

WPBA GUIDE RIGHT PROGRAM



PARENT HANDBOOK FOR 2014-2015

"LEADERSHIP BY SELF DETERMINATION, COMMITMENT, AND CHARACTER DEVELOPMENT"

Mission Statement:

“Helping young men progress to adulthood while achieving academic success”

AGREEMENT

The purpose of Guide Right program is to place the training experience and life lessons of successful men at the disposal of youth for educational and occupational guidance, primarily inspirational and informational in character. We will endeavor to refine self-image, the self-esteem, social skills, community and environmental awareness of youth we serve by providing information and guidance concerning the value of education, personal development and responsibility.

It is in this spirit that parents/guardians mutually agree to support the well-being and healthy development of the students enrolled.

Parents

I acknowledge it is my responsibility to keep my child’s records current to reflect any significant changes as they occur including home, work, and cell telephone numbers, home address, email address (es) and emergency contacts. I acknowledge that my child may be photographed and/or videotaped and authorize West Palm Beach Alumni Chapter and its representatives to use and publish the same in print and/or electronically for the purpose of promoting the Guide Right program. **Young men will not be permitted to attend sessions without providing a copy of his most current progress report. STRICTY ENFORCED!**

Members of West Palm Beach Alumni Chapter

We acknowledge our responsibility to respect the wishes and expressed interests of each child’s parent/guardian in the conduct of the Guide Right program and to inform the parent/guardian of any issues that may come to our attention that may unduly harm or danger their child while in our custody.

Kappa Leaguer: _____

Parent/Guardian: _____

Guide Right Program Chair: _____

Student Code of Conduct and Dress Code

Code of Conduct

The following inappropriate behaviors are considered violations and may result in disciplinary actions as described below:

- Falsifying information
- Unsatisfactory performance
- Excessive tardiness or absenteeism
- Creating or contributing to a disturbance, such as fighting, disruptive or disrespectful behavior, etc.
- Disobedience
- Lying, cheating, use of profanity or stealing
- Malicious damage to the meeting facility or other property
- Illegal conduct of any kind

"Failure to adhere to these rules can result in disciplinary action, restriction from participation in special events, or expulsion from the Guide Right program."

Dress Code

Guide Right participants shall adhere to the following rules regarding dress. Failure to adhere to these rules may result in disciplinary action or restriction from participation in special events.

- Belts shall be worn with pants or shorts having belt loops at all times
- Pants or shorts shall not be worn below the waist at any time
- Shirts shall be tucked in pants at all times
- Hats shall not be worn while inside of the meeting facility
- Kappa League or Junior Kappa League approved attire (as applicable) shall be worn at all meetings and other Guide Right activities when required (**Khaki Pants, White Dress Shirt or Polo Style Shirt, Dress Shoes/Loafers**)

Attendance/Tardiness

Participation in the program, seminar and trip participation are essential for the student to receive program benefits.

- Students receiving tutoring must arrive by **9:15 AM**
- All regular sessions begin at **10:00 AM** so arrive at **9:45 AM**
- Special events and trips shall be scheduled separately
- Students shall not be permitted to participate if arriving more than 30 minutes after scheduled program or special event start time and shall be deemed tardy. JKL or KL Director must be notified.

- "If your son is absence more than (4) number of times, he will be "released from the program. Parents should contact the JKL Co-Directors or KL Co-Directors coordinator if the student is unable to attend regularly and be excused.

REPORT CARD

Student Name: _____ KL _____ JKL _____

Mentor: _____

KL Director: _____ JKL Director _____

Date: _____

The West Palm Beach Alumni Chapter of Kappa Alpha Psi Fraternity has developed this student progress reporting system that incorporates specific accountability and reporting requirements of members of the Guide Right Committee and members of the fraternity as well as students enrolled in the Guide Right Program. The reports provide information in these evaluation criteria as mandated by the Guide Right Committee.

- **Attendance**...considering un-excused absences and tardiness: Score _____
- **Participation in Seminars**....engagement, interest, questioning: Score _____
- **Success in the Classroom**....school grade performance (GPA): Score _____
- **Character and Leadership**.....attitude, courtesy, teamwork: Score _____

(KAPPA LEAGUE ONLY) 2.5 (C+) GPA Academic Achievement will be one of the key milestones that must be achieved and maintained for each KL to remain in the GR Program. With a 2.5 GPA being a reasonable, yet attainable goal, the following **Achievement Performance Plan** will be in place to ensure that each KL experiencing academic hardship will have the GR support system needed to succeed.

Achievement Performance Plan

- Confirmation of current GPA (will occur after the first grading period for 2014-2015)
- For KLs that are underachieving, a GR Sub-Committee will be formed to visit the Teachers & Counselors for the KL to get a more in depth review of KLs success pattern. This will allow GR Committee to track class participation and the effort that is being put forth to achieve.
- GR Math Tutoring will be a mandatory requirement as additional support.
- Full Review of KL inclusion criteria will be conducted at the end of the Guide Right year to decide if KL will remain for the upcoming GR year.
- **The GPA is only a "portion"** of the overall criteria needed to remain in the GR Program and **WILL NOT** be the only determining factor for determining expulsion from the program.
(THE GPA GOAL DOES NOT APPLY TO Junior Kappa Leaguers 4th-7th grade.)

In each of these critical areas above, student progress will be rated using three measures applying the norms of the group.

- A. Needs Improvement 1 point
- B. Meets Expectations 3 points
- C. Above Expectations 5 points

Kappa League and Junior KL co-directors shall lead the scoring process of the Directors and co-directors chairs of the KL and JKL, assigned mentors, program coordinator, etc. A summary report shall be issued to parents three (3) times during the course of the Guide Right program.

- After the session on **November 8, 2014**
- After the session on **January 10, 2015**
- After the session on **April 11, 2015**

The accumulative high scores will be used at the end of the Guide Right program year to select students for awards, other activities and to receive the two-week Piney Woods Summer Camp experience.

WPBA GR committee members will further support the decision process with consideration of factors such as family need and a student's unique need for growth as additional factors.

**Demerit System for Late Pick-up: 1 Demerit / 15 mins late;
2 Demerits = 1 Full Absence**

Total Score for Period ending: (date): _____



Disciplinary Procedures

The JKL Co-Directors and KL Co-Directors will have direct responsibility for communicating and enforcing Disciplinary Procedures. Violations of the Code of Conduct, Attendance or the Dress Code will result in the following disciplinary procedures to Maintain Proper Documentation:

- **First violation:** Discussion with child, Notification to parent
- **Second violation:** Discussion with child, parent and mentor, and written notification of risk of expulsion from program
- **Third violation:** Expulsion from the Guide Right Program

Criteria for Awards and Selection for attendance at Kappa Kamp

The recommendation of the student's mentor and co-chairs of the KL and JKL, attendance history, and program participation shall be the sole factors in determining the student's eligibility for selection to attend Kappa Kamp.

- Meetings attendance record
- Participation in seminars
- Classroom success
- Character, behavior, & leadership

WPBA GR committee members will support the decision process with consideration of factors such as family need and a student's unique need for growth as additional factors if necessary. At least two members of WPBA shall accompany the students as chaperones on travel to and from Kamp.

The number of WPBA Guide Right students selected shall be determined solely by the West Palm Beach Alumna Chapter and the outcome of the budget approval process.