

Ryan Academy Student Handbook

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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.

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 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 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 the Gymnasium.
2. Students must be picked up at the Computer Lab or Front Office.

Lunch

School lunch *must* be ordered for the day no later than 8:30 A.M. Checks for lunch should be made payable to Building Blocks.

Microwaves are available to students during lunch, however, microwavable items should take no longer than 1.5 minutes to cook so that all students have time to use the device.

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.

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 parent or guardian 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

Inhalers *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 must 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.

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 3:30pm will be charged a late fee of \$10.00/ 30 minutes. School closes at 3:30pm and staff are unavailable to supervise students after this time.

Absences

Parents must call the school office or email the teacher no later than 8:45 A.M. if a student will be absent that day.

On their return to school after an absence, students must present a written excuse from a parent or guardian to the teacher explaining the reason for their absence. 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 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 75 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 reasons, such as vacations or work-related absences, 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 a one-day 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.)

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 and the District of Columbia 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.

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. If you provide us an email address with your registration materials, you will receive email messages from Ryan Academy regarding our status.
3. We will post an update to the Ryan Academy Facebook page.
4. We will post an update on WTKR Channel 3.

Section 3. Behavior and Appearance

Student Appearance

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 written 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. Students in violation of the dress code will not be admitted to class until the infraction is corrected.

The dress code is as follows:

Grades K to 8:

Boys: Khaki dress slacks or khaki walking shorts, Solid white crew length socks

Girls: Khaki dress slacks, walking shorts, skort, jumper or skirt (may not exceed 4 inches above the knee), Solid burgundy, navy blue or white crew length socks, knee socks, or tights

No corduroy, denim, jean looking types, or oversized baggy pants.

Pants must be worn at the waist

Burgundy polo shirt with school logo (ordered through Ryan Academy)

Only plain white short sleeved or sleeveless undershirts (t-shirts) may be worn under the shirt.

Belts should be worn with pants and shorts.

Pants should be clean, fitted and have no rips or holes.

Shoes must fully encircle the foot, no open toes

NO elevated soles or elevated heels

NO wheelies

ONLY the following items may be worn with the uniform during class time:

Burgundy fleece jacket with school logo (ordered through Ryan Academy)

- a. Students must be in correct attire upon arrival to school.
- b. All students must wear the appropriate Ryan uniform shirt in burgundy.
- c. Male students may wear only khaki pants or shorts.
- d. Female students may wear only khaki pants, shorts, skirts, skorts, or jumpers.
- e. Students may wear fleece pullovers 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.
- f. **All T-shirts worn underneath the Ryan uniform must be completely concealed.**
- g. Shorts and skirts must be worn within **four inches of the knee.**
- h. Pants must be worn fitted at the waist. No baggies or spandex allowed.
- i. Sandals, flip-flops, platform shoes, slippers, or shoes with heels higher than four inches are prohibited.
- j. Clothing with inappropriate or offensive designs, including clothing that displays advertising and clothing that may be construed as gang-related, are strictly prohibited.
- k. Coats, jackets, and sweatshirts may not be worn inside the classrooms.
- l. No sunglasses, hats, or headgear of any kind may be worn inside the classrooms.
- m. Unusual or unnatural hairstyles are not permitted.
- n. Excessive, nonstandard, or otherwise distracting jewelry or body decoration will not be allowed.

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 instituted 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 and High 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.

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.

More Serious Misbehavior

Misbehavior can take many forms and can be more serious or less serious. For less serious misbehavior, we have our demerit system. 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, 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 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 a highly structured class environment that will emphasize intensive student work.

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/Parent Handbook.
- He or she fails to meet the terms of a probationary contract.

A panel of the Ryan Academy Board, Faculty and Administration will be convened to review a student's case prior to expulsion.

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.

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 ten minutes or less per subject for 1st grade, twenty minutes or less per subject for 2nd grade, thirty minutes or less per subject for 3rd grade, and forty minutes or less per subject for 4th grade and up.

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

Students will also receive Effort / Conduct grades that reflect their conduct and cooperation in class.

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

Academic Honors

For inclusion in the Honor Roll, students must also earn Effort / Conduct grades of Adequate or better. Students who meet the following criteria will be included in the school's quarterly Honor Roll:

Honors	Student receives all grades 80% or above
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Advancement Requirements

Elementary School students are required to maintain a final grade average of 60% in each of their three core academic courses (Reading, Writing, and Math) to be promoted to the next grade.

Some useful definitions

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

Any student who uses or possesses tobacco or tobacco products, including chewing tobacco and snuff, 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.

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.