

Dear New Upper School Parents and Students:

Welcome and congratulations on becoming a part of the Kinkaid family! We know that this is an exciting time for you and it is our goal to make the 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 extracurricular 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 “Buddy Families,” 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!), organization of new family events such as an early summer social, and assisting with the various deadlines that exist for getting everything in order to start the new school year! Your Buddy Families 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. We hope you will take time to review it as a family. The guide answers many common questions and includes valuable “Talon Tips” that provide practical advice based on other families’ experiences at Kinkaid.

We again welcome you to Kinkaid. The School is a truly special place of which we are all very fortunate to be a part. 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!

Parents' Association New Family Support Chairs

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**The Kinkaid School**  
**2018-2019 Important Dates & Deadlines**  
**9th Grade**  
**(as of April 2018)**

March 23	Summer Program Registration (ends June 2)
May 12	Welcome Breakfast, 9:00 - 11:00 a.m. (The Commons)
June 16	Book Order Deadline
July 1	Tuition Due Date
July 11 - August 3	Birthday Celebration Poster Order Form Online
August 1	Health Forms Deadline
August 6	Pre-Season Athletics Begin**
August 8 - 31	Back-to-School One-Stop Shopping Order Form Online
August 17	BOOK PICK UP - Last Name A-L, 8:00 a.m. - 12:00 p.m. (Hallway behind Black Theatre & Dance Studio – use doors closest to Middle School)
August 17	BOOK PICK UP - Last Name M-Z, 1:00 - 5:00 p.m. (see above)
August TBD	9th Grade Back-to-School Party (for ALL 9th graders)
August 17	New US Student Orientation, 8:45 – 9:45 a.m. (The Commons)
August 17	Freshman Orientation (for ALL 9th graders), 9:45 a.m. - 2:15 p.m. (Amphitheatre)
August 19	New Parent Orientation & Reception, 2:00 - 4:30 p.m. (Amphitheatre & Brown Auditorium)
August 21	SCHOOL STARTS for All Three Divisions
August 24 – August 26	Freshman Retreat (Off Campus) Students leave at 2:30 p.m. on Friday after school
September 12	Upper School Grade Level Meetings and Parents' Night, 6:00 – 9:00 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 summer and pre-season workouts. **All fall sports have some sort of optional summer practices.**



## **Preparing for Back-to-School**

### **Kinkaid Summer Program Registration Begins – March 23**

Various academic, fine arts and athletic summer camps are offered at Kinkaid (June 4 – 29). Camps are open to kids from Kinkaid and other schools and they are a great way to meet new students. Visit [www.kinkaid.org/summer](http://www.kinkaid.org/summer) for detailed information and to register. There will be an on-campus open house on Saturday, June 2 from 12:00 p.m. - 2:00 p.m.

### **Summer Reading and Summer Reading Book Sale – Thursday, May 10**

Summer Reading lists are available on the Kinkaid website. Each spring the Upper School Library has a summer reading book sale. This is a wonderful opportunity to support Kinkaid while stocking up on your assigned summer reading for each class. In the Upper School, summer reading requirements vary greatly by course. 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. The Upper School library does a wonderful job of displaying books by course level. Try to shop early because some books do sell out quickly.

#### ***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 stocks the correct version of each book. Please note that it is easier to follow assigned reading when you have the suggested version in hand and having incorrect version can affect a student's performance on a test.

### **Book and Supplies Order - Due June 16**

The order form for the Upper School only allows for book orders. Specific textbook information by class is available on the website under the School Store tab. This list does note an ISBN number for each required book. Because of the size of some of the books, some people choose to order a second new or used book from an online bookstore for an at-home copy. You are not required to order your books from the Kinkaid School Store. Books purchased from the Kinkaid School Store can be sold back at the end of the year for a refund into your student's Smart Tuition account; however, be sure to check the return rules ahead of time, as there are guidelines to the type of book the bookstore will accept at the end of the year.

There is not an opportunity to order school supplies for Upper School students because supplies are more based on individual preferences. All students are required to bring a laptop computer to school. Computers can be purchased with the book order (or you may bring your own as long as it meets the minimum criteria found later in this handbook). Each student typically brings at least one binder or spiral to school the first day and receives specific supply information from each teacher.

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

- Be sure to know the book return guidelines when purchasing from the Kinkaid School Store. Old editions cannot be returned. Books that have been heavily "doodled" on, may not be bought back. There is always a donation box outside of the school store for any non-returnable books.

### **Birthday Celebration Posters - Online July 11 through August 3**

Birthday posters are a very cool Kinkaid tradition that benefits the Kinkaid 7th grade class each year. Seventh graders design birthday posters to hang at the entrance of the school. 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. Typically, only Lower School parents choose the t-shirt option (since the only size available is Youth XL).

#### **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 son or daughter will be in school. Unfortunately, last minute changes cannot be made.

### **Health Forms - Due August 1**

Kinkaid uses Magnus, an online health tracking system. All health-related forms can be found on the Magnus website and the information must be completed and uploaded to Magnus by August 1<sup>st</sup>. Do not email, fax or mail forms to Kinkaid. Please contact the Health Center at 713.243.5075 with any questions.

#### **Talon Tip:**

- Please note, if your child is playing a Kinkaid sponsored sport that practices in the summer, the annual physical form needs to be uploaded prior to the start of practice.

### **Back-to-School One-Stop Shopping (BTS OSS) - Online August 8 through August 31**

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* - 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 mailed 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 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 2 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, however volunteers in your child's grade may choose to produce pages on their own. If so, next year, when your 6th or 9th grader is entering 7th and 10th grade you will have the opportunity to buy the pages for the prior year. At that time, you can buy the beautifully embossed leather cover. But do not buy Scrapbook pages in this first year's BTS OSS. . . you buy for the year previous.



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

For the 2018 -2019 school year, the Kinkaid Upper School is shifting to **BYOD-required** for grades 9-12.

A 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 student's education and prepare them to be better stewards of technology in the future.

### **Laptop Requirements**

Requirements	Minimum	Recommended
Operating System	macOS 10.12	macOS 10.13 or later
	Windows 10 Home or Pro	Windows 10 Home or Pro
Processor	m3 for macOS	m5 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 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.

The Kinkaid School is pleased to announce that this summer there will be an opportunity for Upper School families to purchase one Macintosh 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.

<b>Macbook Air</b>	<b>Retail</b>	<b>Kinkaid Price</b>
<b>Computer</b>	\$1199.00	\$1049.00
<b>AppleCare+</b>	\$249.00	\$183.00
<b>Total (including 8.25% sales tax)</b>	<b>\$1567.46</b>	<b>\$1333.64</b>

The Macbook Air is Apple's entry level laptop. It has a 13" screen, 1.8GHz dual-core Intel Core i5, 256GB SSD storage, 8GB RAM.

<b>Macbook</b>	<b>Retail</b>	<b>Kinkaid Price</b>
<b>Computer</b>	\$1599.00	\$1549.00
<b>AppleCare+</b>	\$249.00	\$183.00
<b>Total (including 8.25% sales tax)</b>	<b>\$2000.46</b>	<b>\$1874.89</b>

The Macbook has a newer processor that allows it to go faster than the Macbook Air while consuming less power. It supports better graphics, has a 12" Retina display, and has twice as much hard drive storage than the Macbook Air model. ***This is the device that Kinkaid is using for its Middle School 1:1 program.***

<b>Macbook Pro (13-inch w/Touch Bar)</b>	<b>Retail</b>	<b>Kinkaid Price</b>
<b>Computer</b>	\$1999.00	\$1899.00
<b>AppleCare+</b>	\$269.00	\$199.00
<b>Total (including 8.25% sales tax)</b>	<b>\$2455.11</b>	<b>\$2271.09</b>

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 TouchID that makes this system more secure. This system also has four USB-C ports to connect additional peripherals, compared to just one in the Macbook.

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.

### **Book Pick-Up - Friday, August 17**

On the book and supply pick-up day (see book orders), You are invited to the school to pick up your books and school supplies in the Hallway behind the Black Theatre and Dance Studio – enter through doors closest to Middle School. The book pick-up is organized by last name (A - L, 8:00 a.m. - 12:00 noon; M - Z, 1:00 - 4:00 p.m.)

#### **Talon Tip:**

- If your student will not be able to pick up his/her books on Book Pick-up Day, then they must pick them up from their Dean on the first day of school or you can have them shipped directly to a home or office for an additional charge. If you cannot make the window of distribution for your last name, you may use the other window if absolutely necessary.

### **Freshman Orientation - Friday, August 17**

ALL freshmen attend this event. Freshmen new to Kinkaid attend a breakfast prior to the main orientation at 8:45 am. They are joined by Freshmen students that attended our Middle School at 9:45 a.m. Ultimately, the Freshman Orientation provides all 9th graders an opportunity to come on site, meet fellow 9th graders BEFORE the first day of school, and learn more about Kinkaid. They will also meet with student leaders, learn about the Upper School Honor Code, 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.

### **New Parent Orientation & Reception - Sunday, August 19**

This is a *parent only* event. The afternoon will begin with a parent orientation for 9<sup>th</sup> grade parents new to the Upper School and continue with a program for all parents new to Kinkaid in the Brown Auditorium. After the program, new parents are invited to a welcome reception and “Volunteer Fair” in the Ogilvie Family Lobby. Parent volunteers will be on hand to tell you about their favorite volunteer activities!

### **School Starts (for All Divisions) - Tuesday, August 21**

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 dress uniform.

### **Freshman Retreat – August 24 – 26**

The Freshman Retreat is a time for the entire Kinkaid freshman class to get away along with the peer mentors, deans, and some of the teachers. 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 12**

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 12**

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.

## **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.

### **Website Training**

Kinkaid will be offering online video tutorials to show parents how to interact with the website, Veracross, Kinkaid on Account, lunch menus, etc.

### **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.

### **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.

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

On Friday night (Upper School) or Thursday night (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, advisory days and other various events.

### **Emails from New Family Support Chairmen (NFS) & Grade Level Chairs (GLC)**

Expect correspondence from your NFS Chairmen regarding deadlines and other important information. In addition, the Grade Level Chairs (GLC's) for each grade will send out an email that contains grade-level news, information about upcoming events, actions needed by parents and may include attachments such as minutes from meetings, forms to complete, itineraries, etc. Make it a habit to read these informative emails!

### **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.

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

- To view the magazine online, go to the Kinkaid website.

### **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 and focus on your child's class.

### **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

Instagram: @TheKinkaidSchool

Facebook: @KinkaidSchool

YouTube: The KinkaidSchool



## **General Information**

### **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:***

- If necessary, 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 (formerly Advisory Group)**

Upper School students will be assigned to a Community Group in the 9th grade. Community Groups are lead 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).

### **Bell Schedule**

The Upper School bell schedule can be found 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 be 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.

### **Dining Center, Falcon Cards 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.

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

- Parents should plan to have a conversation with their child about spending limits for the Falcon Card since the School does not have the ability to set a limit.

## **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 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 sweat pants) 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 are trendy and nice looking but 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 freshman student off at the entrance to the Freshman Hall. This entrance is along the west side of the campus, accessed by the west parking lot. In the afternoon, freshmen and sophomores 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 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.

### **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 and books 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 VOEs (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 timeframe, they will need to acquire a new VOE from the office.

Send 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. 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.

**Talon Tip:**

- The Kinkaid Summer Reading Book Sale is a very easy way to collect your summer reading books. However, you may purchase from other vendors as well.

### Dean 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 assigned a Dean soon after acceptance to Kinkaid in plenty of time to allow for fall course selection.

More specifically, the Dean 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 Dean's 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. There are 3 marking periods per semester. Progress Reports are available at the end of each marking period, and include comments for each student at MP2 in the fall, and MP5 in the spring. Comments may also be made for new students and students making a 72 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 Veracross program via the Kinkaid parent portal.

**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 can change. 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.

***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.

**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 professional internship opportunities during Interim Term. 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. 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 do not select classes because most participate in the internships or travel. Juniors select first and freshmen select last. Trips are 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. All 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 back inside 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 freshmen take Decisions (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. Decisions meets three days a week.

### **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	Basketball	Baseball (Boys)
Cross Country	Soccer	Golf
Field Hockey (Girls)	Swimming & Diving	Lacrosse
Football (Boys)	Wrestling (Boys)	Softball (Girls)
Volleyball		Tennis
		Track & Field

  

PHYSICAL EDUCATION OFFERINGS BY SEASON		
FALL	WINTER	SPRING
Cardio Fitness*	Cardio Fitness*	Badminton I & II*
Conditioning*#	Conditioning*#	Cardio Fitness*
Tennis*+	Golf (Beginner Level)*+	Conditioning*#
Yoga I & II*	Yoga I & II*	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)    [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 out at sporting events. Whether its working the concession stand or offering to be a Team Parent, there are many opportunities to help athletes and meet other parents.

- 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.

Director of Athletics, David Holm  
 Director of P.E., Curt Brooks  
 Head Athletic Trainer, Cynthia Griffing

david.holm@kinkaid.org  
 curt.brooks@kinkaid.org  
 cynthia.griffing@kinkaid.org

#### **Fall Program Heads**

Cheerleading, JoAnna Nicolaou  
 Football, Nathan Larned  
 Field Hockey, Jackie Ciconte  
 Boys Volleyball, Adam Holt  
 Girls Volleyball, Kelly Stump  
 Boys Cross Country, Ryan Gillentine  
 Girls Cross Country, Cheryl Mitchell

joanna.nicolaou@kinkaid.org  
 nathan.larned@kinkaid.org  
 jackie.ciconte@kinkaid.org  
 adam.holt@kinkaid.org  
 kelly.stumph@kinkaid.org  
 ryan.gillentine@kinkaid.org  
 cheryl.mitchell@kinkaid.org

#### **Winter Program Heads**

Boys Basketball, Torrence Botts  
 Girls Basketball, Stacey Marshall  
 Boys Soccer, Curt Brooks  
 Girls Soccer, Angie Shotzberger  
 B & G Swim & Dive, Erica Meyer  
 Wrestling, Brian Notch

torrence.botts@kinkaid.org  
 stacey\_marshall@kinkaid.org  
 curt.brooks@kinkaid.org  
 angie.shotzberger@kinkaid.org  
 erica.meyer@kinkaid.org  
 brian.notch@kinkaid.org

#### **Spring Program Heads**

Baseball, Steve Maas  
 B & G Golf, Bobby Eggleston  
 Boys Lacrosse, Michael Centra  
 Girls Lacrosse, Eva Martire  
 Softball, Beth Rodriguez  
 B & G Tennis, Stacey Marshall  
 Boys Track & Field, John Beckwith  
 Girls Track & Field, Ken Conner

steve.maas@kinkaid.org  
 bobby.eggleston@kinkaid.org  
 michael.centra@kinkaid.org  
 eva.martire@kinkaid.org  
 beth.rodriguez@kinkaid.org  
 stacey\_marshall@kinkaid.org  
 john.beckwith@kinkaid.org  
 ken.connor@kinkaid.org

## **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. For more information, please see specific audition information outlined in this manual. Tickets for all productions will be available via Kinkaid's new online ticketing service. Information regarding all box office procedures will be sent to the entire community in the late summer.

### **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 weekly principal 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 Concert, brings together all of the wonderful musical talent at Kinkaid on one evening in December. This concert 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 Clubs and Student Organizations can be found in the Upper School Handbook. Please note that each year these clubs change slightly, as students are encouraged to create new clubs. Each new club must be approved by the Coordinator of Student Life. Students sign up for clubs after school has started. There is a specific day that club representatives are allowed to outline their clubs at a student assembly. Students are then given the chance to sign up for any club or clubs of their choosing. Thursdays at 2:50 p.m. are set aside for club meetings. 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 primarily 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.



## **Upper School Events**

### **Wacky Dress Day (Freshmen & Senior Girls)**

Wacky Dress Day is a designated day early in the fall semester when senior girls have the chance to dress up with their freshman buddies (all senior girls are paired with a freshman girl to serve as a mentor and welcoming buddy at the start of the year). Senior girls choose costumes that mimic or compliment a costume they have chosen to wear on the same day. Freshmen and Seniors get to know each other on a Sunday afternoon and then the Wacky Dress Day occurs during a school day. Pictures are taken and the girls enjoy a morning breakfast treat together. This is a wonderful day and a fun bonding experience for all!

### **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 Tip: (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.
- Students often think that they can only go to Prom if they were asked by a date; however, there are plenty of students who attend in groups without dates.
- You can invite one student from another school, but they must be a freshman or sophomore at their respective school. The guest MUST walk in with your child and have already pre-registered and prepaid.
- 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!

### **Freshman/Sophomore Event**

The Freshman/Sophomore 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 freshmen and sophomores ONLY. Tickets to the event can be purchased through the 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.

**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 if they were asked by a date; however, there are plenty of students who attend in groups without dates.

# UPPER SCHOOL SCHEDULE 2018-19

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	ADVISORY 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	LUNCH 12:20-1:00	LUNCH 12:20-1:00	LUNCH 12:35-1:05	PERIOD E 11:55-12:40
LUNCH 12:45-1:25	PERIOD E 1:05-1:50	PERIOD D 1:05-1:50	LUNCH 12:35-1:05	LUNCH 12:45-1:25
PERIOD F 1:30-2:15	PERIOD G 1:55-3:20	PERIOD F 1:55-3:20	PERIOD F 1:10-1:55	PERIOD F 1:30-2:15
PERIOD G 2:20-3:05			PERIOD G 2:00-2:45	PERIOD G 2:20-3:05
			CLUBS 2:50-3:20	



## 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 so be on the lookout for an invitation in the fall.

### **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 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 give-aways!!

### **Margaret Kinkaid Holiday Concert and Reception**

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**

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. Student groups, families and individuals host booths representing various cultures and participate in performances, including singing and dancing.

### **Fine Arts Performances**

Every year, the Katz Performing Arts Center is home to various musical and dramatic performances. Generally, the performances are ticketed, however some performances are free. None are to be missed. Tickets for all productions will be available via Kinkaid's new online ticketing service. Information regarding all box office procedures will be sent to the entire community in the late summer.



## **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!

### **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, Freshman/Sophomore Dance, 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

disciplines activities and productions. Additionally, there is always 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.

#### **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:***

- As previously noted, 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.
- If you are having a difficult time deciding where to get involved, your Buddy Families should be able to help. You can also contact your GLC and/or Kinkaid’s Parent Liaison & Volunteer Coordinator.

## Fundraisers & Giving Opportunities

### Auction

Held once every three years at the School (the next one is scheduled for February 23, 2019), *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.

### 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 Book Fair 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.

### 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 noon. 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, your 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 one-stop shopping opportunities and sometimes on separate order forms throughout the year.

- 7th Grade - Birthday Celebration Posters
- 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 7-11. The class accounts are used to fund the many parties during their senior class.*

### **Kinkaid Fund**

In order to provide our students and faculty with the resources they need to learn and grow, Kinkaid asks for support for the Kinkaid Fund, formerly known as the Annual Fund. *Kinkaid Fund dollars are unrestricted, current use funds that directly support the School's operating budget.* Six percent of Kinkaid's budget is provided by gifts from alumni, parents, grandparents and friends to the Kinkaid Fund.

When you make a gift, you keep the Kinkaid engine running with *support for technology, athletics, the arts, financial aid and character education.* You help Kinkaid attract and retain outstanding faculty and staff. And you support enhancements and maintenance for our beautiful campus.

### **Zack Semander Memorial Golf Tournament**

Kinkaid's annual golf tournament is named in remembrance and to honor 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. Afterward, participants and volunteers enjoy snacks and beverages at the awards ceremony. *Proceeds from the benefit support the Barbara Cooney Teacher Fellowship Endowment.*