



Joseph Pfeifer Kiwanis Camp
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**Procedures for the
Alternative Classroom Experience**

Student Characteristics

Referrals will be accepted for students from the Little Rock and Pulaski County School Districts that fit the definition of youth-at-risk based on the following characteristics:

- Poor to marginal peer group and/or adult relationships
- Poor to marginal grades
- Poor to marginal self-esteem and self-concept
- Sporadic school attendance/tardiness
- Poor to marginal problem solving skills (i.e. prone to arguing/fighting)
- Moderate learning difficulties (excluding special education and emotionally disturbed students)
- Stressful environmental background (including but not limited to single parent homes, foster care, abuse and abandonment)
- Family History of violence, drug use, teen pregnancy, and/or crime

Special Note: ACE is for students who have the potential to learn and to behave appropriately in the regular classroom setting and is **not designed** for emotionally disturbed or learning disabled students. Enrollment for students with special concerns will be evaluated on an individual basis.

Enrollment Process

School personnel including teachers, counselors, and principals should first identify potential candidates based on the above criteria. Slots are filled on a first-come, first-served basis with regard to district, age, race, gender, and determined need. First-come, first-served means that we must have the Parent Registration Form and the teacher's Statement of Needs Form at the camp before a child can reserve a slot for the program. Also, priority will be given to those parents who attend the Initial Parent Meeting held the Tuesday prior to the beginning of each session. If a child's parent fails to attend the Initial Parent Meeting, even if the child has a slot reserved, that child can lose his/her slot to another child on the waiting list whose parents did attend the meeting. After the slots are confirmed, we will contact the schools and parents with students set to attend to make sure we have received all of the necessary information. (Please see the ACE Enrollment Checklist for a list of necessary student information.)

After ACE

During the student's first week back at the regular school, someone from the camp staff will be making daily visits to your school to meet with the teacher and observe the student to monitor the student's return to the regular classroom. During this week, the camp staff will bring the following information to the school to give to the child's teacher:

ACE Report Card: When students return to their regular classrooms after ACE, they will bring a report card with a letter grade and percentage for each subject which represents five weeks worth of grades. These grades must be averaged into the nine weeks grading period indicated.

Daily Report Form: All teachers must complete a very simple daily report form on each student each day during their first week back in the regular classroom. Teachers should indicate the student's behavior for the day by marking "poor," "fair," "good," or "excellent." One half of the report will be sent home to the parents while the other half will be given to the staff member visiting the school. This helps us to understand which children we need to focus on as still having problems in the classroom. Also, teachers should indicate whether or not the student had all of his/her assignments completed.

Academic and Behavioral Assessment: In addition to the report card, each student's teacher will receive a summary of the student's performance during the session with input from all direct care staff. Areas assessed are classroom performance, cabin and social concerns, recommendations and noteworthy incidents.

Copy of Informed Consent for Release of Records: To ensure that a copy of the informed consent for release of records is placed in each student's permanent file, we will send a signed copy to the primary contact person at each school. Again, please place this in the student's permanent record file.

Follow-Up Guidelines: All ACE graduates are eligible for continuing services and referrals through completion of the 7th grade.

Summer Camp: All ACE graduates are eligible to apply for the free summer camp program and are chosen on a first come first served basis and may be eligible to be a counselor in training (CIT) at age 15.

Project of the Downtown Kiwanis Club

