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WELCOME

Welcome to the Academy at Riverdale

The staff of the Academy of Riverdale looks forward to working with you as part of your student’s educational team. The Academy team considers every student a precious gift and is excited by the opportunity to help students with developmental delays and learning differences work toward their highest potential. The Academy strongly encourages you to stay informed and actively involved in your student’s learning process. This handbook is intended to answer questions about school policies. Please feel free to contact the administrative office should you need any other information.

MISSION STATEMENT

The mission of The Academy at Riverdale is to provide solid basic academic education in reading, writing, and math and to enhance skill development and encourage appropriate behavior for students with developmental disabilities and learning differences.
ADMISSIONS

The Academy at Riverdale was founded to provide a basic academic education for students who have developmental disabilities and multiple learning differences. Therapy services are available at the school. The Academy focuses its programming on students who need and will benefit from the integration of academics and therapy. Students enrolled receive all therapy through The Academy at Riverdale as part of their educational plan.

Although diagnostic labels often provide some indication of individual capabilities, specific labels do not necessarily indicate appropriateness for this school. Students will be considered for enrollment based upon his or her individual developmental and academic profile. The evaluation process is not meant to be exclusionary, but to ensure that this school can meet the needs of the applicant, as well as continue to work for the students who are currently enrolled. The Academy retains complete discretion with respect to acceptance.

New students are admitted for a 60-day probationary period. If at any time during this period, either party feels that the student is not benefiting from, or is disrupting the current Academy environment, the student may be discharged.

HOURS OF OPERATION

School Hours

The Academy at Riverdale is open for the academic school year August through May. School hours are from 8:30 a.m. to 3:30 p.m. The summer session is June through July 8:30 a.m. to 12:00 noon.

Therapy Hours

The Academy provides occupational, physical, and speech-language therapy year-round. Students may receive therapy as early as 8:00 a.m. and ending as late as 5:00 p.m.

School Closings

The Academy at Riverdale is a year-round school. School is closed on the following holidays: New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after Thanksgiving, and Christmas Day. While the students are out for early and late summer breaks, Christmas Break, and Spring Break, the Academy is open during these breaks for students to receive therapy. Revised therapy schedules will be provided during school breaks. Please refer to the school calendar for specific dates for regularly scheduled closings.
Inclement Weather

The Academy at Riverdale may need to delay start time, close school early, or cancel school due to weather conditions. We understand, with any change in your student’s schedule, it causes difficulties for some parents because of work responsibilities. When making our decision to alter the daily schedule, we take all factors into consideration to make the best decisions with the information supplied.

We must rely on the information and predictions by the National Weather Service, the Weather Channel, and local television meteorologists. They are "the experts" in predicting weather conditions. After gathering all the information from the above listed sources, we will make a decision which we believe is best for the safety of our students, faculty, and staff. We appreciate your patience and understanding in working with the administration as decisions are made concerning severe weather conditions.

When a decision is made to delay the start time and/or cancel school, we will notify the local TV stations (KTHV 11, KATV 7, KARK 4), Facebook, and activate the “fan-out” list to notify all staff members, parents, therapists, and outpatients of the status of The Academy for that day. The Academy does not follow any public school districts’ inclement weather closing decisions.

CHILD CARE

If you would like to sign up for child care, we are happy to offer this service to you for $75.00 per week (See Attachment L), Monday-Friday 7:45 a.m. until 5 p.m. Your student must be signed up and the fee paid in advance. Please understand that we will not issue refunds in cases of absence.

There will be a flat fee of $20.00 per occasion for any student left outside of the hours of 8:15 a.m. and 3:45 p.m. We cannot make exceptions. We are certainly willing to work with you in the event of an emergency.

Arrival and Departure

Our school hours are 8:30 a.m. – 3:30 p.m. Students will be admitted to school at 8:15 a.m. and should be picked up by 3:45 p.m. Students arriving to school before 8:15 a.m. must be accompanied by an adult until 8:15 a.m. and students must be picked up by 3:45 p.m. Some students are scheduled for therapy prior to 8:00 a.m., so will be admitted during their assigned therapy schedules.

Again, students who do not receive therapy, but arrive before 8:15 a.m., must be accompanied by an adult until 8:15 a.m. This is a safety issue and we need your help to ensure that students are not left unattended.
ATTENDANCE

The Academy at Riverdale is a year-round school. Regular and consistent attendance is required, and students are expected to be in school unless they are absent due to sickness, medical appointments, family emergencies, or other documented, excused absences. The Academy places a high value on instructional time and strives to ensure that this time is monitored for each student. A student who is absent cannot be educated.

When a student is tardy and/or absent, it impacts scheduled therapy both for the student and the therapists. Students are expected to arrive on time, attend all scheduled therapy, schedule appointments around therapy, and make up missed therapy.

The 2016-2017 school year begins August 15, 2016 and ends July 28, 2017. Students are expected to attend scheduled therapy sessions during all break periods when classes are not in session.

Students are expected to have a 95 percent attendance rate. If a student is unable to meet these requirements, an evaluation may be necessary to determine if The Academy at Riverdale is the appropriate educational placement for that student.

Absences

If your student will be absent from school, please call the administrative office before 8:00 a.m. each day to notify the Administrative Assistant. Please let the office know at least 48 hours in advance when your student has a planned absence so that adjustments can be made to your student’s schedule. The parent will be contacted by 9:00 a.m. if the student is not at school and we have no prior notification of the absence.

Excused Absence

Students will be excused for absences due to appointments, camp, emergencies, and illness.

Unexcused Absence

The Academy at Riverdale allows students 17 days of unexcused absences in the August through July calendar school year. Students with fewer than 17 days of unexcused absences are eligible to receive a $500 tuition rebate for attendance.

Tardiness

Because tardiness disrupts the student’s classroom instruction, as well as the student’s therapy schedule, tardiness will be considered a partial unexcused absence. Three (3) instances of tardiness will equal one (1) unexcused absence.
Check-in and Checkout

If your student must arrive to school late or leave school early, please advise the administrative office 48 hours in advance (written note, email, telephone call, etc.). All notifications regarding attendance must come through the administrative office. If your student is late, he/she must be signed in by an adult at the front desk upon arrival to school. Students will then be escorted to their classroom by an Academy staff member.

Students cannot leave school during the school day with anyone other than a parent or legal guardian, unless otherwise specified in writing by the parent or legal guardian. The school keeps on file a “Permission to Check Out” form for each student that includes the names of those individuals permitted to check a student out of school. For the safety of the students, the administrative office may require identification from anyone checking out a student. Students will not be released to unauthorized persons. Students who use transportation must be signed in and out by the driver and should not be picked up earlier than the time arranged by the parent/guardian and school.

Tardiness

Students are expected to arrive at school in time to begin the school day promptly at 8:30 a.m. A student is considered tardy at 8:31 a.m. Tardiness is disruptive to the smooth beginning of the student’s school day. Equally important is the fact that a tardy student disrupts the entire classroom.

All students who arrive after 8:30 a.m. must go to the office, accompanied by a parent or guardian, to be signed into school. Do not drop your student at the door. The sign-in log is located at the front desk. If a student is late more than five times in a grading period, a parent conference will be scheduled to determine if The Academy is the appropriate educational placement.

COMMUNICATION

The Academy encourages frequent communication among parents, teachers, therapists, and the administration staff. All information regarding students must be communicated through administration. Help us keep the lines of communication flowing smoothly by sending all information through our administrative office. While we understand the need for cell phones and other social media, we want to make sure that these modes of communication are used appropriately between staff members and parents. Please send ALL information to the office so that it can be disseminated to everyone with the need to know. Do not call or text your student’s teacher during the instruction day.

Take-home Folders (Classroom and Therapy)

Each student will be assigned a take-home notebook for the classroom and therapy in which teachers, therapists, and parents are encouraged to relay information or questions on a regular basis. Homework assignments, behavior notifications, and completed work will be included in the RED classroom folder. The BLUE therapy folder will provide feedback to the parent regarding the daily therapy sessions. Parents are encouraged to use these folders to ask questions and make comments or recommendations regarding their student’s progress. These folders will travel between home and school daily.
CONFIDENTIALITY

The staff of The Academy at Riverdale strives for excellence in the delivery of services to your student. This includes a commitment to confidentiality. In working with your student, some information may need to be obtained from other organizations (i.e. previous therapy records, evaluations) in order to adequately educate and/or treat your student. Communication with outside sources will only be conducted with your written consent. The Academy at Riverdale complies with the Health Insurance Portability and Accountability Act (HIPAA) privacy rule.

Periodically, medical audits are requested by private insurance carriers. All of these audits are conducted in accordance with HIPAA regulations.

Limits to confidentiality include concerns about student abuse, threats of suicide, and danger to self or others, and other issues that require Academy at Riverdale staff to make reports to legal authorities.

If you observe what you believe to be a violation of student confidentiality, please immediately bring it to the attention of the Director or Therapy Manager.

GRADING PROCESS

Because The Academy’s students have varied learning differences, the school’s grading process has been developed to accurately reflect student progress and encourage achievement of specific academic skills.

Academic Goals

Upon admittance and prior to each fall semester, all students are evaluated using a norm-referenced assessment tool to determine their current levels of academic functioning. From these assessment results, teachers write academic goals to address specific learning deficits. These goals are reviewed during parent-teacher conferences.

Portfolios

Student work samples are collected throughout the fall and spring semesters. Student progress on classroom assignments and assessments is determined from the portfolio collection. Parents/guardians may request to review their student’s portfolio at any time during the school year. At the end of the school year, the contents of the portfolio will be sent home.

Report Cards

Report card grades reflect student progress on his or her specific academic goals:

M = Mastery, I = Improving, E = Emerging, and NYI = Not yet introduced.

Report cards completed by both teachers and therapist in January and May. A copy of the report card is emailed to the parent for review prior to the conference date.
HOMEWORK

Homework is an important part of your student’s educational program. It is assigned to extend the learning process beyond the classroom, to aid in the development of independent study habits, and encourage students to think and work creatively outside the classroom.

Each student is given homework Monday through Thursday of each week. Parents are requested to assist with and supervise the completion of their student’s homework assignments.

*Students are required to complete and return all assigned homework. Failure to do so will result in a conference. Continued failure to do homework may result in dismissal.*

OUTSIDE ACTIVITIES

Field trips other activities outside of school grounds are an important part of The Academy’s educational curriculum as well as a fun diversion from the regular schedule. A Field Trip Permission Form will be sent home prior to each field trip with the options of participating in the field trip or remaining home for the day.

*Parent participation is required* for the success of outside activities. Parents are required for transportation to and from activity sites and for student supervision. However, please do not bring siblings or pets. Parents attending field trips are responsible for the safety and supervision of their students. Students are required to wear their navy blue “Academy at Riverdale” polo shirt on all outside activities unless otherwise notified.

DRESS CODE

Students are active throughout the day in a variety of settings. Student dress should be comfortable, clean, and allow for participation in therapy sessions and physical education activities. Please remember function over fashion is the rule at school. Student dress and grooming are the responsibility of the student and his/her parent. Parents will be called to bring appropriate attire when necessary. Each student is required to have a navy blue “Academy at Riverdale” shirt to be worn on all outside activities.

**Dress Requirements**

- Jeans, slacks, shorts, and skirts are to be fitted at the waist with no sagging
- Shorts must reach just above the knee in length for males and females
- Shorts must be worn under skirts and dresses
- Shirts with inappropriate or adult messages are not permitted
- Spaghetti straps, sleeveless or tank tops, or shirts that bare the midriff are not allowed
- Caps and hats are not permitted inside the building
- Students must wear closed-toe athletic shoes (Flip-flops, mules, sandals, etc. are not permitted.)
Change of Clothing

Each student is required to have a seasonal change of clothing at school at all times. In the event that a student’s clothing becomes soiled, the student will be assisted in making a discreet change, thus protecting his/her dignity and causing minimal disruption to the student’s schedule. When this change of clothing is not available, the student’s routine is interrupted and the parent will be contacted to bring a change of clothes or pick up the student from school.

Grooming and Hygiene

Good grooming and hygiene habits are very important for socialization and health of all students. Students are expected to bathe, keep hair clean and groomed, and keep fingernails trimmed short. It is the responsibility of the parents and students to maintain these habits.

HEALTH AND SAFETY

Illness

If a student is ill, it is difficult to participate in the daily routine; consequently, students must not be brought to school if they have fever of 100 F°, vomiting, diarrhea, undiagnosed rash, sore throat, and/or other contagious symptoms (e.g., chicken pox, mumps, pink eye, head lice, rubella, strep throat, etc). Students must be symptom free for 24 hours before returning to school. Parents are required to bring a note from a doctor stating that a student may return to school after a contagious illness or an undiagnosed rash.

If a student becomes ill at school or the teacher deems the student unable to appropriately participate in class, the parent will be contacted. The administrative office must have two working telephone numbers where parent/guardian can be reached during the school day. Parents will need to plan alternative care for their student if the student becomes ill and the parent is unable to leave work. The school does not have facilities or personnel to care for students who are ill.

Injury

A first aid kit for minor injuries is located in the office. If a student’s injury appears to be more serious, the parent will be notified immediately, and care will be provided until the student’s medical needs are met. First aid care options include:

- Making the student comfortable
- Taking the student to the emergency room at Arkansas Children’s Hospital if injury is not life threatening
- Calling an ambulance in the event of a serious or potentially life-threatening injury
Medications

If a student requires the administration of oral prescription medication during the school day, the following procedures will apply:

- Medications must be provided to the staff by each student’s parent/guardian; no medication will be received from students
- Upon receipt of medication, parent and staff member will together count/measure the amount of medication delivered to school
- The agreed-upon amount will be entered in the Medication Receipt Log, dated and signed by both parent and staff member
- A Permission to Administer Medication form must be filled out and signed by the patient/guardian
- No medication will be administered without written permission from the parent/guardian
- Students are not permitted to have medication in their possession while at school. Exceptions are diabetic pumps and inhalers
- All medication must be in the original container with the student’s name and dosage on the label
- Staff administering the medication will record in the Medication Log the date, time, and dosage administered along with the signature of the student and two staff members administering medication
- All unused medicine must be picked up from the school office by the parent or guardian, and the parent will need to sign the medicine out in the medication log
- Unused medicine will be counted by staff and parent together and signed out from the medication log

Although medication is not administered on an “as needed” basis, exceptions can be made for minor analgesics and an epi-pen when requested in writing. Routine over-the-counter medications for pain (e.g. headache, cramps, and stomach ache) will not be administered without the parent’s written consent.

Visitors and Volunteers

All visitors are required to sign the Visitor Log at the front office upon entering the building. This includes school volunteers. For the safety and security of students and staff, there are no exceptions.
Emergency Drills

For the safety of all students, staff, and visitors, The Academy at Riverdale facility was designed with smoke detectors, heat detectors, and sprinklers throughout the building. Interior hallways are reinforced to withstand severe weather.

Fire and severe weather drills are held on a regular basis throughout the year. All teachers and therapists are responsible for knowing the exit plan for the students in their care. The students will leave the building accompanied by the teacher/therapist. They will follow the designated emergency exit route to a predetermined location where they will remain until notified that it is safe to return to the building. Drills will be scheduled on a monthly basis to ensure that students and staff members will be able to evacuate quickly and safely in case of an emergency.

Emergency Information

All students are required to have an Emergency Information Form on file. You must provide two daytime phone numbers. Should an emergency occur, valuable time can be lost if adequate and correct information is not immediately available. You will be asked to complete this form at the beginning of each school year. It is the responsibility of the parent/guardian to notify the school of any change in the emergency information and to keep all information up-to-date.

MEALS AND SNACKS

Students are required to bring their own, ready-to-eat lunches. Please do not send items that require preparation. The school does not have food service, microwaves, or refrigerators in the lunchroom. Sodas, candy, and gum are not allowed except for therapeutic reasons.

While students will be given an adequate amount of time to eat their lunches and encouraged to do so, staff will not be responsible for making students eat. Lunchboxes will be repacked and leftovers returned home so that parents will know how much was consumed. Please discuss your expectations with your student.

When bringing lunch for your student, please be on time. Students enjoy the social aspect of lunch. Receiving a late lunch means a student often misses spending this important part of the day with his/her friends.

Many students have special diets or dietary restrictions. The Academy must have this information in writing on file so that staff can monitor students’ food intake appropriately. When planning a classroom party or birthday celebration, please notify the teacher in advance so those students with special dietary needs may have advance notice and be included.
RECREATION

School policy is that students will have outdoors recreation daily unless the temperature falls below 40 degrees or rises above 95 degrees. Please send jackets, hats, and/or gloves when necessary and have your student dress appropriately according to the weather. Please be sure to label jackets, etc. with your student’s name.

CELEBRATORY ACTIVITIES

The Academy celebrates Halloween, Thanksgiving, Christmas, the 100th Day of School, and Valentine’s Day with class parties and holiday-themed activities. Students present performances at Christmas and spring for the enjoyment of family and friends. Parents are encouraged to attend and participate in these celebratory activities.

Student and staff birthdays are posted in the atrium each month. Students are recognized at daily opening activities and during classroom parties. Teachers will consult parents regarding any special dietary requirements when birthdays are celebrated in the classroom.

DISCIPLINE

The goal of discipline is to encourage a student to take responsibility for his or her own behavior. Behaviors that may cause injury to self or others disrupt the learning environment or cause property damage is not permitted. Discipline is focused on the development of socially appropriate behavior through positive reinforcement, peer-modeling and praise.

Consequences for inappropriate behaviors may include loss of privileges, time out, after school detention and suspension for one or more days. If these methods are not effective and the behavior is disruptive to the learning environment, a behavior plan may be developed for the student with input from staff, parent and student. *Corporal and/or verbally abusive punishment in any form is prohibited.*

Students with learning differences often need creative methods to encourage their positive behaviors. Parents are asked to provide a “menu” of preferred activities and objects that can be used by teachers and therapists to motivate students. See Attachment “F.”

PHOTOGRAPHS

Photography is used at school for both education and community awareness. Students may be included in photos, audio/visual recordings, broadcasts, advertising, and publications. Students will not be identified by their full name in any photo that is not used solely in-house. Should you prefer that your student not be included in photos, please notify the administrative office in writing.

At no time may a student be photographed with a personal cell phone. All photographs will be taken with the camera equipment belonging to the Academy at Riverdale.
SCHOOL PROPERTY

Any materials lost or damaged must be replaced at the parent/guardian’s expense (e.g., library books, academic text books, bean bags, furniture, and/or other equipment). The value of this property will be assessed and passed on to the parent/guardian.

SERVICE HOURS

Each family is required to provide 15 service hours per semester at the Academy at Riverdale (see Attachment “E”). Your presence at school activities and functions sends the message to your student that you place a high value on education. See Attachment “A” for examples of opportunities to earn service hours. All volunteers must sign the volunteer log at the front desk so that an accurate record of all service hours during the year.

STAFF

High-quality staff is a very important part of a student’s educational program. The Academy at Riverdale values education, experience, and a dedication to working with students. Teachers hold a degree in education and/or special education and participate in professional development activities throughout the year. Therapists are master level professionals and are licensed and registered with the State of Arkansas.

PROFESSIONAL DEVELOPMENT

It is important for our faculty to stay up to date on current educational techniques so that the services they provide your student are maximized. To do this, the third Wednesday of each month will be dedicated to Professional Development for The Academy staff. Although classrooms will be closed, the therapy department will be open to treat certain students on those Wednesdays. Parents will be contacted regarding their student’s schedule on those Professional Development days.

THERAPY

Speech, Occupational, and Physical therapy are important components of the educational plan for many students. The Academy at Riverdale therapists is highly-skilled specialists who utilize the most advanced and proven therapy techniques available.

Parents agree that their student will receive all therapy as part of an integrated program through The Academy at Riverdale.
Occupational Therapy

Occupational therapists help people improve their ability to perform the functional tasks of daily living and working. Occupational therapists often use play as the most motivating approach for most young people who need to work on fine motor skills, upper extremity coordination and strength, visual/perceptual skills, visual/motor skills, activities of daily living, self-help skills, sensory processing skills, social development, and community.

Physical Therapy

Physical therapy focuses on improving gross and fine motor skills, balance and coordination, strength and endurance as well as cognitive and sensory processing/integration. Physical therapy is often hard work. Physical therapists enjoy the challenge of making it fun!

Speech/Language Therapy

A speech disorder is diagnosed when a student has a problem with the production of sounds. A language disorder is a difficulty understanding or putting words together to communicate ideas. Many students have both.

Speech therapists use a variety of techniques to improve receptive and expressive language, articulation, and oral motor function. Language is crucial for success in reading, writing, and social skills.

TRANSPORTATION

The Academy at Riverdale does not provide transportation to and from school and therapy services. Parents are responsible for transportation to and from school. Parental support for transportation to field trips and other off-campus events is greatly appreciated.

LOST AND FOUND

Parents are encouraged to label all belongings. If your student has lost something, please check with your student’s homeroom teacher to see if the missing item can be located.
SCHOOL SUPPLIES

Because our students often require specialized materials in class, The Academy’s school supply list does not include the typical pencils and paper. The Academy asks that parents instead provide those items that will contribute to their student’s well-being and healthy social adjustment at school. If you have any questions about the supply list, please contact your student’s teacher. See Attachment “J” for your student’s school supply list. Supplies for your student are due on or before the first day of school (see current year school calendar).

Items not directly related to a student’s educational or therapeutic activities are not to be brought to school unless specifically permitted by the student’s teacher or therapist. This includes toys, books, magazines, CDs, cell phones, novelty pens and pencils, and handheld electronic games. If such items are brought to school, a teacher or therapist may keep the items until the end of day for the student to return items to home. Repeated occurrences will result in items being confiscated and returned only when parent comes to school to receive them.

Toys or other items earned by students as a reward or as part of a positive behavior plan are to be taken home the day they are received.

ATTACHMENTS

Service Hours Opportunities  A
Traffic Flow  B
Parking Guidelines  C-D
Parent Service Policy  E
Outside Activities  F
Before and After Care  G
The Academy at Riverdale
Service Opportunities for Events

September 2016
___ Open House
___ Grandparents’ Day Luncheon (9/9)

October 2016
___ Halloween Carnival (10/28)
___ Red Ribbon Week (10/24-10/28)

November 2016
___ Thanksgiving Feast (11/18)

December 2016
___ Christmas Pageant Rehearsal (12/16)
___ Christmas Pageant (12/16)
___ Christmas Party (class) – (12/16)

January 2017
___ 100th Day Celebration

February 2017
___ Valentine Party (class)
___ Mardi Gras Celebration

March 2017
___ St. Patrick’s Day Party (class)

April 2017
___ Spring Pageant
___ Special Olympics
___ Teacher’s Appreciation Week

May 2017
___ School Picnic
___ Field Day
___ Graduation

ONGOING EVENTS
___ Library (shelving books, inventory)
___ Lunchroom Assistance
___ Playground Assistance
___ Landscaping
___ Parent School Connection (PSC)
___ Yearbook Editor or Ad Sales
___ Fundraising Committee
___ Class Materials Preparation
___ Computer Skills for School Projects
___ Building Maintenance Committee
___ Electrical Committee
___ Field Trip Chaperone
The Academy at Riverdale
TRAFFIC FLOW

Please help The Academy at Riverdale provide the highest degree of safety for students by following the procedures outlined below. It is extremely important that the following guidelines are observed at all times to ensure the safety of the students.

Parents

- Departure at 3:30 p.m. Please be on time
- Drive slowly (creep) in the parking lot (Speed limit under 5 mph)
- 1st arrival should pull up to the orange cone
- Other drivers should line up behind the preceding car
- Drivers should not create a second lane once the car pool line has formed—no student will be permitted to cross in front of a car
- Cars should not be left unattended in the carpool lane
- Classroom Assistants will assist students with entering the car. All entries are to be made on the right hand side of the car. No student will be allowed to cross in front of a car under any circumstances
- Once the student is safely in the vehicle, please slowly pull into the left-hand lane and slowly exit the parking lot
- Before 7:45 a.m. and/or after 3:45 p.m., please come into the office to sign your student in/out. There will be a $15.00 charge for every student who arrives before 7:45 a.m. or is left after 3:45 p.m. (Please refer to page 5 in your handbook).
The Academy at Riverdale
PARKING GUIDELINES

1. The first three parking spaces on the right-hand side of the flag (facing west) are reserved for visitors only.

2. The parking area near the dumpster (north) will only accommodate five vehicles at any given time. Please see attached parking map.

   Left-hand side of dumpster       2 Cars
   Right-hand side of dumpster      3 SUV’s or Trucks

3. The right side exiting area of the parking lot provides parking for only three or four vehicles depending on the size of the cars. If you park in this area, be sure to pull up close to the street. This will provide ample space for other vehicles to line up behind the first car in line.

4. When visiting for longer than ten minutes, parents and guests please stop and park in the curve near the sign labeled (Student Drop off and Pick up Area). If there is a vacant parking space, feel free to take that space.

5. If arriving to school and all parking spaces are occupied, you will need to find parking on the street.

6. Always travel slowly through the parking lot.
The Academy at Riverdale

Outside Activities – Safety Guidelines

Safety is the responsibility of everyone at all times. We must always think before we do and by all means obey all safety rules and instructions when participating in outside activities. Listed below are the guidelines to be followed each time students leave the school to participate in outside activities. **Note: If we do not have response from parents to support the supervision and transportation of our students, the outside activity will be cancelled.**

Safety Guidelines

- Count and Recount students throughout the trip.
- Keep visual contact with your student throughout the trip.
- Listen for instructions from your Lead Teacher at all times.
- Sign checkout sheet if student is taken home during or after the outside activity (Parents).
- Take medical information and medications on all students.
- Running is prohibited.
- Students should not bring toys.
- Be a good citizen – do not litter.
- Wear comfortable clothing and shoes.
- Watch where you are walking.
- Use cell phones for communication (see fieldtrip log).
- Include contact information for staff and parents.

Notification of Outside Activity and Administrative Preparation:

- Notification of the intended outside activity must be received 7 days prior to the trip.
- Notify the Therapy Manager in advance of the outside activity so therapy schedules can be coordinated with the trip. Administration will make contacts to set up dates, times, places, cost associated with the trip, and evaluate time period associated with the field trip.
- Evaluate food requirements – determine if snack is needed and or allowed, and whether students will eat lunch while on the field trip.
- Upon confirmation of the trip, if necessary, a representative of The Academy will make a trip to the facility to review any precautions with respect to accessibility, danger zones, safety, elevators, and stairs and/or any other limitations that may affect our students while attending the activity. This information will be given to everyone participating in the outside activity.
- Permission slips will be completed and forwarded to parents to sign and return.
- **Permission slips will go out two weeks before the scheduled outside activity.**
- Parents must sign and return permission 1 week prior to outside activity.
- If a cost is involved, parents must return the money with the permission slip.
- Students who do not have a signed permission slip cannot participate in the trip.
- Students not participating in the field trip will not attend school on that day.
- Administration will set up a group text with all phone numbers of all adults on the trip.
Carpool Requirements

One week prior to the trip, a carpool list will be compiled for all students attending the outside activity. This list will bear this information:

- A listing of students who will be driven by their parents
- A listing of students to be chaperoned by teachers
- A listing of students and teachers carpool assignments

The Academy will develop a list of all students participating in the activity, the person responsible for the student throughout the day, and the car that the student will travel in to and from the outside activity. This list will be reviewed prior to and on the day of the activity. Each person listed with responsibility for students will maintain that responsibility until the students have returned to school. The only change to this responsibility is if a parent joins the activity or signs the checkout sheet to take the student home from the activity. The director of the Academy will compile and authorize all changes to the carpool list.

In the event a therapist wishes to administer therapy to a student during the field trip, the therapist will notify the chaperone who is responsible for that student when it is time for his/her therapy session. A meeting place and return time will be agreed upon for the therapist to return the student to the chaperone. The student’s time away from their assigned group should not be any longer than a typical therapy session for that student.

Load and Unload

- The assigned chaperone should gather their assigned student(s).
- Students should assemble quickly and follow the instructions of their chaperone.
- Students will stand in a designated area until the group is assembled.
- Chaperones will alert students when it is time to enter the car.
- Chaperones will ensure that all students are in seat belts.
- While traveling student will remain seated properly in their seat belts and or booster chairs.
- No running.
- Watch for cars.
- Count and Recount.
Arrival/Return

- Chaperones will determine when students are ready to get out of the car.
- Students must listen and follow the instructions of the chaperone.
- Students will exit the vehicle when instructed by the chaperone (no running).
- Always watch for cars.
- Always pay attention to the instruction of the chaperone.
- Count and Recount.

Teacher Responsibilities

- Discuss the field trip behavior with student prior to each outside activity.
- Include information about the trip in the weekly lesson plans.
- Repeat and discuss the information to be gained by taking the trip.
- Talk with students about the outcome of the trip upon return.

Chaperones

It is only with the parent support that we can engage in offsite activities. If that support is not adequate for both supervision and transportation, we will not be able to take field trips. It is very important that we receive at least 50% parent participation from each class when we engage in these activities.

- Contact all chaperones two weeks prior to the trip.
- Provide a copy of the agenda for each chaperone.
- Insure Driver’s License and Insurance coverage is active and provide a copy to the Academy.
- Parent Chaperones will be responsible for their student.
- All staff chaperones will have designated student(s).
- Alert chaperones of any student in their group who might require medications (e.g., Epi-pens and or other medications).
- Count and Recount.
- Chaperones are to stay with students until the students are returned to the teacher

Medication

The Lead Teacher will be responsible for the gathering student medication cards, all contact lists, and other correspondence associated with the trip. This Teacher will also gather and keep close at hand any Epi-pens, and or seizure related medication and will be ready to act if there is a need to do so.
**Count and Count Again**

Staff and chaperones must be watchful over each student. It will be necessary to count and recount the number in your assigned group. The accountability of all students is urgent; consequently we can never let our guard down.

**Alerts**

Upon arrival to all off-site locations an emergency meeting location will be designated. If at any time a student is not accounted for, the first person to discover a student has gone missing will notify the director and all staff by cell phone. All staff will take their assigned students to the designated emergency meeting place. Teaching assistants and chaperones will remain with their assigned group. The Lead teachers or designated person will alert on-site personal and administration and continue searching for the missing student until found. All communication will continue through cell phone, once the student has been located the individual assigned to the student and the person(s) who first located the student will be responsible for completing an incident report. Administration will notify the parent and discuss the details of the situation and measures to be taken to ensure this does not reoccur. When all students have been dismissed for the day, all staff will be required to attend a follow-up meeting to discuss the incident. The director will then provide a full report to the parent.

**Dress Code**

All students and staff members must wear the Academy at Riverdale Tee Shirts on all field trips.

**Bathroom Breaks**

The designated chaperone should accompany a student to the bathroom and ensure the student is returned to the group. Other chaperones will monitor the students while the chaperone is away.

**Therapists**

All therapists are an important part of the outside activity. Each time we prepare for an outside activity, therapists must receive advance notification. This will allow therapists to adjust their schedules for the activity.

Therapists will:

- Review their schedules.
- Work with the Therapy Manager to rearrange schedules.
- Therapy manager will give schedule changes to staff.
- Any changes must be approved by the Therapy Manager.

While the therapists participate in the activity, they will focus on the needed therapy or life skill for their assigned student. Once the therapy is completed, the student must be returned to the designated chaperone.
The Academy at Riverdale

Before and After Care

We have received several requests for before and after care services for students. We are happy to accommodate our families with these services and want to have a quality program that will meet your needs. In order to make consistent staff assignments for this service, we need consistency in participation. Therefore if you are in need of these services we ask that you register for services, indicate when services are needed, and make payments in advance for the services. Monthly payment are due on the first of each month; and weekly payments on Monday. We will not issue refunds in cases of absence. We cannot make exceptions; however we do understand emergencies happen; we are certainly willing to work with you in that case. These are rules that are consistent for before and after school programs. The description of the services offered is listed below.

<table>
<thead>
<tr>
<th>Program</th>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning Care</td>
<td>Care from 7:45am until the beginning of school</td>
<td>$10.00 per day</td>
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<tr>
<td></td>
<td></td>
<td>$50.00 per week</td>
</tr>
<tr>
<td>Afternoon Care</td>
<td>Care from the end of the school day until 5:00 pm</td>
<td>$20.00 per day</td>
</tr>
<tr>
<td>Morning/Afternoon Care</td>
<td>Care before and after school on a weekly basis. In order to participate in this program, a registration form must be received. This service is available only during the days that the school is open for business.</td>
<td>$75 per week</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$300 per month</td>
</tr>
<tr>
<td>Registration</td>
<td>Non-refundable administration fee</td>
<td>$25</td>
</tr>
<tr>
<td>Inclement Weather</td>
<td>When school is closed due to inclement weather, our before and after care programs will not be in operation. When school opening is delayed, our morning program will be delayed by the designated time. In the event school closes early due to an emergency, inclement weather or some mechanical failure, the after school program will not operate. There is no credit or adjustments for time not used in these programs due to school closings or delayed openings.</td>
<td></td>
</tr>
<tr>
<td>Early Drop Off/Late Pick Up</td>
<td>A fee will be assessed for occasionally dropping a student off early and picking students after 3:45pm.</td>
<td>$5.00/$15.00</td>
</tr>
<tr>
<td>Fees (occasionally)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Early Drop Off/Late Pick Up</td>
<td>If a student is repetitively dropped off early and picked up late, late fees will be doubled. This amount is due at the time your student is picked up.</td>
<td>$15 1-15 min</td>
</tr>
<tr>
<td>Fees (repetitively)</td>
<td></td>
<td>$30 16-30 min</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$60 31-45 min</td>
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<tr>
<td></td>
<td></td>
<td>$120 45-60 min</td>
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</tbody>
</table>