Ryan Academy Student Handbook

Revised January 2023

Table of Contents

Section 1. About our School

School Colors and Mascot
• The school colors are burgundy, gold, and white.
• The school mascot is a Griffin. The Griffin is a mythological creature from Ancient Greece. It has the body of a lion with the head and wings of an eagle. Because the lion is traditionally considered the king of the beasts, and the eagle the king of the birds, the griffin is thought to be an especially powerful and majestic creature. Griffins are known for guarding treasures and priceless possessions.

Mission Statement
Ryan Academy provides a challenging education which nurtures the intellect and shapes character. Ryan Academy believes that every student is and will continue to be part of a community. To that end, the school actively promotes respect, responsibility, and resourcefulness. The school's mission promotes a family atmosphere and a spirit of open communication.

Philosophy
Ryan Academy's focus is the development of the whole child by providing challenges within a nurturing environment where self-discipline, self-esteem and personal responsibility are evident. We recognize that each student is unique, and we strive to foster individual strengths and provide support and encouragement in areas that may be weak. Ryan Academy cultivates the values of respect, integrity and compassion to encourage community responsibility, combat prejudice and engage students as participants in a global community. Ryan Academy students develop intellectual independence and resourcefulness through inquiry, direct experience and collaboration.

Parent – Teacher – Student Conferences and Report Cards:
Ryan Academy operates on the semester / quarter system. Each academic quarter is approximately nine weeks of school.
Parent – Teacher – Student conferences will be held during the first and third semester. The third quarter conferences are specifically scheduled for students at risk of failure. The school will contact parents to arrange a meeting on scheduled conference dates. Parents should notify the school if they are unable to attend a scheduled conference.
Progress Reports will be sent home electronically near the middle of each academic quarter.
Report Cards will be sent home after the end of each academic quarter.

Parking and Campus Traffic
Parking for visitors and parents is available on campus in front of the building.
The drop-off and pick-up are as follows:
1. Students must be dropped off at Ryan Academy's gym door.
2. Students must be picked up at the carpool line beside the Gymnasium.

Lunch
School lunch *must* be ordered for the day no later than 8:45 A.M. Checks for lunch should be made payable to Building Blocks.

Health

Our school is making a special effort to help students establish good eating habits and stay healthy. The success of our efforts, however, depends on parental follow-through at home.

With this in mind, students should not come to school when they are ill, when they have an elevated temperature, or if they may have a contagious infection. A student will be sent home if he or she has an elevated temperature, is vomiting, has diarrhea, has an undiagnosed skin rash, or has red, inflamed eyes.

Students MUST be picked up with 1 hour of parental notification. We do not have a clinic to house sick children, and they cannot stay in the classroom when they are ill.

Prescription and Nonprescription Medicine

All medicine will be administered to students by office personnel. A student who is taking prescription or non-prescription medicine must provide a written note from his or her doctor specifying the time of administration. All medicine must be kept in its original container.

Any student who is in violation of the above will be subject to disciplinary action, and his or her parent or guardian notified immediately.

Inhalers/EpiPens

Inhalers and EpiPens ***MUST*** be left with office personnel throughout the school year.

Immunization Policy

In accordance with state law all school-age children must have up-to-date immunization records on file in the Main Office.

Parental Notification

If a student is involved in a serious accident or develops an illness while at school his or her parent or guardian will be notified immediately.

Parents and guardians must provide an Emergency Information Form for each enrolled student no later than five days after enrollment. Parents must inform the school immediately of any changes to their emergency information. Parents and guardians must have a valid phone number on record with the school at all times.

Section 2. Attendance

Arrival

The school day begins promptly at 8:30 A.M. Students should arrive no later than 8:25 A.M. so that they may arrive in class by 8:30 A.M. Students arriving late will be marked TARDY for class. Students not enrolled in before care MAY NOT be dropped off prior to 8:15 am. Families of children arriving on campus before 8:15 A.M. will be charged a daily fee of **$25.00 for the first 15 minutes** and **$1 per minute for each minute after that**. Students must be dropped at the carpool gym door (facing Jerome Ave) where a teacher will greet them. Please do not leave until you are sure the teacher has taken responsibility for your child.

Dismissal

Unless otherwise noted by school administration, the school day ends at 3:15 P.M.

Students are required to depart campus by **3:25 P.M** unless they are attending an after-school function or **enrolled** in after-care. Parents MUST contact the school if they will be late for pick-up. Students still on campus after 3:25 will be brought to the office. Families of children still on campus after 3:25 pm will be charged a daily fee of **$25.00 for the first 15 minutes** (full fee for any amount of minutes between 3:26 and 3:40) and **$1 per minute for each minute after that**. School closes at 3:30pm and staff are unavailable to supervise students after this time.

Absences

Parents must call the school office, fill out the absence form on the website or email the teacher no later than 8:45 A.M. if a student will be absent that day.

An absence in excess of three days can be excused only by a doctor's note.

Early Dismissal

Students requiring early dismissal must present written or emailed parental permission to the teacher prior to dismissal. Students must be signed out by their parent or guardian.

Excessive Absences

All students are expected to attend no fewer than 70 days per semester. Excessive absence is defined as an absence of more than 10 days in a given semester or more than 20 days in the school year. **Excessive absence may result in a student failing a semester or the school year.**

Excessive absence for medical or family emergencies (not vacation) will be reviewed on a case-by-case basis by the administration for appropriate action. Parents must submit written documentation to the administration for consideration.

Truancy

Parents will be notified of any truancy. A student who cuts class will be given in-school suspension.

Make-up Work

Students will be required to make up all work missed due to absence. For each day missed, students will be granted one day to make up that day's work. (A student who is absent for three days would be allotted three days from his first return to school to complete all missed work.) Any tests or projects that were assigned prior to the absence would be due the day the student returns to school. (No extended time will be offered)

It is the student's responsibility to obtain make-up work. Parents who wish to pick up make-up work on the day of absence should contact the school no later than 11:00 A.M. Make-up work can be picked up at the end of the school day between 3:15 P.M. and 3:30 P.M. FAILURE TO DO MAKEUP WORK WILL RESULT IN A ZERO FOR THAT ASSIGNMENT!

Field Trips

Field trips will be scheduled throughout the school year to enrich the learning experience. Field trips will be conducted within the Commonwealth of Virginia unless specific arrangements are made.

Parents and guardians are welcome to volunteer as chaperones. Parents will be notified in advance of the date, time, and nature of field trips, as well as necessary costs and materials. **All students that are at**

school on the day of the field trip will be taken on the fieldtrip. There are no staff that will be available to supervise children at school.

Field trips are not optional; they are integral to the learning process. If a student must miss a field trip, that student will receive an assignment designed to acquaint them with the skills / knowledge that students on the trip will gather. The assignment will be due on the day following the field trip.

Ryan Academy Chaperone Field Trip Policy

Field trip chaperones are expected to be in professional and appropriate dress. The chaperone is acting in the role of another teacher and should be dressed accordingly.

Arrive promptly to the classroom at the designated time so that the teacher can give you information about the particulars of your responsibilities on the trip.

Once there, help students participate in the field trip program by making sure they are on task, listening attentively, following directions, and completing the activities assigned.

Chaperones are responsible for the behavior of the students in their group. This means that the students are a polite audience, respect property, clean up after themselves, follow the "rules" of the place they are visiting, and never run around or act in an unruly way.

Please ensure that your students stay with you at all times. If it is a trip where students need to walk from place to place, please ensure that you stay with your group – do not allow students to go from one place to another unsupervised.

If a student needs to use a restroom, please send the student with a buddy (unless a group is in the facility at the same time).

It is important to have a cell phone on you at all times in the event of an emergency, but please do not use it to engage in business or personal matters while supervising children and do not take phone calls or text.

Please do not take students into gift shops. Students are not allowed to purchase anything while on a field trip. Please do not purchase food items, drinks, or gift shop items for your child or for your group. Meet promptly at the area designated by the teacher for lunch or departure.

School Closure Information

For school CLOSURES and DELAYED OPENINGS- Ryan Academy will make an independent decision. There are several ways for you to know about our status.

1. We will post our status on our website. Look for a message on the homepage of ryanacademy.org
2. We will also send an email message to the email address given to the school.
3. We will post an update to the Ryan Academy Facebook page.
4. We will post an update on WTKR Channel 3 and WVEC Channel 13.

Section 3. Behavior and Appearance

Student Appearance

Ryan Academy provides an educational environment conducive to learning. Students are expected to be dressed for an academic atmosphere of purposeful learning and responsible citizenship.

Students are expected to wear Ryan Academy uniform shirts and to be in compliance with all other aspects of the dress code at all times. This includes field trips and field days. The occasional exceptions to this expectation will be posted on the web site and/or an email notice will be sent home. If a student is in violation of the school dress code, his or her parent or guardian *will be notified immediately* to bring the required uniform items. Students in repeated violation of the dress code **will not be admitted to class** until the infraction is corrected. (It is suggested that students keep an extra set of clothing in their lockers in case of emergency)

The dress code is as follows:
Grades K to 8:
All students: Ryan Academy burgundy polo with school logo (long or short sleeved) (ordered through http://www.darterschools.com/ryanacademy/)
Boys: Khaki dress slacks or walking shorts, Solid colored socks
Girls: Khaki dress slacks, walking shorts, skort, jumper or skirt (***may not exceed 4 inches above the knee),*** Solid colored socks, knee socks, or tights (no prints) with dresses/skirts
Students must wear appropriate and safe footwear at all times that fully encloses the foot (including the heel and toes) Tennis shoes/sneakers are to be worn to school on PE days.
Optional: Ryan Academy burgundy fleece with school logo (ordered through http://www.darterschools.com/ryanacademy/)

- No corduroy, denim, jean looking types, or oversized baggy pants. Pants must be worn at the waist
- Only plain **white short sleeved or sleeveless undershirts** (t-shirts) may be worn under the shirt.
- *All T-shirts worn underneath the Ryan uniform must be completely concealed*.(No long-sleeved t-shirts under the short-sleeved polo.)
- Pants should be clean, fitted and have **no rips or holes.**
- Shoes must fully encircle the foot with no open toes, sides or heels.
- Sandals, flip-flops, platform shoes, slippers, crocs, wheelies or shoes with heels higher than two inches are prohibited.
- Students may only wear Ryan burgundy fleece if they need a warm layer in the building. NO OTHER OVERSHIRTS OR JACKETS WILL BE PERMITTED. Hooded shirts and sweatshirts of any kind are NOT permitted.
- Shorts and skirts must be within *four inches of the knee.*
- Pants must be secured at the waist. No sagging pants.
- Clothing with inappropriate or offensive designs, including clothing that displays inappropriate advertising and clothing that may be construed as gang-related, are strictly prohibited.
- No sunglasses, hats, or headgear of any kind may be worn inside the school building.
- Haircuts are to be traditional and in good taste. Hair must be out of the eyes and off of the face. Extreme hairstyles or hair color are not permitted
  - Hairstyles or designs that are disruptive or distracting to the school environment are prohibited (i.e. Mohawks, patterns or shavings in the hair, or spikes).
  - Color that is disruptive or distracting to the school environment is prohibited (i.e. **colors other than natural hair colors-** such as **pink, blue, green, purple, etc.**).
- Excessive, nonstandard, or otherwise distracting jewelry or body decoration will not be allowed.
- Jewelry:
  - Students may wear one pair of small hoop or post earrings. No hoops, dangles, etc. may be worn.

- Make-Up/Body Piercings:
  - Make-up is not permitted for any grade. Acrylic nails are not permitted.
  - No student may have visible signs of body piercing or tattooing.

The administration is the final judge on the suitability of attire and/or appearance.

Student Conduct

Respect, Responsibility, and Resourcefulness, the Ryan Academy motto, describes the behavior we expect of our students. Students should demonstrate respect for themselves, for other persons on the campus, and for personal and school property. Students should take responsibility for their own actions and help others take responsibility for their actions. Being resourceful involves finding creative ways to be sure that you are finding the information you need and getting the results that you want.
Each student is expected to:
• Demonstrate courtesy – even when others do not.
• Behave in a responsible manner, always exercising self-discipline.
• Attend all classes, regularly and on time.
• Prepare for each class; take appropriate materials and assignments to class.
• Meet Ryan Academy standards of grooming and dress.
• Obey all campus and classroom rules.
• Respect the rights and privileges of students, teachers, other school staff, and volunteers.
• Respect the property of others, including school property and facilities.
• Cooperate with the school staff and assist them in maintaining a safe environment.

Ryan Honor Code

In the interest of developing strong character and responsible citizens, Ryan Academy has an honor code. Each member of our learning community will commit to behaving honorably in all school activities and programs. The benchmarks for this code are: Respect, Responsibility, and Resourcefulness. This is the ideal vision that we hold for our school community: we will tell the truth, we will do our own work and acknowledge when we have borrowed the ideas of others, and we will ask permission before taking anything that is not ours. We pledge to eliminate plagiarism, lying, cheating and stealing from our community. Therefore, we pledge to…
• treat each other with respect and courtesy
• be responsible to one another and in our work
• demonstrate resourcefulness in all we do
• Students may be asked to sign a pledge on their work affirming their commitment to the code on that assignment. In the Middle school this pledge will state "I have completed this assignment with honor." The tenets of this code will be reinforced regularly in classrooms. The code alone will not ensure the vision of our community. It will require the work of each individual to become a reality. There will be much success and there may be breaches of this code. An honor council composed of students and school staff will work to uphold the code and apply measures to students for inappropriate actions. Each case will be considered individually and confidentially. We believe the honor code will allow us to nurture the growth of responsible individuals and a strong learning community.

Anti-Bullying

Ryan Academy believes that all students have a right to a safe and healthy school environment. The school has an obligation to promote mutual respect, tolerance, and acceptance.

Ryan Academy will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to a staff member.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the principal.

Electronic Devices
Audio, video, and video game equipment is prohibited during the school day, 8:30AM to 3:15 PM. If a student is found to be using these devices at inappropriate times the device will be confiscated and held in the main office for pick-up by parents.

Cell Phones
The use of cell phones during the school day is prohibited. Phones should be left in lockers or backpacks during the school day. If a student's cell phone is **SEEN** or **HEARD** during school hours, it will be confiscated and held in the main office for pick-up by parents. This includes smart phones and tablets.

More Serious Misbehavior
Misbehavior can take many forms and can be more serious or less serious. For less serious misbehavior, classroom consequences will be assigned. More serious misbehavior may result in immediate revoking of privileges, suspension, or expulsion, and may, in some cases, be referred to law enforcement agencies. Examples of more serious misbehaviors include:
• Verbal assaults or threats.

• Physical assaults / attacks.

• Bullying, verbal or sexual harassment, and hate speech.

• Theft.

• Vandalism.

• Alcohol, tobacco, vape pens or drug use.

• Drug sales.

• Being in possession of a weapon or other dangerous implement – guns, knives, etc.

• Explosive devices.

• Arson.

• False alarm / bomb threat.

• Possession of obscene / pornographic materials or accessing them on internet.

• Leaving school grounds or classroom without permission.

Suspension
In School Suspension
In School Suspension is a form of student discipline that removes a student from the regular school curriculum for a designated period of time. The student will be placed in an isolated environment that will emphasize student work with no socialization.

A student who fails to complete In School Suspension will receive Out of School Suspension.

Out of School Suspension
Out of School Suspension is a form of student discipline that denies a student the opportunity to attend school for a designated period of time. An Out of School Suspension will be assigned only when all other methods of discipline have been exhausted. No credit will be given for any assignments missed due to suspension.

Expulsion
Expulsion is a disciplinary measure that permanently removes a student from school.

A student will be expelled if, in the judgment of the school:

• His or her behavior is deemed harmful to themselves or others.

• He or she fails to abide by the school's regulations as stated or amended in the Student Handbook.

• He or she fails to meet the terms of a probationary contract.

Lockers
All school students are assigned lockers for their personal use at school. Students are responsible for keeping their lockers clean and tidy. All food should be removed from lockers DAILY. The administration reserves the right to inspect lockers at any time and for any reason.

All student materials MUST be stored in lockers throughout the day. Students are not permitted to carry backpacks to classes and should ONLY bring NECESSARY materials to class.

Searches
School lockers, desks, and other school facilities may be opened and examined by school officials at any time. Random searches may be performed in compliance with insurance regulations. These searches will be conducted by school administration.

Disruption
A student shall not, by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause the substantial and material disruption or obstruction of any lawful mission, process, or function of the school. A student who fails to comply with the directions of teachers, student teachers, substitute teachers, teacher aides, principals, or other authorized school personnel at any time he or she is properly under their care shall be held in violation of school rules and regulations.

Drugs and Alcohol
Any student, who sells, possesses, uses, or is under the influence of illicit or counterfeit drugs, narcotics, or intoxicants of any kind during school hours, at any school event, or when he or she is in any way

connected to the school, will be expelled, and will be reported to the appropriate law enforcement agencies for possible legal action.

Tobacco/Vape Pens
Any student who uses or possesses tobacco or tobacco products, including chewing tobacco and snuff, or vape paraphernalia when he or she is in any way connected to the school, is subject to disciplinary action.

Weapons and Dangerous Implements
Any student who possesses, handles, or transmits any object that can be considered as a weapon will be held in violation of school rules and regulations. For the purposes of this policy, the term dangerous weapon includes pistols, revolvers, lighters, matches, or cutting tools that are not authorized by a proper authority. Each incident involving a weapon or facsimile weapon is subject to the appropriate state statutes. Students who possess or use any items or devices that can be construed as weapons during school time, on school premises, on school buses, or at school-sponsored activities are subject to expulsion. Any reported case of the possession of a dangerous weapon will be referred to the appropriate law enforcement agency for investigation.

Vandalism and Property Damage
Students who destroy or vandalize school property will be required to pay for any losses or damages incurred. Any student who willfully destroys school property is subject to suspension or expulsion.

Profanity and Obscenity
Any student who uses obscene language or is in possession of obscene materials is in serious offense of school policy. Any student who engages in obscene acts or is in possession of obscene materials is subject to suspension or expulsion. Obscene material, including pornography in any form, is unacceptable.

Sexual Harassment and Discrimination
Ryan Academy is committed to a safe learning and work environment that is free from all forms of discrimination, including sexual harassment. It is a severe violation of school policy for any member of the student body or staff to harass a student or staff member by way of sexual conduct or innuendo. Ryan Academy is also a bully-free campus that has a zero-tolerance policy for "hate speech". Intimidation of any kind is prohibited. Students must be sensitive to their peers and refrain from the use of speech that is demeaning on the basis of race, class, religion, sexual orientation or gender, or national or ethnic origin.

Display of Printed Materials
Students who wish to post signs or any other printed material on campus must receive approval from the administration.

Grievances
To discuss a grievance an appointment with faculty should be scheduled. If the grievance remains unresolved, the administration must be contacted. Appeals may be filed to the Board of Directors. **The board's action shall be the final determination of all grievances.**

Section 4. Academic Advancement

Homework

To enrich daily class work, teachers will regularly assign homework appropriate to their grade level. Typically, your child *should* be able to complete any written homework assignment in:

K   Grade   20 minutes

1st/2nd Grade   25- 30 minutes

3rd/4th Grade   30-40 minutes

5th/6th Grade   60 minutes (15 minutes / major subject)

7th/8th Grade   80 minutes (20 minutes / major subject)

 Long-term class projects will be assigned and scheduled at the teacher's discretion. Homework assignments are due on the date assigned. Failure to complete homework as assigned can seriously impact a student's progress and overall grade.

Grading

All students will be evaluated on class participation, daily coursework, and homework assignments. Students will receive Academic grades according to the following scale:

100% Scale	Letter Grade
90 – 100	A
80 – 90	B
70 – 80	C
60 – 70	D
0 – 59	F

Citizenship-

Citizenship is an integral aspect of society and research shows that students who learn about citizenship early in life develop a stronger commitment to doing good in the world.

Ryan Academy believes that every student is and will continue to be an important part of a community. To that end, the school actively promotes respect, responsibility, and resourcefulness. We cultivate the values of respect, integrity, and compassion and encourage community responsibility. Our students are developing intellectual independence and resourcefulness through inquiry, direct experience, and collaboration. Resourcefulness is a crucial skill for today's generation of leaders. A resourceful person is one that is able to quickly adapt to new or different situations, is able to find solutions, think creatively, and manage with what they have available to them.

Since citizenship is such an integral part of the learning experience at Ryan Academy, it is part of our formal grading and there is a spot on our report card to record our students' growth as citizens.

Citizenship grades are based upon the following criteria, each of which is observable during the grading period. Citizenship grades are also cumulative throughout the quarter. Students are expected to be:

RESPONSIBLE

Bring supplies regularly, submit completed assignments when due, have textbook covered at all times, request work missed during absences, put full name on all assignments, utilize class time wisely, be organized and neat (notebook, backpack, etc.).

RESPECTFUL

Behave in a manner conducive to the learning environment, follow all the rules within the class, be polite and courteous to the teacher and classmates, be friendly and helpful.

RESOURCEFUL
Able to quickly adapt to new or different situations, is able to find solutions, think creatively, and manage with what they have available to them.
HONEST and RELIABLE
Some work is collaborative (group work) but most and especially quizzes / exams are not. There is no tolerance for cheating, copying others, plagiarizing sources, etc. and severe penalties may result.
Be on time and attend regularly (especially on testing days), make up work missed during absences, complete all individual and group work.

For "Specials" classes that only meet once a week and Citizenship, students will receive Effort / Conduct grades that reflect their conduct and effort in class.

Effort / Conduct Grades	
Grade	Description
4	Excellent progress
3	Satisfactory progress
2	Needs Improvement
1	Unsatisfactory

Academic Honors
Students who meet the following criteria will be included in the school's quarterly Honor Roll:

Honors	Student receives all grades 80% or above
	And nothing below a 3 in Specials grades and Citizenship

Advancement Requirements
Elementary School students are required to maintain a final grade average of 70% in each of their three core academic courses (Reading, Writing, and Math) to be promoted to the next grade.

Section 5. Mandatory Volunteer Policy
Each family registered at Ryan Academy is required to volunteer a minimum of eighteen (18) hours of service per school year to the mission of our school. Any parent, legal guardian, grandparent or immediate family member over 18 years of age may fulfill a family's service obligation.
If a family is unable to fulfill their required eighteen (18) hours during the school year, they are required to buy out their commitment for a fee of $10 per hour. Any outstanding hours or monetary fees must be reconciled by the end of the school year.
Service hours will be self-reported and signed off by the office within two (2) weeks of the event. Several opportunities to volunteer will be presented throughout the school year. Upon completion of the service activities, families are responsible for reporting their hours in the Volunteer Service Hour Log and turning it into the office. Hours must be completed and turned in no later than the last day of school.
All volunteers must observe the following rules:
1.   Volunteers must follow the same dress code applicable to staff.
2.   Volunteers will not lend money or bring gifts other than stickers and greeting cards to individual students unless authorized by the building principal or staff.
3.   Volunteers will not transport students.
4.   Volunteers will keep all information obtained from a student's education record confidential.

5.   Volunteers will not photograph or videotape students unless authorized by the building principal or staff.

6.   Volunteers will not arrange to meet students outside the regular school day or during school-sponsored events or activities.

7.   Volunteers will not dress students, change diapers, provide personal hygiene assistance or supply medication to students.

8.   Volunteers will use universal precautions to avoid contact with body fluids.

9.   Volunteers will receive policies and procedures on computer use and will sign an authorized user form prior to having access to the computers.

10.   Volunteers will not discriminate against or harass any person and will report all harassment or discrimination observed, in accordance with district policy.

11.   Volunteers will not search students or student property.

12.   Volunteers will not direct a student to remove an emblem, insignia or garment, including a religious emblem, insignia or garment. If the volunteer believes a student's clothing is disruptive or promotes disruptive behavior, the volunteer will contact a staff member immediately.

13.   Volunteers must document the hours volunteered in the school.

14.   Volunteers must report suspected cases of abuse or neglect to the building principal.

15.   Volunteers will follow all the policies, procedures and other rules established in the handbook and all applicable laws.

Section 6. Internet, Email and Technology Acceptable Use Policy

Technology is an essential educational tool whose use must be grounded in the values and mission of education. All users, faculty, staff, administrators, and students are expected to exhibit high standards of behavior at all times when using the Internet, email and other technology. The use of the School's network and the Internet is a privilege, not a right. The use of computer systems and the Internet at School must be in support of the educational mission and objectives of Ryan Academy. Inappropriate use may result in cancellation of those privileges. Based upon the Acceptable Use Policy guidelines in this document, the Principal will deem what is inappropriate use and his/her decision is final. In addition, the Principal has the right to close an account at any time. School authorities may take other disciplinary actions for any unacceptable behaviors. The administration, faculty and staff may request that the Principal deny or revoke specific user access. Additionally, the cost of any repairs caused by inappropriate behavior will be the responsibility of the student and his/her family. Prior to being given access to the School's computers and Internet, all staff members, as well as students in grades K-6 and their parent(s) must return the signed Technology and Internet Acceptable Use Contract. These agreements will be completed every year.

System users at School have no right to privacy and should have no expectation of privacy in materials sent, received, or stored in School-owned computers or on the School network. All communications (including email) and information accessible via the network is School property. Messages relating to or in support of illegal activities may be reported to authorities. The technology coordinator/system administrator supervises the use of the network by students and school personnel. He/she has access to all files and email and may authorize access as necessary. Security on our computer system is a high priority. Anyone with reason to suspect a security problem on the School network must notify an appropriate authority. At School, the faculty and staff blend thoughtful use of computers and the Internet throughout the curriculum and provide guidance and instruction to students in their use. The School provides controls and filtering protection on the School's network. Outside of School, families

bear responsibility for the education and monitoring of their students in Internet and computer usage much as they do with television, telephones, radio, movies, and other media. The School may not be held responsible for users' intentional misuse of the Internet or equipment.

Acceptable Computer and/or Internet Use

1. The School's technology is meant for educational purposes: classroom instruction, research, and/or approved projects. In order to accomplish these goals, the School's computers may be used for accessing research databases and libraries of information in the form of text, graphics, photographs, video, and sound, as well as for interacting and collaborating with others.

2. Users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) being polite, using appropriate language, properly citing and/or obtaining permission for all information from research sources when the information used from those sources is included in a work as a direct quote or paraphrase.

Unacceptable Behaviors must be promptly reported to the Principal or his/her designee includes, but not limited to the following:

1. Refusing to abide by the generally accepted rules of network etiquette as mentioned above.

2. Attempting to log on to the School network or the Internet using a user ID/password other than his/her own. Sharing passwords or trespassing in other's folders, work or files.

3. Sending any written comment or picture that is malicious regarding another student or individual. All forms of e-communication harassment of any kind, unfounded accusations, derogatory remarks, confidential information or promotion of illegal or immoral behavior.

4. Sending and receiving of any material in violation of any national, state or local regulation. This includes, but is not limited to, copyrighted, threatening or obscene material.

5. Using School name or logo on personal websites. The School discourages revealing personal information on the Internet and can make no guarantees of privacy or security when the user shares personal information on non-secure web sites.

6. Publishing information on the Internet, such as blogging, that brings discredit to the School (whether on or off School premises).

7. Non-School related social contacts between faculty/staff and students.

8. Any access of inappropriate materials that are offensive graphically or display unlawful messages, obscene, discriminatory, harassing, threatening, and/or illegal content or downloading/installing unapproved software.

9. Damaging/vandalizing computers (including the uploading or creation of viruses), systems, networks or any peripherals, attempting to gain access to unauthorized sources, attempting to harm or destroy data of another user, or attempting to circumvent protective security software.

10. Using network in any way that will limit or disrupt network use or attempting to alter School system settings or data.

11. Using the network for political or commercial purposes such as endorsing political candidates or selling items or services.

12. Assisting others in violating any of these policies.

13. Abuse or fraudulent use of the computer system, network or Internet not specifically mentioned is

Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the computers and Internet.

Section 7. Digital Learning Policy

To meet the needs of the 21st century student all students—K through 8—need to develop advanced critical thinking and information literacy skills and master new digital tools. At the same time, they need to develop the initiative to become self-directed learners while adapting to the ever-changing digital information landscape.

Digital technologies create new opportunities for accelerating, expanding, and individualizing learning. The appropriate use of technology in education improves student learning, quality of instruction, and teacher effectiveness.

Although digital learning will never replace the direct contact students have with their teachers and peers as members of the Ryan Academy community, it will allow students to continue to progress in their studies. The backbone of our delivery of digital learning is Office 365, our learning management system; we will also be using a videoconference platform, Microsoft Teams (formerly Skype), which is widely used by universities and businesses and is included in Office 365. There is no additional cost for these services. Ryan Academy will be using resources that are available when you log in to the Parent Portal. We are using resources with which students and parents are already familiar.

During digital learning, students will be expected to engage in lessons synchronously, with everyone learning at the same time using technology tools, and asynchronously, which means students learn the material at different times and locations. Digital learning lessons will take many forms, as teachers will employ a range of tools and techniques to facilitate learning and interaction. These may include real-time video instruction, pre-recorded video, group chats, and much more!

Parents and caregivers can help! Help your child establish and stick to routines. While your child may at first enjoy the freedom from some of the usual school routines digital learning allows, many will come to miss the boundaries and social connections that these routines provide.
Depending upon your child's age, you may wish to help your child establish norms around getting up and getting dressed, setting up an organized space to work, staying organized, and taking breaks for physical activity.

Below are some of the terms that are used to describe how digital learning is delivered. They are:

Synchronous: Synchronous digital learning takes place in real-time using a video-conferencing platform like Teams to allow students and teachers to meet for instruction and community building.

Asynchronous: Asynchronous digital learning takes place through recorded video presentations and related learning activities posted to Class Notebook. This form of instruction does not involve real-time interaction.

Blended learning: Blended learning uses a carefully planned mix of synchronous and asynchronous strategies to combine real-time student-teacher interaction through video-conferencing and related learning activities.

Video conference: A video conference is a virtual class meeting that allows all participants to meet with real-time audio and video. Our video-conferencing platform is Teams.

Level 1 and Level 2 Digital Learning Days

Level 1 Days would be for short term closures such as inclement weather days.

Level 2 Days would be for longer forecasted closures such as during the pandemic or a natural disaster.

When in Level I, teachers communicate with students and their parents via the school's Class Notebook student/parent portal. All teaching and learning is done through video presentations and related assignments that students **complete at home on their own daily schedules**.

When in Level 2, teachers deliver lessons through online videoconferencing in Teams, in real-time instruction. Teachers combine real-time lessons with related asynchronous learning activities to deliver high quality instruction within a predictable schedule of regular class meetings. For example, a student will be expected to "attend" his or her regularly scheduled classes from 8:30 a.m. to 11:00 a.m. Monday through Friday, via Teams. Outside of the Teams classes, the students will have additional work that they must complete and turn into their teachers, just as they normally would do. And resources, such as art, physical education, languages continue in this format!

Level 2 Schedule

8:30 a.m.-10:15 a.m.	Digital learning through Teams, including group activities, resource learning and individual assignment completion.
10:30 a.m.- 11:00 a.m.	Specials: K-4: Mon: Language, Tues: Art, Wed: PE, Thurs: Art, Fri: Language 5-8: Mon: Art, Tues: Language, Wed: PE, Thurs: Language, Fri: Art
11:00 a.m. - 12:00 p.m.	Lunch and Break
12:00 p.m. - 3:00 p.m.	Outside time, nap time, play time, reading time, independent practice- Virtual conferences available by appointment

Digital Learning Day Policy

School closings can disrupt the instructional programs of Ryan Academy. To help students remain on pace with their studies during extended absences, administration and teachers of Ryan will implement Digital Learning Days (DLD) in the event of a school closure. During Digital Learning Days, students will use their school-issued email to sign into their class Notebooks and keep up with assignments posted by their teachers. All virtual meetings, coursework, and assignments are intentionally designed to keep student learning on track with the course curriculum. Students will be held accountable for logging into online Notebook, completing all assignments, and turning them in on time, as determined by the subject teacher. Please see more about DLD procedure below.

Procedure and Specifics Level 1

- Digital Learning Days will be in effect beginning Day 2 of an Inclement weather closing. During this time, students will continue to keep up with assignments posted by teachers each day.
- On Monday-Friday students will log into the notebook for each class period and learning will be asynchronous. Students will have work to complete for their classes, but they may do so within their own schedule.
- Teachers will post all assignments, daily agendas, and links in Class Notebook by 8:00 AM.
- If a home is without power and connectivity, the parent must communicate with the teachers once the situation is resolved; students are still accountable for the assigned work per the late work policy outlined in each teacher's syllabus.
- If a student is ill to the point that they will not be able to log on or complete their work, parents must email or call for approval as an excused absence.
- Teachers will be checking email regularly between 8:00 - 3:30 to address students' questions.

- On these days, specific attendance will not be taken. However, students are expected to complete the work assigned to them in order to gain credit and stay on pace with their learning.

Procedure and Specifics Level 2
- Level 2 Digital Learning Days will be announced when the school needs to close for more than a day or two. During this time, students will continue to attend classes digitally and keep up with assignments posted by teachers each day.
- Each morning students will attend classes digitally, logging into a live Teams meeting for each class period.
- We will follow a consistent schedule on Monday - Friday. This schedule will allow for virtual instruction each morning, with asynchronous learning in the afternoon.
- On these days, teachers will post links to Team meetings on the Class Notebook calendar. Students will be expected to follow these links and log into these meetings per the Level 2 schedule.
- Teachers will post all assignments, daily agendas, and links in Teams by 8:00 AM.
- Students are expected to be on time for all class periods and follow all Professional Standards for the Online Classroom (below) when in Teams.
- Attendance will be taken in each class period. To be counted as present, students must log in on time, remain present for the entire class period, and complete any classwork assigned by their teacher.
- Students that are marked absent will receive an unexcused absence for the day. Student participation and attendance at each period is a requirement.
- If a home is without power and connectivity, the student must communicate with his/her teachers once the situation is resolved; students are still accountable for the assigned work per the late work policy outlined in each teacher's syllabus.
- If a student is ill to the point that they will not be able to log on or complete their work, parents must email or call for approval as an excused absence.

Note for Parents
As we go into this new style of learning, parent support is an important aspect of student success. Teachers will communicate expectations and assignments with students through the Class Notebook streams. Parents are encouraged to check-in regularly on the expectations and assignments by reviewing Class Notebook streams and discussing the content with their children.

PROFESSIONAL STANDARDS FOR THE ONLINE CLASSROOM
1. **Find the right location to attend class professionally.**
   - If a class is meeting virtually through TEAMS, students should set up a designated workspace. Ideally, the workspace is a desk or table with adequate lighting and a clear area for a charged computer and all school materials. An organized approach and workspace will be essential during DLDs. Students should be seated upright during class and not lying on the floor, in bed, walking back and forth, etc. The workspace must be free of background noise (TV, music, etc.) and distraction so that you can give your full attention to the class. Neither you nor others should be distracted by your location or background.
2. **Always keep your camera on and dress/act professionally.**
   - Please keep your camera on throughout the duration of the class. You should be attentive and professional in front of the camera. This includes wearing clothing that is appropriate for a class session. A t-shirt or collared shirt with pants or shorts would be a

good example of what would be considered appropriate. Your uniform would be ideal. Pajamas, tank tops, bathing suits would be considered inappropriate.

3. **Remain attentive in class**
   - You should not be having side conversations, engaging with other devices such as a phone or iPad, or taking part in other distractors while in class. Creating side chats, engaging in off-topic chats, or distracting others when class is in session is not permissible.

4. **Mute your microphone when not speaking.**
   - When not speaking, your microphone should be muted to cut down on interference, static, and background noise.

5. **Arrive on time to class and remain for the duration of the period**
   - Students are expected to arrive at the virtual class on time and to stay attentive in the virtual learning setting until the teacher dismisses them.

6. **Use a set of headphones with microphone capability (if you have them).**
   - If you have them, these are often more reliable for others to hear you participate than utilizing the microphone built into your computer. If you do not have these, you should be able to use the microphone and audio built into your device

7. **Take ownership of your learning**
   - Digital learning requires a great deal of focus, organization, and maturity. Set high expectations for yourself each day behaviorally and academically and hold yourself accountable for them.

If any of these protocols are consistently broken, a student may be dismissed from class, and the dismissal will be considered an unexcused absence. The student may receive a 0 for any graded classwork that day and could be subject to further discipline.