

Kirby High School

Parent & Student Handbook

2023-2024



“Dedicated to Excellence”

General Information

Kirby High School

4080 Kirby Pkwy.
Memphis, TN 38115
(P) 901-416- 1960
(F) 901-416-1968

School Start Time: 7:15 AM ----- School End Time: 2:15 PM

Principal – Dr. Steevon Hunter
Assistant Principal (Grade 9) – Ryan Damek
Assistant Principal (Grade 10)- Tara Grace-Wilson
Assistant Principal (Grade 11)- Mannie Lowery
Assistant Principal (Grade 12)- Jerrica Morrow





Mission

To prepare all students for success in learning, leadership, and life by providing a safe and nurturing environment that provides meaningful, engaging, relevant, and purposeful experiences inside and outside of the classroom each day.

Vision

Kirby High School will be among the top schools in the district attracting a diverse student population and effective teachers, leaders, and staff all committed to excellence in providing meaningful, engaging, relevant, and purposeful experiences inside and outside of the classroom each day.

If you are asking about:	Call to speak with:
General Information	Main Office Secretaries Ms. Cherim Williams & Ms. Kevinetta Patterson (901) 416-1960
School Financial Business	Financial Secretary Ms. Camitra Thomas
Grades, Averages, Scheduling, Conferences, 504, College Information and Placement	Guidance Counselors/ Graduation Coach Ms. Evelyn Holloway (Lead Counselor/ 9 th Grade) Ms. Kimberley Mills (10 th Grade) Ms. Kendria Walker (11 th Grade) Ms. Mary Hall (12 th Grade) Ms. Retha Bell (Graduation Coach)
Registration, and Dismissal from school	Attendance Office – (901) 416-9858
Records and Transcript Information	Records Secretary Ms. Crystal Boyce (901) 416-9877
Senior Activities	Senior Sponsor/ 12 th Grade Assistant Principal Ms. Jerrica Morrow
Afterschool & Enrichment Programs/ Project Graduation	Assistant Principals Ryan Damek Tara Grace-Wilson
Family Engagement/ Social Services	Dr. Tenita Freeman (Family Engagement Specialist) Danielle Taylor-Peoples (School Social Worker) Shaquanda Owens (AGAPE Social Service)
Truancy, Absences, Attendance	Attendance Secretary Ms. Dana Moore
Teaching & Learning (Curriculum, Instruction, Academic Interventions)	Principal Dr. Steevon R. Hunter
9 th and 10 th Grade Discipline	Mr. Ryan Damek (Grade 9 Assistant Principal) Ms. Tara-Grace Wilson (Grade 10 Assistant Principal) Mr. Adrian Stitt (Grades 9 & 10 Behavioral Specialist)
11 th & 12 th Grade Discipline	Mr. Mannie Lowery (Grade 11 Assistant Principal) Ms. Jerrica Morrow (Grade 12 Assistant Principal) TBD (Grades 11 & 12 Behavioral Specialist)
Transportation	Assistant Principal Mr. Mannie Lowery

2023-24 PROCESSES & IMPORTANT POLICIES

Clearing Suspensions & Administrative Conferences

Suspensions are cleared and administrative conferences are held daily during these hours *only*:

**7:30 A.M. until 8:40 A.M.
&
1:30 P.M. until 2:30 P.M.**

KHS assistant principals are assigned specific supervisory responsibilities and duties before, during, and after the school day.

To properly fulfill their instructional and operational responsibilities and provide for adequate student and classroom supervision, assistant principals are available to clear suspensions and/or hold conferences only during the above-listed time periods.

We appreciate your cooperation as we continue to improve our students' academic progress, improve our school's climate, and protect our campus safety.

If there is an emergency for which you need immediate assistance, please see one of our staff members in either the main or attendance office.

Power School Access

Parents/ Guardians are strongly encouraged to obtain access to Power School so they can easily track their student's grades and attendance. If you need to gain access to Power School, please contact the main office at: (901) 416-1960.

Tardy to School/ Tardy to Class Policy

Kirby High School will strongly enforce its tardy to school/tardy to class policy. The school start time is 7:15 A.M. each day. Students are late at 7:16 A.M. Additionally, students will have five minutes to transition to each class throughout the school day. All teachers are expected to shut and lock doors once the tardy bell rings. The progressive discipline layout is as follows:

1st Offense:

Verbal Warning (Tardy Slip)

2nd Offense:

Verbal Warning (Tardy Slip)

3rd Offense:

Robo Call to Parent

4th Offense:

Verbal Warning (Tardy Slip)

5th Offense:

Student will write tardy letter & Robo Call made to parent.

6th Offense:

Student will write tardy letter.

7th Offense:

Student will write tardy letter.

8th Offense:

Student will write tardy letter.

9th Offense:

Student will write tardy letter.

10th-14th Offense:

Overnight Suspension (Parent/ Administrator Conference)

15th Offense:

Overnight Suspension

Dress Code Policy

Top Wear

Shirts, T-Shirts, blouses, and dresses must have sleeves; must completely cover the abdomen/midriff, cleavage, shoulders, and back; shirts/blouses must cover the waist or be worn tucked-in; have no rips, tears, or holes; be appropriately sized. Sweatshirts, sweaters, and lightweight jackets may be worn inside the school for warmth but must be appropriately sized. There are no color restrictions.

Bottom Wear

Skirts, dresses, and shorts must be knee-length or longer or have under garments that rise above the knee. Skirts/shorts must be worn at the waist; be appropriately sized and if there are rips, tears, or holes, skin cannot be shown (an undergarment should be underneath). Pants, including jeans, must be worn at the waist and young men must wear a belt. Pants should be appropriately sized and if there are rips, tears or holes, skin cannot be showing (an undergarment should be underneath). Tights, leggings, jeggings, or yoga pants may only be worn with a top that extends to at least mid-thigh (finger-tip length) while standing. There are no color restrictions.

Head Apparel

Must not be worn inside any part of the school building except for religious or medical reasons as acknowledged and approved by the principal. This includes hoods, caps, hats, scarves, bandanas, bonnets, etc.

Footwear

Is required; must be safe and appropriate for both indoor and outdoor physical activity. A closed heel or strap is required on all footwear.

Prohibited Items (not specified above)

Any clothing that is low-cut (exposes cleavage), extremely tight, or see-through (regardless of opaque undergarment); tube tops/tube-topped dresses; large, long, or heavy chains; studded or chained accessories; non-medical sunglasses;

sleepwear/pajamas; blankets; house slippers/shoes; extremely high or stiletto shoes; flip-flops, slide-on shoes, or sandals without a heel strap. Grills are not allowed.

Restricted Images

Clothing articles may not display any image (including logos, designs, or words) making racial, ethnic, gender, or sexual slurs or promoting gang affiliation and/or illegal/inappropriate products such as alcohol, tobacco, weapons, or illegal drugs and substances.

Please Note: The school administration reserves the right to determine whether a student's attire is decent, safe, and appropriate (non-distracting).

Corrective Actions:

- 1) Student will be asked to correct the problem before attending any classes.
- 2) If unable to obtain suitable clothing for the day, the student will be asked to call home and to have appropriate clothing brought to the school.
- 3) Repeat offenders or students who refuse to complete the above two actions, will receive an Out-of-School Suspension (OSS).

Cell Phone/Personal Communication Devices Policy

The increase in use of cell phones and personal communication devices by students during the school day has become far more than a distraction in the school environment. These devices are being used by students as a means of cheating on tests, taking inappropriate pictures and video of students and staff for sharing and posting across the internet, threatening and/or bullying other students, and engaging in an excessive amount of social interaction during instructional time. Therefore, all students are banned from possessing any type of phone or personal communication device that is turned on or in visible/audible use at any time during the regular school day, accept for instructional purposes as allowed by a teacher. Students who wish to carry a cell phone with them to and from school must keep the device turned off and out of sight. unless otherwise determined by the principal. District security officials may, if they have reasonable suspicion to do so, search any cell phone brought onto school property, which includes but is not limited to parking areas. For the purposes of this policy the school day includes the

entire day from the school start time or bell that indicates the start of the school day until the final dismissal time of the school day. However, police officers must obtain a warrant before searching the cellphones of students and students being placed under arrest. A student found in violation of the cell phone policy during the school day shall be subject to the following:

1st Offense:

Teacher addresses the students and asks the student to put the phone away.

2nd Offense:

Teacher confiscates the phone and returns it at the end of the class period. If student refuses to comply, email an administrator.

3rd Offense:

Teacher confiscates the phone and keeps it until the end of the school day. Teacher may also contact and inform parent of incident. If student refuses to comply, email an administrator.

4th Offense:

Teacher will refer the student to administration. Repeat offenders may receive an out-of-school suspension and/or lose their cell phone privilege.

Please Note: If a student refuses to comply with the cell phone policy and any of the offenses, that student will be sent to school administration and progressive discipline will take place.

Please Note: The school district, nor Kirby High, will take responsibility for confiscated items and will not compensate the owner for any lost, stolen, or damaged items while in the custody of the district or school official.

Important MSCS Policies

To access and read *all* MSCS student policies, please visit:

https://www.scsk12.org/Policy_Manual/default.html.

1. Insubordination, threats, harassment, bullying, and fighting will not be tolerated. (MSCS Policy #6022)
2. Kirby High School student dress code policy will be fully enforced in conjunction with the MSCS dress code policy. (MSCS Policy #6021)
3. Student attendance is very important, and students are expected in each class, each day. Kirby High School's start time is 7:15 AM and end time is 2:15 PM. (MSCS Policy #6014 & #6016)
4. Cell phones/personal communications devices should be kept out of sight and turned off during school hours. Kirby High School will strictly follow its cellphone/personal communications devices policy in conjunction with the MSCS cellphone/personal communications devices. (MSCS Policy #6024)
5. All bus riders must have a pass to board the school bus. (MSCS Policy #6050)