

**Dr. Martin Luther King College
Preparatory High School
Student Handbook 2019-2020**

Welcome Message

Welcome to the 2019-20 school year 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 a 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!

Mr. Brian Kelly
Principal

Vision

The vision of Dr. Martin Luther King, Jr. College Preparatory is to create a positive, diverse, friendly, engaging and challenging learning community where students grow toward fulfilling their potential in academic, artistic, physical, and socio-emotional dimensions. We value the uniqueness of each student and prepare our graduates to succeed in their own lives and to make positive contributions to an ever expanding global society.

Mission

The mission of Dr. Martin Luther King, Jr. College Preparatory is to provide a college preparatory academic program that engages all of our students to reach their maximum potential. We will provide an environment of excellence, responsibility, and diversity that fosters intellectual, social, and technological skills accomplished through teacher professional development, structured learning experiences and parental support in the North Kenwood/Oakland community.

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WELCOME TO THE 2019 – 2020 ACADEMIC YEAR

A selective enrollment school requires its students to live up to a higher standard both in academics and behavior. King College Prep prepares all students as scholars and leaders to be ready to excel at the college or university of their choosing. King faculty and staff members are committed to providing students with a rigorous and engaging learning experience. All students must demonstrate a significant investment of their time and energy to take advantage of this high-quality education. In addition, parents and guardians are expected to remain involved in the education of their King students, ensuring that they remain on-track academically and adhere to the behavior 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 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 parent and student to ensure that the student attends school every day and arrives on time (**before 7:50 am**). Students must abide by the rules of attendance and discipline as outlined in the student handbook and the Chicago Public Schools Student Code of Conduct.
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, parent and student should contact the teacher for suggestions on how to avoid failing the class. If a student does fail a required class the student will need to make up credit in summer school 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 administration 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.

4. Both parent and student fully understand the King College Prep graduation requirements as 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 required 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. Since AP courses are available in 12 different subjects at King, there is a course for everybody. The King administration and counseling department will ensure that all students are in compliance with this requirement 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 son/daughter to bring his/her Student Assignment Book home every evening listing assignment for that day and King faculty may expect each student to return with it the next day.
7. It is the responsibility of the parent/guardian to pick up the student's report card on the designated dates and conference with the teachers. Parents should look for 5–week progress reports midway through each quarter.
8. Students are accepted at King with the expectation of agreement with the school's vision and commitment to the highest achievement possible. Responsibility, and exceptional work ethic, respectful self-discipline and a commitment to working to their full potential are expected from all the unique and talented students of King College Prep.

EXPECTATIONS FOR STUDENTS AND PARENTS/GUARDIANS

Below is a list of the most important expectations for creating a positive, respectful academic environment. Personal responsibility is a primary goal for every King student, therefore when it comes to behavior and disciplinary consequences, the student must take full responsibility 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 to school and class on time, ready to learn.
- I will use my cell phone 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.

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 accept responsibility to make sure that my child arrives to 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	Mr. Kelly
Assistant Principal	Mrs. McFall
Director of Culture & Climate	Mr. Reynolds

College & Career Coach	Ms. Mason
Professional Counselor	Ms. Newby
Professional Counselor	Ms. Outten
Case Manager	Ms. Seaton

Business Manager	Ms. Linton
Main Office/Attendance	Ms. Williams
Technology Coordinator	Mr. Rucker

Security	Mr. Clark
Security	Mr. King
Security	Ms. Leigh
Security	Ms. McKissack

Lunchroom	Ms. Dukes
Lunchroom	Ms. Grill
Lunchroom	Ms. McCoy
Lunchroom Manager	Ms. N. Robinson

Diverse Learner Dept	Mr. Jedovnický
Diverse Learner Dept	Ms. Reed-Davis
Diverse Learner Dept	Ms. Rego
Diverse Learner Dept	Ms. Wengerski

English Dept	Ms. Jones
English Dept	Ms. Kurian
English Dept	Ms. Monik
English Dept	Ms. Sims

Fine Arts Dept	Ms. Chun
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Mathematics Dept	Ms. Datwyler
Mathematics Dept	Mr. Kurstin
Mathematics Dept	Mr. Stackhouse

Performing Arts Dept (Dance)	Ms. Kahphira
Performing Arts Dept (Drama)	Ms. Motley
Performing Arts Dept (Band)	Mr. Washington

Physical Education Dept	Mr. Ball
Physical Education Dept	Ms. Orange
Physical Education Dept	Mr. Wegner

Science Dept	Ms. Dudeck
Science Dept	Ms. Turner
Science Dept	Ms. Yau

Social Studies Dept	Mr. Glenn
Social Studies Dept	Dr. Staros
Social Studies Dept	Mr. Young

Technology Dept	Mr. Evins
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World Language Dept	Ms. Bambara
World Language Dept	Ms. Govea
World Language Dept	Ms. Ramírez García

2019 – 2020 Bell Schedules

Monday - Thursday

<i>Period</i>	<i>Start</i>	<i>End</i>	<i>Length</i>
1	8:00 am	8:51 am	51
2	8:55 am	9:46 am	51
3	9:50 am	10:41 am	51
4	10:45 am	11:36 am	51
5	11:40 am	12:31 pm	51
6	12:35 pm	1:26 pm	51
7	1:30 pm	2:21 pm	51
8	2:25 pm	3:16 pm	51

Friday

<i>Period</i>	<i>Start</i>	<i>End</i>	<i>Length</i>
1	8:00 am	8:44 am	44
2	8:48 am	9:32 am	44
3	9:36 am	10:20 am	44
4	10:24 am	11:08 am	44

5	11:12 am	11:56 am	44
6	12:00 am	12:44 pm	44
7	12:48 am	1:32 pm	44
8	1:36 am	2:20 pm	44

Building Hours and After School Activities

Safety is our number one priority, so students should enter King College Prep only through the main entrance (door #1). Any student entering through any other door is subject to disciplinary action (see SCC Group 1). KCP is open from 6:30am to 6:30pm. Students who arrive prior to 7:50am must remain in the lunchroom. At 7:50am, students may move to their lockers to begin preparing for class. All students should arrive to the building by 7:50am to allow enough time to go to their lockers and get to 1st period on time.

Students who participate in after school activities or practices should report to those activities by 3:30pm (2:40pm on Fridays). This includes the Homework 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 the building in designated areas, after which they will be asked to go to after school tutoring. Parents must abide by this policy and ensure that their child is picked up on time.

Please note that King College Prep High School is a safe haven and doors are open for students in case of an emergency.

Important Calendar Days

September	2	Labor Day	
	3	First Day of School	
October	4	Progress Report Distribution	
	14	Columbus Day	
November	8	School Improvement Day	
	11	Veterans Day	
	14	Parent/Teacher Conference Day	
	27-29	Thanksgiving Holiday	
December	13	Progress Report Distribution	
	23-31	Winter Break	
January	1-3	Winter Break	
	6	Classes Resume	

	20	MLK Day
	31	School Improvement Day
February	7	Report Card Distribution Day
	17	President's Day
March	6	Progress Report Distribution
April	6-10	Spring Break
	13	Classes Resume
	23	Parent/Teacher Conference Day
May	22	Progress Report Distribution
	25	Memorial Day
June	20	Last Day of School Report Card Distribution Day

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.

Homework Center

The Homework Center is available Monday-Thursday after school until 6:00PM. Tutors are available in all major subject areas. Students may only attend the Homework Center if they are completing work or reading silently.

Behavior, Attendance and Grades (BAG) Reports

BAG Reports use real-time data so **students** understand where and how they are struggling, and informs students which teacher they may need to reach out to for additional support. We will produce BAG reports quarterly. BAG Reports is an additional form of communication for students, teachers and parents to ensure students are meeting their academic goals.

Counseling Department

The Counseling Suite is located in room 103. We are 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 (www.kingcollegeprep.org and in room 103). Students are encouraged to see their counselor on an individual basis by coming to the counseling office (room 103) during their lunch period or after school.

Students see their counselor for numerous reasons including but not limited to:

- Concerns with coursework and/or teachers
- High School curriculum
- Post High school 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

Office of College & Career

The College & Career Coach is responsible for driving college and career preparation strategy 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 postsecondary opportunities. Chief among the responsibilities is to provide direct service to every high school student using a set of curricular 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 see their College and Career Coach for 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 postsecondary 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 home, community, and personal dysfunction so as 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.

The case manager fosters relationships between special education teachers, general education teachers, clinicians, and parents/guardians.

School Case Manager: The school case manager ensures that all special education students have the resources and supports in place to meet the goals set in their individual education plans (IEPs).

School-Wide Grading Scale

Percentages	Grade
100% - 90%	A
89% - 80%	B
79% - 70%	C
69%- 60%	D
59% and below	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.

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. All 10th grade students must have completed at least 20 hours of community service learning in order to be promoted to the 11th grade.

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 40 hours of community service learning. (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 “All Grade Points Earned” by “All Potential Credits.”

GPA CALCULATOR:

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

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).

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 Code of Conduct.

Disciplinary Procedure

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 Dean 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 Dean for the student on student logger by the staff member.
2. Serious acts will result in the student being immediately brought to the Dean.
3. The Dean will have a conference with the student. At this time the disciplinary action will be determined according to the guidelines in the Student Code of Conduct. Disciplinary actions may include the following:
 - a. Parent conference request.
 - b. Assignment of detentions
 - c. In-School suspension for 1-5 days.
 - 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. Other mutually agreed upon alternative disciplinary actions including expulsion from school. Repeat offenders will be dealt with more severely.

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. Out-of-School Suspension (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 Dean 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. OSS is counted as a day of absence.

In-School Suspension (ISS)

An ISS is the removal of a student from his/her regular education schedule for more than 60 minutes of the school day to an alternative supervised setting inside the school building to engage in structured activities that develop academic, social, emotional, and/or behavioral skills.

In-School Suspension (ISS)

In-School Suspension is served in the room 200. You must serve your regular school day. ISS counts as a day of attendance.

In-School Suspension Rules

1. Each student must come directly to room at the beginning of his/her school day.
2. All students will remain in the library at all times except a designated lunch time.
3. Absolutely no talking is allowed between students.
4. Each student is to have a complete days' worth of assignments. All materials must be brought including paper, pen, books and references.
5. No eating is allowed in the library.
6. No gum chewing is allowed.
7. A student who is absent must reschedule the suspension upon returning to school.
8. The suspension is a minimum of seven periods in length. No exceptions. This includes students on work study program.
9. Students who are disruptive will be subject to additional disciplinary action.
10. Students who fail to report to in-school suspension may be assigned out-of-school suspension.
11. Maximum number of days is 5 days of ISS per school year.
12. A limit of 5 students per day will be allowed to serve ISS so your day may need to be re-assigned.
13. No one will be admitted late to ISS. If you are late, you will be re-scheduled or assigned to Saturday School.

Detention

1. Detentions are earned in one of two ways:
 - a. Class cuts (being marked absent from a class when one is in attendance at school). If a teacher mistakenly marks a student absent, this can easily be corrected by filling out an attendance correction form (found in the Main Office).
 - b. Minor student misbehavior. Any staff member can assign a detention for student misbehavior, however a verbal warning should first be issued. The student must be informed verbally that they are being issued a detention, and parent contact must also be made by the assigning staff member.
2. Detentions must be served after school in Room 200. A calendar of dates when detention is being held will be distributed at the start of the school year.
3. Detentions will last one hour each.
4. Students who do not serve their detentions within a given timeframe may be given
5. Unserved detentions **do** roll over from one school year to the next.
6. Students must have 0 detentions in order to participate in school functions (dances, homecoming festivities, prom, graduation, etc.).

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:

1. KCP students may not wear bottoms that are more than 5 inches above the knee.
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 sleeveless shirts (no halter tops, tank tops, spaghetti strapped shirts, etc.).
4. KCP students may not wear headgear (no bonnets, hats, hoods, durags, sweatbands, sunglasses, etc.). Exceptions are made for students observing religious or cultural headwear.
5. 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.).
6. KCP students are not allowed to wear flip flops in the building.

Consequences:

1st Offense

A parent/guardian will be notified. The student will receive a warning and a change of clothing. If school clothing is borrowed, it must be cleaned and returned, or a fee will be assessed to the student's account.

2nd Offense

Students will receive a detention and a parent/guardian will be asked bring clothes for the student to change into.

3rd Offense

Students will receive a parent conference with the Director of Culture & Climate and or the Principal based on their repeated refusal to comply with school policy.

Student ID Policy

To insure the safety of all students at King College Prep High School and to prevent trespassers from entering the building, CPS requires all students and staff to wear photo ID cards at all times. This rule will be strictly enforced as it is in many other schools and workplaces. ID cards are the property of KCP.

1. All students will be issued a photo identification card during 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 \$6.00 or purchasing a temporary ID card for \$2.00.
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 present their ID cards to any staff member upon demand. 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 call students should have a school ID upon entry. If a student does not have an ID, he/she should print a temporary ID upon entry. The student is responsible for the \$1.00 charge that is posted to his/her account every time he/she prints a temporary ID. During the day students should always have an ID on their person. Students need to be able to produce a school ID whenever they are asked by any adult. School IDs are also combined with CTA Ventra cards at King, so it is especially important that students keep them secure

Locker Room

The locker room policy is covered in the Physical Education syllabi. 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 Dean's Office (205) 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. KCPHS is not liable for any items stolen from 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

Upon entering the building, students should store all electronic devices in their backpack. Cell phones, headphones, and other electronic handheld devices should not be visible during school hours. Students are allowed to use their electronic device only during their assigned lunch period, and in the lunchroom area only. Students are not allowed to walk in the hallways with electronic devices. Unauthorized use of cell phone or other handheld electronic devices will lead to confiscation of the device. The device will not be returned to the student. Only a parent/legal (as identified on the student's emergency form) may pick up the device from the office. After the second violation of this policy the student will be subject to disciplinary action outlined in the Student Code of Conduct (Group 1, Group 3).

Visitors

Parents and other visitors are welcomed at KCPHS. All visitors must 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 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 Door #1 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 wear their current ID card around their necks at all times in the building.
4. Students who violate any safety or security rules are subject to disciplinary action

Senior Policy

With the start of the new school year, many of you are looking forward to your senior year and the activities that it entails. It is important to know that there are requirements that **MUST** be met in order to participate in prom, luncheon and graduation.

Seniors must maintain appropriate conduct throughout the 2019-2020 school year. This includes:

- Ø No F's during 2nd Quarter and 4th Quarter
- Ø No Level 4, 5, or 6 misconducts (see the SCC) and NO FIGHTS
- Ø Maintain a minimum of 95% attendance rate
(no more than 7.5 excused/unexcused) absences; this includes out of school suspensions)
- Ø Receive no more than one (1) out of school suspension
- Ø Complete all service learning hours by May 1, 2020
- Ø Complete a minimum of 5 college applications. All college decision letters, scholarship award letters, and financial aid letters for every school you applied to should be turned in by May 1, 2020. Students are also responsible for inputting college decisions in Naviance
- Ø Complete Free Application for Federal Student Aid By October 31, 2019

Ø Complete an Academic Work Profile by October 1, 2019 (tentative)

Please Complete

Ø Request for Final Transcript form by June 1, 2020*

Ø Senior Exit Questionnaire by June 1, 2020*

Ø And pass all Credit Recovery classes by June 1, 2020*

***These dates can change based on CPS deadlines**

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**. However, the following are **not permitted**:

1. Any liquids in glass bottles. These present a safety hazard. They must either be consumed before entry or thrown away. Students may also leave the item with security and retrieve it for consumption on their lunch period. However, please try to remember to 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, not to mention unsafe situations where money is being exchanged and sellers are walking around with large quantities of cash on their person. 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 thrown in the trash.**
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 are **NOT** allowed to order food from restaurants (Uber Eats, Grub, Post mates, etc.) **Food will be sent back by the driver at the customer's expense.**

Please keep in mind that food should only be consumed in the cafeteria. All students must dispose of their garbage properly in the lunchroom. This means 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 Code of Conduct.

Repeat offenders may be subject to school disciplinary action.

Attendance

All students should strive for perfect attendance, or at the minimum a 95% attendance rate. In the event that you are absent from school, you must submit a reason for absence note to the main office immediately following the absence. The absence will be excused if it fits one of the six valid reasons:

1. student's illness
2. observance of a religious holiday or event
3. death in the immediate family
4. family emergency
5. circumstances which cause reasonable concern to the parent/guardian for a child's safety or health as approved by the principal
6. other situations beyond the control of the student as determined by the principal.

Attendance Calculations, Unexcused Absences and "Reason-for-Absence Notes"

It is your responsibility to know and understand how your attendance is calculated. For each day, missed instructional time due to absence or tardiness will bring your attendance rate down to either a half day or a zero day, according to Illinois State Law. Students must be in classes for 300 or more minutes per day in order to receive a full day's attendance.

Only 150-299 minutes attended = 0.5 day absence

Only 0-149 minutes attended = 1.0 full day absence

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

Each student absence is recorded as unexcused until the school's receipt and acceptance of a signed note from the parent/guardian identifying one of six CPS Board approved valid reasons for the absence. The student shall provide the Main Office with a signed note on the first day he/she returns to school from an absence. The Principal or Principal's designee shall approve each note.

Excused vs Unexcused Absences

Absences not marked excused according to the procedure described above indicate that the student is truant. Legal action can be taken against a parent who does not ensure that their child is present in school each period, as required by law. Students whose absence is marked unexcused will not be permitted make-up work for any assignment that they missed, and will be assessed 0's for those assignments. Please note that excused absences are still recorded as absences on a student's transcript.

Early dismissals

Early dismissals are discouraged and still counted 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 ID to prove their identity. Students may NOT leave school early on their own – they must be picked up according to the procedure described above. This is per CPS policy. Only students who are 18 years old may leave school on their own, but this still requires parental and administrative approval.

***Students cannot be absent and attend school activities or be on school grounds.**

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.

Frequently Asked Questions

Q1. Do we have to share a locker?

A. Each student gets his or her own locker at King. 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 the security guard at the front desk.

Q3. Where and when can I use a computer and/or print for class?

A. The computer lab in Room 105 is open from 7:15am-7:50am for this purpose. Students may also use the computers and printer in the Library on their lunch period or after school.

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. He/She can advise you best. Tutors are available in the Library on lunch periods, and after school from 3:30pm-6:30pm. 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 the Director of Culture & Climate in Room 205. 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 Administration 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 the speakers confiscated.

Q9. How do I find out what school activities are going on each week?

A. Check your CPS email. A bulletin will be sent out on the activities and announcements 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 an Administrator.

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 need only 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. Pick up an attendance correction form from the Main Office, have it filled out and signed by your teacher, and return it to the Main Office.