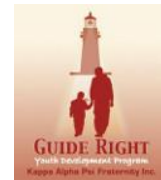




Hyattsville/Landover (MD) Alumni Chapter
Kappa Alpha Psi Fraternity, Inc.
www.HLKapsi.org



Kappa Leadership Development League (Kappa League) Program



Policy & Procedures Handbook

August 30, 2023

Sponsored by:

The Hyattsville/Landover (MD) Alumni Chapter of Kappa Alpha Psi Fraternity, Inc.

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BACKGROUND

Early in the 20th century, blacks were socially ostracized throughout the United States, especially on the campus of Indiana University in the Midwest. This unacceptable behavior caused 10 black students to unite and confront this injustice. It was the vision of these astute men which enabled them to form **Kappa Alpha Psi Fraternity, Incorporated** on January 5, 1911 on the campus of Indiana University. The Founders of the fraternity sought a formula that would immediately raise the consciousness of black collegians and stimulate them to accomplishments higher than they might have imagined. Fashioning **ACHIEVEMENT** as its fundamental purpose, Kappa Alpha Psi began uniting college men of culture, patriotism, and honor in a bond of fraternity. Chapters spread in succession throughout the Midwest and eventually throughout the country and worldwide. Today there are more than 721 chapters with more than 150,000 members located throughout the United States with international chapters in the United Kingdom, Korea, Japan, Germany, Bermuda, Bahamas, U. S. Virgin Islands, Nigeria, and South Africa.

The **Guide Right Program**, conceived in 1922, is the most important national service program of Kappa Alpha Psi Fraternity. The purposes of the Guide Right Service Program are to place the training, experience and friendly interest of successful men at the disposal of youth needing inspiration and counsel regarding their choice of a life's career, and to arouse the interest of the entire community in the problems of youth as they seek to realize lives of usefulness. The basic objectives of Guide Right may be summarized as follows:

1. To help youth, especially those of high school age, in their selection of course leading to vocations compatible with their aptitude and personalities.
2. To assist students while they are in training, to get started in employment and to progress successful in their chosen fields.
3. To assist parents in the handling of their children by giving them opportunity to talk over their problems with those who know and are successfully in their chosen vocations.
4. To afford youth a respite from the drudgery of the street, through sponsored entertainment and culture enriched.
5. To inform youth of the values of higher education, of assistance available for continued educational pursuits, scholarship, loan, professional counseling and fellowship; of various occupational and professional opportunities and of current labor market and requirements for obtaining employment.

Kappa League was founded on February 12, 1969, by the Los Angeles Alumni Chapter of Kappa Alpha Psi Fraternity, Inc., at Alain LeRoy Locke High School. Kappa League was adopted by the Grand Chapter of Kappa Alpha Psi Fraternity, Inc. at the 56th Grand Chapter which was held August 12-15, 1970. The founders of the Kappa Instructional Leadership League were Mel L. Davis an Elder Watson Diggs Awardee and Edgar H. Bishop.

Under the chairmanship of Mel Davis, the Los Angeles Alumni Chapter's Social Action

Program took the form of training activity for young men of the Alain Leroy Locke High School. Called the Kappa Instructional Leadership League, it was designed to help young men grow, receive, and develop their leadership talents in every phase of human endeavor. It provided both challenging and rewarding experiences, which richly enhanced their lives. Membership was open to male students from the tenth through the twelfth grades. The fraternity sought to help these young men to achieve worthy goals for themselves and make constructive contributions to their community when leadership roles become the responsibility.

Kappa League provides both challenging and rewarding experiences to enhance the lives of the participants. Since the fundamental purpose of Kappa Alpha Psi is ACHIEVEMENT, it is therefore the Fraternity's primary purpose to help these young men achieve worthy goals for themselves, and make constructive contributions to their community when they assume leadership roles.

The goals of the Kappa League program are:

- For each young man to discover his unique skills and abilities in order to find and fulfill his purpose in life
- Prepare young men (particularly those of color) to become leaders of impact and influence
- Promote academic achievement by encouraging enrollment in honors and advanced placement (AP) courses
- To obtain 100% high school graduation and collegiate/trade school acceptance rates
- Train Kappa Leaguers to become role models of positive change for other youth within their school and community

Through club oriented activities, the officers and membership of the Kappa League perform projects that will expose them to planning, execution, reporting ideas, and simulating good leadership characteristics designed to raise their aspiration levels. All activities and programs are taken from one or more of the following phases:

Phase I - Self Identity/ Purpose

Phase II - Training

Phase III - Competition

Phase IV - Social

Phase V - Health Education

Phase VI - Financial Literacy

Phase VII - College & Career

APPLICATION

The following documents can be downloaded from our Kappa League webpage located at:

<https://hlkapsi.org/HLKAPsi/programs/kappa-league/>

- Kappa League Application
- Participant Health/Medication Profile Form
- Kappa League Policy & Procedure Handbook

A completed application package will have the following:

- Completed and signed Kappa League Application
- Latest transcript or report card
- Essay on the topic "What leadership means to me"
- Health/Medication Profile Form (if applicable)

The Kappa League webpage provides directions on scanning and uploading the required documents to our secure server.

The application package is due by 11:59p.m. on the date listed on our Kappa League webpage.

You will be notified via email of the date, time and location for interviews. If accepted to the Kappa League Program, you will be notified when to submit the \$50 Kappa League dues.

MEMBERSHIP

The members of the Hyattsville/Landover Kappa League Program consist of high school aged, male students, who are properly enrolled in school. All members of the Kappa League Program must:

- complete the appropriate Kappa League Program application,
- provide all required documentation,
- commit to participate at least one (1) year in the Kappa League Program
- be approved by Kappa Alpha Psi Fraternity, Inc.,
- attend new member orientation,
- submit the yearly dues,
- and be officially inducted into the Kappa League Program.

Perspective members of the Kappa League Program must make a one-year commitment to the Kappa League Program barring illness or emergency. Missing three consecutive sessions, without excuse, will result in immediate removal from the program.

A member is considered inactive if he is under suspension or other disciplinary action by his school. Inactive members are not permitted to participate in the Kappa League Program activities until they have regained full status in his school.

DRESS CODE

Each member of the Kappa League Program will receive a Kappa League Bowtie, Polo Shirt, Hoodie and Sweater. Club Meetings will be the first meeting of the month.

The dress code for the Club Meeting days is Kappa League Bowtie, Kappa League Sweater, White Shirt, Khaki Pants, Black Belt and Black Socks & Shoes.

The dress code for non-Club Meeting days is Kappa League Polo Shirt/Hoodie, Khaki Pants, Black Belt, and Black Socks & Shoes. Polo shirt must be tucked in at all times.

The dress code for special events/occasions is Kappa League Bowtie, Kappa League Sweater, White Shirt, Black Pants, Black Belt, and Black Socks & Shoes.

The Kappa League Coordinator will inform the participants of the appropriate outfit for each meeting. The participants will be informed of the dress code for field trips and other activities outside of the Kappa League Program meetings.

COMMUNICATIONS

Communications between the participants, parents and the Kappa League Coordinator will be facilitated using the smartphone app called **GroupMe**. This will allow urgent and important messages to be sent to all parties quickly. It will also allow the participants to collaborate with each other between meetings.

Email will also be used to provide information to parents and participants.

SESSION TIMES AND DATES

Each session begins promptly at 1:00 p.m. and will end at 4:00 p.m. Each parent and participant will be provided a complete calendar for the year. If there are any changes to the meeting schedule, the parents & participants will be notified via GroupMe. The beginning and end time for field trips and other outside activities will be provided to the parents and participants prior to the event or activity.

INCLEMENT WEATHER

If severe weather is in the forecast for the Kappa League Meeting day or activity, you will be notified 1 ½ hours prior to the beginning of the event or activity via the GroupMe.

PARTICIPANT RESPONSIBILITIES

To support the Kappa League Program student's development into responsible young men, they will be responsible for bringing their Kappa League Program Notebooks to each session, being on time, bringing an open mind for learning, and following the Rules of Conduct (RoC).

DROP OFF & PICK UP POLICY

Parents are required to provide transportation for the participants to and from the Kappa League Program meeting site. Parents are also required to sign-in the participant at the beginning of each session and sign them out at the end of each session. **Anyone who picks up a participant must show a government issued picture I.D. and be listed on the Participant Release Authorization form located in the Kappa League Program application.** An individual not listed on the Participant Release Authorization form will not be permitted to pick up the participant. **If the participant is to leave the Kappa League Program meeting site without a parent/guardian, the parent must specify this on the Participant Release Authorization form in the designated location.** **IMPORTANT: The sessions end at 4:00 p.m. Field trip end times will be noted on the permission slip. It is a late pick-up if the participant is not picked up before 15 minutes past the session or field trip end time. In case of an emergency, the parent is responsible for arranging for an authorized individual to pick-up the participant. Three late pick-ups will result in the participant being dismissed from the Kappa League Program.**

FIELD TRIPS

Parents will be notified of a field trip at least two weeks prior to the event. Permission slips will be sent to parents via e-mail and should be returned by the specified deadline. The permission slips will provide the times and locations for drop-off and pick-up for the field trip. The signed permission slips must be returned by the deadline in order for us to properly prepare for the trip. The **Kappa League Program mentors** will not use their personal vehicles for transporting participants to and from field trips. Parents must sign-in and sign-out the participants before and after the field trip. Lunch will be provided for the participants on the field trips. The participants will also be required to wear the designated Kappa League gear on all field trips, as identified by the Kappa League Coordinator. There is **no cost** to the parents for field trips. Participants can bring some money to buy souvenirs. Participants will not be required to bring books or study materials when a field trip is scheduled.

HEALTH/MEDICATION PROFILE

The Participant Health/Medication Profile form must be completed by the designated due date, which will be prior to starting the Kappa League Program for participants that require any type of medication/medical devices/special procedures. This includes prescription and over-the-counter medication and medical devices/procedures. The Physician's Authorization form must be completed for each medication that will be taken or medical devices/procedures that will be used during program hours.

RULES OF CONDUCT

Kappa Alpha Psi Fraternity, Inc. is committed to providing a safe, healthy, and secure environment for the participants of the Kappa League Program. Our goal is to provide an atmosphere that will allow the participants to achieve, both socially and academically. The Rules of Conduct (RoC) must be followed by all participants of the Kappa League Program. Failure to follow the rules will result in dismissal from the program.

The Kappa League Program will not tolerate or condone:

- **Disruptive or disrespectful behavior toward other participants, mentors or facility staff.**
- **Violent acts or threats of violence made against other participants, mentors or facility staff. Such acts or threats of violence, whether made directly or indirectly, or by words, gestures or symbols are grounds for immediate dismissal.**
- **Unsupervised roaming of the hallways at the meeting facility. Participants will only have access to designated areas.**
- **Participants will not damage or attempt to damage any facility property.**
- **Possession of weapons or other dangerous devices.**
- **Use, sale, possession, distribution, transportation or purchase of any illegal or unauthorized controlled substances. Only medication prescribed by a physician is acceptable.**
- **Using the Internet to access obscene matter or pornography.**
- **Bullying of any participant, mentor or facility staff either in person, via email, text or social media.**

Also, participants may not bring any games or devices that will cause distraction or disruption of the sessions. **Cell phone use will only be allowed for the participant to contact the parent/guardian.** Cell phones must be placed in vibrator mode. The **Kappa League Program Mentors** may confiscate and hold cell phones until the end of the session if the phones are misused or become a distraction. **Headwear that is not worn for religious purposes is not allowed to be worn inside the meeting facility.**

**3 strike rule: In the event a participant cannot follow the Rules of Conduct listed above, the parents will be contacted. If a third offense takes place prior to the end of the active school year, your son will not be allowed to participate in the remainder of the Kappa League Program.*

Any Participant that has been released from the program due to their inability of being able to follow the Rules of Conduct; and wants to reinstate into our program in the upcoming year will be asked to:

1. **Fill out an application**
2. **Write a letter explaining why he wants to attend the program and how he will conduct himself differently.**
3. **Have a meeting with a member of Kappa League Coordinator, and his legal parent/guardian.**

SESSION LEADERS

All adult **Kappa League Program Mentors** are members of Kappa Alpha Psi Fraternity, Inc. The **Kappa League Mentors** have various professional/educational backgrounds and skills that will be drawn upon to assist the participants in the program. If necessary, workshop presenters may be brought in to assist. All of the core group of mentors supporting the Kappa League sessions have received Level 3 Background Checks.

PRIVACY POLICY

Kappa Alpha Psi Fraternity, Inc. respects the privacy of all individuals involved in the Kappa League Program. During the course of your son's participation in the Kappa League Program, personal information necessary for the effective assistance of your son will be collected, evaluated, and retained. This may include information such as name, address, phone number, GPA, test results, grade level, or any information that is not otherwise publicly available. Access to personal information of the Kappa League Program participant is limited to the members of Kappa Alpha Psi Fraternity, Inc. who oversee the Kappa League Program. Kappa Alpha Psi Fraternity, Inc. will only disclose the personal information of a Kappa League Program participant if required by law, court order, or any legal action.

Kappa Alpha Psi Fraternity, Inc. will routinely take photographs, still or video, of individuals participating in our program activities. These photographs are used in

Kappa Alpha Psi Fraternity, Inc. publications and for the promotion of our Guide Right Programs.

Guide Right, which began in 1922, is the national social out-reach program for Kappa Alpha Psi Fraternity, Inc. The Guide Right Program assists youth with education, tutoring, mentorship, and financial assistance for college.

Under no circumstance will your son's personal information be used or released. Only your son's first name may be used for identification in any photograph. Please refer to the **Activity/Program Field Trip Liability Release/Authorization** section of the Kappa League Application.