

**KNOWLEDGE AND POWER PREPARATORY  
ACADEMY VI**



**AN IVY LEAGUE MIDDLE SCHOOL  
IN FAR ROCKAWAY**

**Cadet Handbook  
2025-2026**

# TABLE OF CONTENTS

KAPPA VI Motto, KAPPA VI Pledge.....	page 2
KAPPA VI Articles of Success.....	page 3
KAPPA VI Staff .....	page 4
KAPPA Terms, KAPPA Bearing, Customs and Courtesies.....	page 5
Discipline Code, Reflection Period, Attendance Policy .....	page 6
Squadron Names, Cadet Chain of Command.....	page 7
Cadet-Officer Responsibilities.....	page 8
Uniform Dress Code.....	page 9
Inspections, Rituals, Dismissal, Use of Office Phone.....	page 10
Fire and Shelter Drills, School Events.....	page 11
Report Card Grading Rubric and Marking Periods.....	page 12
Community Service and National Junior Honor Society .....	page 13
Materials, Etiquettes.....	page 14
Homework Policy, Testing Irregularities.....	page 15
The Use of Computers, Internet .....	page 16
Senior Events & Activities.....	page 17

## OUR MOTTO

*LEAD WITH: INTEGRITY, RESPECT, EXCELLENCE; YOU CAN DO IT!*

## OUR MISSION

We will foster a nurturing learning environment that supports, challenges, and raises expectations for youth. Our rigorous and accelerated academic program prepares cadets for admission into independent boarding, day, and specialized high schools.

## KAPPA VI PLEDGE

I Pledge To:

**K**now, understand, and follow the rules

**A**cknowledge my strengths

**P**ursue my goals

**P**ersevere to the best of my abilities

**A**ct to serve our school and community

All cadets will:

- ❖ internalize and adhere to the contents of the “Commitment to Excellence Contract”
- ❖ adhere to the uniform/dress code
- ❖ abide by the discipline policy
- ❖ attend school on time everyday
- ❖ be required to maintain excellent attendance and punctuality
- ❖ complete all school-based projects, reports, etc. on a timely basis
- ❖ complete all assigned homework daily
- ❖ read a minimum of 35 books for the school year
- ❖ attend the KAPPA VI summer orientation (grade 6 and 7)
- ❖ attend school on the appropriate Saturdays

**Knowledge and Power Preparatory Academy**  
**KAPPA VI: 4 Articles of Success**

KAPPA VI has a vision that each of us will demonstrate:

1. DEPENDABLE CHARACTERISTICS:

- Be trustworthy
- Be reliable
- Be truthful

2. RESPONSIBLE WORK HABITS:

- Be on time
- Produce a quality product-on time
- Be committed to excellence

3. RESPONSIBLE BEHAVIORS:

- Try for perfect attendance
- Respect rights, feelings, and property of self and others
- Help each other

4. RESPONSIBLE DECISION – MAKING:

- Make healthy choices
- Show self worth in appearance, speech, and action
- Set realistic but challenging goals

\* All KAPPA cadets know:

- A positive attitude of high expectations brings out the best in yourself and others.

***All cadets will be required to commit these articles to memory in order to foster a professional atmosphere.***

### **SOME KAPPA VI TERMS**

The Assistant Principal is referred to as the “AP”.

All teachers are referred to as “Professors”.

All school aids are referred to as “SA”.

6<sup>th</sup> & 7<sup>th</sup> grade students are referred to as “Cadets”.

\* 8<sup>th</sup> grade students are referred to as “Senior Cadets”

All classes are referred to as “Squadrons”.

### **KAPPA VI BEARING**

This term is used to remind cadets how they should conduct themselves on a regular basis. If a cadet is instructed “to maintain his/her KAPPA bearing”, cadets will self correct and refocus themselves. (“This is a check yourself”).

### **CUSTOMS AND COURTESIES**

All KAPPA members are to address each other in the following way:

- Principal  
“Principal Murray, insert question/statement here”
- Assistant Principal  
“AP Cirone, insert question/statement here”
- Deans  
Dean (last name of dean), insert questions/statement here”
- Professors  
“Professor (last name of professor), insert question/statement here”
- Student Advisors  
“SA (last name of advisor), insert question/statement here”
- Visitors to KAPPA VI or Faculty of other schools in the building  
“Hello Sir/ Ma’am, insert question/statement here”

## DISCIPLINE CODE

We will be following an Assertive Discipline Plan, which will be strictly enforced. Parents and cadets are required to sign a copy of the KAPPA VI Discipline Code. This Discipline Code protects cadets from disruptions in the learning environment.

### KAPPA LEVEL ONE OFFENSES:

- Excessive talking
- Lack of effort
- Disrespectful to others
- Unprepared for class
- Disruptive to others
- Chewing Gum
- Using offensive language
- Arriving late to class
- Uniform Violations

The following steps will be taken toward any cadet who engages in these offenses:

1. Warning/Discussion of Behavior in Class
2. Phone Call Home
3. Parent-Professor Conference with Guidance Counselor

If the behavior continues, the cadet will be referred to the Dean. There, the Dean will consider assigning lunch reflection, Reflection periods, suspensions or any other appropriate consequences.

### KAPPA LEVEL TWO OFFENSES

- Unauthorized physical contact
- Discriminatory language
- Sexual harassment
- Theft
- Damaging school property
- Academic Dishonesty
- Insubordination

Level Two offenses will be taken to the Dean immediately. There, the Dean will consider assigning lunch reflection, reflection periods, suspensions or any other appropriate consequences.

## REFLECTION PERIOD

Those cadets who consistently disregard the Commitment to Excellence will be required to stay 45 minutes on Friday afternoon to reflect upon their inappropriate behavior.

## ATTENDANCE POLICY

To ensure that all cadets are working towards academic excellence, all cadets are required to attend school every day. If a cadet is absent they are responsible for all work that is missed. For continued success, cadets will access Google classroom to complete all missed assignments. Attendance/Lateness records are reviewed on a regular basis.

- Those cadets who are late three or more times per month will be required to attend one week of lunch detention.

**Cadets who are late 3 or more times for 2 consecutive months will serve a Friday reflection**

**SQUADRON NAMES**

<b><u>6<sup>TH</sup> GRADE</u></b>	<b><u>7<sup>TH</sup> GRADE</u></b>	<b><u>8<sup>TH</sup> GRADE</u></b>
MERCURY	FREEDOM	ENDEAVOR
GEMINI	TITAN	ATLANTIS
APOLLO	ODYSSEY	DISCOVERY
ARTEMIS	ORION	ENTERPRISE

## UNIFORM / DRESS CODE

The New York City Department of Education and the administrators of the KAPPA VI Program have mandated school uniforms for our school. The mandatory uniform policy is intended to promote a more effective learning climate. It will foster school unity, self-esteem and pride, and improve cadet performance. Our goal is to eliminate label competition by simplifying dressing, minimizing cost to parents and teach cadets appropriate dress and decorum in their “work place”.

### Monday to Thursday:

	GENTLEMEN	LADIES
<b>Bottoms:</b>	Navy blue pants Solid Black or Solid Blue Belt <b>*No cargo pants</b>	Navy blue pants Solid Black or Solid Blue Belt Navy blue knee-length skirt <b>*No leggings or jeggings</b>
<b>8<sup>th</sup> Grade:</b>	Khaki (tan) pants	Khaki (tan) pants Khaki knee-length skirt
<b>Tops:</b>	Light blue KAPPA VI oxford shirt	Light blue KAPPA VI oxford shirt
<b>Socks:</b>	Navy blue or black *No white socks	Navy blue or black <b>(*8<sup>th</sup> grade ladies: skin tone stockings)</b> *No white socks
<b>Shoes:</b>	Black dress shoes (no black sneakers or boots will be allowed) *Shoes need to be shined weekly	Flat/low heeled black dress shoes (no black sneakers, boots, open-toes shoes or slip ons will be allowed) *Shoes need to be shined weekly
<b>Optional:</b>	Navy blue sweater in cold winter months	Navy blue sweater in cold winter months
<b>Gym:</b>	Navy blue and/or KAPPA VI sweatpants KAPPA VI tee shirt	Navy blue and/or KAPPA VI sweatpants/shorts KAPPA VI tee shirt
<b>*Gym attire may be worn underneath school uniform on PE days only</b>		
<i>KAPPA VI patch will be available for sale in the KAPPA VI office It is expected that the KAPPA VI gym uniform be worn</i>		

### **Professional Dress:**

Professional dress is **required** one day each week. All 6th & 7th grade cadets will wear professional dress on Thursday. Eighth grade cadets will wear professional dress on Friday. All cadets must wear professional dress clothing. For gentlemen, this includes the KAPPA VI uniform AND a solid navy blue tie and school blazer. For ladies, this includes the KAPPA VI uniform AND a solid navy blue tie and school blazer.

### **The following must be adhered to at ALL times:**

- ❖ Sneakers are not allowed
- ❖ All shirts must be tucked in, even if worn with a sweater or vest
- ❖ All cadets must wear pants that fit around the waist with a plain black belt
- ❖ Pants must not be excessively baggy or tight
- ❖ Jewelry is **not** permitted in the school for either male or female cadets
- ❖ Cadets may not wear make-up, nail polish or artificial nails
- ❖ Cadets may not come to school with architectural hair designs (or unnaturally colored) at any time
- ❖ Cadets may not wear hats or any other head coverings (except for religious purposes) in school

### **ROOM AND UNIFORM INSPECTION**

To uphold the KAPPA VI standards, all rooms and cadet uniforms will be inspected regularly by the Principal, the AP, the Deans, and the Squadron Officers. All cadets are to be in full compliance with the uniform code as well as maintain a clean learning environment.

### **MORNING RITUALS**

At the start of each school day, cadets attend and participate in several morning rituals. Squadron officers lead the cadets in reciting the KAPPA VI motto and pledge. In addition, this is a time where announcements, acknowledgements, and Good for the Day are made.

### **DISMISSAL**

To ensure safe and uninterrupted dismissal of our cadets, we will adhere strictly to these times. All arrangements must be made prior to the school day. The safety of our cadets is our first priority, so we request that parents/guardians wait outside. All cadets are required to vacate school grounds immediately.

### **USE OF OFFICE PHONE**

Use of the office phone is strictly for emergency use only. Cadets will not be allowed to call home for missing assignments, uniform infractions, or to make arrangements for dismissal. This policy will be enforced to teach them the responsibility of planning ahead.

## FIRE AND SHELTER DRILLS

Fire and shelter drills are required by law, and everyone must obey the signals to clear the building as quickly as possible.

1. All cadets should observe absolute silence while moving in and out of the building. Failure to adhere to these rules will result in disciplinary action.
2. Each squadron, following the lead of its professor, shall proceed in a single file and at a rapid pace.
3. Each cadet should familiarize themselves with the proper exit that their class is to use. A sign providing this information is posted in each room.
4. At the end of the drill, a signal is given for all classes to return to their rooms in absolute silence.

## SCHOOL EVENTS

Please be aware that school events such as trips, the Fall Harvest, Spring Fling, Senior Banquet, Prom, and other school functions are a **privilege, not a right**. Cadets who fail to follow school policies will not be permitted to attend these events.

## **GRADING RUBRIC FOR REPORT CARD**

### **Your grade is determined based on the following:**

Exams - 30%  
Projects - 15%  
Quizzes - 20%  
Classwork - 20 %  
Homework - 15%

### **Community Service Requirements**

It is the belief of the school that community service helps to shape a person in positive ways. As a result, it is the expectation of the school that cadets provide community service to the school, and the surrounding community. The expectations are as follows:

#### 8<sup>th</sup> Grade:

- All 8<sup>th</sup> grade cadets are required to perform a minimum of 8 hours of community service before their graduation in June.
- National Junior Honor Society members are required to complete a minimum of 12 hours of community service before their graduation in June.

#### 7<sup>th</sup> Grade:

- All 7<sup>th</sup> grade cadets are required to perform a minimum of 4 hours of community service during their 7<sup>th</sup> grade school year.

#### Opportunities for Community Service

- Incoming cadet orientation
- Open House events
- Set up for school events (i.e., Fall Harvest, Multicultural Night)
- Hosts at Parent-Professor Conferences

### **KAPPA VI National Junior Honor Society**

Requirements to be considered to be eligible for Induction:

- Cumulative Average of 90 or above for 1st and 2nd marking period
- 3 or more conduct codes of Satisfactory or above for the 1st and 2nd marking period
- 95% attendance and punctuality
- No suspensions or Level 2 Infractions
- Recommendations from Professors
- Recommendations from Parents/Guardians
- Personal Statement

\* To maintain membership, cadets must maintain grade requirements, code of conduct and community service hours.

## IRREGULARITIES DURING TESTS AND CHEATING

There are standard regulations affecting all testing: the cadet has no extraneous material on his/her desk, he/she keeps their eyes on their own paper, and the cadet stops writing when told to do so. These regulations are made to assure the validity of testing. Absolute silence must be maintained at all times during exams.

## MATERIALS

- 2 packs of # 2 pencils
- 2 pack of pens- (blue or black only)
- Folders:
  - Literacy:** black
  - Math:** blue
  - Social Studies:** red
  - Science:** green
  - Music:** orange
  - Art:** yellow
  - Spanish (7th and 8th grade)** white
  - Health (6<sup>th</sup>/7<sup>th</sup> grade):** purple
  - Notes Home:** folder of choice
- **One 2 inch binder with dividers for each subject**
- Loose-leaf paper – with holes – ***NOT*** college ruled
- Erasers
- Dictionary (paperback)
- Thesaurus (paperback)
- Highlighter
- Glue
- Crayons
- Closed Pencil sharpener
- Protractor
- Sticky notes (3X3)

It is required that all cadets come prepared on the first day of school with ALL the items listed above. These supplies need to be replenished throughout the year when needed.

Cadets will need to carry their notebooks daily from class to class. It is strongly recommended that you purchase a portable bookbag (with wheels) to facilitate their travel.

## PASSING ETIQUETTE

When moving through the hallways of KAPPA VI, we expect our cadets to walk quietly and expeditiously at all times. To ensure that our hallways are sustained as a professional environment, cadets must always stay out of the marked **red zone**. This means cadets must always pass to the right when in the hallway. At no point may a cadet pass over the red line when walking in the hallway.

## LUNCHROOM ETIQUETTE

Cadets need to maintain a clean comfortable atmosphere in regard to cleanliness and noise level. Individuals cannot leave their seats without permission from the administrative staff. They are to leave the lunchroom in the same shape as when they arrived.

## Homework Policy

- Each missed homework = 0
- Any missed homework made up during Homework Zone = 2
- Any homework that is a **“Redo”** will receive an average of the 2 grades

## THE USE OF COMPUTERS AND INTERNET

KAPPA VI is pleased to offer cadets internet access. All cadets must obtain permission as verified by the signatures on a separate form. Should a parent prefer that a cadet not have Internet access, use of the computers is still possible for more traditional purposes such as word processing.

### **What is expected?**

Cadets are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with district standards and the specific rules set forth below. **The use of the network is a privilege, not a right, and may be revoked if abused.** The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. The cadets are advised never to access, keep, or send anything that they would not want their parents or professors to see.

### **What are the rules?**

Privacy -- Network storage areas may be treated like school lockers. Network administrators, who may review communications to maintain system integrity, will ensure that cadets are using the system responsibly. Storage capacity -- Users are expected to remain within allocated disk space and other material, which takes up excessive storage space.

Illegal copying -- Cadets should never download or install any copyrighted material, including movies, television programs, sound recordings, commercial software, shareware or freeware onto network drives or disks, unless they have written permission from the Network Administrator. Not should cadets copy other people's work or intrude into other people's files.

Inappropriate materials or language --No profane, abusive or impolite language will be used to communicate, nor should materials be accessed which are not in line with the rules of school behavior. A good rule to follow is never view, send, or access materials, which you would not want your professor and parents to see. Should cadets encounter such material by accident, they should report it to their professor immediately.

### **Advice**

These are guidelines to follow to prevent the loss of network privileges at school:

1. Do not use a computer to harm other people or their work.
2. Do not damage the computer or the network in any way.
3. Do not interfere with the operation of the network by installing illegal software, shareware, or freeware
4. Do not violate copyright, including the unauthorized sending or receiving on the Internet, files of movies, television programs or sound recording. This also includes the unauthorized copying of these files.
5. Do not view, send or display offensive messages or pictures.
6. Do not waste limited resources such as disk space or printing capacity.
7. Do notify an adult immediately, if by accident, you encounter materials, which violate the rules of appropriate use.
8. **BE PREPARED to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.**
9. Cadets may not use computers to make purchases of any kind. The school retains sole discretion to revoke usage privileges in any case where policies or guidelines are violated.

## **CYBER BULLYING/ CYBER SAFETY**

Cadets are responsible for their behavior while using the internet via their home computers and smartphone devices. Any Cadet who engages in the act of “cyber-bullying” will be held accountable according to the recommended disciplinary response in the Chancellor’s Regulations for internet responsibilities.

### **KAPPA Senior Event Policy & Guidelines**

#### **1. Behavior Expectations & Eligibility:**

Students who engage in Level 2 infractions as defined by the KAPPA Cadet Handbook during the school year may be removed from senior activities, including but not limited to the senior prom, senior trip, or other senior-related events. The decision to remove a student from these events will be determined by the school administration based on the severity of the infraction(s).

#### **2. Refund Policy:**

Refunds will not be issued for the senior trip, prom, or yearbook. These funds are paid directly to outside venues, service providers, and vendors, each of which maintains a "no refund" policy. As a result, the school is unable to offer reimbursement for any costs associated with these activities.

#### **Acknowledgment:**

By participating in these senior events, students and their families acknowledge and agree to abide by the terms set forth in this policy.