

# Chickasaw Preparatory Academy

# Student Handbook



ONE TEAM. ONE GOAL. ONE MISSION.

## **Handbook Committee**

Shayla Benson .....Principal

Kelvin Moore.....Counselor

Preresa Jones..... Parent

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## **Principal's Letter**

Dear CPA Parents and Guardians:

Welcome to Chickasaw Preparatory Academy (CPA) - Home of the Chickasaws! It will be our collective commitment to ensure your scholar's sixth grade experience is positive, productive, and inspiring.

I am honored to be the instructional leader of this amazing sixth grade academy! I believe in building positive relationships, mutual trust, and collaborating with staff, scholars and their families through open lines of communication. The 2023-2024 school year is going to be an incredible year at CPA! We have high expectations for our scholars academically and behaviorally as we guide, model, and continually reteach our core values of respect, responsibility, and safety.

We know the children of our community have great potential, and it requires every individual in their lives to purposefully work together for their success. We believe that close cooperation between our school and your home is essential for your child's optimal education experience because we believe that "no significant learning occurs without a significant relationship" (Comer, 2004). Children are born with inquiring minds, and we must be committed to nurturing that innate sense of inquiry by providing them with quality and engaging opportunities to learn. We must teach them to think critically, to problem solve, and to know how to access information- thereby equipping them with the necessary skills to compete in a competitive and global society.

The staff at CPA is continually learning and growing through collaboration with all stakeholders and by engaging in professional development so that we have the necessary skills to empower and teach our scholars. We welcome your participation and support this school year and solicit your membership in the Parent Teacher Organization (PTO). A collaborative effort will enable us to reach our collective and individual goals and celebrate the achievements of our scholars.

The pages of this handbook are filled with important information regarding school policy and procedures. Parents and scholars should review the contents together. If you have any questions, please call the school office. We feel that open and clear communication between school and home is important to the success of our educational program. We look forward to working with you and your scholar and to a wonderful, productive school year filled with rich academic experiences supported by technology and individualized instructional techniques! We appreciate your cooperation and support, and we welcome your suggestions and ideas for improvement. Please come visit our school where safety and student success always come first!

With Chickasaw Pride,

Principal Shayla Benson

## **Chickasaw Preparatory Academy Events**

## 2023-2024

"Rising Stars" Meet and Greet	August 10, 2023 5:30 p.m.- 7:00 p.m.
First Day of School	August 14, 2023
Labor Day	September 4, 2023
Parent Conferences/No School	September 5, 2023
Parent Conferences/No School	September 7, 2023
End of the Nine Weeks	October 10, 2023
Fall Break	October 11 -13, 2023
Thanksgiving Break/No School	November 20-24, 2023
End of First Semester	December 15, 2023
Winter Break/No School	December 18- January 2, 2024
Classes Resume	January 3, 2024
MLK Holiday	January 15, 2024
Parent Conferences/No School	February 6, 2024
Parent Conferences/No School	February 8, 2024
President's Day	February 19, 2024
End of Third Nine Weeks	March 13, 2024
Spring Break/No School	March 18-22, 2024
Good Friday	March 29, 2024
Snow Day if needed//No School	May 27, 2024
Last Day of Classes	May 29, 2024

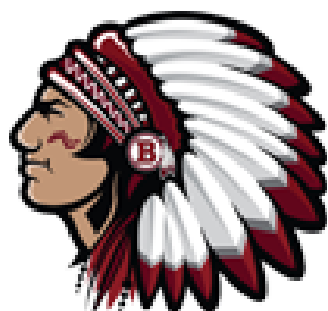
**CHICKASAW PREPARATORY ACADEMY**

2023- 2024 BELL SCHEDULE TARDY BELL - 7:54 AM	
1st Period	8:00-8:56
2nd Period	9:00-9:56
3rd Period	10:00-10:56
1st Lunch	10:56-11:26
4th Period	11:30-12:26
5th Period	12:30-1:26
6th Period	1:30-2:26
7th Period	2:30-3:26

\*\*\*Scholars participating in after-school activities are to report to their respective advisor or coach immediately after school dismissal time.

Students attending supervised after-school activities need to have pre-arranged rides home.

Unsupervised loitering after hours in the facility or on campus is not permitted.



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### **CLOSED CAMPUS**

CPA operates as a closed campus according to district policy 4.10. Scholars are required to stay on campus from their arrival until dismissal at the end of the regular school day unless given permission to leave the campus by a school official. Scholars must sign out in the Welcome Center upon their departure. Scholars are expected to eat lunch on campus. **Lunch (food) deliveries are prohibited.**

### **HOME/SCHOOL COMMUNICATION BINDERS**

Our home/school communication binders are designed to assist your scholar in organizing his/her daily assignments and notes. It is also a great tool to keep the communication open between home and school. Please feel free to write letters to your child's notes and look for notes they have sent you.

Teachers will make regular contact with parents/guardians concerning grades, conduct, and/or excessive absences/tardies. Parents/guardians may be notified by phone, note, or email. Parents/guardians or teachers may also request a conference at any time a need arises. Please inform us of new or updated phone numbers and addresses regularly. Non-current contact information does not excuse students from receiving consequences. Non-current contact information could require face-to-face conferences or home visits by school resource officers to ensure that the teacher(s), parent(s), student, counselor, and administrator(s) are all included in the plans created to promote success for each student that attends CPA.

### **WELCOME CENTER**

The safety of our staff and scholars is our primary concern. Participation is important to helping us take precautionary measures to protect you and everyone in the building. All parents and other visitors are asked to check in at the Welcome Center (near the cafeteria for 6th grade students). Prior notification is appreciated if you need assistance in meeting with a teacher or



Principal concerning your scholar. Parents and other family members will not be allowed to eat lunch with their children in the cafeteria.

## **Attendance**

### **Checking In and Checking Out of School**

A scholar arriving after 8:00 am is considered tardy and must check in at the Welcome Center. Scholars arriving after 11:30 a.m. or checking out prior to 11:30 a.m. will be considered absent for a half-day. Scholars may only be checked out by a parent, guardian, or person designated by the registering parent/guardian on the registration form. When checking a scholar out, parents/guardians must wait at the Welcome Center for the scholar to arrive. Parents cannot call ahead to check a scholar out. Text messaging is also not an acceptable form of checking out.

A scholar who becomes ill at school must see the nurse to receive treatment and/or permission to leave campus. **If a scholar leaves without permission from the nurse, it will be an unexcused absence.** A scholar who needs to leave campus for any reason must check out at the office Welcome Center with an authorized adult (see next paragraph).

At the time of registration, parents/guardians must provide a list of authorized adults to pick up their child from school. If they are not listed, they will not be allowed to check the scholar out. Any person checking out a scholar must have a form of identification with them. Phone calls and notes are not sufficient to give a scholar permission to check out of school. Any name changes on the registration form must be made in person. **A scholar who leaves school without following the check-out procedure will be considered truant.**

Please note the following safety procedure for checking students out:

1. Parents must sign the check-out book.
2. No check-out will be allowed during finals/state assessments until ALL the student's testing for the day is complete (unless an emergency arises).

***For the safety of all students and staff members, Arkansas state law requires that in the event of a crisis situation at the school, no student will be dismissed until an all-clear has been signaled.***

### **Attendance -Absences**

A student is absent if the student is not:

- present for onsite instruction provided by the district,
- participating in a planned district-approved activity, or

- engaged in scheduled instruction at an off-site location, including remote learning.  
(Definition set by DESE in Commissioner's Memo COM-20-128)

Scholars who are absent can turn in up to (6) parent notes a semester to count the absence as excused. After (6) parent notes, absences will be counted as unexcused unless a doctor's note is turned in for that absence.

In addition to Blytheville School District Board Policy, the following steps will be taken for scholars with excessive absenteeism:

- For each day a student is absent, the parent/guardian will be notified by an automated phone call.
- Day 3 will result in an official letter sent home to the parent/guardian from the school.
- Day 6 will result in an official letter sent home to the parent/guardian from the school and a conference will be held with the principal/designee. At this time, you must report to the school and view the truancy video.
- Day 7 or more will result in your child being turned over to the Blytheville School District Truancy Officer and a Family In Need of Service (FINS) petition may be filed with the Juvenile Court System. The Arkansas Child Abuse Hotline may also be contacted at this time.

Our attendance policy states that if a student has unexcused absences for 10 or more consecutive days they are dropped from enrollment and an attendance FINS will be filed. If you have any further questions, please feel free to contact the CPA attendance office or see the Blytheville Public Schools District Policy handbook section 4.7.

### **Attendance - Tardies**

Scholars are expected to be in their seats and ready to start class when the bell rings. This is a time when teachers prepare students for the lesson or assess their learning. A scholar's tardiness not only interferes with their education but also the function of the class. The first bell of the day rings at 7:54 AM. **The tardy bell for the first period will ring at 8:00 AM.** Scholars arriving late to school must report to the Welcome Center for an admission slip to class. It will be at the office staff's discretion as to whether the tardy is excused or unexcused.

Teachers, in accordance with the following guidelines, will administer the following penalties for tardiness (offenses counted per class period):

- ➔ 1st offense – warning
- ➔ 2nd offense – warning/student conference
- ➔ 3rd offense –parent contacted by teacher

**\*\*Steps 4-7 will require a disciplinary office referral. The implementation of tardy procedures will be left to the discretion of the building principal or his designee.**

- 4th offense – Office Referral for Success Connections (ISS)
- 5th offense – Office Referral for 1-hour detention
- Subsequent offenses – Office Referral to be handled by Building Administrators

***\*\*Tardies start over each nine-week period (quarter). At the end of each quarter, any scholar with a tardy(ies) will get a fresh start.***

## **AWARDS**

Awards will be given quarterly for various achievements. Good citizenship awards will be given to students who follow the school behavior expectations matrix and classroom rules consistently.

### **Awards Assembly Calendar**

<b>1st Quarter Awards</b>	<b>2nd Quarter Awards</b>	<b>3rd Quarter Awards</b>	<b>4th Quarter Awards</b>
October 20, 2023	January 5, 2024	March 28, 2024	May 23, 2024

## **ALTERNATIVE LEARNING ENVIRONMENT**

An Alternative Learning Environment (ALE) is provided at the Blytheville High School campus for scholars who have been identified as educationally at-risk. The purpose of the program is to prepare scholars academically to return to the regular classroom and to acquire attitudes and skills to manage their personal conduct in a socially acceptable manner. Those scholars assigned to the ALE will be expected to follow all rules and procedures established by the ALE staff.

The following criteria must be met for placement in the alternative campus:

1. Consent of parent/guardian must be obtained.
2. Recommendation made by a committee composed of members of the administration, the teaching staff, the student and his/her parents.
3. Students will be placed in the school for at least one semester.
4. A meeting before entrance in the alternative school with student, parent/guardian, alternative school supervisor, and administration of CPA.
5. A meeting before entrance back to the CPA main campus with student, parent/guardian, alternative school supervisor, and administration of CPA.

## **BULLYING**

“Bullying” means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that may address an attribute of the other student, public school employee, or person with whom the other student or public school employee is associated.

Students found in violation of the Bullying policy shall be subject to disciplinary action up to and including expulsion.

- Level 1---(at minimum) Student & Principal Conference (documented warning)
- Level 2---Student, Parent, & Principal Conference
- Level 3---Detention
- Level 4---ISS
- Level 5---OSS
- Level 6---(maximum)Expulsion

Students who knowingly fabricate allegations and falsely accuse a student of being a bully, will be subject to disciplinary action.

## **CAFETERIA POLICY:**

- Parents/guardians are not allowed to bring in food to scholars (restaurants, deliveries, etc.). Scholars may bring their lunch in a lunch box.
- Parents/guardians are not allowed to bring snacks for birthdays or other occasions other than the school-wide events set by the school.
- Additional information for parents on wellness issues is available from the school office.

### **Cafeteria Expectations:**

1. Students will sit down quickly and quietly upon entering the cafeteria.
2. Students will engage in calm and quiet conversation.
3. Students will remain seated at all times and eat in a timely manner.
4. Students will raise their hands when assistance is needed.
5. Students will use good manners.
6. Students will not throw food or objects.
7. Students will show respect towards all adults/staff who are assisting in the cafeteria.
8. Students will clean their area after eating.
9. Students will line up quietly to empty trays when asked to do so. Any unopened food items not in a lunch box must be thrown away.

### **Consequences:**

1. Students will receive one warning.
2. Students will be moved to a “No Talk” table.
3. The use of restorative discipline. (i.e. If a student throws food, they will be asked to assist in cleaning it up.)

## **CELEBRATIONS**

- Grand Celebrations (for student growth on NWEA from Principals & Dean of Students)
- PBIS Celebrations (planned and implemented by PBIS Facilitators every 9 weeks)
- Prize drawings for perfect attendance (each 9 weeks)
- Principal's Honor Roll (a letter mailed to student from principal along with their name in a drawing for Jordan sneakers - A's for J's)
- J's for Days and A's for J's (sponsored by Omega Psi Phi Fraternity & The Bensons)
- STAR Scholar of the Month
- R.A.K Cards (Random Act of Kindness- teacher catching student in the act- gets a "card" for a free snack on Friday)
- Academy Awards - Oscars (excellence in reading)
- 9 Classroom Parties a year (state required)
- RCA House Celebrations (implemented second nine weeks)
- No Tardy Ice Cream Party (every 9 weeks)

## **CELL PHONE POLICY**

### **4.47— POSSESSION AND USE OF CELL PHONES AND OTHER ELECTRONIC DEVICES**

**The Blytheville School District expects the appropriate use of cell phones. Cell phones may be used when specifically directed by the teacher for instructional purposes.**

Students are responsible for conducting themselves in a manner that respects the rights of others. Possession and use of any electronic device, whether district or student-owned, that interferes with a positive, orderly classroom environment does not respect the rights of others and is expressly forbidden.

To protect the security of statewide assessments, no electronic device, as defined in this policy, shall be accessible by a student at any time during assessment administration unless specifically permitted by a student's individualized education program (IEP) or individual health plan; this means that when a student is taking an AESAA assessment, the student shall not have his/her electronic device in his/her possession. Any student violating this provision shall be subject to this policy's disciplinary provisions. The prohibition in this policy does not extend to the electronic device the District provides the student for the student's use during assessment administration to the extent the student is using the District-provided device to complete the assessment.

As used in this policy, "electronic devices" means anything that can be used to transmit or capture images, sound, or data.

**Misuse of electronic devices includes, but is not limited to:**

1. Using electronic devices during class time in any manner other than specifically permitted by the classroom instructor;
2. Permitting any audible sound to come from the device when not being used for reason #1 above;

3. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, or wrongfully obtaining test copies or scores;
4. Using the device to record audio or video or to take photographs in areas where a general expectation of personal privacy exists, including but not limited to locker rooms and bathrooms;
5. Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person.

Use of an electronic device is permitted to the extent it is approved in a student's IEP or it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Before and after normal school hours, possession of electronic devices is permitted on the school campus. The use of such devices at school-sponsored functions outside the regular school day is permitted to the extent and within the limitations allowed by the event or activity, the student is attending.

A parent shall obtain approval from the student's building principal before operating a student-tracking safety device at school or at a school-sponsored event if the device has recording or listen-in capability. The District requires the device's recording and listen-in technology to be disabled while the device is on campus or at the school-sponsored event because of student privacy concerns. The District prohibits unauthorized audio or visual recordings or transmission of audio or images of other students. The student's parent shall agree in writing to the requirement for the device's recording and listening-in technology to be disabled and that the District may prohibit future use of the device on campus or at a school-sponsored activity if it is determined that the device's recording or listening-in capabilities were used in violation of this policy before the student safety tracking device may be on campus or at a school-sponsored event.

The student and/or the student's parents or guardians expressly assume any risk associated with students owning or possessing electronic devices. Students misusing electronic devices shall have them confiscated. Confiscated devices may be picked up at the school's administration office by the student's parents or guardians. Students have no right to privacy as to the content contained on any electronic devices that have been confiscated. A search of a confiscated device shall meet the reasonable individualized suspicion requirements of Policy 4.32—SEARCH, SEIZURE, AND INTERROGATIONS.

Students who use school-issued cell phones and/or computers for non-school purposes, except as permitted by the district's Internet/computer use policy, shall be subject to discipline, up to and including suspension or expulsion. Students are forbidden from using school-issued cell phones while driving any vehicle at any time. Violation may result in disciplinary action up to and including expulsion.

No student shall use any wireless communication device for the purposes of browsing the internet; composing or reading emails and text messages; or making or answering phone calls while driving a motor vehicle that is in motion and on school property. Violation may result in disciplinary action up to and including suspension.

## **DISCIPLINARY ACTIONS**

The District will implement progressive discipline to include:

Offense 1 Confiscation of cell phone for one (1) day. The phone will be placed in a locked box designated by the principal or designee.

Offense 2 Confiscation of cell phone for three (3) days. The phone will be placed in a locked box designated by the principal or designee. The parent or guardian must retrieve the phone.

Offense 3 Cell phones are banned for the duration of the semester. Conference required for parents and/or guardians. Phone retrieved by parent or guardian. The student will complete a restorative assignment on the appropriate use of technology.

Legal References:

A.C.A. § 6-15-2907

A.C.A. § 6-18-515

A.C.A. § 27-51-1602

A.C.A. § 27-51-1603

A.C.A. § 27-51-1609

DESE Test Administration Manual

Date Adopted: 07/18/2005

Last Revised: 06/27/2022

## **CHILD ABUSE AND NEGLECT**

School officials are required by law to report suspected child abuse or neglect to the proper authorities.

## **COMPUTER/CHROMEBOOK CARE USE**

The Blytheville School District agrees to allow the students to use its existing technology to access the Internet under the terms and conditions outlined in District Policy 4.29. The terms and conditions apply to both a district and a student-owned technology device.

- A separate technology “user agreement form” will require a parent and student signature that indicates the policy has been read and agreed to be bound by the terms and conditions of the agreement.
- Internet use is a privilege, not a right. Scholars are expected to review or download only information or images that are classroom related and have educational value. Users are responsible for adhering to district use policies and procedures and guidelines. Scholars, please remember: neither the school email nor the Chromebook you use is “yours.” They belong to the school district and may be confiscated, searched, or shut off at any time a staff member feels it is appropriate.
- Scholars are not to access another person’s folder or share their password with anyone else.
- At the end of each school day, scholars should return their Chromebooks to their focus teacher’s classroom and plug them into the correct space in their Chromebook cart.
- Scholars that intentionally harm or break their Chromebook will need to pay for the damages before receiving a loaner Chromebook or their original Chromebook that has been fixed.”

## COMMUNICATION (School/Home)

- CPA will send notices of any pertinent information home with scholars in the communication binders. It is an expectation that scholars keep up with their binders. Please check your child's binder daily for communications to and from the school.
- Scholars are expected to carry home all school notices that are handed out in class and give them to parents/guardians.
- Please visit the school's webpage on the school system website or Facebook page for a look at current events.
- School calendars/newsletters and lunch menus are sent home each month. Parents are encouraged to refer to these daily in order to be aware of school events and meals served in the cafeteria.

**Please note that parents/guardians wishing to set up a conference MUST call the school office to make an appointment.**

To ensure the timeliest resolution to your concern and/or question, please contact the school directly to discuss the issue with the people who directly work with your scholar. Many concerns can be resolved at the school level in collaboration with an administrator, classroom teacher, or member of the student support team.

### Parent/Guardian & Community Communication Process Flowchart – Chain of Command

Area of Concern	1st Level	2nd Level	3rd Level	4th Level	5th Level
Athletics	Coach	Athletic Director	Building Principal	Superintendent	Board of Directors
Attendance	Teacher	Building Secretary	Building Principal	Superintendent	Board of Directors
Bus Discipline	Transportation Director	Building Principal	Superintendent		
Counselor (Guidance)	School Counselor	Building Principal	Superintendent		
Curriculum	Teacher	Building Principal	Curriculum Director	Superintendent	Board of Directors
Discipline	Teacher	Assistant Principal	Building Principal	Superintendent	Board of Directors
Grades	Teacher	Counselor	Assistant Principal	Building Principal	Superintendent
Special Education	Teacher	Building Principal	Director of Special	Superintendent	Board of Directors



			Education		
Student Concern	Teacher	Assistant Principal	Building Principal	Superintendent	Board of Directors
Technology	Teacher	Building Principal	Director of Technology		
Transportation & Bus Routes	Transportation Director	Building Secretary	Building Principal		

## CONDUCT

### Student Conduct Expectations

We are committed to empowering students while holding them accountable and strengthening the culture and climate at CPA. We know that positive school culture, healthy academic learning climate, and focus on increased student engagement lead to meaningful school experiences, positive behavior, improved morale, and greater achievement for our students.

1. During passing periods, scholars must go directly to class without loitering. Do not block hallways or exits.
2. Scholars must be at their assigned place in the classroom when the tardy bell rings with all necessary educational materials including laptops.
3. Scholars must remain in place until the teacher (not the bell) dismisses the class. Scholars must complete all assigned work properly and on time.
4. Scholars must refrain from horseplay and physical contact, including public display of affection (PDA).
5. Scholars must not throw objects while on campus. Any projectiles are dangerous and can cause safety issues.
6. Scholars should not run while in the school building.
7. Scholars must not be disrespectful (backtalk, refusing to follow instructions, etc.). Disrespect in any form is unacceptable and will not be tolerated.
8. Scholars must have a written pass from their teacher when it is deemed necessary to be out of class.
9. Scholars are not permitted to leave class during the first ten or last ten minutes of class.

### Conduct while in Transit to and from School

Scholars are subject to the on-campus code of conduct while in transit to and from school. Appropriate disciplinary actions may be taken against commuting students who violate code of conduct rules.

## COUNSELOR (SCHOOL GUIDANCE COUNSELOR)

Problems? Questions? Concerns? Contact the CPA/Middle School Counselor: Mrs. Sharon Nash at 870-762-2983 Ext 3022.

## **COURSES OF STUDY**

<b>CPA 6th Grade Academy</b>				
ELA/Literacy	Math	Science	Social Studies	W.I.N. Time (Intervention or Extension)
Music/Band	Computer	Art	PE (Boys/Girls)	Tools for Learning

## **CUSTODY CONTACT**

- If your child has custody concerns, please contact the office.
- The school is obligated to follow the most recent court documents on file at the school; therefore, it is imperative that the office is provided with the most current documentation.

### **Contact By Non-Custodial Parents**

If there is any question concerning the legal custody of the student, the custodial parent shall present documentation to the principal or the principal's designee establishing the parent's custody of the student. It shall be the responsibility of the custodial parent to make any court ordered "no contact" or other restrictions regarding the non-custodial parent known to the principal by presenting a copy of a file-marked court order. Without such a court order on file, the school will release the child to either of his/her parents.

Non-custodial parents who file with the principal a date-stamped copy of current court orders granting unsupervised visitation may eat lunch, volunteer in their child's classroom, or otherwise have contact with their child during school hours and with the prior approval of the school's principal. Such contact is subject to the limitations outlined in Policy 4.16, Policy 6.5, and any other policies that may apply.

Arkansas law provides that, in order to avoid continuing child custody controversies from involving school personnel and to avoid disruptions to the educational atmosphere in the District's schools, the transfer of a child between his/her custodial parent and non-custodial parent, when both parents are present, shall not take place on the school's property on normal school days during normal hours of school operation. The custodial or non-custodial parent may send to/drop off the student at school to be sent to/picked up by the other parent on predetermined days in accordance with any court order provided by the custodial parent or by a signed agreement between both the custodial and non-custodial parents that was witnessed by the student's building principal.<sup>1</sup> Unless a valid no-contact order has been filed with the student's principal or the principal's designee, district employees shall not become involved in disputes concerning whether or not that parent was supposed to pick up the student on any given day.

**Contact By Law Enforcement, Social Services, or By Court Order**

State Law requires that Department of Human Services employees, local law enforcement, or agents of the Crimes Against Children Division of the Division of Arkansas State Police may interview students without a court order for the purpose of investigating suspected child abuse. In instances where the interviewers deem it necessary, they may exercise a “72-hour hold” without first obtaining a court order. Except as provided below, other questioning of students by non-school personnel shall be granted only with a court order directing such questioning, with permission of the parents of a student (or the student if above eighteen (18) years of age), or in response to a subpoena or arrest warrant.

If the District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the principal or the principal’s designee shall make a good faith effort to contact the student’s parent, legal guardian, person having lawful control of the student, or person standing in loco parentis. The principal or the principal’s designee shall not attempt to make such contact if presented documentation by the investigator that notification is prohibited because a parent, legal guardian, person having lawful control of the student, or person standing in loco parentis is named as an alleged offender of the suspected child maltreatment. This exception applies only to interview requests made by a law enforcement officer, an investigator of the Crimes Against Children Division of the Division of Arkansas State Police, or an investigator or employee of the Department of Human Services.

In instances other than those related to cases of suspected child abuse, principals must release a student to either a police officer who presents a subpoena for the student, or a warrant for arrest, or to an agent of state social services or an agent of a court with jurisdiction over a child with a court order signed by a judge. Upon release of the student, the principal or designee shall give the student’s parent, legal guardian, person having lawful control of the student, or person standing in loco parentis notice that the student has been taken into custody by law enforcement personnel or a state’s social services agency. If the principal or designee is unable to reach the parent, he or she shall make a reasonable, good faith effort to get a message to the parent to call the principal or designee, and leave both a day and an after-hours telephone number.

**Contact By Professional Licensure Standards Board Investigators**

Investigators for the Professional Licensure Standards Board may meet with students during the school day to carry out the investigation of an ethics complaint.

Legal References: A.C.A. § 6-18-513

A.C.A. § 9-13-104

A.C.A. § 12-18-609, 610, 613

A.C.A. § 12-18-1001, 1005

Date Adopted: 06/27/2011

Last Revised: 05/18/2020

## **DISCIPLINE**

The main purpose of discipline is to create a positive school environment that is conducive to the educational process of all students. Students should be aware of the standards of proper behavior as well as the consequences of not abiding by those standards.

The goal is to provide fair and consistent treatment for all students. No policy can be expected to list every offense, which may result in the use of disciplinary action. However, it is the purpose of this policy to list certain offenses that if committed by a student, will result in consequences. Administration reserves the right to administer consequences for actions not specifically covered by this policy. All school rules apply to school sporting events, field trips, and other school-sponsored events. All special needs students will be disciplined according to the discipline policies unless otherwise specified by their IEP or 504.

### **Discipline of Students with Disabilities**

The Board of Education recognizes that there are some students attending the Blytheville School District who have observable and/or diagnosed disabilities that require special considerations that are not necessary for students without disabilities.

The Board of Education accepts the definition of “student with disabilities” as any student in the district between kindergarten and twelfth grade who possesses at least one disability that has an adverse effect on his/her educational performance, programming, and/or placement procedures.

Disabilities include but are not limited to hearing impairment, vision impairment, speech/language impairments, specific learning disability, deaf-blindness, autism, traumatic brain injury, orthopedic impairment, other health impairments, intellectual disability, and emotional disturbance.

The Board also recognizes that there are times that a child with a disability will need to be disciplined as a result of undesirable and/or unpredictable behavior which hinders his/her educational welfare and/or the welfare of others. The Board has provided the following procedures for determining the discipline of students with disabilities

A child with a disability who engages in misbehavior and disciplinary infractions is subject to normal school disciplinary rules and procedures so long as such treatment does not abridge the right to a free appropriate education (FAPE).

The IEP Team for the child with a disability will consider the educational setting of the child, determine if a behavior intervention plan is needed, and decide if the behavior is a manifestation of the child’s disability. Children with disabilities may be placed in an interim alternative education setting in the case of a dangerous weapon or drug violation. During the interim alternative placement, the student’s IEP team will determine if the current IEP and placement were appropriate and if supplementary aids and services were provided (if applicable).

Parents of students with a disability are to be informed of the district’s policy and procedures regarding the discipline of students with a disability through the student handbook. For further

explanation contact the Director of Special Education. In disciplining a child with a disability, the Blytheville School District due process staff will ensure that all state and federal laws mandated by the Individuals with Disabilities Education Act (IDEA) will be followed.

### **Discipline on Other School Campuses**

Scholars receiving disciplinary referral infractions while on another school campus or at an evening school activity or event are subject to the same code of conduct rules in place on the CPA campus.

### **Disrespect and Profanity**

CPA students will be respectful to all school personnel. The use of vulgar, obscene, or profane language is not permitted on the school campus. Students failing to follow this rule may be subject to any of the following disciplinary actions:

- Parent Contact/Conference
- Corporal punishment
- Before/After school Detention
- In-school suspension (ISS)
- Out-of-school suspension (OSS)

### **Detention**

The Chickasaw Preparatory Academy will have a 30-minute or 1 -hour after-school detention. The detention will be given based on the behavior that the student is sent to the office for. Detentions will be assigned by an administrator or designee.

### **Extra-curricular and Co-curricular Activities**

The Chickasaw Preparatory Academy offers the following activities: Basketball, Band, Choir, Quiz Bowl, Odyssey of the Mind, Student Voice, FBLA, Target, TRIO, National Junior Honor Society, and Student Mentoring Program. Participation can be subject to change based on a student's grades and behavior in these activities.

### **Fireworks**

Any student found in possession of or in the act of using fireworks at school, on school grounds, or at any school-sponsored event during or after school hours shall be subject to appropriate disciplinary action by the principal. Disciplinary actions may include any of the following:

- In-school suspension (ISS)
- Out-of-school suspension (OSS)

### **Vaping/Smoking Tobacco**

In accordance with the Tobacco-Free Act of Arkansas, all properties owned and operated by the Blytheville School District are tobacco-free. "Properties" is defined as school buildings and grounds, as well as any mode of transportation owned and operated by the Blytheville School District. Additionally, any and all forms of tobacco are strictly prohibited at all school related events, whether the event is scheduled during regular school hours or after school hours. This policy refers to any and all persons including staff, students, and visitors.

**Student Consequences for vaping or tobacco:**

Students who are found to be in possession of tobacco or vaping products on school board property (including school vans, trucks, and/or buses) during the school day, as well as after school hours, will be subjected to the following discipline procedures:

Students with vaping or tobacco violations will be assigned to the in-school suspension center as follows:

1st Offense: 2 days of ISS

2nd Offense: 3 days of ISS and parent conference with school nurse and administrator

All other offenses: 3 days of ISS pending a disciplinary hearing with Child Welfare & Attendance Hearing Officers.

**NOTE:**

*Any student caught selling vapes or vaping products will be assigned to ISS pending a disciplinary hearing and will be required to attend a mandatory health session. Parental permission to use tobacco/vaping products or have tobacco/vaping paraphernalia/contraband does not exempt a student from this policy.*

**DRESS CODE**

**The Chickasaw Preparatory Academy (CPA) has a responsibility to promote an environment conducive to student learning. This requires limitations to students and grooming that could be disruptive to the educational process because they are immodest, disruptive, unsanitary, unsafe, could cause damage or is offensive, or implies offensiveness to common standards of decency.** (Refer to school district handbook 4.25)

1. Scholars are not permitted to wear crop tops or short shirts that display their midriff. Shirts should be long enough to cover your midriff when your hands are raised above your head.
2. Scholars are not permitted to wear shorts.
3. Holes or cutting of pants are not allowed to be worn in any pants. (No skin may be shown through holes or rips in clothing). Sagging is not permitted.
4. Shoes may be either lace-up style or strap on the back. Those with laces must be laced up and tied. They may be either sneakers or hard sole style. Flip-flops," sliders, house shoes, and steel-toed boots are not allowed. Crocs must be worn in sports mode at all times while on campus. \*\*(Refer to school district handbook 4.25)
5. Scholars shall not wear headgear that blocks the face in any way. No hats, hoods, or bandanas. Failure to follow this policy will result in loss of headgear privileges. No bandanas \*\*(Refer to school district handbook 4.25)
6. No sunglasses are allowed in the building.
7. Scholars are not allowed to wear pajamas or any sleepwear to school.
8. Scholars are not allowed to wear blankets as jackets or allowed to have blankets during school hours.
9. Jackets/outerwear (or any other clothing) will not promote hate, violence, mock, ridicule, or otherwise demean, and will not promote alcohol, gang activity, sex or any type of offensive slogans or language.

**NOTE:** *We reserve the right to ask any scholar, staff member, or visitor to leave if dressed inappropriately while on the school campus. Scholars, staff, or visitor clothing must not disrupt the educational process. Please refer to Blytheville School District Handbook section 4.25 for further questions about the dress code.*

## **EMERGENCY PROCEDURE DRILLS**

All Arkansas Public Schools are required to conduct safety drills throughout the school year to ensure students and staff are well-prepared in the event of an emergency. These safety drills include: fire, tornado, earthquake, and full and perimeter lockdown drills.

Safety drills will occur at times established by the administration. Scholars are required to be silent and shall comply with the directives of officials during emergency drills. A warning to the students may not precede drills.

Students are trained as to what to do in the event of a disaster and evacuation routes are posted in the hallways and classrooms. In the event of a lockdown or lockdown drill, all doors will be locked and remain locked throughout the duration of the drill for student safety.

## **EMERGENCY LOCKDOWNS**

In the event that the school goes into lockdown, for the safety of all students and staff, no person is permitted to enter or leave the building during the school lockdown.

When the city tornado warning signal sounds the outside doors to the building will be locked. Parents may come inside and wait, but scholars will not be allowed to leave the building until the all-clear signal is given. For more information see District Policy 4.37.

## **FAMILY ACCESS**

Family access is given to all families through Schoology. It is a service provided to parents by the school district. Parents may check on their student's grades, missing assignments, review attendance, and email teachers with questions or concerns.

## **FIELD TRIPS**

Student attendance at non-mandatory (not a school required) field trips must first be approved by the grade level team. If attendance, behavior, or academic progress is not satisfactory, participation may be denied.

## **FIGHTING**

Fighting is neither permitted nor tolerated on the CPA campus. The consequences of fighting are as follows:

First offense: Three (3) days of out-of-school suspension (OSS) with the possible recommendation of AE placement or expulsion to the Superintendent of Schools.

Second offense: Five (5) days of out-of-school suspension (OSS) with the possible recommendation of AE placement or expulsion to the Superintendent of Schools.

Third offense: Seven (7) days of out-of-school suspension (OSS) with the possible recommendation of AE placement or expulsion to the Superintendent of Schools.

All subsequent offenses: Ten (10) days of out-of-school suspension (OSS) with the recommendation of ALE placement or expulsion to the Superintendent of Schools. We strive to provide a safe and orderly environment on campus so the following consequence will be in place:

- Students who run to or block access to a fight receive ISS
- Students who video the fight receive ISS
- Students are told/reminded from the beginning of the year, throughout the year, and during class assemblies.

## **GRADING AND REPORTING**

Teachers will use number grades in grade books. Number grades will be issued to determine letter grades to be placed on the report cards and cumulative records.

Listed below is a numerical scale for determining letter grades in CPA:

- o A 90-100
- o B 80-89
- o C 70-79
- o D 60-69
- o F 0-59

Students will receive progress reports at the end of the fifth week of each nine week marking period. Report cards will be issued at the end of each nine weeks.

- Parent Teacher Conference Nights are scheduled twice during the school year (see district calendar). Information about these nights will be sent home.
- Please feel free to discuss academic or behavioral concerns with your scholar's teacher at any time through a scheduled conference either during the teacher planning's period or after school. All Issues should be discussed with the teacher before talking to the principal.
- Retention may be considered if your child is not making adequate progress.

## **HEALTH CONCERNS**

### **Allergies**

Under certain circumstances, it may be necessary for schools to restrict various products such as food items and/or fragrances. To help ensure the safety of all students, it is requested that all food be commercially prepared for any classroom activity. Home baked items are not allowed.



### **Communicable Diseases**

Scholars will be excluded from school if they have contracted a communicable disease.

### **Immunizations**

Scholars will be excluded from school if immunizations are not complete.

### **Medication**

- o Please try to arrange for your child to take medicine at home before school and when he/she comes home in the afternoons. Should it be necessary for medications to be dispensed at school, you must complete a medication permission form. This can be obtained from the school nurse.
- o Please keep in mind that certain medications require a physician's order.
- o For the health and safety of all scholars, students are not allowed to transport any medicine (prescription or non-prescription) to or from school.
- o Parents or guardians must deliver the medicine to the school clinic or office. They must also pick up any remaining medicine from the clinic or office.

### **ILL/SICK STUDENTS**

If a scholar is sick, the school nurse will screen the child and check his/her temperature. If the temperature is above the Arkansas Department of Health (ADH) guidance, the student will be sent home and will need to be fever free 48 hours without medication before returning to school. Currently, the ADH guidance is a fever is considered at 100.4 and above. When the child returns to school, he/she will check in with the school nurse who has the discretion to return the student to the classroom. ADH guidance will be followed for any individual who tests positive for COVID-19.

### **MAKE-UP WORK**

Any work missed due to a scholar's absence shall be made up after the first day of returning school. A scholar who is absent one day will have one day to turn in Make-up work. If a scholar misses two or more days, he/she will have the same number of days to make up his/her work as the days missed, unless the absenteeism comes at the end of the marking period. Then the teacher and the principal will decide the best course to pursue. All missed work must be made up within that grading period.

If your child is going to be absent you may call and request work. However, you may not pick up work before 3:00 PM. This will give the teacher time to get the child's work without interrupting the regular teaching day.

Attendance is one component considered for promotion and retention. Excessive absences could result in a recommendation for retention.

### **NO PASS DAY**

NO Pass means "NO PASS, DON'T ASK" is a day when students are not allowed to leave the classroom except in a medical emergency situation or someone from the office has called for

them. The only exceptions are students with 504 that specifically state they may go to the restroom frequently or a doctor's note is on file with the nurse. NO Pass Day may be implemented at the discretion of the administration.

## **PARTIES**

Parties and other occasions that involve serving food are limited to nine total events each year by state law. Foods brought for the following events cannot be homemade but must be commercially produced under strict health precautions. Any food brought to a classroom party must be individually packaged (individually packaged chips, cakes, snacks etc.).

These occasions are:

1. Halloween - October
2. Homecoming Tailgate Student Celebration - October
3. Christmas - December
4. Valentine's Day - February
5. Pi Day - March
6. 4 P.B.I.S. Celebrations - October, December, March, May
7. Step Up Day - May

Parents are not allowed to bring snacks for birthdays or other occasions not designated by the school.

## **PBIS (Positive Behavior Intervention and Support)**

CPA is pleased to have a school wide system for behaviors called Positive Behavior Interventions and Supports (PBIS). PBIS is a school wide initiative that seeks to create a safer and more positive school culture by first clearly defining behavioral expectations for all scholars. CPA developed a behavioral matrix, which clearly outlines behavioral expectations in all areas of the school for scholars. Our PBIS program focuses on five expectations as summarized in our acronym STARS, which stands for Safety, Teamwork, Attitude, Respect, and Self Discipline. We will use the phrase "Rising STARS" as a way to remind scholars of the five expectation in all settings at CPA.

STARS creates a consistent standard of behavioral expectations interventions for school staff and scholars. Whether on a school bus, ball court, or ball field or in a cafeteria, restroom, locker room, hallway, or classroom, the goal is that scholars understand expectations for positive behavior, work ethic, proper manners, and sound character with staff and program supports.

### **Acknowledgement System for Positive Behavior:**

A key piece of PBIS is acknowledging scholars who are demonstrating positive behavior and not merely recognizing scholars for misbehavior (warnings, detentions, calls home, etc.). Here at CPA, all staff members will be distributing STARbucks (yellow tickets) to individual scholars who are doing a remarkable job following school expectations. Scholars will collect STARbucks and turn them in bi-weekly to earn incentives.

Each quarter there will be a **P. B. I. S. celebration**. Students who have no office referrals for that nine weeks celebration quarter will be permitted to attend that quarter's P.B.I.S. celebration.

### **PERSONAL BELONGINGS/LOST AND FOUND**

All valuable articles found at school are taken to the school office. Electronic media, cell phones, purses, and toys can be distracting to the scholars and the class. We ask parents to see that toys and other devices do not accompany children to school. Please do not send valuables to school with your child. The school will not be responsible for lost, stolen, or broken items, including electronics, cell phones, purses, backpacks, jewelry, and toys. If scholars bring these items to school and they become disruptive to learning, parents may be called to pick them up, or the item may be confiscated until the parent can be notified.

#### **Personal belongings/Stolen or exchanged**

CPA is not responsible for any values such as money, jewelry, cell phones, AirPods, smart watches, purses, toys etc. that are brought to school and taken/shared with other scholars. Both the parent and scholar assume full responsibility for all personal items that are shared, exchanged, or stolen.

### **PROMOTION/RETENTION**

In addition to the Blytheville School District Policy, the following criteria will be used to determine whether a scholar will be retained: A scholar will be promoted to the next grade level when, developmentally, he/she is functioning at such a level to show mastery of the core concepts listed in the curriculum or grade level essential standards. This will be determined by an accumulation of scholar work and performance, as well as daily observation from the classroom teacher. Scholars will be promoted if satisfactory academic achievement and social behavior have been made. A scholar will be retained if, in the best judgment of the Response to Intervention (RTI) committee and principal, the interest of the scholar is served. The parent has the right to conference with the teacher and the principal before the final determination is made. The final decision shall rest with the principal.

### **REGISTRATION AND WITHDRAWAL**

Parents, legal guardians, and persons having legal, lawful control of the scholar under a court order should notify the school office before the scholar's last day. In order to withdraw your scholar from school, you will need to complete a withdrawal form. The school office will arrange the transfer of student records. *Attendance and grade records will not be given directly to parents but mailed directly to the receiving school. The ages for attending public school are between 5 and 21.*

Parents/guardians must provide the student's shot records, physical records, birth record (birth certificate, hospital certificate, statement from the local registrar or county recorder certifying the child's date of birth, attested baptismal certificate, passport, affidavit of the date and place of birth by the child's parent or guardian, military ID, or previous school records), and two proofs of address, social security card, or if the parent or guardian requests the district will assign the child a nine digit number designated by the department of education. Proof of

address is a rent or utility receipt showing the street address of the student's residence.

### **STAR SCHOLAR OF THE MONTH**

Monthly, teachers will select a scholar of the week. Criteria used to select this/individual(s) include the following: Does the Scholar.....

1. Follow The Chickasaw Way by being Respectful, Responsible, and Safe?
2. Show respect for self and toward others?
3. Demonstrate a positive attitude toward school?
4. Demonstrate behavior that is appropriate and responsible?
5. Achieve academically to his or her fullest potential or ability?
6. Attend school regularly and on time?
7. Complete assignments on time?
8. Participate in class activities?
9. Participate in school activities?

### **SURVEILLANCE CAMERAS**

CPA uses video surveillance equipment inside and outside the building as one of many measures to promote the safety and security of our scholars, staff, parents, and visitors. We make every effort to balance the rights of personal privacy with our duty to provide a safe learning environment and to protect district facilities and property. Only school administrators and law enforcement personnel are allowed to view video surveillance footage. Parents are not allowed to view footage. The school will comply with all applicable state and federal laws related to video recordings when such recordings are reviewed, used in investigations, or retained as part of a scholar's record.

This notice shall serve as notice to scholars, staff, and the public that video surveillance may occur on school property. Video recording equipment will be installed in visible, conspicuous areas. The equipment will not monitor areas where the scholars, employees, and public have a reasonable expectation of privacy, such as locker rooms or restrooms. The equipment may be in operation 24 hours a day. The use of video surveillance equipment on school grounds shall be supervised and controlled by the building Principal or designee. Video recordings shall only be reviewed where there is a need to do so, either because an incident has been reported or is suspected to have occurred.

### **TELEPHONE**

Telephone messages from parents will be delivered to scholars only in cases of an emergency. Scholars are allowed to use the telephone only for school related needs.

### **TRANSPORTATION**

All transportation changes must be done in person with the following information: the address the student is going to, how long changes will be in effect (permanent or temporary) and the contact number of the parent/guardian making the request. Transportation changes must be

submitted before 2:00 p.m. ***No phone calls or notes will be accepted for car or bus travel changes.***

### **YOUR FEEDBACK MATTERS**

Your feedback matters. Please take time to let us know how we can improve. You can also share concerns, voice opinions, and offer your ideas. We strive to improve as a school and encourage your participation and input.



## **CHICKASAW PREPARATORY ACADEMY**

700 W. Chickasawba  
Blytheville, AR 72315  
OFFICE (870) 762 - 2983  
FAX (870) 762-0168

### **HANDBOOK ACKNOWLEDGEMENT STATEMENT**

I hereby acknowledge that I have received and read the Union Hall Elementary Student/Parent Handbook.

Parent's Signature \_\_\_\_\_

Student's Name \_\_\_\_\_

Teacher's Name \_\_\_\_\_

Date \_\_\_\_\_

**PLEASE RETURN THIS FORM TO SCHOOL WITHIN FIVE DAYS OF RECEIPT.**