnegie units.
5. Successful completion of Tuition Opportunity Program for Students (TOPS) curriculum.
6. Please note the GPA does NOT round up

## ACADEMIC AWARDS

Academic awards will take place the Tuesday before graduation; seniors who are receiving one-time cash awards will be recognized at this time. Only college scholarships will be called out at graduation.

### Allen Parish Grading Policies: 9 – 12

The Standard Grading System used by all public schools in Grades 9-12 for evaluation and reporting purposes shall be in accordance with the scale below. Additionally, all grades used for averaging will have been scored by teachers only.

Grading Scale for Regular Courses		
Grade	Percentage	QualityPoints
A	100-93	3.5 - 4.0
B	92-85	2.5 - 3.4
C	84-75	1.5 -2.4
D	74-67	1.0 - 1.4
F	66-0	Below 1.0

**\*Per state requirements some dual enrollment/gifted courses will be calculated using a 5 point scale, thus enabling students to achieve higher than a 4.0.**

In addition to the above grading policy, Kinder High School has implemented and follows a bonus point policy in each class at the end of each 9 weeks. Every student begins each 9 weeks with 10 bonus points. Each time he/she must leave the classroom, a 5 point deduction will be applied. Should the student need to leave the classroom and has used the points available, he/she will be disciplined accordingly. At the beginning of each 9 weeks, the point system will start over.

Banner Roll- Earning all As in all classes for a 9 week grading period

Honor Roll- Earning only As and Bs in all classes for a 9 week grading period

Semester grades will be reported on report cards and cumulative cards. Averaging the two semester grades will derive the final grade.

***Students who are enrolled in Dual Credit courses WILL NOT be allowed to drop the high school class associated with college classes in the dual credit curriculum.***

## MINIMUM REQUIREMENTS PER GRADE

- Grade 9** Students should have a minimum of five Carnegie units.  
**Grade 10** Students should have a minimum of ten Carnegie units.  
**Grade 11** Students should have a minimum of sixteen Carnegie units



## School Calendar 2020-2021

August 11-19, 2020	State PDD
August 20, 2020	Students Report
September 7, 2020	Labor Day
October 8-9, 2020	Fall Break
October 22, 2020	End of First Quarter
November 3, 2020	Election Day
November 20, 2020	Fair Day
November 23-27, 2020	Thanksgiving Holidays
December 21-January 1, 2021	Christmas Holidays
January 14, 2021	End of Second Quarter
January 18, 2021	Martin Luther King Day
February 15-16, 2021	American Heritage and Mardi
Gras	
March 19, 2021	End of 3rd Quarter
April 2-9, 2021	Spring Break
May 20, 2021	Earliest Date for Graduation
May 28, 2021	End of 4th Quarter



## Anticipated Bell Schedule 2020-2021

### KHS Bell Schedule



Time	Class
7:50 – 8:15	Intervention
8:20 – 9:10	1 <sup>st</sup> Period
9:15 – 10:05	2 <sup>nd</sup> Period
10:10 – 11:00	3 <sup>rd</sup> Period
11:00 – 11:30	FIRST LUNCH
11:35 – 12:25	4 <sup>th</sup> Period (1 <sup>st</sup> Lunch Classes)
11:05 – 11:55	4 <sup>th</sup> Period (2 <sup>nd</sup> Lunch Classes)
11:55 – 12:25	SECOND LUNCH
12:30 – 1:20	5 <sup>th</sup> Period
1:25 – 2:15	6 <sup>th</sup> Period
2:20 – 3:10	7 <sup>th</sup> Period

# Kinder High School

## Crisis Management Plan

**\*\*\*We will NOT release students if we deem an eminent threat arising from dangerous situations\*\*\***

Medical	<ol style="list-style-type: none"><li>1. Contact main office immediately</li><li>2. Administer CPR if needed</li><li>3. Do not move victim unless they are in danger</li><li>4. Remain with the person at all times</li><li>5. Get names of witnesses and file an accident report</li></ol>
Stop and Stay Put	<ol style="list-style-type: none"><li>1. Clear students from hall and move to classrooms</li><li>2. Lock classroom door. Turn off lights. Close blinds</li><li>3. Place students out of the line of sight from windows/doors</li><li>4. Attempt to have your classroom occupied</li><li>5. Assist any injured and maintain silence/stillness</li><li>6. Check roll and make a list of any absent student</li><li>7. Remain with your class until the "all clear" is given</li></ol>
Building Evacuation	<ol style="list-style-type: none"><li>1. Keep your roll book with you at all times</li><li>2. Move students quietly and orderly to designated areas</li><li>3. If no specific instructions are given, use regular fire alarm route</li><li>4. Report any missing students to administrator</li></ol>
Shelter in Place	<ol style="list-style-type: none"><li>1. Go inside building and close doors and windows</li><li>2. Turn off ventilation systems</li><li>3. Seal cracks on all outside doors with duct tape or wet paper</li><li>4. Maintain order and listen for instructions from intercom</li><li>5. Be prepared for total evacuation</li></ol>
Severe Weather	<ol style="list-style-type: none"><li>1. Turn off and unplug computer</li><li>2. Keep students indoors, away from windows</li><li>3. Keep roll book at all times</li><li>4. In the event of a tornado, move to the hallway away from windows</li><li>5. Evacuate the gym</li></ol>



**MONTHLY MEAL PAYMENT PLAN  
2020-2021**



<b>BREAKFAST CHART</b>			
<b>Month</b>	<b>Number of School Days</b>	<b>FULL PRICE: \$1.25/meal</b>	<b>REDUCED PRICE: \$0.30/meal</b>
August	16 Days	\$20.00	\$4.80
September	19 Days	\$23.75	\$5.70
October	22 Days	\$27.50	\$6.60
November	16 Days	\$20.00	\$4.80
December	15 Days	\$18.75	\$4.50
January	19 Days	\$23.75	\$5.70
February	17 Days	\$21.25	\$5.10
March	22 Days	\$27.50	\$6.60
April	16 Days	\$20.00	\$4.80
May	16 Days	\$20.00	\$4.80
<b>Over All</b>	<b>178 DAYS</b>	<b>\$222.50</b>	<b>\$53.40</b>

<b>LUNCH CHART</b>			
<b>Month</b>	<b>Number of School Days</b>	<b>FULL PRICE: \$1.75/meal</b>	<b>REDUCED PRICE: \$.40/meal</b>
August	16 Days	\$28.00	\$6.40
September	19 Days	\$33.25	\$7.60
October	22 Days	\$38.50	\$8.80
November	16 Days	\$28.00	\$6.40
December	15 Days	\$26.25	\$6.00
January	19 Days	\$33.25	\$7.60
February	17 Days	\$29.75	\$6.80
March	22 Days	\$38.50	\$8.80
April	16 Days	\$28.00	\$6.40
May	16 Days	\$28.00	\$6.40
<b>Over All</b>	<b>178 Days</b>	<b>\$311.50</b>	<b>\$71.20</b>

# Athletics

**Baseball**

**Basketball**

**Football**

**Track and Field**

**Softball**

## CLUBS

**FBLA**

Advisor: **Grechen Lacour**. Requirements: Student must take a business class while in high school.

**FCCLA**

Advisor: **Jenny Fawcett**. Requirements: Has to be enrolled in a family and consumer science class.

**FFA**

Advisor: **Sullivan Fontenot**. Requirements: Student must be taking an agriculture class.

**4-H**

Advisor: **Rachel Savant**.

**Yearbook**

Advisor: **Aimee Ledoux**. Requirements: Taken a year of a computer class and teacher recommendations.

**Interact**

Advisor: **Kyle Huval**. Requirements: Willing to be involved in helping others in your community.

**Teens for Christ**

Advisor: **Kristi Reed**. Requirements: Christ-like and have to work well with others in a good manner. No use of foul language.

**Spanish Club**

Advisor: **Veronica Karam**. Requirements: you have to be enrolled in a Spanish class.

## CHANGE IN PHONE NUMBER OR ADDRESS POLICY

If for any reason your phone number and/or address change during the school year from what the school has on file, you are required to notify the school staff responsible for student files. Also, give your new information to the staff so they have accurate files on hand in case of school functions, parent notices, emergencies, etc. Please call the school at (337)-738-2886 or fax this information to: (337) 738-5665.

### Withdrawal or Transfer from School

You must attend the public school in your district unless you receive permission to transfer or attend a magnet school. If you move, your parents must enroll you in school in the new district. At age 17, you may withdraw from school, but your parents must be notified. If you receive full-time instruction at a private school or through an approved home-school program, you do not have to attend public school.

If you are going to another school or your student will no longer be attending KHS, the parent or legal guardian of the student is to contact **Mrs. Cheryl LeBlanc** in the Counselor's Office immediately.

We cannot **withdraw or transfer** any student until all outstanding bills are paid in full.

*Please note that your student will not actually be withdrawn from our system until we receive a request for records from another school/institution.*



### **RULES THAT APPLY TO RIDING A SCHOOL BUS:**

Buses are considered to be a moveable classroom. The same rules of behavior that are applicable at school are also applicable to the school bus.

**STUDENTS MISBEHAVING:** On a school bus endangering the lives of others may result in the student being suspended from riding the bus.

Student must be prompt (**be on time the bus will not wait**) in reporting to their designated pick-up points.

*No students will be allowed to ride a different bus, be dropped off at a different stop or be taken off the bus without: a written/signed note from a parent/guardian and signed by Principal or proper school authority. (Refer to Rule #23/23a)*

These bus changes are highly discouraged due to overcrowding on some of buses on in emergency situations will such changes be allowed. Changes for social reasons are not permitted. Any change of bus notice must be signed by Principal or proper authority. Variation in daily bus transportation must be approved through the office. Remain quiet so that the driver is not distracted. Used inside voices only:

## NO YELLING OR SCREAMING

1. Do not talk to the bus driver while the bus is in motion, unless it is absolutely necessary. Do not talk while bus is being loaded or unloaded. Students must wait until it is safe to talk
2. Student can talk to only the student in seat with them. They will not be allowed to talk to anyone else on the bus. No Exceptions!
3. Show due consideration for the bus driver and his/her problems.
4. Students must remain seated at all times while bus is in motion and until bus comes to a complete stop at drop off point or at school.
5. Do not damage the bus in anyway. If damage is done, you will be responsible for repair cost.
6. Be orderly in the bus at all times.
7. Keep your feet off the seats.
8. No sharp objects allowed on the bus.
9. Do not extend arms or other parts of your body out through windows.
10. Do not extend any objects through windows.
11. Leave windows alone unless instructed otherwise by the bus driver.
12. Do not throw objects while on the bus, nor out the windows.
13. The aisle entrance and exit must be clear at all times. No feet, legs, or any other objects out in the aisle at all times. The driver must be able to see out of the bottom back glass of the emergency door.
14. Do not eat, drink, and chew gum, use tobacco (in any form), use alcohol, or other drugs.
15. Do not use profanity.
16. Respect pedestrians and other motorists at all times.
17. Report to the bus driver as you leave anything that is unsafe, harmful, obscene, offensive, or in need of repair.
18. **Do not talk at all** when the bus is near or crossing railroad crossing.
19. Be courteous, polite, and considerate of other people at all times.
20. Avoid touching any mechanical controls, including entrance and emergency doors, except in cases of emergency, and the only in accordance with emergency procedures as explained by the driver.
21. Act on the school bus as you would in the classroom.
22. **Do not ask the driver to permit you to get off the bus at any place other than your designated stop unless properly authorized to do so.**
23. Once a student is on the bus, the student cannot ask to be allowed to get off the bus with anyone, not even a parent. Unless they have a note written and signed by a parent and signed by a school official, they are not allowed to be taken off the bus by anyone and must be dropped off at designated school or designated stop (home or where they are picked up in the mornings).
24. Students are not allowed to bring class containers, whiteout, or balloons of any kind on the bus.
25. All pencils, pens, staples, glue, colors, and markers should be kept in their backpack.
26. **No eating or drinking allowed on bus.** (Bus Drivers are not allowed to give students anything to eat or drink)

27. No use of cell phones or other electronic devices is allowed on the bus.
28. Books and book bags must be kept in lap. Pens, pencils, markers, and any other objects must be kept in book bags.
29. **Students must** set in assigned seat. The bus driver can only change seating assignments.
30. **No talking when the school bus at high way intersections or railroad crossings.**
31. No use of CD players, MP3 players, or Radios is allowed on the bus.
32. Students must keep their hands and feet to themselves.

***“STUDENTS—YOUR LIFE AND THE REST OF THE STUDENTS ON THE BUS LIVES  
DEPEND ON YOUR BEHAVIOR ON THE BUS.”***

The bus driver must pay attention to his/ her driving and the road conditions in order to get you to and from school **safely**.

Any student **not in compliance of these rules** will be removed from the bus.  
Remember it is a privilege to ride the bus to and from school.

*\*\*\*See the bus rules acknowledgment at the end of the student handbook\*\*\**

## TEACHER BILL OF RIGHTS

(LSA—R.S. 17:416.18)

Respecting the authority of teachers is essential to creating an environment conducive to learning, effective instruction in the classroom, and proper administration of city, parish and other local public schools.

1. A teacher has the right to teach free from fear of frivolous lawsuits, including the right to qualifies immunity and to a legal defense, and to indemnification by the employing school board, pursuant to R.S. 17:416.1(C), 416.4, 416.5 and 416.11, for actions taken in the performance of duties of the teacher's employment.
2. A teacher has the right to appropriately discipline students in accordance with R.S. 17:223 and through 416.6 and any city, parish, or other local public school board regulation.
3. A teacher has the right to remove any persistently disruptive student from his/her classroom when the student's behavior prevents the orderly instruction of other students or when the student displays impudent or defiant behavior and to place the student in the custody of the principal or his designee pursuant to R.S. 17:416(A)(1)(c).
4. A teacher has the right to have his or her professional judgment and discretion respected by school and district administrators in any disciplinary action taken by the teacher in accordance with school and district policy and with R.S. 17:416(A)(1)(c).
5. A teacher has the right to teach in a safe, secure, and orderly environment that is conducive to learning and free from recognized danger or hazards that are causing or likely to cause serious injury in accordance with R.S. 17:416.9 and 416.6.
6. A teacher has the right to be treated with civility and respect as provided in R.S. 17:416.12.
7. A teacher has the right to communicate with and to request the participation of parents in appropriate student disciplinary decisions pursuant to R.S. 17:235.1 and 416(A).
8. A teacher has the right to be free from excessively burdensome disciplinary paperwork.
9. A beginning teacher has the right to receive leadership and support in accordance with R.S. 17:3881, including the assignment of a qualified, experienced mentor who commits to helping him become a competent, confident professional in the classroom and offers support and assistance as needed to meet performance standards and professional expectations.
10. A teacher has the right to be afforded time during the school day or week to collaborate with other teachers.

No city, parish or other local public school board shall establish policies that prevent teachers from exercising the rights provided herein. The provisions of the Teacher Bill of Rights shall not be construed to supersede any other state law, BESE Policy, or city, parish or other local public school board policy enacted or adopted relative to the discipline of students.



## **Informative Points For School Crisis**

- Be mindful of the words that are used. “I was just joking” will not get you out of trouble. Please choose your words carefully.
- At Kinder High School we will address all reports of possible threats and assess each report individually as to the level of each threat. All student concerns will be given full attention.
- Anyone found to make false threats or accusations will be treated as actually making threats and disturbing the school environment.
- Please be careful with social media. Statements made on social media are being monitored by authorities and could be met with legal consequences.
- Please be aware that there will be an increased police presence at all schools.
- To ensure the safety of our students classroom doors are to be locked at all times.
- In the event of a lockdown situation, any students who are in the hallways at the time of the lockdown need to take shelter in the nearest open room. Do not try to return to your class. Stay in place and hidden until the lockdown is lifted.