



T H E K I N K A I D S C H O O L

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# ***FALCON 4-1-1***

## **UPPER SCHOOL PARENT-TO-PARENT INFORMATION GUIDE FOR NEW FAMILIES**

**2020-2021**

## **Dear New Upper School Parents and Students:**

Welcome and congratulations on becoming a part of the Kinkaid family! We know that this is an unprecedented time for all of us, and it is our goal to make your transition to Kinkaid an enjoyable one as this school year closes and you prepare to start as a Kinkaid Falcon. We also know that the transition to a new school can be a bit overwhelming, and we are here to help you every step of the way as you learn all about Kinkaid and the incredible opportunities you will have to enjoy being a part of its academic, athletic, and co-curricular activities.

The primary goal of the New Family Support Committee is to emphasize the importance of jumping right in and becoming a part of the Kinkaid community. Every family was new at some point. We want you to truly enjoy all of the wonderful opportunities available to you and to enjoy the sense of friendship and community that comes along with being an active member of the Kinkaid community.

The New Family Support Program is supported by “Falcon Friends,” a group of current parents who volunteer to help new families make the transition to Kinkaid. These parents are committed to providing their assigned new families with the tools they need for success at Kinkaid, including being available to answer questions (however many there may be and however big or small!); organizing new family events such as summer socials (if social distancing restrictions are removed); and assisting with the various deadlines that exist for getting everything in order to start the new school year. Your Falcon Friends are dedicated to making sure that your family’s initial experience at Kinkaid is a special and exciting one and we hope that you will find the program a tremendous resource.

Finally, we have prepared the **Falcon 4-1-1** New Family Guide to assist both new parents and new students. The guide answers many common questions and includes valuable “Talon Tips” that provide practical advice based on other families’ experiences at Kinkaid. We hope you will take time to review it as a family.

We again welcome you to Kinkaid. Your family made a great decision to become a part of the Kinkaid community and we invite you to reach out to us at any time with questions, concerns, or just to say hello!

Warmest regards!

### **Kinkaid Parents’ Association New Family Support Chairs**

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# TABLE OF CONTENTS

## General Information

- ☐ Important Dates & Deadlines - page 4
- ☐ Preparing for Back-to-School - page 6
- ☐ Bring Your Own Device (BYOD) Information - page 11
- ☐ Staying Informed - page 13
- ☐ Upper School Block Schedule - page 15
- ☐ Upper School Information/Details - page 16
- ☐ Maps - page 20

## Three A's

- ☐ Academic Information - page 22
- ☐ Athletic Information - page 24
- ☐ Arts Information - page 26

## Getting Involved

- ☐ Student Clubs & Organizations - page 27
- ☐ Upper School Events - page 28
- ☐ All School Events - page 29
- ☐ Parent Organizations - page 30
- ☐ Fundraisers & Giving Opportunities - page 32

**The Kinkaid School**  
**2020-2021 Important Dates & Deadlines for the Start of School**  
**9th Grade - Upper School**  
(as of April 2020)

Week of May 11	Welcome Webinar -- a link will be sent by New Family Support Team
June 5	Bring Your Own Device (BYOD) Deadline -- order form will be sent in May
June 15	Health Forms Deadline for All New Families – Online via Magnus Health
July 1	Birthday Celebrations Posters & T-Shirts Order Form Available Online
July 8 - July 29	Birthday Celebrations Poster & T-Shirt One-Stop Shopping Order Form Available Online
August 1	Textbook Order Form Available Online through Follett.com -- Required texts will not be available at School Store
August 3	Pre-Season Athletics Begin**
August 12 – September 2	Back-to-School One-Stop Shopping (BTS OSS) Order Form Available Online
August 16	New to US Parent Orientation, 6:00 p.m. (Brass Recital Hall)
August 16	New Parent Dinner, 7:30 p.m. (Ogilvie Lobby in Katz PAC) – for parents with newly enrolled students at Kinkaid (parents only)
August 17	New US Student Orientation, 8:45 – 9:45 a.m. (The Commons)
August 17	Freshmen Orientation (for ALL 9 <sup>th</sup> graders), 9:45 a.m. – 2:15 p.m. (Amphitheatre)
August 17 & 18	Locker Day (get your lockers organized), 8:00 a.m. – 4:00 p.m.
August 19	SCHOOL STARTS for All Three Divisions
August 21 – August 23	Freshmen Retreat (Off Campus); Students leave at 2:30 p.m. after school Friday
August 28	New Family Tailgate Party before first home football game, 6:00 – 7:00 p.m.
September 9	Upper School Grade Level Meetings and Parents' Night, 6:00 – 9:00 p.m.
September 23	Reception for Brand New Parents to the Kinkaid Community, 6:30 p.m.

**\*\*Please note:** If your child is interested in playing a fall sport, you will need to check the athletics website for information on pre-season workouts.



## KINKAID CALENDAR (2020-2021)

### (HOSTING ISAS ARTS FESTIVAL)

*Edited January 21, 2020*

AUGUST	3	School Offices Open
	5-7	New Faculty Orientation
	10-14	Faculty Meetings
	16	New Parent Orientation (Sunday)
	17	New Student Orientations (Lower, Middle, and Upper Schools)
	19	First Day of School – Lower, Middle, & Upper Schools (Wednesday)
	26	Lower School Parents' Night (Wednesday)
SEPTEMBER	2	Middle School Parents' Night (Wednesday)
	7	<b>ALL SCHOOL HOLIDAY (Labor Day)</b>
	9	Upper School Parents' Night (Wednesday)
	18	Rosh Hashanah; <i>no games; practices end by 5pm; no Saturday activities</i>
	28	<b>ALL SCHOOL HOLIDAY (Yom Kippur)</b> <i>no games/practices</i>
OCTOBER	9	<b>No School for Students</b> (Faculty Professional Day)
	12	<b>ALL SCHOOL HOLIDAY (Columbus Day)</b>
	30	St. John's Game and Falcon Family Feast
NOVEMBER	5-7	Southwest Preparatory Conference (Fort Worth)
	9-10	Book Fair
	13	Lower and Middle Schools Parent/Teacher Conferences (No school for LS/MS students)
	23-27	<b>ALL SCHOOL HOLIDAY (Thanksgiving)</b>
DECEMBER	6	Margaret Kinkaid Holiday Concert & Reception (Sunday)
	18	<b>WINTER BREAK/NEW YEAR HOLIDAYS BEGIN at NOON DISMISSAL</b> (Friday)
JANUARY	4	<b>No School for Students</b> (Faculty Professional Day)
	5	School Resumes (Tuesday)
	5-22	Interim Term (Upper School)
	18	<b>ALL SCHOOL HOLIDAY/Dr. Martin Luther King, Jr. Day</b>
FEBRUARY	11-13	Southwest Preparatory Conference (Houston)
	15	<b>ALL SCHOOL HOLIDAY (Presidents' Day)</b>
	26	Lower School Parent/Teacher Conferences (No school for LS students)
MARCH	12	<b>SPRING VACATION BEGINS AT REGULAR DISMISSAL TIME</b>
	15-19	<b>ALL SCHOOL HOLIDAY (Spring Break)</b>
	22	School Resumes (Monday)
APRIL	2	<b>ALL SCHOOL HOLIDAY (Good Friday)</b> <i>no games/practices</i>
	7-9	<b>No School for Students</b>
	8-10	ISAS Arts Festival (Campus Closed to Non-Student Participants)
	22	Field Day (Thursday)
	23	Late Start (LS & MS)
	29-30	Southwest Preparatory Conference (Dallas)
MAY	1	Southwest Preparatory Conference (Dallas)
	16	BACCALAUREATE (Sunday)
	21	Final Day for LS & MS Students (LS Noon Dismissal)
	21	GRADUATION (Friday)
	26	Last Day of US Exams
	28	Faculty and Staff Meetings (Friday)
	31	<b>ALL SCHOOL HOLIDAY (Memorial Day)</b>

## Preparing for Back-to-School

### Health Forms – Due June 15

The Kinkaid School uses an online electronic record keeping program called **Magnus Health** to maintain students' health and medical information. Magnus allows parents to have continuous access to your child's health record as well as the ability to make updates throughout the year.

Why are these documents so important? These documents are used to provide vital health information in the case of an emergency as well as to provide faculty, athletic trainers and coaches with information that may be essential to the health and well being of your child during their time at Kinkaid.

Please complete the "To Do" requirements in Magnus. All requirements must be updated annually.

### Requirements for All New Students

**These items must be completed by June 15, 2020, and do not require a medical visit. All information should be completed within the Magnus program.**

- Consent for Medical Treatment: parent/guardian electronic signature required
- Vital Health Record: parent/guardian completes electronically
- Over the Counter Medication: parent/guardian electronic signature required
- **Immunization Record:** (follow the instructions for uploading shared below)
  - Must be compliant with the requirements of the Texas Department of Health and signed by a medical provider. Students attending The Kinkaid School must be immunized against certain vaccine preventable diseases.
  - **Students who are starting the immunization schedule must have begun the process by July 1, 2020, and be on schedule according to the catch up immunization schedule of the state of Texas for ages 4 months to 18 years.**

**These additional items must be completed by August 1, 2020. Parents should upload all forms to your child's Magnus account. Do NOT fax or mail forms to Kinkaid.** Instructions on how to access forms and upload them to Magnus can be found on the Kinkaid parent portal as well as at the end of this letter.

- The Kinkaid School Physical Exam Record (including vision and hearing):
- Due to Covid-19 and the challenge of scheduling an annual physical the health services department will accept a copy of your child's most recent physical from the 2019-2020 school year. This is for the 2020-2021 school year only.
- Additional Forms to be submitted and completed by the medical provider if applicable.

**You do not need to complete these forms if your child does not take medication at school or have any of the conditions noted below. These forms are valid for one year from the date of the medical provider's signature and must be updated annually.**

- Prescription Medication (for medications administered at school) such as ADD/ADHD prescriptions
- Life Threatening Allergy Action Plan
- Asthma Action Plan
- Diabetes Action Plan
- Seizure Action Plan

**IF YOU HAVE ANY QUESTIONS OR CONCERNS ABOUT THE ANNUAL HEALTH RECORD OR FORMS LISTED ABOVE PLEASE EMAIL US AT [HEALTH.CENTER@KINKAID.ORG](mailto:HEALTH.CENTER@KINKAID.ORG) AND A STAFF MEMBER WILL RESPOND AS SOON AS POSSIBLE.**

All health related forms can be found in Magnus as well as on The Kinkaid School parent portal. Instructions for uploading and completing requirements are located on The Kinkaid parent portal.

Parents are responsible for the completion and uploading of all health information and forms. **Please do NOT email, fax, or mail any forms to The Kinkaid School.**

To access health related forms and the Magnus Health portal please complete the following steps:

- Go to The Kinkaid School website at [Kinkaid.org](http://Kinkaid.org)
- Click on the Parents tab found at the top of the page
- Click on the Parent Portal Login box
- Log into the website using the same username and password that you used when accessing your child's application. If you do not remember your username and/or password you may use this link to reset that information:  
[https://accounts.veracross.com/kinkaid/accounts/forgot\\_password](https://accounts.veracross.com/kinkaid/accounts/forgot_password)
- On the left side of the page you will see Magnus Health Portal in teal. Under that header you will see information on How to Upload Your Health Forms to Magnus, Health Forms to Download, Fill Out, and Upload to Magnus, and Information About Magnus Health and Contact Info.
- Download and print any forms that you need
- To upload all signed forms and complete your child's health information click on the teal colored header Magnus Health Portal.
- Log into the Magnus Health Portal using the same username and password you used to log into The Kinkaid School portal. You must log into The Kinkaid School parent portal first in order to log into the Magnus Health Portal.

If you experience difficulty navigating the Magnus system, please refer to the Magnus tip sheet on The Kinkaid School portal or contact customer support at Magnus Health by phone at (877) 461-6831 or by email at [service@magnushealthportal.com](mailto:service@magnushealthportal.com).

We appreciate your cooperation and look forward to a happy and healthy school year! For specific health questions or issues related to your child, please contact Judy Grisell, Kinkaid's Director of Health Services, at [judy.grisell@kinkaid.org](mailto:judy.grisell@kinkaid.org) or 713-243-5075.

## **Summer Reading**

Summer Reading lists are available on the Kinkaid website, typically under the "students" tab and also under "Libraries." In the Upper School, summer reading requirements can vary by course, so be sure to check the list carefully. It is very important to complete summer reading, as all Upper School students are assessed on the material at the start of the fall semester.

### ***Talon Tips:***

- ❏ The Upper School Summer Reading List will be posted online. It can be found on the [www.kinkaid.org](http://www.kinkaid.org) homepage this summer or by going to Academics>Libraries>Summer Reading, then click on appropriate grade level.
- ❏ The Upper School Library and the online bookstore stock the correct version of each book. Please note that it is easier to follow assigned reading when you have the suggested version in hand.

## Upper School Books & Supplies

Big changes have come to books and supplies for Kinkaid!

- Preorders for books and supplies will not be offered through the School Store.
- **Books may be purchased through our retail partner Follett.com beginning in August 2020.** All required books will be coordinated with your schedule via the secure online portal. Easy one stop shopping offering new, used, and rentals, if available, shipping directly to your home. Notification when the online portal is open will be sent via Falcon Flyer and also by email. Links to the Follett portal will also be available on the School Store page of the Kinkaid website.

### ***Talon Tips:***

- ❑ The School Store will reopen for regular business for Back to School shopping on Monday, August 17th, 2020 at 9:00 a.m. Additional supplies and spirit wear will be available to purchase. Required books will not be stocked in the store.
- ❑ For questions regarding Books & Supplies, contact 713-243-5070 or [school.store@kinkaid.org](mailto:school.store@kinkaid.org).

## Birthday Celebrations Posters and T-Shirts - Online July 8 through July 29

Birthday posters are a Kinkaid tradition that benefit the Kinkaid 7th grade class each year. Seventh graders design birthday posters to hang at the entrance to campus. Posters can be requested for a full birthday or a half birthday (for those kids with summer birthdays). **This is a very popular tradition with most families opting to purchase a sign for their child/children.** Parents also have the option of purchasing a birthday t-shirt for their child.

### ***Talon Tips:***

- ❑ Remember to print a copy of your receipt. You can also view your purchases via the Charge Summary tab on your Veracross page in the Parent Portal.
- ❑ **Check your calendar closely** before choosing the date on which you would like your sign hung at the school entrance. Signs will NOT be hung on weekends, holidays or summer break. There are various days that students are not in school for sports, special events, and general holidays. Make sure that your sign is hung on a day that your child will be in school. Unfortunately, last minute changes cannot be made and no late orders will be accepted.

## Back-to-School One-Stop Shopping (BTS OSS) - Online August 12 through September 2

BTS OSS, *only* offered at the very beginning of the school year, is an opportunity to purchase many items that you and/or your child will want this year. It is incredibly convenient if a little overwhelming at first, however, once the year is underway, you'll be so glad you did it!

### ***Talon Tips:***

- ❑ Remember to save a copy of your receipt (paper or a .pdf) so you can refer to it throughout the year. You will be surprised how easy it is to forget exactly what you purchased! However, you can always check your Charge Summary on your Veracross page of the Parent Portal.
- ❑ **It is definitely worth your while to take the time to complete BTS OSS when it's available online** because while it's not impossible to get most of the items later, it can be more complicated and less convenient to order items one-at-a-time throughout the year. See below for more details.



#### Items offered BTS OSS:

- *Extra Directories* - All families get one directory per student, but it's a great idea to buy some extras--you will want one for the office and one for the car! You'll pick them up from the School Store.
- *Dances* - By purchasing the dance tickets up front, the organizers can begin to plan and you won't need to worry about having your child make the purchase later. With your purchase your child's name will simply be added to the guest list – no need for tickets!
- *Falcon Family Feast and the Kinkaid vs. St. John's Football Game* – Traditionally held at Rice Stadium, this is one of Kinkaid's big annual all-school events. Put it on your calendar -- it is a fun night for the entire family. Tickets can be ordered for the feast and/or the football game and will be given to you (for more information, see the All School Events section).
- *Book Fair Family Night Dinner* - The Book Fair is an unbelievable event where the school gym is transformed into a huge Barnes & Noble bookstore. The family dinner occurs on the opening night and it is a great opportunity to shop with your kids, invite the grandparents and other relatives, and meet up with friends. *Proceeds from Book Fair support all three divisional libraries* (Note: The BF Dinner does tend to be an event for younger children. For more information on Book Fair, see the Fundraisers & Giving Opportunities section)
- *Poinsettias* – The 9th grade fundraiser! These beautiful Poinsettia plants come in both white and red and in two sizes. They can be sent to teachers and staff or ordered for home, family and/or friends. *Proceeds from poinsettia sales go to the 9<sup>th</sup> grade Class Fund* (for more information on class fundraisers, see the Fundraisers & Giving Opportunities section).
- *T-shirts* - It's a good idea to purchase as many of the very popular Kinkaid spirit T-shirts up front as you can. There are plenty of opportunities to wear them during the year on spirit days and special occasions – **and your child is going to want them!** *Proceeds from Homecoming t-shirts support the Kinkaid Booster Club. Proceeds from St. John's Game t-shirts go to the 10th grade Class Fund. Proceeds from Field Day t-shirts go to the 11<sup>th</sup> grade Class Fund* (for more information on class fundraisers, see the Fundraisers & Giving Opportunities section).
- *Scrapbook Pages/Cover* - The Parents' Association has suspended Scrapbook for Middle and Upper School. Do not buy Scrapbook pages in this year's BTS OSS. A yearbook is available for Upper School and will be distributed to all students in May.

#### **New Parent Orientation & Reception - Sunday, August 16**

This is a *parent-only* event. The event will begin with a parent orientation in the Brass Recital Hall for 9<sup>th</sup> grade parents new to the Upper School and continue with a reception for all parents with a newly enrolled student to Kinkaid in the Ogilvie Lobby of the Katz Performing Arts Center. School administrators, Parent Association leaders and Booster Club presidents will be on hand to tell you about their favorite aspects of Kinkaid.

#### **Book and Locker Set-Up - August 17 & 18**

On this day, your student will have the opportunity to set up his or her academic locker for the school year. The lockers are relatively small and need to fit a lot of supplies, binders, and textbooks.

#### ***Talon Tip:***

- ☐ It is a good idea to post a copy of your student's schedule inside of their locker.

### **Ninth Grade Orientation - Monday, August 17**

ALL ninth grade students attend this event. Ninth grade students new to Kinkaid attend a breakfast prior to the main orientation at 8:45 am. They are joined by new students who attended our Middle School at 9:45 a.m. Ultimately, the Freshman Orientation provides all 9th grader students an opportunity to come on site, meet fellow ninth grade students BEFORE the first day of school, and learn more about Kinkaid. They will also meet with student leaders including their Peer Mentors, learn about the Upper School Honor Code, general policies, meet with a group of teachers about the differences in Upper and Middle School, walk through their schedule, find their locker, and get a chance to have their questions answered.

#### ***Talon Tip:***

- ☐ Be sure your child attends as it gives them another opportunity to get familiar with the campus before the first day of school.
- ☐ Books and lockers can be set up before or after orientation.

### **School Starts (for All Divisions) - Wednesday, August 19**

The first day of school is a regular day and students go to all their classes. Students need to take all his/her books and supplies as necessary for that day's classes. On the first day of school, students dress according to normal dress code, not professional dress.

### **Ninth Grade Retreat – August 21 – 23**

The Ninth Grade Retreat is a time for the entire Kinkaid freshman class to get away along with the peer mentors, Deans, and their Community Group Leaders. They participate in various team-building activities for a bonding good time!

#### ***Talon Tips:***

- ☐ A packing list will be provided to give you an idea of what your child needs to bring. Use it! The sunscreen and insect repellent are very important to pack.
- ☐ Be sure to label your child's things.
- ☐ Because teenagers can sometimes feel a little awkward at first while on a trip with people they may not know well, it's good if they are encouraged to attend as many student events as possible during the summer and as the school year is beginning. Joining a Fall sport is also a great way for new students to get to know classmates prior to the start of school.

### **Back-to-School Grade Level Meetings – Wednesday, September 9**

Every fall, the Parents' Association Grade Level Chairmen (GLC's) hold a back-to-school meeting for each grade. This meeting is one of the most helpful meetings of the year. The class calendar will be reviewed and any class specific information will be relayed. This meeting will be followed by the Upper School Parent Night.

#### ***Talon Tip:***

- ☐ Copies of the agenda will be posted on your class webpage for reference after the meeting.

### **Upper School Parent Night - Wednesday, September 9**

Upper School Parent Night gives parents the opportunity to visit their student's classroom and meet their teachers. This is not the time to have specific conversations about your child with his/her teacher, but a chance to follow your child's classes and meet her/his teachers.

## Kinkaid Upper School Bring Your Own Device (BYOD) Information

The Kinkaid Upper School BYOD-required program ensures that each student has a dedicated device throughout the school day. With much thought, Kinkaid has determined that this consistent use of technology, under the guidance of our teachers, will help our students develop critical-thinking and problem-solving skills. Students' consistent access to devices will ensure that teachers can effectively plan instruction while promoting and delivering a 21st century classroom experience.

### Some of the benefits of this program include:

- Increased classroom digital collaboration with teachers and peers.
- Personalized learning.
- Leveraging student-device use to increase learning opportunities.
- Access to digital resources during class.

It is our hope that this BYOD-required program will further enhance our students' education and prepare them to be better stewards of technology in the future.

### Laptop Requirements

Requirements	Minimum	Recommended
Operating System	macOS 10.12	macOS 10.14 or later
	Windows 10 Home or Pro	Windows 10 Home or Pro
Processor	m3 for macOS	i5 for macOS
	i5 for Windows	i5 for Windows
RAM	4GB	8GB or more
WiFi	802.11n	802.11ac
Hard Disk	128GB SSD	256GB or 512GB SSD
Battery Life	8 hours of wireless web	10 hours of wireless web
Antivirus		Malwarebytes Premium for macOS
	Windows Defender for Windows 10	Windows Defender for Windows 10

Note - While students are also welcome to bring in devices that run ChromeOS (Chromebooks) or iOS (iPad with keyboard), there may be Upper School classes that require specialized software that may not run on these devices, so they do not meet the minimum requirements.

The Kinkaid School is pleased to announce that this summer there will be an opportunity for Upper School families to purchase one Apple laptop for your child using the school's educational pricing discount. Through this completely optional program, you will be able to purchase one computer for your child during their Upper School career at a reduced price. We plan to offer this each summer, so families can plan in which year they wish to buy a computer in support of the Upper School's new Bring Your Own Device (BYOD) program.

Next month you will receive an order form which you may use to purchase one of the three models listed below for your Upper School child. These laptops are bundled with AppleCare+, which will extend the device's warranty to three years. AppleCare+ also includes two incidents of accidental damage to the device, each subject to a service fee of \$99 for screen damage or external closure damage, or \$299 for other damage, plus applicable taxes. If you decide to take advantage of this offer, your child's KOA account will be charged. **Orders must be placed by June 5, 2020.**

<b>Option #1 - Macbook Air</b>	<b><u>Retail</u></b>	<b><u>Kinkaid Price</u></b>
<b>Computer</b>	\$1,399.00	\$1,349.00
<b>AppleCare+</b>	\$249.00	\$183.00
<b>Total (including 8.25% sales tax)</b>	<b>\$1,783.96</b>	<b>\$1,658.39</b>
This model comes with a 13" screen, 1.6GHz dual-core Intel Core i5, 256GB SSD storage, 8GB RAM. It also features Touch ID and two Thunderbolt 3 ports. <b><i>This is the device that Kinkaid is using for its Middle School 1:1 program for beginning with the 2019-2020 school year.</i></b>		

<b>Option #2 - Macbook</b>	<b><u>Retail</u></b>	<b><u>Kinkaid Price</u></b>
<b>Computer</b>	\$1,299.00	\$1,249.00
<b>AppleCare+</b>	\$249.00	\$183.00
<b>Total (including 8.25% sales tax)</b>	<b>\$1,675.71</b>	<b>\$1,550.14</b>
This model comes with a 12" screen, 1.2Ghz dual-core Intel Core m3, 256GB SSD, 8GB RAM. It features a single USB-C port.		

<b>Option #3 - Macbook Pro (13-inch w/Touch Bar)</b>	<b><u>Retail</u></b>	<b><u>Kinkaid Price</u></b>
<b>Computer</b>	\$1,999.00	\$1,899.00
<b>AppleCare+</b>	\$269.00	\$199.00
<b>Total (including 8.25% sales tax)</b>	<b>\$2,455.11</b>	<b>\$2,271.09</b>
This model comes with a 13" screen, 2.3Ghz quad-core Intel Core i5, 512GB SSD, and 8GB RAM. The Macbook Pro sports a faster processor and its 13" Retina display provides a bigger and brighter display than the Macbook. It also includes a Touch Bar with Touch ID that makes this system more secure. This system also has four Thunderbolt 3 ports to connect additional peripherals.		

Please contact us at [byod@kinkaid.org](mailto:byod@kinkaid.org) if you have any questions, including whether your current computer will meet the needs of this new Upper School program.

## **Staying Informed**

There are many ways to stay informed about opportunities and activities at The Kinkaid School.

### **The Kinkaid Website – [www.kinkaid.org](http://www.kinkaid.org)**

The Kinkaid website address is [www.kinkaid.org](http://www.kinkaid.org). The website is the “go to” place to find out what’s happening at The Kinkaid School. Be sure to check out the New Family Information pages located on the Parents Community Page. Over the summer, you will receive information on accessing the “Parent Portal” portion of the website. Kinkaid will be offering online video tutorials to show parents how to interact with the website, Veracross, Smart Tuition, lunch menus, etc.

### **Falcon Flyer**

Every Sunday, the School sends out an e-newsletter called “The Falcon Flyer.” The Flyer is the main source of important information regarding upcoming events and volunteer activities so be sure to read it when it comes out every Sunday night.

### **School Calendar**

The Kinkaid School offers several calendars. The most current copy will be available on the website. From the home page, click on the menu item titled “ABOUT,” then click on “Calendars for the School.” The calendars range from full calendars to quick views to multi-school combo calendars. You can subscribe to a specific school calendar (lower, middle, or upper) or multiple calendars if you have more than one child. There is even a calendar available for parents who have children in all three divisions. You have so many options!

#### ***Talon Tips:***

- ☐ If you view the calendars over the summer, please be aware that they are updated in August (before school starts) with additional information. So always check the calendar again at the beginning of the school year for any adjustments you might need to make. You can choose to receive alerts on your phone or via email. Click on the RSS icon or Bell icon, then select if you’d like to download the iCal to your calendar or receive alerts. You must subscribe on each device.
- ☐ For athletics calendars, there’s a separate calendar for each sport. Be sure to click on the ALERT button and click on the RSS BUTTON to subscribe to the schedules for those teams you’re interested in following.
- ☐ For arts calendars, be sure to subscribe for those calendar events you are interested in following. There are also rehearsal calendars in the password-protected Parent Portal for your reference.

### **Weekly Emails from the Division Head /Assistant Division Head**

On Friday (Upper School) or Thursday (Middle School), both parents and students receive a weekly email from the Division Head or Assistant Division Head highlighting events for the upcoming week.

#### ***Talon Tip:***

- ☐ This weekly email is great for parents to see “at a glance” what’s coming up for the week especially for professional dress days, schedule changes, guest speakers, Community Group days and other various events.

## Emails from New Family Support Team & Grade Level Chairs

Expect correspondence from your NFS Falcon Friends and your Grade Level Chairs (GLC's). These parent volunteers will send information about upcoming events in your grade, actions needed by parents, and may include attachments such as social invitations. Make it a habit to read these informative emails! All emails sent to you can be found in the parent portal under "My Messages."

## Text Messages

Kinkaid uses a notification service called SchoolMessenger to send important information via phone calls and text (SMS) messaging, regarding time-sensitive school happenings, e.g. a school closure, a power outage or an unusual weather situation affecting campus operations.

## Special E-Bulletins

Occasionally, the headmaster, athletic director or other school administrator will send out an email to all parents with timely information or updates.

## Division Handbooks (Lower, Middle, Upper)

There's a student handbook for all of Kinkaid and then each division (lower, middle and upper) has a section that pertains to that division. Each handbook is in a printable format for your child's reference and can also be found on the website in the fall. For your reference now, you can find a copy of the current school year handbooks on the New Family Information web pages. You will want to familiarize yourself with the general section of the handbook as well as the section for your child's division and refer back to each throughout the year. Students receive the Upper School Handbook in the form of a daily planner, which is put in every student's locker before the first day of school.

## KINKAID - The School Magazine

The *KINKAID* magazine is published three times each year for the alumni, parents, grandparents and friends of The Kinkaid School and includes news of current activities and events, as well as alumni news.

## Student Newspapers

*The Falcon*, the Upper School newspaper is a great way to see what the students are thinking. The Upper School Journalism students produce six issues a year. *The Talon Times*, the Middle School newsletter is produced by Middle School students three times a year. Ask your child to bring home a copy for you to see, pick one up yourself in the lobby of the Student Life Building or simply order *The Falcon* through BTS OSS.

## Kinkaidian (Yearbook)

The Middle School and Upper School students publish yearbooks each spring. Every student receives a copy of the yearbook -- there is no need to place an order. The yearbook is not to be confused with the scrapbook pages, which are produced by volunteers for Lower School grades.

## Social Media

Follow Kinkaid on all social media platforms to stay up-to-date with the latest news on what's happening at the School!

Twitter: @KinkaidSchool

Facebook: @KinkaidSchool

Instagram: @TheKinkaidSchool

YouTube: The KinkaidSchool



# UPPER SCHOOL SCHEDULE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
TUTORIAL ZERO 7:45-8:25	TUTORIAL ZERO 7:45-8:25	TUTORIAL ZERO 7:45-8:25	TUTORIAL ZERO 7:45-8:25	TUTORIAL ZERO 7:45-8:25
PERIOD A 8:30-9:15	PERIOD B 8:30-9:55	PERIOD A 8:30-9:55	PERIOD A 8:30-9:15	PERIOD A 8:30-9:15
PERIOD B 9:20-10:05			PERIOD B 9:20-10:05	PERIOD B 9:20-10:05
PERIOD C 10:10-10:55	ASSEMBLY 10:00-10:35	COMMUNITY 10:00-10:35	PERIOD C 10:10-10:55	PERIOD C 10:10-10:55
PERIOD D 11:05-11:50	PERIOD D 10:50-12:15	PERIOD C 10:50-12:15	PERIOD E 11:05-12:30	PERIOD D 11:05-11:50
PERIOD E 11:55-12:40				PERIOD E 11:55-12:40
LUNCH 12:45-1:25	LUNCH 12:20-1:00	LUNCH 12:20-1:00	LUNCH 12:35-1:05	LUNCH 12:45-1:25
PERIOD F 1:30-2:15	PERIOD E 1:05-1:50	PERIOD D 1:05-1:50	PERIOD F 1:10-1:55	PERIOD F 1:30-2:15
PERIOD G 2:20-3:05	PERIOD G 1:55-3:20	PERIOD F 1:55-3:20	PERIOD G 2:00-2:45	PERIOD G 2:20-3:05
			CLUBS 2:50-3:20	

## UPPER SCHOOL INFORMATION/DETAILS

### **Bell Schedule**

The Upper School bell schedule can be found on the next page, on the Kinkaid website, in the Upper School Handbook, and via Veracross. The Veracross link on the Kinkaid website is the most specific route to determine the schedule for your student. After logging into the website and clicking on the Veracross link (on the parent portal home page), a screen will appear with school notifications at the top and with your student's schedule. You may print schedules directly from this page. The computer will indicate which class specifically your child or children are in at a given time during the day. For reference, the US Block Schedule can found under the Upper School tab.

#### ***Talon Tip:***

- ❑ When planning a medical appointment, be sure to refer to the daily schedule, as the Upper School Schedule varies a bit each day.

### **Falcon Card**

Kinkaid is (with a few exceptions) a "cash free" campus and the Falcon Card is the school "debit card" that can be used in the Dining Center, including the coffee/snack bar, the school store and concessions stands. Each student is issued a personalized Falcon Card and is responsible for its safekeeping. The student's picture will be taken during new student events and then printed on the card. If a Falcon Card is lost, it will be disabled and a new card will be issued. It can be replaced at NetOps, our in-house tech center, for a fee that will be charged to your child's Smart Tuition account. All charges can be viewed on the Parent Portal.

#### ***Talon Tips:***

- ❑ Parents should have a conversation with their child about spending limits since the School does not have the ability to set limits.
- ❑ Parents may use their child's card or cash to make purchases at the concessions stand and can check all charges on their Parent Portal.

### **Community Groups**

Upper School students will be assigned to a Community Group in the 9th grade. Community Groups are led by faculty and administrators associated with the Upper School and contain between nine and twelve students. Students will keep the same Community Group throughout their four years in the Upper School. Community Groups typically meet once per week (on Wednesdays).

### **Dining Center and Off-Campus Lunch**

Students are able to use their Falcon Cards to purchase items from the cafeteria throughout the school day. Only seniors are allowed to go off-campus during lunch. Many students do purchase their lunch from the cafeteria, but it is not required. Statements for items purchased from the Dining Center, concessions stands and the School Store will be emailed monthly and can be viewed via the Smart Tuition link on your Parent Portal page.

### **Community Service/ Service Learning**

All Upper School students are required to complete one community service credit per school year. The Community Service Council coordinates all of the approved community service opportunities. Students are required to participate in a three-hour minimum Kinkaid-sponsored community service projects to meet the requirement; an outside (non-Kinkaid sponsored) community service project does not satisfy the



yearly requirement. For more information, see the Upper School Handbook or visit the Community Service pages on the website.

***Talon Tip:***

- ☐ Although there are service opportunities offered throughout the entire school year, it is best to sign up for the earliest possible opportunity. This will allow for changes if sports, arts or personal scheduling conflicts arise.

**Dress Code**

Upper school students do not have uniforms. They are still required to follow published dress code rules for regular school days. Only Kinkaid or college t-shirts are allowed. No athletic wear (including yoga pants or sweatpants) is permitted. The Head of Upper School's weekly email will alert parents and students to any upcoming professional dress days. Typically a professional dress day is designated on a day with an assembly and/or an outside visiting speaker. Honor Day is also a professional dress day. Male students are required to wear a coat and tie, slacks and a belt on dress days. Female students must wear a skirt or dress that falls at the knee (or below) or dress slacks with a professional blouse. No flip-flops or tennis shoes can be worn on a dress day. Students should dress how they would if they were going to a professional interview. Please see the Upper School Handbook for more details about the Dress Code.

***Talon Tips:***

- ☐ Females should be aware of the shoes they are choosing for a professional dress day. High heels can be painful over the course of a full school day.
- ☐ A good guideline for girls on a professional dress day is to wear an outfit one might wear to a job interview or religious service – not to go out to a party.

**Drop-Off and Pick-Up**

In the morning, you will drop your ninth grade student off at the entrance to the Ninth Grade Hall. This entrance is along the west side of the campus, accessed by the west parking lot. In the afternoon, ninth and tenth grade students not participating in sports tend to like to be picked up at this same location. Those participating in sports typically prefer to be picked up closer to the stadium. After the first few weeks of school, most non-driving Upper School students have communicated their best pick-up spot with their families. Unlike the lower and middle schools, there are no strict rules about exact drop-off and/or pick-up locations. See Kinkaid Carpool Routes map in back.

***Talon Tips:***

- ☐ It is best to stay on the Upper School side of the building (the west parking lot), as the middle and lower school lines can make carpool time more difficult. Upon entering campus, stay in the right lane and veer right to the west parking lot (also known as the Upper School parking lot). The folks in the left lane are trying to get to the lower and middle school drop-off/pick-up locations.
- ☐ Please remember the use of cell phones is not permitted while dropping off and picking up your student.
- ☐ When dropping off or picking up your child at the Upper School, be sure to stay parked to the right in the parking lot (farthest right lane) to avoid contributing to any parking lot congestion. The left lane is used for vehicles leaving the parking lot.
- ☐ You can use Veracross to help source potential carpool partners. Simply click on the Directory icon at the top of your home page, then click on the Nearby Families tab.

## **Lockers**

Upper School students typically do not decorate the inside of their lockers. Instead, each student will find a grade specific welcoming sign on their locker when they come to school the first day. The “Spirit of Kinkaid” club decides on a theme for the year and is in charge of all of the thematic welcoming signs that go on each locker at the start of the school year. Throughout the year, other sport, club or activity specific signs will be added to highlight various events and/or team memberships. The outside of the locker is also where student notifications are placed by Deans and teachers. Because of the School’s honor code, there are no locks on the lockers.

## **Lost and Found**

For items lost during the school day, there are three main places in the Upper School to check for the lost item. The Upper School office stores any expensive or electronic items, including calculators, that are turned in during the school day. Lost Falcon Cards are also kept in the Upper School Office. Anything left in the library may be found at the library desk the same school day, except expensive items that are automatically turned into the Upper School office. Any items found throughout the school or left in the library overnight will be returned to the main lost and found bin in the hallway just outside of the Student Center.

## **Online Directory Access**

To access the online directory **on an iPhone**, please follow these directions:

1. Open Safari.
2. Type in [portals.veracross.com/kinkaid](https://portals.veracross.com/kinkaid)
3. Log in with your parent username and password and navigate to the Directories page.
4. Tap the Share button at the bottom of the screen.
5. Scroll over and choose Add to Home Screen.
6. Voila! There is now an icon on your home screen for your online directory.

For an Android phone, follow the instructions on this link:

<https://support.mozilla.org/en-US/kb/how-add-shortcut-website-android>

## **School Store**

The school operates a full school store where students may purchase their school-related materials throughout the year by using their Falcon Card. Students may go to the School Store before school, between classes, during lunch or after school.

### ***Talon Tip:***

- ☐ The School Store not only sells school supplies but also an array of snacks and Kinkaid spirit items so parents may want to visit the Store with their child and then have a conversation about what he/she is allowed to purchase and how often.

## **Tutorials**

Morning tutorials are offered in the Upper School from 7:45-8:25 a.m. every morning. Many students also arrive at school early (7:45 a.m.) to study, eat breakfast in the Dining Center, or spend time with friends in the Upper School library. The library stays open after school (until 6:00 p.m.) for students who want to get in some homework or study time prior to afternoon school sports and art activities.

## **Upper School Office**

The Upper School Office is a great source of information, as well as the single most important place to communicate attendance issues. You will need to contact them directly regarding absences for illnesses, doctor appointments, driver's tests, travel, etc. Students are responsible for checking themselves out and then checking themselves back in upon returning to campus during a daytime departure. Please contact the Upper School first thing in the morning the day your child will be leaving the school. The Veracross system will inform your student's individual teachers of their upcoming departure. The Upper School office also provides VOE's (Verification of Enrollment), which are needed for obtaining your student's *Driver's Permit*. A VOE is only valid for 30 days so be aware if you are not able to get your student to the DMV during that time frame, they will need to acquire a new VOE from the office.

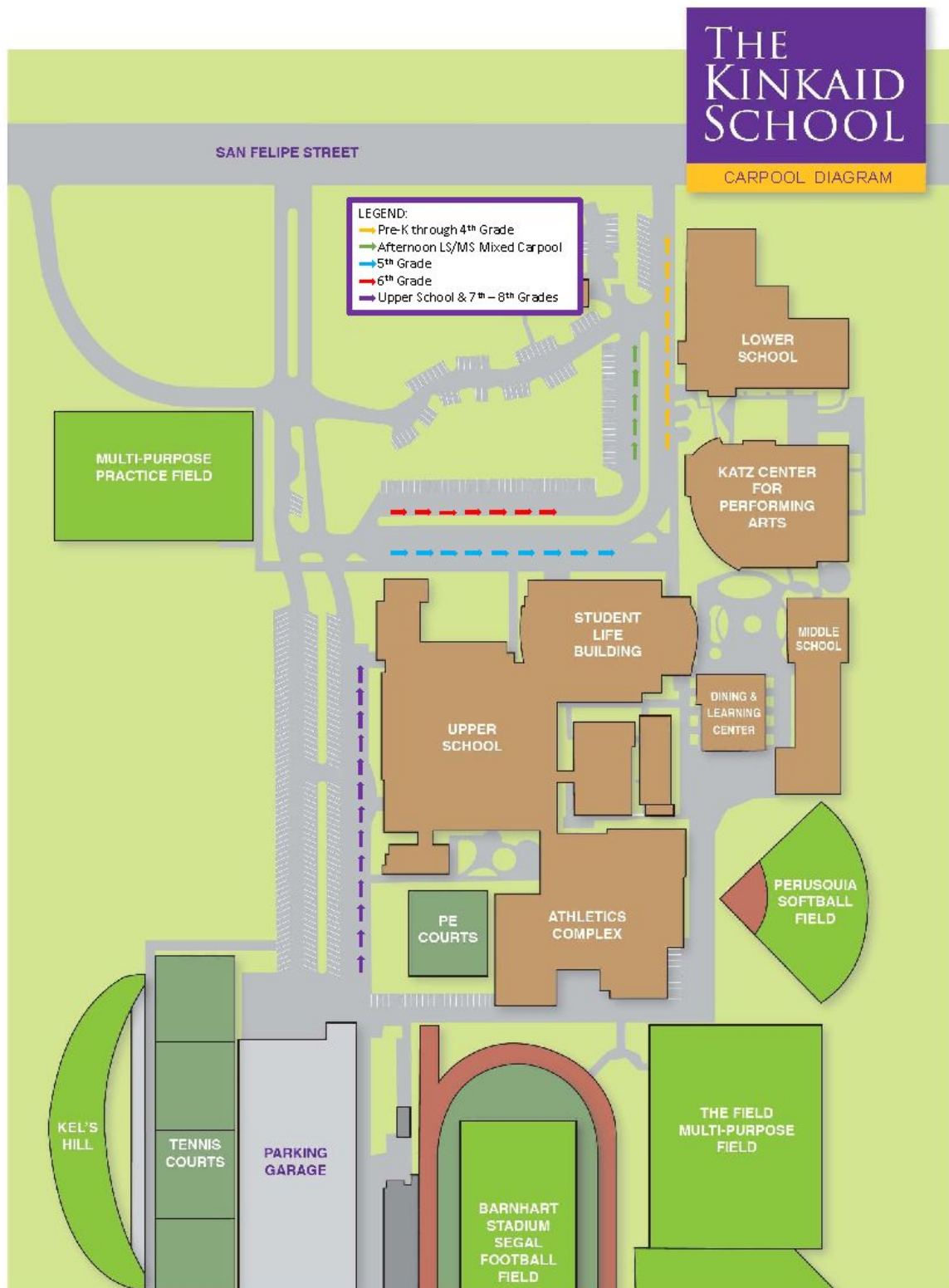
### **Talon Tip:**

- ❑ Send an email to [usoffice@kinkaid.org](mailto:usoffice@kinkaid.org) or call 713-243-6502 to inform the office of absences and early dismissals.

## **Visiting Campus**

During the summer, you will receive a parking sticker to put on the front lower driver side windshield of your car. This will allow you to go past the security kiosk without stopping. The campus map at the back of this notebook shows the designated visitor parking spaces throughout the campus. All numbered parking spaces are reserved for faculty and staff. When you enter the buildings, you will need to sign in with either the receptionist in the Student Life Building or the office of the lower, middle or upper schools. They will provide you with a nametag to wear while you are on campus.





## Academic Information

### Summer Reading

As noted in the *Preparing for Back-to-School* section of this manual, all Upper School students will need to complete summer reading requirements, which vary by subject and by course. For a complete and updated list of required reading, please refer to the Kinkaid website. Students will be assessed on their summer reading materials at the start of the fall semester. For more information see the “Preparing for Back-to-School” section.

### Deans’ Program

All students in the Upper School at Kinkaid are assigned to a Dean. Deans are assigned to families as a whole; therefore, incoming new students with siblings already in the Upper School will be assigned to the Dean currently advising their older sister or brother. Families new to Kinkaid will be connected with a Dean soon after admission to help guide them through course selection.

More specifically, the Deans’ program at Kinkaid reflects the School’s commitment to holistic counseling. Serving as an advocate and resource for the students, the Dean advises and counsels students in academic and social matters, including counseling toward college. (Please see the Upper School Handbook and/or the Kinkaid Website for a more detailed explanation of the program).

#### ***Talon Tip:***

- ☐ The Deans’ office is an invaluable resource in the Upper School! The office is incredibly organized and will communicate throughout the year with parents via email regarding deadlines and specific programming. Parents will learn a great deal more about this program at the grade level Dean’s meeting in the fall.

### Grades

The Upper School uses an open gradebook system, where grades are viewable online within each semester, as well as during Interim Term in January. Faculty provide written comments in the middle of each semester. Comments may also be made for new students and students making a C- or lower in a class at other marking periods. Report cards, which include semester grades and exam grades, are available at the end of each semester and the end of Interim Term. All grades, progress reports, report cards and each student’s attendance record are accessed through the Kinkaid parent and student portals.

#### ***Talon Tip:***

- ☐ For specific grading details and grade calculation formulas, please refer to “Grading and Reporting” in the Upper School Handbook. This handbook also includes detailed information about homework, tests and exams. It can also be found on the website once you login to the Parent Portal under Upper School.

### Semester Exams

Upper School exams are administered at the end of the first semester, just before the winter holiday break and at the end of the second semester, just before the end of school. Each subject will have a specific day of the week assigned for the class exam. All exams for the same course are taken on the same day. The final day allotted for exams is typically used for any make-up exams or conflict exams. All exams are taken during the morning hours with the possible exception of make-up exams and additional subject exams. Exams will begin for all students at 9:00 a.m. Most will conclude by 11:00 a.m. for regular time students, and 12:00 p.m. for extended time students. Typically, there is a “Reading Day” the day before semester exams begin when no classes meet and where teachers are available to answer questions. Students will have a relaxed dress code during exams. Exam specifics will be relayed to all students and families via

email closer to exam time. Exam schedules often change from year to year. Please be sure to refer to the Kinkaid website for the most updated information. Exam grades are posted on Veracross along with final grades. An email will be sent to indicate when the grades have been posted and are available on Veracross portals.

***Talon Tip:***

- ☐ Be sure to consult the most updated calendar. For those students not yet driving, be sure to consult exam schedules when arranging transportation.
- ☐ The Upper School has an open campus during exams. This means that students only have to be on campus when they have an exam.

## **Interim Term**

Interim Term is the name of a three-week program for all Upper School students that spans most of the month of January. The purpose of the program is to allow students to experience a number of different classes and opportunities outside of their regular class schedule. Almost all seniors participate in Career Development internship opportunities during Interim Term. During the other three years, most students stay on campus and take three or four in-depth classes on subjects offered by the faculty. The classes are creative and more specialized than those offered in most of the regular curriculum. It is truly an opportunity for the students to explore new interests and to delve a bit deeper into favorite subjects. Interim Term is also the time when Upper School students may take advantage of travel opportunities sponsored by the School and led by faculty members. The school offers homestays in France and Spain each year for language immersion, a cultural trip, and a science trip each year. Students in tenth through twelfth grade can also travel to Network independent schools to experience different types of schools and different parts of the country. Students playing sports in the winter will not be assigned to varsity teams if they are traveling during Interim Term.

***Talon Tip:***

- ☐ Interim Term classes are selected in class order. Seniors typically do not select classes because most participate in the internships or travel. Juniors select first and freshmen select last. Trips are typically open to all grades, but tend to be the most popular sophomore year. If trips are popular, seniors, then juniors, and then sophomores have priority to travel over freshmen. If you would like to have your child travel, it is important to attend the Interim Term Trip Meeting in early May.

## **Upper School Handbook**

The information listed in this section serves as only a brief overview of the academic aspects of Kinkaid. All Upper School students will receive an Upper School Handbook in the fall that covers very specific details on topics such as grading, conduct, absences, dress code, and graduation requirements. The handbook is also a planner that is useful in keeping track of your obligations.

***Talon Tips:***

- ☐ Don't miss the calendar at the back of the Handbook. Many of the school activities are noted with times on this calendar. There is also a daily bell schedule on the back and a school map on the front and back inside the flap. It is extremely useful for planning purposes!
- ☐ All final exam dates are noted on the calendar in the back of the Handbook.

## Athletic/Physical Education Information

All ninth grade students take Decisions for Healthy Living (Kinkaid version of a Health class). Decisions is a semester-long class that teaches students about healthy living and provides information pertaining to study skills and acclimating to the Upper School. This course is the seventh Athletic/Physical Education credit required for graduation. The Decisions class meets three days a week (Monday, Friday and the first half of the block period).

***Talon Tip:***

- ☐ Working with your Dean, determine the best timing to take the Decisions class based on your other seasonal activities.

There are a lot of opportunities to play sports at The Kinkaid School. On the school website, you can read about our athletic philosophies and explore the ins and outs of our athletics and physical education department. The Kinkaid School is a member of the Southwest Preparatory Conference (SPC), along with 16 other schools from Oklahoma, Dallas, Fort Worth and Austin. The sports teams are divided by season (Fall, Winter, Spring) and gender and our varsity teams participate in end of season championships. Activities are offered at a variety of levels and teams are determined by number of participants and space available.

For students who do not play sports, they have the opportunity to participate in physical education classes: cardio, conditioning, tennis, badminton, golf, and yoga.

ATHLETIC OFFERINGS BY SEASON		
FALL	WINTER	SPRING
Cheerleading Cross Country Field Hockey (Girls) Football (Boys) Volleyball	Basketball Soccer Swimming & Diving Wrestling (Boys)	Baseball (Boys) Golf Lacrosse Softball (Girls) Tennis Track & Field
PHYSICAL EDUCATION OFFERINGS BY SEASON		
FALL	WINTER	SPRING
Cardio Fitness* Conditioning*# Tennis*+ Yoga I & II*	Cardio Fitness* Conditioning*# Golf (Beginner Level)*+ Yoga I & II*	Badminton I & II* Cardio Fitness* Conditioning*# Yoga I & II*

\* No Interscholastic Competition

# Offered during the school day if there is sufficient enrollment

+ Only open to students not on the Kinkaid team

The website and Upper School handbook also provide more information on athletics, physical education and wellness. [www.kinkaid.org/athletics](http://www.kinkaid.org/athletics) and [www.kinkaid.org/academics/upper-school](http://www.kinkaid.org/academics/upper-school)

***Talon Tips:***

- ☐ Prior to participation, all students must complete the School Certificate of Participation-Medical Record by their doctor and turn it in on the Magnus website inside the Parent Portal.



- ☐ We are always looking for volunteers to help us. Whether it's working the concession stand or offering to be a Team Parent, there are many chances to get involved.
- ☐ If you have any sports related questions, please reach out to the Program Head. They will be able to provide you with practice information, equipment needs, tryout dates, camps, etc. Program Heads should be your first point of contact until your student is placed on a specific team.

### **Administration**

Director of Athletics, David Holm	david.holm@kinkaid.org
Asst. Athletics Director, Nathan Larned	Nathan.larned@kinkaid.org
Asst. Athletics Director, Stacey Marshall	Stacey.marshall@kinkaid.org
Asst. Athletics Director, Cassidy Williams	cassidy.williams@kinkaid.org
Director of P.E., TBD	
Administrative Assistant, Rachel Radford	rachel.radford@kinkaid.org

### **Fall Program Heads**

Cheerleading, JoAnna Nicolaou	joanna.nicolaou@kinkaid.org
Football, Nathan Larned	nathan.larned@kinkaid.org
Field Hockey, Jackie Cicone	jackie.cicone@kinkaid.org
Boys Volleyball, Adam Holt	adam.holt@kinkaid.org
Girls Volleyball, Desiree Elliott	desiree.elliott@kinkaid.org
Boys Cross Country, Curt Brooks	curt.brooks@kinkaid.org
Girls Cross Country, Cheryl Mitchell	cheryl.mitchell@kinkaid.org

### **Winter Program Heads**

Boys Basketball, Torrence Botts	torrence.botts@kinkaid.org
Girls Basketball, Stacey Marshall	stacey.marshall@kinkaid.org
Boys Soccer, Curt Brooks	curt.brooks@kinkaid.org
Girls Soccer, Cassidy Williams	cassidy.williams@kinkaid.org
B & G Swim & Dive, Erica Meyer	erica.meyer@kinkaid.org
Wrestling, Bobby Eggleston	bobby.eggleston@kinkaid.org

### **Spring Program Heads**

Baseball, Steve Maas	steve.maas@kinkaid.org
B & G Golf, Bobby Eggleston	bobby.eggleston@kinkaid.org
Boys Lacrosse, Michael Centra	michael.centra@kinkaid.org
Girls Lacrosse, Beth Rodgers Lester	beth.lester@kinkaid.org
Softball, Haley Outon	haley.outon@kinkaid.org
B & G Tennis, Stacey Marshall	stacey.marshall@kinkaid.org
Boys Track & Field, John Beckwith	john.beckwith@kinkaid.org
Girls Track & Field, Ken Conner	ken.connor@kinkaid.org

### **Athletic Support Staff**

Head Athletic Trainer, Cynthia Griffing	cynthia.griffing@kinkaid.org
Assistant Athletic Trainer, Tianna Williams	Tianna.williams@kinkaid.org
Associate Athletic Trainer, Jennifer Haynes	Jennifer.haynes@kinkaid.org
Strength & Conditioning, Everett Coleman	everett.coleman@kinkaid.org
Mental Skills Coach, John Couture	john.couture@kinkaid.org

## Visual and Performing Arts Information

### Performing Arts

Kinkaid offers many different options for those interested in the Performing Arts. A full list of Performing Arts classes and events is available on the Kinkaid website. Dance, Theatre, and Choir all offer both courses that anyone can sign up for as well as special auditioned-for opportunities. Most performing arts activities require auditions. Audition requirements are sent to all families in the spring and are posted online.

The Katz Performing Arts Center is home to various musical and dramatic performances. Some performances are ticketed; however, many performances are free and available to all on a first-come first-served basis. Performances that are a part of our ticketed season are available for purchase as part of a Season Ticket Membership during Back-to-School One-Stop Shopping, or on a show by show basis via our website. Season Ticket Members receive discounted prices, priority reservations, access to the best seats, and recognition in the programs as "Friends of the Arts." Complete information regarding all box office procedures will be posted on our website at [tickets.kinkaid.org](https://tickets.kinkaid.org).

### Visual Arts

The courses offered in the Visual Arts at Kinkaid are extensive. Throughout the year sculptures, prints, photographs, and paintings will be on display in the hallways between the Commons and the front entrance of the Student Life Building. The exhibitions rotate throughout the year. Notification of special arts events will be announced via a monthly Visual & Performing Arts e-Bulletin, weekly division emails, fine arts calendar alerts and in the Falcon Flyer e-newsletter.

The Kinkaid Film Festival is a highlight event each year. Film students have the opportunity to screen their films at the end of the spring semester of school.

#### ***Talon Tip:***

- ☐ Walk down the art hallways each time you visit the School; the art is amazing and always changing!

### Band/Choir/Orchestra

There are numerous opportunities throughout the year to hear the Kinkaid Band, Choir and Orchestra perform. Students taking full time Band and Orchestra in 8th grade have the opportunity to play along with the Upper School Band and Orchestra students. The Upper School Band plays during select football games. For a complete list of activities, please refer to the main Kinkaid events calendar.

Throughout the school year each music specialty performs individual school concerts as well as participates in various school musical competitions. Admission to the concerts is always free and open to all. A highlight event, The Margaret Kinkaid Holiday Celebration of the Arts, brings together all of the wonderful musical talent at Kinkaid on a Sunday afternoon in December. This Holiday Celebration is attended by current students, parents and alumni and is a festive way to kick off the holiday season.

## Student Clubs & Organizations

A general list of current Upper School activities, Clubs and Student Organizations can be found in the Upper School Handbook. Please note that each year clubs change slightly, as students create new clubs. Each new club must be approved by the Governing Council and the Coordinator of Student Life. Students sign up for clubs in the fall. There is a club fair during lunch early in the year where clubs advertise their goals for the year. After the fair, students are then given the chance to sign up for any club or clubs of their choosing. Students may sign up for two clubs, an A-day club and a B-day club. Clubs meet every other week (A and B weeks) on Thursdays at 2:50 p.m. Clubs are a great way for students to get to know other students with similar interests.

### ***Talon Tip:***

- ☐ To sign up for these clubs, nothing needs to be done prior to the start of school. The clubs are student driven and all new club requests, club sign-ups and club meetings are held during the school day. Please note: some specific club activities and/or projects will take place after the school day but are optional based on scheduling.
- ☐ Activities like Robotics, Model UN and Debate have competitions outside the school day.

## Upper School Events

### Homecoming Dance (All Upper School students)

The Homecoming Dance is scheduled for the Saturday night just after the Friday night homecoming football game. The dance is held on campus, the dress is dressy casual and every Upper School student may go. Most students choose to go to the dance in groups with their friends. Tickets to the dance can be purchased online through BTS One-Stop Shopping at the beginning of the school year. There is also an opportunity for students to purchase a ticket and/or additional tickets at the School closer to the event.

#### ***Talon Tips: (These apply to all dances.)***

- ☐ During BTS OSS, parents should only purchase one homecoming ticket to Homecoming Dance. If a date needs a ticket, you can purchase just before the dance.
- ☐ If you pre-pay through One-Stop Shopping, your child's name will be on the prepaid list and there's no ticket required.
- ☐ Many Upper School kids like to arrive at the event together (it can be less intimidating) so encourage your child to invite a few friends to ride together. Some girls even like to meet to get dressed together before the event so you can ask your daughter if she'd like to invite a friend or two over to have a snack and get glammed up together for their big night out!

### Pre-Homecoming Dance Freshman Dinner

Prior to the Homecoming Dance, the 9th grade parent chairmen organize a group dinner for all freshmen in an area restaurant. After photos and dinner at a restaurant, buses transport the freshmen to campus so they can arrive together as a grade for the dance. During BTS OSS, parents should purchase a ticket to this very special event just for freshmen.

#### ***Talon Tip:***

- ☐ Dates are not needed nor encouraged for the freshman dinner or Homecoming Dance.

### 9<sup>th</sup> and 10<sup>th</sup> Grade Event

The 9<sup>th</sup> and 10<sup>th</sup> Grade Event is scheduled in the spring and held on the Kinkaid campus. It is typically a dance and has themed attire for the night. It's for ninth and tenth grade students ONLY. Tickets to the event can be purchased through the BTS One-Stop Shopping form at the beginning of the school year. There is also an opportunity for students to purchase a ticket and/or additional tickets at the School closer to the event. However, tickets are not sold at the door. Students can invite one student from another school, but they must be a ninth or tenth grade student at their respective school. The guest MUST walk in with your child and have already pre-registered and prepaid.

### Junior/Senior Prom

The Junior/Senior Prom is scheduled in the spring and held on the Kinkaid campus organized by the Prom Committee (students and parent volunteers). Juniors and seniors may invite guests from outside of Kinkaid, but they must also be juniors or seniors at their high school.

#### ***Talon Tip:***

- ☐ Students often think that they can only go to Prom (11<sup>th</sup> and 12<sup>th</sup> grade only) if they have a date; however, there are plenty of students who attend in groups without dates.

## **All School Events**

### **Football Games**

Friday Night Lights shine bright at Kinkaid. Remember to keep your Friday nights open for these exciting football games; your Falcons won't disappoint! For home games, there are theme dress days at school to show your spirit. Parents and students of all ages always enjoy these gorgeous fall nights, so please plan to come, grab a bite at the concessions stand and support the Falcons!

#### ***Talon Tip:***

- ☐ The New Family Support Committee will host a tailgate party on August 28<sup>th</sup> so be on the lookout for an invitation in August.
- ☐ Themes for dress days can be found in the weekly bulletin from the Head of Upper School.

### **Falcon Family Feast - Kinkaid vs. St. John's Game**

The football event of the year is the Kinkaid vs. St John's Game, aka simply, "The St. John's Game" and EVERYONE goes – Alumni, Faculty, Staff and Families of ALL ages and stages! This legendary game of rivals between our Falcons and the Mavericks began in 1951 and since 1979 has been held at Rice University stadium. The event kicks off with a huge "Falcon Family Feast" tailgate dinner in the Rice stadium parking lot (see BTS One-Stop Shopping for tickets to the Feast and game), and then everyone moves into the stadium to cheer the Falcons as they defend their winning streak!

#### ***Talon Tip:***

- ☐ Visit the School Store for your purple and gold gear! And don't miss the Falcon Family Feast where your family is sure to get more Falcon Frenzy giveaways!!

### **Fine Arts Performances**

Every year, the Katz Performing Arts Center is home to various musical and dramatic performances. Some performances are ticketed; however many performances are free. Performances that are a part of our ticketed season are available for purchase as part of a Season Ticket Membership during Back-to-School One-Stop Shopping, or on a show by show basis via our website. Season Ticket Members receive discounted prices, priority reservations, access to the best seats, and recognition in the programs as "Friends of the Arts." For more information, go to [tickets.kinkaid.org](http://tickets.kinkaid.org).

### **Margaret Kinkaid Holiday Celebration of the Arts**

Make this lovely early December event a family tradition! Since it began in 1924 as a "birthday" party/Open House for the "birth" of Kinkaid at its then-new campus on Richmond Avenue, the entire Kinkaid community has been invited to come to hear the Kinkaid Band, Chorus and Orchestra perform at the Margaret Hunter Kinkaid Holiday Concert. Now held at the current campus in the Brown Auditorium, it is an inspirational performance that will get you in the spirit of the season! Following the performance, gather for fellowship with family and friends at a Reception in the decorated Ogilvie Lobby to enjoy Kinkaid's traditional hot chocolate (the recipe's a long-held secret!) and sweet holiday treats.

### **Culture Fest and African American Heritage & Culture**

Culture Fest is an annual spring event in which all divisions, from lower to upper, gather to celebrate the rich culture and ethnic heritage of Kinkaid, Houston and the world. Upper School student groups, families and individuals host booths representing various cultures and participate in performances, including singing and dancing. African American Heritage & Culture is an annual event in February. This is a #OneKINKAID Event featuring performances and art by Lower, Middle and Upper School students.

## Parent Organizations

There are lots of ways that parents can get involved at Kinkaid. We all benefit from active parent volunteers and there are many options to choose from – whether you are looking to volunteer once a week or once a year (or anything in between) – there are tons of options!

### Online Parent Volunteer Website

Kinkaid uses Sign Up Genius to recruit volunteers. Once you have received your community login to the Kinkaid website, you will have access to the online volunteer sign-ups. Most of the volunteer opportunities are listed (in various categories, i.e. Lower, Middle, Upper, Book Fair, Field Day, etc.). You can view the opportunities (including a description, chairs of the activity and date/time of shifts available) and can sign yourself up for as many as you like!

#### ***Talon Tips:***

- ☐ If you are having a difficult time deciding where to get involved, your Falcon Friend Team Leaders should be able to help. You can also contact your GLC and/or Kinkaid's Parent Liaison & Volunteer Coordinator.
- ☐ Instructions on how to use the Sign Up Genius site can be found on the "Web Support FAQ's" page and on the "Parent Website Workshop Videos" page.

### Parents' Association

The Kinkaid Parents' Association coordinates volunteers and fundraising activities, represents the interests of all Kinkaid parents, supports and promotes the goals and policies of The Kinkaid School and acts as a liaison between the parents and the faculty and administration of the School. All parents are automatically members of the Parents' Association and funding for the Parents' Association comes from families via the Student Activities Fee. There are over 90 volunteer chairs coordinating a variety of activities at the School and they all need help! Some of the many opportunities available are:

- *School-Wide Events:* Auction, Book Fair, Faculty Appreciation, Falcon Family Feast, Field Day, Holiday Decorating, Holiday Reception
- *School-Wide On-going Volunteer Opportunities:* Concessions, Fine Arts, Library, Scrapbook
- *Middle School Volunteer Opportunities:* Birthday Celebrations (7th Grade), Concessions, Vision & Hearing
- *Upper School Volunteer Opportunities:* Poinsettia Sales (9th Grade), Baccalaureate, Commencement, Concessions, 9<sup>th</sup> and 10<sup>th</sup> Grade Event, Homecoming Dance, Junior/Senior Prom

#### ***Talon Tips:***

- ☐ Please refer to the description of each volunteer opportunity on the Volunteer Opportunities page of the website for more information on individual opportunities.
- ☐ It generally takes a couple of years of volunteering to be considered for a committee "chair" or leadership position. The larger the event or committee, the more years of experience on the committee you would need to be considered.

## **Booster Club**

The Booster Club supports the School's extracurricular activities in both Fine Arts and Athletics. It helps fund an end-of-season get together for every middle and upper school team; a celebration during or after an arts production; and organizes and/or supports other "school spirit" events throughout the year, including the Lower School Spirit Night, Falcon Fanatic Nights, Falcon Fan Fest, and the Margaret Kinkaid Holiday Concert. Some of the many volunteer opportunities for Booster Club are:

- *Team Parents:* If your child plays sports, you may be asked to act as team parent (usually with at least one other parent, sometimes several). You will work with the coach to coordinate snack schedules, concession stand volunteers and provide communication to the other parents.
- *Visual and Performing Arts Parent Volunteers:* Each Arts discipline has a designated Parent Volunteer. These parent volunteers help coordinate the volunteer efforts specific to that discipline. Additionally, there is always a need for general parent helpers for various backstage projects and duties. The musicals are enormous undertakings. Parent volunteers are always needed for specific tasks during rehearsals, tech week and the actual production dates.

## Fundraisers & Giving Opportunities

### Auction

Held once every three years at the School (the next one is scheduled for February 2022), the Auction raises funds that contribute to student trips, technology upgrades and equipment for athletics and arts programs. Planning begins 18 months from the auction date and there are many ways for parents to be involved.

#### ***Talon Tip:***

- ❑ During an Auction year, parents begin getting groups/tables together in the fall or you may sign up to sit according to grade level. It's always a fun event for a worthy cause.

### Book Fair

Every November, the Melcher Gym is transformed into a bookstore unlike any other. For two days, students and families are given the opportunity to shop for books and gifts (right before the holidays), mingle with fellow Kinkaid community members, meet authors and enjoy coffee at the Kinkaid Perk cafe. You will feel as if you have been transported off campus while in the comfort of your own school. Students visit the Book Fair by class (find the schedule on the website) and parents are encouraged to meet them there. On Family Night, the entire community is encouraged to get together for dinner prepared by a local restaurant, and, of course, do some shopping. In addition to purchasing books, you can also donate and become a "Friend of the Library." *Proceeds from Book Fair benefit all three school libraries.*

#### ***Talon Tip:***

- ❑ This is a wonderful volunteer opportunity -- you will get the chance to mingle with your kids, their friends and their friend's families.
- ❑ Free gift wrap is available and is thoughtfully and beautifully done.

### Field Day

Started in 1925 by Margaret Kinkaid, Field Day is a fun-filled, all-school family tradition at Kinkaid. The Upper School students kick-off the festivities by enjoying lunch and the carnival around at 12:30 p.m.. At 2:00 p.m., all the students, from Pre-K to Seniors, gather on the football field for grade level competitions between the "Purple" and "Gold" teams. At 3:15 p.m., after the field events, there is a huge carnival with rides, games and food. There are many opportunities to volunteer; but, even if you are just a spectator, you will want to enjoy this event with your family. *Field Day raises significant funds for educational equipment and programs for the entire School.*

#### ***Talon Tips:***

- ❑ Students are required to wear khaki shorts and a Field Day t-shirt (from any year). Students will want to play-up their team color for the field games. Purple or gold socks, ribbons and bows are all encouraged. This is a great opportunity to show your Kinkaid spirit!
- ❑ Your child will find out what "team" (Purple or Gold) they are on in the weeks before your first Field Day. Generally, current family members are on the same color team. But, be prepared, if you are an alumnus, you child may not be on your team.
- ❑ There will be limited parking on campus in the garage and west lot. Overflow parking will be available.



## **Class Fundraisers**

Starting in 7th Grade, the students have fundraisers to help raise money for events during the school year, but also to pay for many special events and activities during their senior year. You can support all of these fundraisers through the Back-to-School One-Stop Shopping (BTS OSS) and Birthday Celebrations One-Stop Shopping opportunities.

- *7th Grade* - Birthday Celebrations Posters and T-Shirts
- *9th Grade* - Poinsettias
- *10th Grade* - Kinkaid vs. SJS T-Shirts
- *11th Grade* - Field Day T-Shirts

## **Concessions Stands**

Kinkaid operates an indoor and an outdoor concession stand during most athletic events. *Proceeds go to the class accounts and benefit all students in grades 6-11. The class accounts are used to fund the many parties during their senior class.*

### ***Talon Tip:***

- ❑ Volunteering in concessions stands is an opportunity open to all parents and a great way to meet parents in your child's grade, sport, or in other divisions. It's fun!

## **The Kinkaid Open (Golf Tournament)**

Kinkaid's annual golf tournament was created in remembrance of Zack Semander, a beloved math teacher and coach at Kinkaid for more than thirty years. Held in the fall, the tournament is welcome to alumni, parents, former parents, grandparents and friends of the Kinkaid community. The tournament is held at a Houston-area golf course in the fall where players enjoy lunch, a full round of golf and the awards reception following the tournament. *Proceeds from the golf tournament support the John Germann Endowed Scholarship.*

## **Sporting Clays Benefit**

The Sporting Clays Benefit is held every spring and alumni, parents, grandparents and friends are welcome to register and shoot in the tournament. The shoot takes place at a local shooting range and typically begins with a noon lunch and games to be followed by the tournament and awards ceremony. *Proceeds from the benefit support the Barbara Cooney Teacher Fellowship Endowment.*

## **Kinkaid Annual Fund**

Our students are the heart of The Kinkaid School. Your gift to the Kinkaid Fund allows us to provide extraordinary opportunities for our students with support for technology, athletics, the arts, financial aid and character education. Additionally, you help Kinkaid attract and retain outstanding faculty and staff as well as support enhancements and maintenance for our beautiful campus.

A solicitation packet will be mailed to every family in September. Most families make a gift or pledge in the fall with full payment due by June. Follow up phone calls from parent volunteers will be made in the fall to encourage participation. Additionally, many families use their corporate matching gift programs to increase their gift, making a greater impact. Please confirm with your employer if this is an option. The Kinkaid Fund is our top priority for fundraising each year. This Fund ensures that our tradition of excellence will continue each year. For more information, please visit [Kinkaid.org/giving](http://Kinkaid.org/giving) or contact Tracy McCleary, Kinkaid Fund Manager at 713-243-5013 or [tracy.mccleary@kinkaid.org](mailto:tracy.mccleary@kinkaid.org)

Gifts of all sizes are welcomed and appreciated. We ask that you make a gift that is meaningful to you and your family. Kinkaid has two Leadership Giving Societies you may consider. The 1906 Society recognizes donors who make leadership gifts between \$3000 and \$7499, and The Founders Society recognizes leadership gifts of \$7500 or more.

**Talon Tip:**

- ❑ Both groups are invited to a social event hosted by the Head of School each spring. These adult-only parties are a great way to meet other parents.

**Endowment**

A significant endowment is increasingly indispensable to the School's pursuit of excellence, innovation and impact. A gift made to The Kinkaid School endowment is invested in perpetuity, providing an annual distribution in support of the School activities of the donor's choosing. Gifts can be made for specific purposes or to the general endowment, which supports all areas of the School. Endowments can be designated for departments, financial aid, faculty continuing education, technology, operation and maintenance of facilities and specific academic programs. To name an endowment, a gift of \$25,000 or more, payable over 5 years, must be committed and the donor may designate the gift to a particular area of interest. Annual reports are provided to the donor highlighting the performance activity of the investment.

Endowment funds are one of Kinkaid's most powerful financial tools, offering perpetual stability and flexibility. In fact, the endowment distribution typically represented 9% of the Schools' annual operating budget, an amount that makes a major impact on students and faculty throughout the School. A gift to the endowment is an investment that propels our efforts in learning, discovery, engagement that are essential for the best educational experience for our students today and into the future.

For more information, please contact Lisa Wood, Assistant Director of Advancement at 713-243-5023 or [lisa.wood@kinkaid.org](mailto:lisa.wood@kinkaid.org).

**Legacy Giving**

In the heart of many Kinkaid families is a commitment to protect and promote the School's tradition of excellence. Many have chosen to leave an everlasting expression of gratitude to Kinkaid through their estate plans. A gift through a bequest in your will or designating Kinkaid as a beneficiary of your retirement plan or life insurance are just a few methods to accomplish your philanthropic goals.

The **Kinkaid Legacy Society** is a recognition program which honors those who have created an enduring legacy to Kinkaid through thoughtful planning of their estate. To be a member, you simply have to notify the School of your intentions.

For more information, please visit [kinkaid.planmylegacy.org](http://kinkaid.planmylegacy.org) or contact Lisa Wood, Assistant Director of Advancement at 713-243-5023 or [lisa.wood@kinkaid.org](mailto:lisa.wood@kinkaid.org).