Dr. Martin Luther King Jr. College Preparatory High School

Student Handbook SY25-26

Welcome Message

Welcome to the SY25-26 KCP Jaguars!

King's faculty and staff are dedicated to preparing our students for college and beyond. We pride ourselves in creating an environment that challenges our Jaguars academically, while developing them socially. Students will have endless opportunities to excel and find their passion. King students also have access to robust fine arts and different extracurricular and athletic opportunities outside the classroom. This balance of academics and a supportive environment ensures that your student has the best and most affordable post-secondary options when they graduate from King.

Brian Kelly, Ed.D
Principal

Vision

At KCP, we are a student-centered learning community where all stakeholders (families, faculty, staff, and community members) use relationships, academics, and technology to empower our scholars to become lifelong learners who responsibly compete in a global society.

Mission

Dr. Martin Luther King, Jr. College Preparatory High School develops scholars who demonstrate intellectual and ethical leadership while achieving academic excellence.

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WELCOME TO THE 2025 – 2026 ACADEMIC YEAR

A selective enrollment school requires its students to live up to a higher standard in academics, behavior, and attendance. King College Prep prepares all students to excel at the college or university level of education. King faculty and staff members are committed to providing students with a rigorous and engaging learning experience. All students must invest their time and efforts to take advantage of this high-quality education. In addition, parents and guardians are expected to remain involved in the education of their King student(s), ensuring that they remain on-track academically and adhere to the behavioral and attendance expectations of King College Prep.

THE KING COLLEGE PREP VISION

We envision that all students, through participating in a rigorous academic environment, will develop intellect and citizenship. We will incorporate critical thinking, intellectual inquiry, and research skills in our academic courses in addition to fostering social, emotional, and physical development.

Both students and parent/guardian must sign this enrollment contract declaring their willingness to abide by the following standards:

1. It is the responsibility of the parent and student to ensure that the student arrives on time **(before 7:50 am)** and attends school, each class, and maintains a 90% attendance rate. Students must abide by the rules of attendance and discipline as outlined in the student handbook and the Chicago Public Schools Student's Rights and Responsibilities.
2. Failing even one class (required or elective) is serious. The student must take personal responsibility for seeking out the help he or she needs when experiencing academic challenges. At the first sign of academic trouble, teachers should reach out to parents and students to develop a recovery plan on how to avoid failing the class. If a student does fail a required class, the student will need to complete credit recovery during summer or evening school. Failing more than two classes while at King may be an indicator that the student and parent/guardian should consider serious intervention. The leadership team may meet with the student and parent/guardian to create a plan for corrective action or (in extreme cases) an alternative placement at another school.
3. The student's parent/guardian is responsible for contacting the counseling department if a problem or situation arises which might interfere with the

student's academic/social progress. Additionally, we will reach out when we identify an issue to proactively support the student.

4. The parent and the student should fully understand the King College Prep graduation requirements, which is listed in the student handbook. **Early graduation from King is not permitted**. Students should take full advantage of college-level course offerings in their senior year.
5. Every student is encouraged to enroll in at least one Advanced Placement course before graduating. Advanced Placement courses are college level courses taught at King, and succeeding in one of these courses is an indicator that you are college ready. Successfully passing an AP exam also earns you college credit at most colleges and universities across the country. The leadership team and counseling department will ensure that all students are in compliance with these requirements during the course selection process in your junior year.
6. Each student will be required to maintain a Student Assignment Book. Parents may expect their child to bring his/her Student Assignment Book home every evening, which will list assignments for that day. King faculty may expect each student to return with it the following day.
7. It is the responsibility of the parent/guardian to pick up the student's report card on the designated dates to have a conference with their child's teachers. Parents should look for 5-week progress reports midway through each quarter.
8. Students are accepted at King with the understanding that they agree to uphold King's school vision and are striving for the highest level of achievement possible.

Student Signature:_____

Parent/ Legal Guardian Signature: _____

EXPECTATIONS FOR STUDENTS AND PARENTS/GUARDIANS

Below is a list of important expectations for fostering a positive, respectful academic environment at King. Personal responsibility is a primary goal for every King student; therefore when it comes to behavior and consequences, the student must take full ownership for his or her own actions.

As a King College Prep student:

- I will meet my academic responsibilities with integrity and do my own work.
- I will arrive at school and class on time, ready to learn.
- I will attend all class periods and know that failure to do so will result in disciplinary action.
- I will use my cell phone and iPad for academic purposes and only with the permission of the classroom teacher.
- I will treat others with respect and will resolve conflict using non-violent methods in the model of our school's namesake.
- I will serve detentions when earned and know that I cannot participate in activities if I have ANY detentions.
- I will be committed to working to my fullest potential and take responsibility for my learning and actions.

As a King College Prep Parent/Guardian:

- I will monitor the assignments given and encourage my child to complete them to the best of his or her ability.
- I will ensure that I have access to the Parent Portal to monitor my child's progress.
- I will ensure my contact information is up to date so I can be reached in an emergency.
- I will accept responsibility to make sure that my child arrives at school on time, ready to learn.
- I will review the expectations in the handbook with my child and will expect him or her to treat others with respect.
- I will encourage my child to avoid earning detentions and will expect them to be served when they are assigned

Principal	Dr. Kelly
Assistant Principal	Dr. Mitchell
Assistant Principal	Ms. Jones-Coleman
Athletic Director	Mr. Asad
Technology Coordinator	Ms. Woynovich
Technology Coordinator	Mr. Sanchez
Finance Manager	Ms. Burrage
Case Manager	Ms. Winfield-Edwards
College & Career Coach	Mr. Williams
Culture & Climate Leader	Mr. Green
Attendance Coordinator	Ms. Gardiner
Office Support	Ms. Smart
Office Support	Ms. Hunter
Professional School Counselor	Ms. Khan
Professional School Counselor	Ms. Newby
Professional School Counselor	Mr. Clayton
Instructional Support Lead Coach	Ms. Porter
MTSS Lead and Interventionist	Ms. Rolle
School Librarian	Ms. Wiltse
Conflict Resolution Support	Mr. S. Clark
Conflict Resolution Support	Ms. Y. Clark
Conflict Resolution Support	Mr. Dora
Conflict Resolution Support	Mr. Farris
Conflict Resolution Support	Mr. Malcome
Conflict Resolution Support	Ms. McKissack
Conflict Resolution Support	Mr. Sawyer
Diverse Learner Instructor	Ms. Brownlee
Diverse Learner Instructor	Ms. Bland
Diverse Learner Instructor	Ms. Donaldson
Diverse Learner Instructor	Mr. Garcia
Diverse Learner Instructor	Mr. Jedovnicky
Diverse Learner Instructor	Ms. Mathen
Diverse Learner Instructor	Mr. O'Gorman
Diverse Learner Instructor	Ms. West
English & Language Arts Instructor	Mr. Butler
English & Language Arts Instructor	Mr. Canas
English & Language Arts Instructor	Ms. Monik
English & Language Arts Instructor	Mx. Wojahn
English & Language Arts Instructor	Mr. Murphy
English & Language Arts Instructor	Ms. Williams
English & Language Arts Instructor	Ms. Sims
JROTC Instructor	Col. Harris
JROTC Instructor	Stg. Davis
Mathematics Instructor	Ms. Bradley
Mathematics Instructor	Ms. Britton-Nailer
Mathematics Instructor	Ms. Seals-Parker
Mathematics Instructor	Mr. Chen
Mathematics Instructor	Mr. Previdi
Mathematics Instructor	Mr. Swedberg
Fine Arts Instructor	Ms. Riddiford
Fine Arts Instructor	Mr. Fritsch
Performing Arts (Band)	Mr. Washington
Choir	Mr. Burwell
Physical Education	Mr. Beltran
Physical Education	Ms. Colvin
Physical Education	Mr. Duran
Physical Education	Mr. Hampton
Science Instructor	Ms. Beris
Science Instructor	Ms. De'Oca
Science Instructor	Dr. Henderson
Science Instructor	Ms. Ortega
Science Instructor	Ms. A. Turner
Science Instructor	Mr. G. Turner
Science Instructor	Mr. McDaniel
Social Studies Instructor	Mr. Glenn
Social Studies Instructor	Ms. Mullooly
Social Studies Instructor	Ms. Stone
Social Studies Instructor	Mr. Otto
Social Studies Instructor	Mr. Rykal
Social Studies Instructor	Ms. Skinner
Social Studies Instructor	Mr. Young
Career and Technical Education	Mr. Chase
Career and Technical Education	Mr. Plonczynski
Career and Technical Education	Ms. Barrett
World Language Instructor	
World Language Instructor	Ms. Galvan
World Language Instructor	Ms. Huss
World Language Instructor	Ms. Joumessi
Diverse Learner Instructor Assistant	
Diverse Learner Instructor Assistant	Ms. Bailey
Diverse Learner Instructor Assistant	Ms. Robinson
Diverse Learner Instructor Assistant	Mr. Armstrong
Diverse Learner Instructor Assistant	Mr. Redding
Diverse Learner Instructor Assistant	Ms. Woods
Diverse Learner Instructor Assistant	Ms. Gilmore
Diverse Learner Instructor Assistant	Ms. Johnson
Diverse Learner Instructor Assistant	Mr. McKinnie
Diverse Learner Instructor Assistant	Mr. Hampton
Diverse Learner Instructor Assistant	Ms. James
Diverse Learner Instructor Assistant	
Diverse Learner Instructor Assistant	Mr. Renfro
Diverse Learner Instructor Assistant	Mr. Barnes
Diverse Learner Instructor Assistant	Mr. Taylor
Diverse Learner Instructor Assistant	Ms. Copeland

SY 2025 – 2026 Bell Schedules

Monday, Tuesday, Wednesday, Thursday			
Period	**Start**	**End**	**Minutes**
1st	8:00	8:51	51
2nd	8:55	9:46	51
3rd	9:50	10:41	51
4th	10:45	11:36	51
5th	11:40	12:31	51
6th	12:35	1:26	51
7th	1:30	2:21	51
8th	2:25	3:16	51

Friday			
Period	**Start**	**End**	**Minutes**
1st	8:00	8:38	38
2nd	8:42	9:20	38
Advisory	9:24	9:58	34
3rd	10:02	10:40	38
4th	10:44	11:22	38
5th	11:26	12:04	38
6th	12:08	12:46	38
7th	12:50	1:28	38
8th	1:32	2:10	38
Staff Meeting	**2:15**	**2:55**	**40**

SY 2025 – 2026 Special Bell Schedules

Special Schedule Monday-Thursday			
Period	**Start**	**End**	**Minutes**
1st	8:00 AM	8:40 AM	40 min
2nd	8:44 AM	9:24 AM	40 min
3rd	9:28 AM	10:08 AM	40 min
4th	10:12 AM	10:52 AM	40 min
5th	10:56 AM	11:36 AM	40 min
6th	11:40 AM	12:20 PM	40 min
7th	12:24 PM	1:04 PM	40 min
8th	1:08 PM	1:48 PM	40 min
Advisory/Assembly	1:52 PM	3:16 PM	84 min

Special Schedule - Friday only			
Period	**Start**	**End**	**Minutes**
1st	8:00 AM	8:32 AM	32 min
2nd	8:36 AM	9:08 AM	32 min
3rd	9:12 AM	9:44 AM	32 min
4th	9:48 AM	10:20 AM	32 min
5th	10:24 AM	10:56 AM	32 min
6th	11:00 AM	11:32 AM	32 min
7th	11:36 AM	12:08 PM	32 min
8th	12:12 PM	12:44 PM	32 min
Advisory/Assembly	12:50 PM	2:10 PM	80 min

Building Hours and After School Activities

Safety is our number one priority. Students should enter King College Prep only through the Student Entrance off Ellis and 45th Street (door #8) until 8:51 am. The expectation is that students should arrive at school before 7:50 am and students who do so must remain in the lunchroom at all times. At 7:50 am, students may move to their lockers to begin preparing for their 1st period class. After 8:51 am, students should enter through the main entrance on Drexel Blvd. Any students entering through any other door is subject to disciplinary action (see SCC Group 1). KCP is open from 6:45am to 6:00pm.

Students who participate in after school activities or practices should report to those activities by 3:30pm (2:20 pm on Fridays): this includes the Media Center. All other students should exit the building. Students are not allowed to roam the building after school. **Students must be under adult supervision at all times**. Students are allowed to wait for rides in designated areas inside the building. Parents must abide by this policy and ensure that their child is picked up on time.

Important Calendar Days

August	18th	First Day of School
September	1st	Labor Day - No School
	19th	Progress Report Distribution Day
	26th	School Professional Development Day-No School
October	13th	Indigenous People Day-No School
	17th	End of Q1
	27th	Parent Teacher Conference-No School
November	11th	Veterans Day - No School
	24th - 28th	Thanksgiving Break
December	19th	End of Q2
	22nd - 2nd	Winter Break (Includes January 1st-2nd)-No School
January	5th	School Improvement Day-No School
	6th	Classes Resume
	19th	Dr. Martin Luther King Jr. Day-No School
February	16th	President's Day
	17th	School Professional Development Day-No School
March	6th	End of Q3
	16th	School Improvement Day-No School
	18th	Parent Teacher Conference (High School)-No School
	23rd-27th	Spring Break-No School
	30th	Classes Resume
April	24th	School Professional Development Day-No School
May	25th	Memorial Day-No School
June	4th	End of Q4 / Last Day of School / Report Card Distribution Day

Counseling Department

The Counseling Suite is located in room 103 and is open during and after school. Students are encouraged to come during any ***non-class time***, such as lunch or after school. Students may see their counselor during a class period only with prior written permission from the class teacher (emergency situations only). Counselors are on hand to help with any academic, career, or personal/social concerns. In addition, counselors will have information relating to special programs and scholarships. All students are urged to become acquainted with their counselors and to develop a working relationship with them. Financial aid, college and career materials, and computer programs in these areas are available on the school website and in room 103.

Students can see their counselor for many reasons including, but not limited to:

- Concerns with coursework and/or teachers
- High School curriculum
- Post-secondary preparation
- Conflicts with teachers and other students
- Inquiring about how to get more involved in school
- Personal and social issues
- Career opportunities
- Summer plans
- Just to chat

Schedule Change Policy

Class changes will only be considered in cases of a programming error. Students selected their classes for the following school year in the spring and were directed to consult with their counselor about any changes that needed to be made after that process ended. If a student has a legitimate issue (repeat of a passed class, senior missing necessary graduation requirement, recent acceptance to Dual Enrollment/Gallery 37/College Bridge, etc.) the Counselor will have forms that must be filled out completely and returned. Under no circumstances should students be sent to see their counselor during a class period for program changes.

Behavior, Attendance and Grades (BAG) Reports

BAG Reports use real-time data so **students** understand where they stand in terms of behavior, attendance, and grades. It is a tool that can be used to assist students to see which teacher they may need to reach out to for additional support. We will produce BAG reports monthly. BAG Reports are an additional form of communication for students, teachers and parents to ensure students are meeting their academic goals. Students who are currently off track with their attendance, behavior, and/or academics will be placed on the **KCP yellow list**. Students who are placed on this list have 1 or more failing grade, an attendance rate lower than 85%, and issued detentions that have not been served. Students on this list will not be allowed to participate in any school activities such as student performances, school events, athletic competitions, etc. In order for students to be removed from the list, the student must achieve a passing grade with the support of an academic support plan given by the teacher and MTSS interventionist, an attendance rate of 85% or above with the support of the Attendance Coordinator, and complete Dean issued requirements for repeated misconducts and/or

serve all detentions. Student's progress will be checked weekly and a notification via email or phone will be given to the student and parent/guardian if a student is added/ removed from the list.

Office of College & Career Readiness

The College & Career Coach is responsible for driving college and career preparation strategies and activities within the high school, as well as monitoring and managing OSCPA key performance metrics. The Coach is responsible for implementing strategies that prepare Chicago Public School students for post-secondary opportunities. Chief among the responsibilities is to provide direct service to every high school student using a set of curriculum and enrichment strategies delivered through the domains of awareness, readiness, access and success to promote long-term preparation for postsecondary transition. The Counseling Department works diligently to ensure all students receive the necessary support in understanding their postsecondary options.

Students can see their College and Career Coach for many reasons including, but not limited to:

- Financial Aid Support and Completion
- Assistance with dual enrollment/dual credit courses
- Career opportunities
- Scholarship support
- Naviance task completion
- Obtaining transcripts for post-secondary programs (i.e., College, trade programs, etc)
- Just to chat

Other Special Student Services Personnel

Social Worker: The school social worker supports students in coping with school-related concerns and home, community, and personal dysfunction to improve their capacity to succeed academically.

School Psychologist: The school psychologist provides diagnostic evaluations to determine if a student may require special education classes and/or related services.

School Case Manager: The case manager fosters relationships between special education teachers, general education teachers, clinicians, and parents/guardians. The school case manager ensures that all special education students have the resources and support in place to meet the goals set in their individual education plans (IEPs).

School-Wide Grading Scale

Percentages	Grade
90% - 100%	A
80% - 89%	B
70% - 79%	C
60% - 69%	D
0% - 59%	F

Promotion Criteria

Chicago Public Schools requires high school students to successfully complete a minimum number of credits before they can be promoted to the next grade level and graduate. Listed below are the CPS high school and graduation requirements.

9th Grade Promotion

To be promoted from 9th to 10th grade, students must pass at least three of their core subject courses during both semesters and must have successfully completed a minimum of 5 units of credit. Students must complete service learning project 1.

10th Grade Promotion

To be promoted from 10th to 11th grade, students must pass at least three of their core subject courses during both semesters and must have successfully completed a minimum of 11 units of credit. Students must complete service project 2.

11th Grade Promotion

To be promoted from 11th to 12th grade, students must have successfully completed a minimum of 17 units of credit.

Graduation

To graduate, students must complete a minimum of 24 units of credit in specific subjects, and 2 service learning projects. **(See Addendum: CPS Minimum High School Graduation Requirements Sections)**

CALCULATE YOUR GRADE POINT AVERAGE (GPA)

Standard GPA Calculation: The GPA is a measure of a student's performance across all credit bearing courses taken by the student over a period of time, factoring in the grade earned and the potential credit for each course taken. For the standard GPA calculation, a grade value is assigned to each letter grade earned by a student as follows:

Standard Grade Values			
Letter Grade	**Grade Value (Regulars)**	**Grade Value (Honors)**	**Grade Value (AP & Dual Credit)**
A	4	5	6
B	3	4	5
C	2	3	4
D	1	1	1
F	0	0	0

A student's standard GPA is obtained by dividing the total number of credits taken by the student into the total number of grade points earned as follows:

1. Identify the letter grade and potential credit (usually 0.5 credits per semester) for each course taken.
2. Identify the Grade Value for the grade earned using the Grade Values chart above.
3. Calculate the "grade points" earned for each course by multiplying the "GPA Grade Value" by the "Potential Credit" identified for the course.
4. Total all Potential Credits for all courses taken.
5. Total all "grade points" for all courses taken.
6. Calculate GPA by dividing "Total Grade Points Earned" by "Total Potential Credits."

GPA CALCULATOR:

Course Name	Letter Grade	Potential Credit (A)	GPA Grade Value (B)	Grade Points (A x B = C)
Totals				
GPA (Total Grade Points (C) divided by Total Potential Credit (A)):				

Please note: When calculating the GPA for more than one semester, you must use the above procedure for ALL classes taken (you cannot calculate GPAs for each semester independently and then combine them).

Attendance

Attendance Policy and Procedures

All students should strive for perfect attendance, or at minimum a 95% attendance rate. In the event you are absent from school, the parent/guardian must do one of the following:

1. Complete a reason for absence form or provide a note from the parent or doctor to the attendance office
2. Call the attendance office
3. Use Aspen's parent portal.

Each absence is recorded as unexcused until one of the following has been completed.

Attendance Calculations: Half-Day or Full Day Present

High School Attendance: Attendance is recorded EACH class period. A student **must have a minimum of 300 instructional minutes to receive a full day of attendance**. The student may be tardy to the building but NOT to class if they arrive after the class period has ended. The student will be marked *absent* for any missed classes!

It is the student and parent's responsibility to monitor attendance. Missed instructional time due to an absence, tardiness to school, or cutting class will bring a student's daily attendance down to either a half-day or full day absence based on instructional minutes received.

Daily Attendance Code	What it means
A	Absent (Full Day)- received between 0-149 instructional minutes
A-HD	Absent (Half-Day)- received between 150-299 instructional minutes
A-E or A-E HD	Excused Absence
SF	School Function (field trips)

Please note that this applies where the absence is excused (AEX) or unexcused (AUX). Any note provided cannot replace instructional time; however, it will make the student eligible to turn in the work that they missed in any class. If a student is on a school function **(SF)**, such as a field trip, it will not count against their attendance.

Excused vs. Unexcused Absences

Absences will be excused if it fits one of the following six valid reasons identified by CPS:

1. Student illness (including mental and physical health)
2. Observance of a religious holiday or event
3. Death in the immediate family

4. Family Emergency
5. Circumstances which cause reasonable concern for your child's safety or health (principal or designee discretion)
6. Other situations beyond the control of the situation (principal or designee discretion)

Absences cannot be excused for vacations, oversleeping, parent's work schedule, or any other reason that does not fall within the reasons provided. Absences not marked excused according to the procedure described above indicates that the student is truant. Legal action can be taken against a parent or guardian that does not ensure that their child is present in school, as required by law (Article 26 of the Illinois School Code) . Students whose absence is marked unexcused will not be permitted to make-up work for any assignment that they missed, and will be assigned a "missing" for those assignments in ASPEN. It is the student's responsibility to contact his/her teachers about make-up assignments. Please note that excused absences are still recorded as absences on a student's transcript.

Early Dismissals

Early dismissals are discouraged and still count as absences for each class that the student did not attend. A student can only be granted an early dismissal if one of their emergency contacts, who is listed in the official record as having permission to pick the student up, presents themselves in person in the Main Office. The reason for the early dismissal must fall into one of the six categories listed above. In the interest of student safety, the person picking up the student must present a valid photo ID to prove their identity. Students may NOT leave school early on their own – they must be picked up according to the procedures described above per CPS policy.**Students cannot be absent and attend school activities or be on school ground:** Students participating in any practice session, competition, performance, or any other school activities must be in attendance on that day. Students who receive an early dismissal are no longer in attendance on that day.

Tardy & Class Cut Policy

As a King student, it is your obligation to attend all classes and ensure on-time arrival to school. It is the parent/guardian responsibility to contact the attendance office if a student will be arriving late to school. The call must be made prior to the student's arrival.If the reason for the late arrival is not a valid reason (see excused absence list above), the student will receive an unexcused tardy or absence on their record. Students with consistent class cuts, in the hallways without a pass, tardy to class, and are repeatedly arriving late to school that results in missed classes and/or a half-day of attendance will receive one of the following consequences:

Tardy & Class Cuts Consequences

1,2,4,5…Warning. Every 3rd tardy will be an assigned student consequence.	**Student Consequence**
3	Saturday Detention (notification will be sent out via email)
6	Saturday Detention
9	Saturday Detention & Parent Conference

12	Saturday Detention for the month
15	Out-of-School Suspension
18	Out of School Suspension & Check-in/ Check out with designated person
21+	Administration Intervention- intervention with student, parent, and a member from the leadership team

*It is the student's responsibility to check their email to see if a detention has been issued. Failing to report to detention will result in another detention or possible suspension. Saturday detention will be held twice a month.

Office of Culture and Climate

The Office of Culture and Climate looks forward to serving the students, parents, faculty and staff of KCP. As the district continues to implement restorative justice practices and proactive strategies, our office aims to be a leader with regard to best practices. Our office strives to exceed the district's standards by integrating systematic practices to improve the school's climate and ensure maximum social, academic and personal growth among our students. Our office follows the policies adopted by the Chicago Board of Education‘s Student’s Rights and Responsibilities.

Restorative Justice Practices

A referral to the Disciplinarian is a last resort after the teacher has exhausted all other preventive measures. The seriousness of a referral to the Restorative Justice Coordinator speaks for itself, and the case will be dealt with rapidly, firmly, and fairly. The following procedures will be used:

1. A referral will be made to the Restorative Justice Coordinator for the student sent by the teacher via email along with an Aspen incident report.
2. Serious acts will result in the student being immediately brought to the Restorative Justice Coordinator.
3. The Restorative Justice Coordinator will have a conference with the student. At this time, the disciplinary action will be determined according to the guidelines in the Student’s Rights and Responsibilities. Disciplinary actions may include the following:

    a. Restorative conversation with the Restorative Justice Coordinator.
    b. Parent conference request from teacher or Restorative Justice Coordinator.
    c. Assignment of detentions.
    d. Out-of-School suspension for 1-10 days.
    e. Police officer notification of activities which are serious breaches of state or municipal laws.
    f. Others mutually agreed upon alternative disciplinary actions including expulsion from school. Repeat offenders will be dealt with more severely.

Detention

1. Detentions are earned in one of three ways:
    a. Class cuts (being marked absent from a class when the student is in attendance at school).
    b. Every 3rd tardy to class.
    c. Every 3rd late arrival to school resulting in a missed class and/or a half-day of attendance.
    d. Minor student misbehavior. Detentions can only be issued by the restorative justice coordinator.
2. Students who are tardy for class will be required to go to the security desk on the floor of their classroom and get a tardy slip in order to enter the classroom.
3. Students who tardy to school will be required to check in at the main entrance security desk and sign-in on the CPS tardy log.
4. Detentions will be served on Saturday in the Little Theater. It will be held from 8:00AM-11:00PM. It is a requirement to serve each detention issued.
5. All students must have work to do and cell phones and headphones will be collected until the end of detention. Use of cell phones and headphones WILL result in another detention.
6. Students who do not serve their detentions within a given timeframe can potentially be given an out-of-school suspension.

Out-of-School Suspension (OSS)

An OSS is the removal of a student from school attendance. When a student is removed from school in response to an inappropriate behavior, the removal counts as the first day of an OSS. You are remanded to the custody of your parents. You are not permitted in the building on OSS days. If you do appear at school, you are subject to criminal trespass proceedings, unless you have special permission from your Restorative Justice Coordinator to be in the building. You may not attend class, participate in any school activity or visit the school grounds on any OSS day. It is your responsibility to obtain class assignments before your OSS days begin. In addition, the restorative justice coordinator will send an email to the student, parent, teachers and members of the leadership team for awareness. OSS is counted as an excused absence, which means the students are entitled to make up their work

Dress Code Policy

Although KCP does not have a uniform, students are expected to dress appropriately. The following articles of clothing are not allowed on KCP's campus in alignment with the CPS Board Policy:

1. KCP students may not wear bottoms that are higher than fingertip length.
2. KCP students may not wear articles of clothing that are considered undergarments or that reveal undergarments (no sagging pants, chiffon shirts, see through shirts, etc.).
3. KCP students may not wear clothing that displays inappropriate sexual content, offensive language or ideas, tobacco or drug use (no shirts that display curse words, shirts that display under-dressed women/men, shirts that advertise alcoholic beverages, etc.).

Consequences:

1st Offense

A parent/guardian will be notified. The student will receive a warning and a change of clothing.

2nd Offense

Students will receive detention and a parent/guardian will be notified via phone call and email.

3rd Offense

The parent/guardian will be contacted by the Restorative Justice Lead and the student will lose the right to partake in extracurricular activities.

4th Offense

A parent conference will be held to address the students refusal to follow the dress code policy

Hallway Expectations

Students are required to be in class by the end of the tardy bell. Music will be played to indicate there is one minute remaining to get to class. Once the tardy bell rings, security and or/staff will be sweeping the hallways for students who have not passed the classroom threshold. Classroom tardies will be monitored each day and after the 3rd class tardy a student consequence will be issued *(*see tardy and class cut policy above). Failure to serve the student consequence issued will result in another disciplinary action. For no reason should a student be in the hallway outside of transitioning to the next class unless given a hall pass by the classroom teacher.

Student ID Policy

To ensure the safety of all students at King College Prep High School and to prevent trespassers from entering the building, all students and staff should have photo ID cards available at all times. ID cards are the property of KCP.

1. **All students will be issued a photo identification card at the beginning of the school year.**
2. **Students attempting to enter the building without a card (lost, stolen, misplaced or forgotten) will be given the option of purchasing a new one on the spot for $10.00.**
3. **The ID card is necessary to enter the building at any time during the day, to enter classes, to check out library materials, to enter the lunch line, to receive physical education equipment, to participate in co-curricular activities, etc.**
4. **Students are to wear their ID cards at all times. Failure to do so is an act of insubordination.**
5. **Students will be subject to disciplinary action for placing false information on or defacing their ID. School IDs are also combined with CTA Ventra cards at King, so it is important for students to keep them secure.**

Locker Room

The locker room policy is covered in the Physical Education syllabus. Students should **NOT** bring valuables to the locker rooms. King College Prep is **NOT** responsible for any lost or stolen items.

Locks & Lockers

Lockers must be locked at all times. Only KCP distributed locks are permitted. Combinations should be kept private, and locks should be closed properly. Students should **NOT** share lockers. Lockers are the property of the school and may be searched at any time. Locks will be placed on any locker without a lock on them. Replacement locks can be issued immediately from the Restorative Justice Lead's Office. It is the responsibility of the student to remove all items from lockers by the designated date in June. Any personal items left in lockers after the last day of school will be disposed of. KCP is not liable for any items left in the student lockers.

Residency

If school mailings are returned to sender, residency must be verified. The CPS Inspector General will be notified of suspected instances of students residing outside of the district. Parents of students found in violation of the CPS Residency Policy are liable for tuition and will be immediately transferred.

Electronic Handheld Devices Policy

Students are encouraged to use electronic devices responsibly. Misuse of cell phones, chrome books, and iPads will lead to the confiscation of the device and it will be returned at the end of the day. After the second violation of this policy, the student will be subject to disciplinary action outlined in the Student's Rights and Responsibilities (Group 1, Group 3).

Visitors

Parents and other visitors are welcome at KCP. All visitors must present their ID, sign in at the main entrance security station, and then report directly to the main office. Teacher conferences should be scheduled in advance and take place during the teachers' planning periods. Parents are not allowed to interrupt class or prep time to meet with teachers.

Safety and Security

1. Students are reminded that they are not permitted to open outside doors to students or non-staff adults at any time. Direct them to enter at the Main Entrance on the Drexel side of the building.
2. Students are not to place objects or items in the doorways or locks in order to keep them open.
3. Students are required to have their current ID card on their person at all times in the building.
4. Students who violate any safety or security rules are subject to disciplinary action.

Food Policy

Students may bring their own lunch and snacks for their own personal consumption to be eating in the lunchroom. **NO FOOD IS ALLOWED OUTSIDE THE LUNCHROOM**. In addition, the following are not permitted (All items listed below are in violation of CPS Board Policy):

1. **Glass bottles are a violation of CPS Board Policy.** It is a safety hazard. It must either be consumed before entry or thrown away. Please bring only items in plastic containers.
2. **Drinks that are not in sealed containers** (i.e. opened bottles of pop/juice, coffee cups, etc.). This is to ensure that the label on the container actually matches what is in the drink.
3. **Large quantities of chips, juices, candy, etc.** Even though these store-bought items are sealed and labeled, students are bringing them in to sell during the school day. This causes disruptions during class time and creates unsafe situations where money is being exchanged and sellers are walking around with large quantities of cash. In addition, having large quantities of "junk" food consumed in classrooms leads to increased problems with insects and other pests. Students who bring in these items (in quantities that would be for more than just their own personal consumption) will have the items confiscated and can pick them up at the end of the school day.
4. **Any homemade goods for distribution to other students**. Even if these items are not being sold, because of the risks associated with food allergies and proper food preparation methods, it is a violation of CPS Board Policy. These items will be confiscated upon discovery, and thrown in the trash. NO EXCEPTIONS!
5. **Students/staff are NOT allowed to order food from restaurants** (Uber Eats, GrubHub, Postmates, etc.) Food will be sent back by the driver at the customer's expense**.**
6. **Food from food trucks provided by the school will not be allowed outside of the lunchroom**. Any student who attempts to take this food upstairs after the bell rings will be instructed to throw it away.

Please keep in mind that food should only be consumed in the cafeteria. All students must properly dispose of their garbage in the lunchroom, including clearing your table when you are finished eating. You may not take lunchroom trays out of the lunchroom. Eating during class time or in the hallways during passing periods is not permitted. Exceptions will be made for bottled water. Students will not be permitted to enter class if they are eating and will be marked tardy if this causes them to arrive late to class. In addition, students who do not comply with a teacher's request to put away food items will be disciplined under the CPS Student's Rights and Responsibilities.

Repeat offenders may be subject to school disciplinary action.

Student Fees

Student Fees (visit the school's website newkcp.org or students ASPEN Account to make payments)

ACTIVITY FEES:

Our goal is to provide students with the resources and support they require to be successful. Fees will be utilized to ensure students excel and have access to the best of resources and sports. All students are required to pay fees unless they have been approved to receive a waiver of fees upon completion of the FIIF (Family Income Information Form). Waivers do not include CTA Ventra/ID Combo cards, transcripts, uniforms, sport fees, or graduation fees. Importantly, fees will be applied to our areas of need:

- Instructional supplies
- Supplemental materials
- Transportation for instructional tours/field trips (specific)
- Student academic incentives
- Technology needs of the classroom/school
- Staffing allocations/support
- Extra-curricular events (exclusive of senior activities/events)

Freshman	$400.00 **(includes 1 P.E. Uniform)**
Sophomore	$300.00
Junior	$300.00
Senior	$300.00
Senior Graduation	$350.00 **(venue, floral arrangements, tickets, programs, cap and gown, diploma cover, etc.)**
Senior Activities	TBD, events are scheduled **(Luncheon, Grad-Night, Prom, etc)**
Student Athletes	$250.00 **(Due at the start of each season per sport. Additional fees may occur depending on sports program)**

Note: There may be additional fees for specific programs (i.e. Band, CTE, Driver's Ed., AP, Dual Credit, JROTC, Athletic Programs, Physics, Social Studies, Other Clubs, etc.)

STUDENT IDs:

Replacement/Permanent ID — $10.00

- Note: After two unpaid temps, purchase of a permanent ID will be required and issued for $10.00. Any additional infractions for the quarter will result in disciplinary action.

SOPPA Notice

Annual Notice to Parents about Educational Technology Vendors Under the Student Online Personal Protection Act (SOPPA)

Illinois school districts may have agreements with educational technology vendors for educational purposes such as providing personalized learning and innovative educational technologies.

Under the Illinois Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those educational technology vendors, as well as school districts and the Illinois State Board of Education, to protect online student data.

Per the Board's SOPPA policy and the district's SOPPA guidelines, CPS may share limited student data with operators for their online sites, services, and/or applications. Under SOPPA, operators are prohibited from selling, renting, or leasing a student's information or from engaging in any advertising, including targeted advertising, using a student's information.

In general terms, operators will be limited to only the student data information needed for the educational technology such as student name, email, school, class, grade. Operators who request additional student data beyond class rostering data will be required to provide additional parent notice or obtain parent consent to do so.

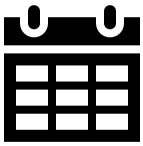
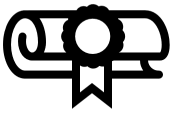
If you would like to learn more about the Student Online Personal Protection Act, please see the CPS SOPPA website at www.cps.edu/about/policies/student-online-personal-protection-act/

Senior Obligations Contract

King College Prep- Class of 2026

Dear Parents/Guardians and Students,

At King College Prep, we are committed to providing our scholars with all the tools necessary to achieve post-secondary success upon graduation from high school. The following obligations have been compiled to organize students' efforts towards graduation and these obligations must be fulfilled before students become candidates for graduation and prior to participating in culminating senior activities (e.g. luncheon, prom, grad-night).

Attendance & Medical Obligations (Attendance Coordinator & Nurse)	
	Attendance • Students must maintain a **90%** attendance rate. Students **cannot miss more than 8 days** for the school year (Students below 90% will lose the opportunity to participate in all senior activities). • Students must attend all classes. If a student misses 2 classes (on Fridays 1 class) due to late arrival or cutting classes, the student will receive a half-day of attendance which will affect attendance rate and accumulated absences. • Excused absences still affect attendance rate. Please plan appointments, vacations, or anything that will take away from instruction *after* school hours or on non-attendance days for students. *Extreme medical cases with documentation will be considered on a case-by-case bases. Nurse • Student physical and immunization records must be submitted by December 15, 2025.
Behavioral Obligations (Dean of Students)	
	• Any discipline actions taken for a repeated Group 3 (or higher) violation of the CPS Code of Conduct (e.g. fighting) will prohibit students from attending senior luncheon, prom, and/or other senior activities. • Seniors with consistent classroom cuts, tardiness, and detentions will be prohibited from attending luncheon, prom, or any other senior activity. • Documented, repeated inappropriate and disruptive behaviors (Category 1 & 2) can result in loss senior activities/privileges.
Academic Obligations (Counseling)	
	• Students who are failing ANY course at the end of Semester 1 (December 19,2025) and Semester 2 (May 8, 2026) will be ineligible to participate in senior activities. • Seniors ineligible for graduation within the 2025-2026 school year will not be allowed to participate in senior events/activities (prom, grad-night, luncheon, etc.).
Post-Secondary Obligations (Counseling)	

	● Create Scholarship Match profile on SchoolLinks by **Monday, September 29, 2025.** ● Complete the Free Application for Federal Student Aid (FAFSA) or Alternative Financial Aid application by **Friday, December 5, 2025**. ● **By Friday, December 5, 2025**: Submit THREE college applications: 1 Safety, 2 Match, 1 Reach ● **By Friday May 8, 2026**: Students must complete all of the following: o Apply for at least 3 scholarships o **Declare a post-secondary plan via SchoolLinks**- ALL required evidence must be uploaded: ▪ College: Acceptance AND financial aid award ▪ Military: Enlistment letter ▪ Job Program: Admission letter ▪ Trade/Apprenticeship Program: Acceptance letter ▪ Work: Offer letter, Most Recent Pay Stub, Picture of Work ID ▪ Other Counselor/ Coach verified options o **If attending college**, produce evidence of an orientation date, proof of housing (contract/deposit receipt), college schedule, or college ID. o Complete Senior Exit Questionnaire (SEQ) **by Friday May 8, 2026**
Student Debt Obligations (Finance Clerk)	
	● Submit the Family Income Form Friday, September 19, 2025 (determines application fee waiver for college) ● All student accounts (including past due fees) must have a $0 balance before students can purchase tickets for end-of-year senior activities (prom, luncheon, etc.).

Acknowledgement and Receipt

I acknowledge the senior obligations list provides the Class of 2026 with all the tools necessary to achieve success in their post-secondary endeavors. I understand that I should consult with a member of the administration team at King College Prep regarding my questions not answered on this list.

The senior obligations contract has been received by the student and guardians. By signing below, all stakeholders acknowledge and understand that it is their responsibility to read and comply with each obligation contained in the list and any notice of revisions made to it.

_____ _____ _____

Student Name (please print) ID Number
Advisory

_____ _____

Frequently Asked Questions

Q1. Do we have to share a locker?
A. Currently each student gets his or her own locker at King as we are growing. Sharing is **NOT** allowed. You should not give out your combination to any other student. You will keep the same locker for all four years of high school.

Q2. Who should I see if I forget my locker combination?
A. Speak with a Climate & Culture Team member to allow you access to your assigned locker and follow up with the Restorative Justice Coordinator for the combination.

Q3. What should I do if I am having difficulty with a class?
Start by talking to your teacher at the end of class or after school. They can advise you best. Tutors are available in the Library on lunch periods and after school from 3:30pm-6:00pm. You may also speak to your counselor who can help determine the best level of support for you.

Q4. What should I do if another student is harassing or bullying me?
A. Speak to one of the Climate & Culture Team members. However, any adult will be able to advise and assist you.

Q5. What should I do if I want to talk to the Principal or Assistant Principal?
A. Come to the Main Office and ask the clerk if they are available. The leadership team has an open door policy and will always speak to any student when they are available.

Q6. What should I do if I am not feeling well?
A. Ask your teacher for permission to come to the Main Office to see the School Nurse.

Q7. Can I use my cell phone in school?
A. Cell phones are permitted during passing periods, lunch periods, and in class for academic reasons with the permission of the teacher. Each teacher has their own cell phone policy, and you must be in compliance. Your cell phone must be used responsibly. When listening to music, you must use your headphones.

Q8. Can I play music out loud using my own set of speakers?
A. At no time is it acceptable or allowed to play music through a speaker in school. Students who do this will have their speakers confiscated.

Q9. How do I find out what school activities are going on each week?
A. Check your CPS email, the TV monitors throughout the building, and advisory announcements will list activities for that week.

Q10. How do I check my grades online?
A. Go to https://aspen.cps.edu/aspen/logon.do and enter your CPS username and password.

Q11. What do I do if I can't access my ASPEN (Student Portal) account?
A. Come to the Main Office and ask to see the Technology Coordinator.

Q12. How do I join an after-school club?
A. Teacher sponsors will announce dates and times of club meetings. Clubs are open to all students. You only need to show up at a meeting.

Q13. How do I join an athletic team?
A. Watch for signs and email announcements regarding tryouts. You must try out and qualify for any team you are interested in joining.

Q14. What should I do if I was accidentally marked absent by a teacher?
A. Notify your teacher and your teacher will complete an attendance correction form that is submitted to the attendance coordinator.

Q15. How do I pay my student fees?
A. Students can pay fees with Ms. Burrage during their lunch period in room 100C located in the Main Office. Fees must be paid online using a debit or credit card via our website.