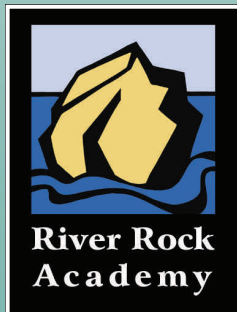


River Rock Academy
Newville Campus

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Newville, PA 17241

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www.riverrockacademy.net



**Pebbles, Cobblestones &
Boulders Programs**
of
River Rock Academy
Newville Campus

**Classroom Policies
& Procedures**



change...effect...improve

Extreme Weather & Other Announcements



During poor weather conditions, please watch for the River Rock Academy announcement for the appropriate campus decision on the television stations WGAL Channel 8 or WFMZ-TV Channel 69. You can also go to www.wgal.com.

In addition, River Rock Academy will notify your family via a recording on our “One Call” system in the event of delays, early dismissals, closings or other school related announcements. If, for whatever reason, you choose not to be included in the “One Call” messages please contact your Campus Director.

River Rock Academy Norms

The three behavioral norms of River Rock Academy guide all students and staff:

- 1. No student has the right to hurt, intimidate or ridicule another student.**
- 2. Education and the classroom are sacred.**
- 3. Our school is sacred and we will always protect its property and belongings.**

Pebbles, Cobblestones & Boulders Programs River Rock Academy Elementary Programming Classroom Policies & Procedures Table of Contents

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The Elementary Programs of River Rock Academy are licensed by the Pennsylvania Department of Education as a private licensed academic school. Referrals for the classroom are accepted from all Adams, Berks, Cumberland, Lancaster, and York County School Districts as well as other school districts.

School Hours

The school day begins at 8:00 a.m. and ends at 2:00 p.m.
Teachers are at school from 7:00 a.m. until 2:30 p.m.
Red Lion Campus student hours are 9:00 a.m. until 3:00 p.m.
Red Lion Campus teacher hours are 8:00 a.m. until 3:00 p.m.



Daily Goal (Point) Sheets



Student's behavior is monitored throughout the course of a day. Each student will be given three separate goals to work towards. The daily goal sheets are based on a 40 point total and will be sent home daily for parents to review.

It is very important that you review these goal sheets every night as they are a direct insight as to how your child is performing and progressing at school. Please make sure to sign and return goal sheets every day. You may also communicate with us in the parent's comments section at the bottom of the sheet.

Daily Home Folder



Students bring home a folder every day. It is the parent's responsibility to check the Home Folder each night. This folder will include homework, point sheets, classroom updates, school updates, general notes, etc. Parents are asked to sign the point sheet daily and return it to school in the Home Folder.

It is very important for parents to look in this folder each night, and return it the next day in the child's backpack. The Home Folder and Point sheet allow daily communication between school and home.

Medication Permission



In order for River Rock Academy to administer any over the counter or prescription medication, these rules must be followed:

1. Before receiving any over the counter medications or prescription medications from River Rock Academy, students must have completed River Rock's medication paperwork or have a prescription from the ordering physician and a note from the parent or guardian. Both signatures are needed before any medications will be given. If one or any of the signatures are missing, medications will not be given.
2. Verbal consent for over the counter medications such as Tylenol or cough drops will not be permitted. To ensure the safety of the student, over the counter medications will only be given between 11:00 a.m. until 12:30 p.m. This reduces the occurrence of medication errors. This is due to staff being unable to verify what medication might have been taken at home.
3. If the signatures are missing and the parent or guardian feels their child needs this medication, the parent or guardian may bring the medication in and provide the medication at that time.

Parent Teacher Communication

We will keep in touch with you throughout the year in a variety of ways:

- Home Folders: Includes work, Point Sheets, and important notes.
- Daily Point Sheet: Provides details regarding school behavior.
- Occasional notes and updates in the daily folder as needed.
- Phone: We can be reached during the day at number listed on the handbook cover. Please leave a message which we will return as soon as possible.
- Email: This is our preferred method of contact. Send us a note or email as needed and we will respond as soon as possible. When emailing one of us, please make sure to CC the other two staff members as well. This ensures that you will receive a prompt reply in the event that the person you are trying to reach is absent.



Breakfast



Breakfast is served each morning in the classroom. Breakfast price is subject to change. The breakfast is provided by the local school district. Request form for free or reduced breakfast and lunch are available through your child's campus and returned to the local school district for approval.

Lunch

Lunch is served daily. Lunch price is also subject to change, and is provided by the local school district.



Snacks

No outside food or drink may be brought into our school other than a packed lunch. Only 100% fruit juice or sealed water bottles are permitted in packed lunches. No gum or candy will be permitted on the premises. Water is provided throughout the day.

Lost and Found



Should you lose an article of clothing, lunchbox, notebook, textbook, etc., during the school year, check in the lost and found for the lost items. Students are encouraged to write their names on items brought to school. This will help in the return of lost or misplaced items to their rightful owner. River Rock Academy is not responsible for lost or stolen items.

Money and Valuables



Money and valuables should not be brought to school. School staff is not responsible for any lost or stolen items. Understanding that the van ride can be long and tedious, and a toy/game can make the ride more enjoyable, items are permitted if approved by the van driver and child's parents. If students choose to bring such items to school, they are to be turned in to the teacher in the morning and will be returned at dismissal. Students are not permitted to bring more than \$10.00 a day.

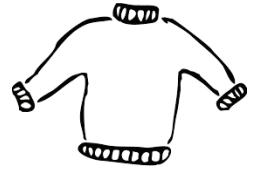
Classroom Behavior Management



Our classroom management plan is based upon a system of levels which requires students to earn privileges and incentives. Classroom privileges and participation in various incentive-based activities is completely dependent upon a student's performance. The Behavior Management System is based on the amount of points that a student earns on their daily point sheet. Your child's teacher will provide a detailed outline of the expectations of the program.

Dress Code

1. All students are expected to practice good daily hygiene.
2. Coats are not to be worn in the building.
3. Hats and other headwear such as bandanas will be removed upon entering the building.
4. Clothing should be neat, clean, and seasonally appropriate. This means that pants should be worn at the waist with no underwear showing. Shorts/skirts and shirts/tops should not be tight, too short or transparent. Midriffs must be covered at all times. Tanks tops are permitted for girls but not spaghetti straps.
5. Pajamas and slippers are not permitted unless specified for Spirit Days or classroom activities.
6. No backpacks.
7. Appropriate footwear is expected.



Bullying Prevention Policy



Bullying of any kind is in violation of River Rock Academy's Bullying Prevention Policy and will not be tolerated. Students who violate the bullying prevention policy will be subject to disciplinary action and loss of classroom privileges.

*To view the bullying prevention policy, visit:
http://www.riverrockacademy.net/bullying_prevention.html

Attendance Policy

Attendance equates to success. Unexcused/illegal absence will result in disciplinary action. They will be reported to the appropriate referring agencies represented as well as the home school district. Missing the van is an unexcused/illegal absence.



Attendance guidelines are as follows:

- All absences require a note from home within **three days** of the student's return to school.
- If a note is not received, the absence will be considered unexcused/illegal.
- If a student is absent for three consecutive days, a doctor's note must be brought in to school by a parent/guardian, the student, or faxed from the doctor's office on the third consecutive day.
- If a note is not received by the school on the third day, those absences will be considered unexcused/illegal.
- After three unexcused/illegal absences or ten cumulative absences, a doctor's note will be required for all subsequent absences.

Late Arrivals



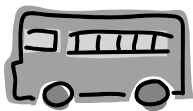
Students are expected to be at school by 8:00* a.m. Students who arrive late to school (after 8:00 a.m.) need to report to the office accompanied by a parent with a note explaining the reason for the tardiness.

*9:00 a.m. Red Lion Campus

Visitors

Visits are to be arranged through the classroom staff prior to a visit. All visitors to our school MUST report to the main office and sign in.

School Buses/Vans



The school bus/van driver is primarily responsible for students safety on the bus and pupils must cooperate with the driver at all times. Students are technically and legally still "on campus" while riding. Students will be held accountable for van behavior at school.

Children Leaving During School Hours



If a student needs to be picked up early or if there is any change in the way your child goes home such as bus change, going home with someone else other than the parent, etc., we **MUST** be given a note. Otherwise, your child will be sent home the regular way. Remember, classes are being taught until dismissal time. If a student is checked out early he/she will miss instructional time. Parents must sign their child out from the office if they are picked up before the end of the school day.

Field Trips

Field trips occur occasionally throughout the year based on student needs and their social/behavioral progress. A parent's permission form is included in the intake packet. Participation in activities on and off campus are contingent on student point and social behavior records.



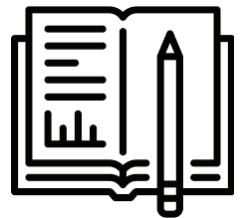
Change of Address or Phone Numbers



It is very important that we are informed if you change addresses or telephone numbers during the school year. Current addresses and phone numbers will facilitate mailing and communication between the school and home.

Homework

Homework is usually assigned Monday through Thursday to help reinforce lessons taught during classroom instruction. Please help us to increase the student's level of responsibility and accountability by reviewing each homework assignment with your child and monitoring its return.



Nondiscrimination in Services

While enrolled at River Rock Academy, all students maintain certain rights. These rights include:

- A child may not be discriminated against because of race, color, religious creed, disability, handicap, ancestry, sexual orientation, national origin, age or sex.
- A child may not be abused, mistreated, threatened, harassed, or subject to corporal punishment.
- A child has the right to be treated with fairness, dignity, and respect.
- A child has the right to be informed of the rules of the facility.
- A child has the right to communicate with others by telephone subject to reasonable facility policy and written instructions from the contracting agency or court, if applicable, regarding circumstances, frequency, time, payment, and privacy.
- A child has the right to communicate and visit privately with his attorney and clergy.
- A child has the right to be protected from unreasonable search and seizure. River Rock Academy may conduct search and seizure procedures, subject to reasonable facility policy.
- A child has the right to practice the religion or faith of choice, or not to practice any religion or faith.
- A child has the right to rehabilitation and treatment.
- A child has the right to be free from excessive medication.
- A child may not be subjected to unusual or extreme methods of discipline which may cause psychological or physical harm to the child.

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- A child has the right to clean, seasonal clothing that is age and gender appropriate.
- The child and child's family maintain the right to lodge grievance without fear of retaliation pursuant to the grievance policy listed in the student handbook.
- River Rock Academy will obtain written consent for treatment resulting from accidental injuries/illnesses.
- Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available.

Any student/client/parent or guardian who believes they have been discriminated against may file a complaint of discrimination with:

River Rock Academy, Inc.
2124 Ambassador Circle
Lancaster, PA 17603

Pennsylvania Human Relations
Commission
Harrisburg Regional Office
Riverfront Office Center
1101 South Front Street, 5th Floor
Harrisburg, PA 17104

Bureau of Equal Opportunity
Central Regional Office
Cameron and Maclay Street
Building 56, Patton House
P.O. Box 61260
Harrisburg, PA 17106-1260

U.S. Dept of Health and Human
Services
Office for Civil Rights
Suite 372, Public Ledger Bldg.
150 S. Independence Mall West
Philadelphia, PA 19106-9111