

CYN'S ACADEMY



**Cyn's Play Place Academy Private School
Parent/Student Handbook**

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PURPOSE OF THIS HANDBOOK

This Handbook was developed to answer many of the commonly asked questions students and parents may have during the school year. Because the Handbook contains information about student rights and responsibilities, parents and students are responsible for knowing its contents. Please take the time to become familiar with the following information and keep this Handbook available for your use, either electronically or by printing out a copy. It can be a valuable reference during the school year and a means to avoid confusion and misunderstandings when questions arise.

The School reserves the right to interpret the content of this Handbook, including the rules and regulations governing the academic and non-academic conduct of students. This Handbook is not a contract, nor is it intended to be so construed. Cyn's Play Place Academy reserves the right to modify and/or amend the content of this Handbook at any time during the year. If any written modification or amendment is made to this Handbook, a copy of such modification or amendment will be distributed to students and parents.

If you have any questions about the Handbook or any of its policies, please contact us.

ATTENDANCE

Students are expected to attend School regularly. Please avoid scheduling vacations, trips, doctor appointments and other planned absences during the time school is in session. Our structured and sequential teaching makes it difficult for teachers to re- create lessons for students who spend excessive time away from the classroom. Excessive absences may cause students to have problems both academically and socially. The School is under no obligation to modify, amend, or otherwise provide alternative programs for students missing school for extended periods of time due to medical conditions, extended vacations, suspension or other non-school activities.

When it is necessary for your child to be absent, please notify the School by 8:30 a.m. All absences due to illness require a doctor's note to be excused. Progress reports will indicate the number of days a child has been absent from class. Excessive absences will require a conference between parents, teachers and administration, and may result in the student's removal from Cyn's Play Place Academy.

Cyn's Play Place Academy is required to monitor student attendance in accordance with all applicable statutes and State Board of Education rules. All Cyn's Play Place Academy students must be legal residents of the state of Georgia and provide proof of residence at the time of enrollment, re-enrollment, and at any time during the school year if a change in residence occurs.

Students are required to follow the school calendar, which includes one hundred eighty (180) school days.

-All students must log in to the Virtual Portal every day.

-Six (6) unexcused absences from required class sessions equals one (1) unexcused day of school.

-Students are considered present for class if they attend the entire session.

- Time spent in class will automatically be logged in DreamClass.
- If a student's DreamClass attendance records are less than half of the required hours for their grade band, they will be counted absent for that day.
- Homeroom attendance is required daily for all students.

Class sizes are 8 students to 1 teacher.

The minimum number of hours required per school day are as follows:

Kindergarten – 3rd Grade 4.5 hours per day

4th – 5th Grade 5.0 hours per day

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ABSENCES

For an unexcused absence to be registered as excused, a teacher and/or parent/guardian, must upload an excusal to DreamClass explaining the absence within three (3) school days of the student's return to school. **The school may excuse a student's absence for the following reasons (with appropriate documentation, as determined by the school district):**

- Student illness or quarantine
- Three (3) or more consecutive absences due to illness requires a doctor's note. Anything beyond five (5) non-consecutive days of illness requires a doctor's note.
- Student's Medical or Dental services/care/visits/check-ups
- Services/care/visits/check-ups/quarantine for student's family members are not excused. Three (3) or more consecutive absences due to student illness requires a doctor's note. Anything beyond five (5) non-consecutive days of illness requires a doctor's note.
- Counseling and/or Related Service Sessions. These should be scheduled outside of live core content classes where possible. If it is not possible, please reach out for information on the required documentation to submit.
- A serious illness or death in a student's immediate family
- A maximum of three (3) consecutive days is allowed for bereavement leave. An ongoing illness of a family member does not warrant continued excused absences for the family. After three (3) or more absences due to a family member's illness, documentation from the provider that specifically states that the student is unable

to complete virtual classes and schoolwork will be needed in order for the absences to be excused.

-A court order or an order by a governmental agency (regarding the student), including pre-induction physical examinations for service in the armed forces, mandating absence from school.

-Religious holidays.

-Educational travel - {five (5) day advance request notice required– not guaranteed approval}. Educational travel is defined as school sponsored trips, school sponsored activities, academic competitions, etc. These must be approved by the School. Note: Trips should not be booked or scheduled until after approval is given to avoid monetary losses if the trip is denied. All travel requests scheduled during Assessments, final exams, testing, or state mandated testing periods will be denied. Cruises, train excursions, camping trips, family vacations, extended school holidays, etc. will be denied regardless of cited potential educational value.

-A student whose legal guardian or parent has been called to duty for military service in the armed forces of the United States, Marine Corps, or the National Guard, or is on leave from overseas deployment to a combat zone or combat supporting posting, shall be granted excused absences, up to a maximum of five (5) school days per school year, for the day or days missed from school to visit with his or her parent or legal guardian prior to such parent's or legal guardian's deployment or during such parent's or legal guardian's leave.

-Internet and Technology Issues are limited to three days per school year. After three excused internet/technology issues, the family must provide documentation from the service provider regarding dates of the outage or the ticket number from customer support. If proper documentation is not submitted, this will be an unexcused absence.

*Trips or activities that have a religious purpose ARE NOT religious holidays and ARE NOT excused if they can be taken at any time during an individual's lifetime or are an optional activity not required to be religiously observant per a person's cited faith on a given day. Religious holidays that extend for a period of more than one day must specifically preclude all work and activities on a given day during school hours for a student to be considered excused for that day. Travel days to another location to observe a religious holiday are not excused if the religious holiday can be observed where an individual resides.

TRUANCY

A student is considered truant after accruing five (5) consecutive or non-consecutive unexcused absences. The truancy process continues throughout the school year. Truancy includes not attending school (as identified above), not attending required classes, and/or not having attendance logged in DreamClass. Once a student has been determined truant, Cyn's Play Place Academy will notify the legal guardian of a required meeting. In addition to being determined truant, a student with ten (10) unexcused absences may be withdrawn from Cyn's Play Place Academy due to non-attendance. Legal guardians wishing to voluntarily withdraw their student should email or fax the school requesting the withdrawal. A copy of the withdrawal record will be automatically delivered to the email address provided. Please keep a copy for your records. Cyn's Play Place Academy's will provide information via email regarding the return of equipment that has been loaned to the student. If you have questions about your student's attendance, please contact the school. Once a student is withdrawn from Cyn's Play Place Academy, the parent/guardian will be notified via email. The local school district is also notified of the withdrawal, and it is reported to the local juvenile court for monitoring to ensure that the student has transferred their attendance to their local districted school, a private school, or to a homeschooling status. Truancy is based on SBOE Rule 160-5-1-.02 that is specific to a student's attendance during the school day.

IMPORTANT: By law, if a student withdraws or is withdrawn and no proof of transfer to another school (out of state, public, private, charter, etc.) or homeschool declaration is received within forty-five (45) days of withdrawal, then the student will be referred to DFCS (Department of Family and Children's Services). Proof of registration at another school or a homeschool declaration must be sent to academy@cynsplayplace.com prior to forty-five (45) days to avoid referral to DFCS.

VIRTUAL CLASSROOM INSTRUCTION

Cyn's Play Place Academy is committed to providing a rigorous curriculum modeled after the Department of Education, Georgia Standards of Excellence, and a solid system of support for all students. Cyn's Play Place Academy students are provided with coursework in: Mathematics, English Language

Arts, Science, and Social Studies. Electives include- French, Hebrew, Spanish, and Christian Biblical Education. Two electives per semester are provided and vary by academic course path and individualized goals. Cyn's Play Place Academy also provides supplemental tools and resources for standards-based review/practice to include, but are not limited to: progressive learning. The provided supplemental tools and resources offered vary by a student's grade level, individual learning plan, and required interventions.

All students take two electives as indicated in the preceding paragraph. Electives include graded assignments. 100% of elective courses must be completed and will be shown with a grade on the student report card.

Students may also take additional optional electives (more than 6 courses/subjects) if they scored proficient or distinguished on all sections of the previous year's Milestones assessments and/or are part of the Gifted & Advanced program. The students must demonstrate grade level proficiency. These additional optional electives (more than 6 courses/subjects) may be offered synchronously or asynchronously. Also, additional optional electives (more than 6 courses/subjects) will be taken for a grade.

All students taking additional optional courses/subjects must maintain an "M" (Meets) or above in all academic contents, turn assignments in on time, be compliant to attendance & engagement policies, and follow all school policies. Students will be removed from additional optional courses/subjects for failure to attend all required classes and/or to maintain adequate progress in any subject. Additional options include:

Advanced & Gifted Students may have additional options based on their individual Gifted Educational Plans

Cyn's Play Place Academy encourages students to complete assigned lessons within each content area course, since courses in the subsequent grade levels assume completion of lessons in the prior grade. A lesson is completed when the student has mastered the objectives, as measured by the lesson assessment. Parents and students should work very closely with their teachers to decipher the best course of action when determining the time management of lesson and assessment completion.

Cyn's Play Place Academy is designed to collect and record data that substantiates the academic progress of each student. Therefore, it is mandatory that the Virtual Portal is used to collect assignment/assessment, and instructional data that reflects the standing of the student and presentation of the teacher.

Data recorded into DreamClass serves as one of the primary tools for determining advancement into subsequent course levels in conjunction with the minutes automatically captured from student attendance in required online class sessions; together they count as attendance.

It is essential that parents of Cyn's Play Place Academy students understand that, by enrolling in Cyn's Play Place Academy, they agree to ensure that their students participate in the academic programs as designed, including completing all coursework, recording attendance, participating in required interactions with assigned teachers/staff, checking their email daily, and participating in school and state-mandated assessments.

Cyn's Play Place Academy requires that parents/students submit work assignments to assist teachers with the decision to advance a student to the next course/grade level. Cyn's Play Place Academy requires student work to be original, with appropriate citations for references to published works. Parents/students are provided work assignment guidelines from their assigned teacher(s). Work assignments are submitted electronically. Cyn's Play Place Academy understands that our school is academically rigorous. Meeting the challenge of completing one year of course work in this model can be demanding. Our certified, highly qualified teachers and support staff are here to assist parents to meet any associated challenges.

A student identified as “academically at-risk” would hold a differentiated priority of contact, as determined by the teacher and the parent, and increased interventions may be warranted. It is vital to note that academically at-risk students require a greater commitment to remediation and support. Students who are identified as academically at-risk may receive additional support. Students and parents are required to comply with all recommendations to address the current academic needs of the student. *There may be times when a parent finds certain lessons, books, or materials objectionable for various reasons. If a parent finds objectionable material, he or*

she should contact his or her content teacher via email. Teachers will work with the parents to find alternative lessons to meet the lesson objectives. An assessment for the alternate lesson must be completed to ensure that the concepts/skills of the lesson have been mastered.

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Class Placements

Class assignments result from a process of careful consideration based solely on the professional knowledge, judgment and discretion of the School administration, with input from classroom teachers, therapists and Director of Admissions. Although the School is happy to hear from parents who have information to share about their child's learning style and developmental issues, the School cannot and will not honor special requests for teachers. Class placements are communicated to parents at registration.

Conferences

Scheduled conferences are held with classroom teachers three times a year with an additional fourth conference as needed for outplacing students. Student involvement may vary depending on the age of the child. Parents are expected to attend all scheduled conferences.

Homework

Homework is seen as a continuation and reinforcement of study begun in School and not as a routine task. Homework is developmentally and age appropriate and expectations vary from grade level to grade level.

INSTRUCTIONAL TIME

The student may have live class requirements, conferences, assignments, and/or assessments between 8am and 5pm, Monday through Friday excluding school holidays. A student's grade level, courses, specific programs, provided services, and

their proficiency level determine the amount of online time that may be required and the structure of that time. We believe synchronous learning is important because it provides students the full benefits of instruction delivered by our highly qualified teachers. Synchronous interaction provides immediate instructor and student feedback, reduces the feeling of isolation, fosters a sense of community with the learners, and offers a forum for student collaboration. By incorporating live and interactive learning opportunities in the online environment, teachers leverage synchronous learning to enhance student learning and promote engagement.

Our synchronous sessions are personalized for the individual learner's needs. We feel it is important to allow the teacher flexibility to determine what should be covered, what students should be targeted for extra support, and when the sessions should be held to reach these students.

Additionally, we provide students with a balance of flexibility and appropriate levels of academic support. Our students will be held accountable for attending live class sessions. Recordings can be provided to students for review; however, live class attendance may be 'REQUIRED'. Part time or self-paced students are encouraged to attend live class sessions but may watch recordings if that better fits their schedule. Students who miss required class sessions may be referred for progressive discipline, including a referral to withdrawal from Cyn's Play Place Academy. Students who are required to attend live class sessions will be counted absent if not in attendance.

Live Interactive Class Sessions Conduct for Parents and Students

When in a teacher's online conference platform or online classroom, parents and students are required to sign in using their first name and last initial. In certain cases, other naming conventions may be required, and those directions should be strictly followed.

Guidelines for Parents and Students:

- Arrive promptly at the scheduled time for your live interactive class sessions.
- Respectful and courteous behavior toward others is always expected.
- If there are multiple students in your home, each student needs to log into a session individually.
- Students and parents are expected to follow online etiquette.
- Students are not allowed to type their full name, address, email address, or phone numbers in the chat box or share that information during live class sessions.
- Students will not be allowed to cause learning disruptions during live class sessions including use of inappropriate language (typed or oral), posting pictures or images to the whiteboard (unless specifically requested), posting web links (URLs) in the chat box or on the white board, disrespect of teachers or other students. If a student is causing a disruption that negatively impacts the learning environment or engages in behavior that is prohibited, they will be removed from the live class session and their parents will be contacted.

Please keep in mind that individual teachers may have additional guidelines/expectations that are specific to their classrooms

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Standardized Testing

Once a year, The School gives standardized and nationally recognized achievement tests to students in grades 3 through 5. While the School does not overemphasize the results as a measure of learning, it does regard these as useful measures and means of assessing our children and our School. We strive to create a relaxed, supportive testing environment in the hopes that positive experiences will affect future assessment. Scores are reported to parents and are provided to assist with data measuring.

In addition, the School does annual testing to fulfill participation in the Georgia Special Needs Scholarship Program (SB-10).

GRADING

Our mission is to provide an exemplary individualized and engaging educational experience for all students by incorporating school, family and community partnerships, coupled with rigorous curriculum within a data-driven and student-centered instructional model. Student success will be measured by valid and reliable assessment data and continued institutional growth within the academic community. In the spirit of the student success measurement component, the following guidelines outline our mastery-based grading principles and expectations.

All academic subjects in Kindergarten through 5th grade are assessed based on student progress and mastery of the standards. Students receive a letter grade for engagement in each course, completion of required assessments, and mastery of each standard.

The following grading scale applies and reflects student mastery of each standard:

4 - E (Excellent)

3 - S (Satisfactory)

2 - M (Meets)

1 - N (Needs Improvement)

Grade Response Time

Please allow a turn-around time of 3-5 school days after submitting an assignment during the Fall and Spring semesters and one school day during the summer semester, although students will often receive their grade sooner. For major projects, teachers may indicate a longer turn-around time for grading. Teachers will notify students when additional time is required to assess assignments such as projects. Keep the turn-around time in mind when planning personal schedules to turn in assignments and still allow time for feedback.

Late Work

At Cyn's Play Place Academy students are responsible for accessing and completing daily assignments, as outlined in each course calendar. Due dates for assignments are posted in each course calendar to ensure that students are informed of appropriate pacing.

All coursework/assignments must be completed and submitted no later than the assigned time OR by 11:59 pm EST on the posted due date if no specific time is denoted by the teacher.

Temporary zeroes are entered as grades for each assignment not submitted by the due date. The temporary zeroes will be calculated into the overall course scores for assignments that remain unsubmitted during the allotted late work policy window.

Students are permitted to complete all coursework (excluding assessments) up to five (5) school days after the due date for FULL credit WITH PRIOR PERMISSION from school administration. Assignments received after the actual due date WITH PRIOR PERMISSION and within the granted grace period, will count for full credit. The new grade will replace the temporary zero in the grade book. It is at the sole discretion of the school administration whether permission is granted to accept work late and only when substantiation of extenuating circumstances is provided. This information will be documented in the student record.

All students are permitted to complete all coursework (excluding assessments) up to five (5) school days after the due date for partial credit. Assignments received after the actual due date WITHOUT PRIOR PERMISSION, but within the granted grace period, will be graded and then receive an additional 10 point deduction taken for each day past the original assignment due date with a maximum deduction of 70 points. The new grade will replace the zero in the grade book.

Coursework received more than five (5) school days after the due date will not be accepted for grades, unless prior arrangements have been requested. Permanent zeroes will be

entered as grades for these assignments and for assignments not received by the permanent zero deadline.

IMPORTANT NOTE regarding assessments – Interim Assessments, Unit Tests, final exams, and other assessments as determined by the school must be completed within the class period(s) scheduled. Extended time will be followed. In some cases, it may be appropriate for assessments to be given early if a student completes work at a faster pace than their assigned class.

Due date extensions on assignments may be permitted under some extenuating circumstances with advance approval from school administration. Extenuating circumstances may include, but are not limited to, conflicting student work schedules (Counseling AND Principal approval required), hospitalizations, debilitating illness, conflicting medical treatments, new parenting responsibilities (Counseling AND Principal approval required), APPROVED travel (Superintendent approval required), conflicting academic competitions.

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For students with Individualized Education (IEP) or 504 Plans, the plan accommodations and requirements regarding extended time will be followed.

Report Cards and Progress

One of the many features available to students and parents is a current report of academic progress, grades, and attendance information. A parent and student may monitor student current progress grades within each course gradebook, unless otherwise directed. A report card will be issued at the end of each semester and will be available in DreamClass. Report cards should be retrieved through DreamClass and will not be mailed to the student's home. If you need assistance with your DreamClass account, please contact the school.

COMMUNICATIONS

Communication Policy

The School encourages communication between families and the School. Email is an efficient method of communication. The administration, faculty and staff will respond to email messages within 24 hours or one school day.

The administration requests that parents respect teachers' planning time and the teachers' responsibility to all students during the school day. We ask that parents schedule ahead for an appointment to confer with teachers and not stop or interrupt faculty during the school day.

Email and Messages

Messages may be sent to individual faculty or staff members. All individual email addresses are the faculty or staff member's first initial followed by their last name, then **@cynsplayplace.com**.

The School's website may be accessed at **www.cynsplayplace.com**.

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Newsletter

Every Month, the School produces an e-newsletter with weekly updates about news and events. In addition, the School produces a print magazine several times a year, covering many aspects of school life.

DIRECTORY

Students, faculty, staff and trustees are provided with a directory of names, addresses, email addresses and telephone numbers to assist in running the School. The information provided may not be used for anything or provided to anyone other than for School purposes.

DISCIPLINE/BEHAVIORAL STANDARDS

The School views discipline as a branch of learning rather than simply a list of rules. Children are taught behavior management and self-regulation. Classroom rules are agreed upon at the beginning of each year. These rules stress the importance of creating a classroom in which learning can take place and the importance of respecting the rights, feelings and property of all.

Our goal is to maintain a secure, challenging and nurturing virtual school environment in which students develop a strong sense of integrity and respect for others. In order to promote this goal, students are expected to be honest, use appropriate language, and have appropriate interactions with others.

Another equally important goal is to help students mature and learn a sense of self responsibility. For this reason, students are held to a high standard of integrity and are expected to appropriately seek help and report problems when circumstances arise. We encourage students to seek help and report problems on their own without parental involvement as much as possible.

The standards of student conduct are designed to provide students with guidance to help them meet the goals and expectations of our community. Our behavioral expectations should be read carefully. Violations will result in serious consequences, up to and including suspension or dismissal from the School. Students may also be held responsible for any damage or harm that they cause to individuals and/or the School community at large.

Our policies and expectations apply any time a student is enrolled in the School, whether on or off campus, including school breaks.

The policies and expectations outlined in this Handbook should not be read as an all- inclusive description of the School's standards, which are based on **honesty, respect, trust and safety**. Any behavior that constitutes a breach of these School values may be treated as a major infraction. Students may be dismissed or otherwise disciplined if the student does not meet the behavioral or academic standards of the School, or whose conduct at any time or place interferes with School programs or

operations, or brings discredit to the School. Determination of compliance is in the sole discretion of the School.

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Student Behavioral Expectations

Students are expected to be considerate and respectful of adults, and one another at all times.

Students are required to show good sportsmanship and courtesy at all times on and off campus.

Students are expected to cooperate with School staff at all times.

Students are expected to listen and respond appropriately.

Students are expected to respect School property.

Students are expected to settle their own problems whenever appropriate.

Students are expected to follow classroom rules.

Students are expected to be honest.

Students are expected to treat others with kindness and respect.

Students are expected to use appropriate language and actions.

Students are expected to refrain from horseplay.

Students are expected to refrain from bullying, harassing, or intimidating peers at all times.

Classroom Approach

Class rules: these are discussed in each classroom

Directly and privately talk with a student: "What can we do about the talking during math class?"

Behavior modification: incentives to encourage appropriate behavior such as earning points or tickets that can be exchanged for activities or privileges, etc.

Isolating a student: any student who continually interferes with the learning of others may be asked to complete his/her work "off-line" to finish. If this is a

regular occurrence, this situation will be discussed with the parents.

Finding another school placement: if we are unable to keep a student from disrupting others, we will meet with the parents and help them find a more appropriate school setting for their child.

The School reserves the right at all times in its discretion to issue discipline, up to and including removal from School.

Procedures and Consequences

The teacher of each class is in charge of the ordinary discipline in the classroom. The student is expected to comply with whatever rules or disciplinary measures the teacher may impose. Faculty and staff members should always be addressed in a polite and respectful manner. Confrontational behavior with a teacher is at variance with conduct expected from all students and parents. Each situation will be handled at the School's discretion in accordance with the School's rules, policies, and practices as well

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as general common sense. Students who do not behave appropriately or break the rules will experience consequences that are developmentally and situationally appropriate, such as talking with a member of the administration and/or potentially being sent home from School. Any continued violation of these expectations will result in a conference with the child's parents, teachers and administrative staff, as well as with the child. Disciplinary incidents will be considered over the entire time a student is enrolled at the School. However, there may be one incident or infraction that could lead to suspension or removal from School.

Bullying and Harassment

The physical and emotional safety of each student is the primary concern of the administration, faculty and staff of our School. To encourage positive social interactions, the teachers work closely with each class to encourage the courtesy, respect and kindness essential to a supportive and nurturing academic environment. Any behavior, either in person or with the use of technology, including but not limited to intimidation and/or harassment, which threatens the emotional or physical safety of any of our students will not be tolerated. This includes but is not limited to teasing, ridiculing, threatening, and inappropriate touching. We are confident that we have our parents' full cooperation and assistance in expecting from our students only those behaviors which affirm the highest ideals of good citizenship and healthy peer relationships.

All concerns relating to harassment or bullying should be reported immediately to the Principal. We also expect that anyone, whether student, faculty, staff or family member who witnesses, or has knowledge of an incident of bullying or harassment, will report the incident to administration immediately. When the School administration becomes aware of harassment or bullying, the situation will be promptly investigated. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from School for serious violations. No adverse action will be taken against any person who makes a good faith report of harassment or bullying. Retaliation in any form against anyone for making a complaint under this policy or for participating in an investigation is strictly prohibited. Any retaliation should also be reported pursuant to this policy and is itself a cause for disciplinary action.

FAMILY

Family Situations

Parents should notify the administration of any family situation that arises regarding students such as births, deaths, serious

illness, hospitalization, divorce or separation, etc. at the time of occurrence so the School can respond appropriately.

Statement of Parental Support

A positive and constructive relationship between the School and the student's parent(s)/guardian(s) or other adults or children interacting with the School and/or

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School community by virtue of their relationship with the student is essential to the mission of the School and the School's responsibility to its students. As a parent or guardian of a student attending Cyn's Play Place Academy, I understand that it is my responsibility to support the School's philosophy and uphold the School's standards of academic and moral excellence. Parents/guardians agree that they will:

Be responsive to teacher and administration
communication and expectations

Provide time and space for the completion of homework as needed

Read the *Statement of Behavioral Expectations* and discuss it with
their child

Support the School with financial contributions
and volunteer time to the best of their ability

The School reserves the right to expel, remove, or otherwise dismiss the student if the Head of School concludes in his/her sole discretion that the behavior, communications or interactions on or off campus (including during School-related events) of the parent(s)/guardian(s) or other adults and/or children interacting with the School and/or School community by virtue of their relationship with the student impede the School's ability to meet its educational objectives or mission or make a constructive relationship impossible.

In addition, the School reserves the right to place restrictions on parents' or other family members' involvement or activity at

School, or at School- related events if the parent or other family member engages in behavior or has a status (such as a criminal conviction) that would reasonably suggest that such restrictions may be appropriate for the community.

Divorced or Separated Parents

Teachers and administration need to be aware of a student's home situation such as separation, divorce or custodial arrangements. Unless the School is directed otherwise by court order or receives a written letter signed by both parents requesting a different procedure, each parent will have equal access to School records, information regarding School calendars, School activities, conferences, etc. Each parent will have equal rights to confer with teachers about the student. Each parent has the right to consent to any emergency medical procedure that may become necessary.

In the case of separation or divorce, the School requires a copy of any/all court documents pertaining to custody arrangements.

FIELD TRIPS

Day and virtual field trips are part of the educational process. It must be stressed, however, that only those students who, in the administration's sole discretion, have demonstrated good conduct during their classes will be permitted to participate.

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Proper behavior and online etiquette during a trip continues to be of utmost importance. Parents of any student unable to follow the given guidelines will be notified. In some cases, the parent will be requested to come and/or provide transportation home for their student.

INSPECTION POLICY

The School reserves the right to inspect and conduct a search of a student's computer or school-provided resources. Inspections and searches may be conducted on a routine or random basis or as deemed necessary. Students must provide any passwords or other access required to inspect such places or items upon request by a School administrator. Inspection of electronic devices includes laptops, phones, cameras, and any other electronics, including the contents of same (texts, emails, photos, images, address books, etc. whether such message or information was sent over the School's system or any personal account such as Yahoo, AOL, Gmail, etc.). Further, the School has the right to seize and permanently retain property disclosed by an inspection or search which is considered potentially harmful, dangerous, illegal, inappropriate, or the possession of which is a violation of the School's rules, community standards, and/or local, state, or federal law.

INVESTIGATIONS

Students are expected to cooperate in investigations. Students are expected to be honest, but honesty is not necessarily a mitigating factor and students' own statements may be used against them. Failure to cooperate with an investigation may be cause for disciplinary action.

If a student refuses to participate or cooperate at any stage of an investigation, or is unable to do so for whatever reason, including without limitation, pending criminal charges, the School reserves the right to take action, including proceeding without a statement from the student, or to require the student to withdraw from School.

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OFF CAMPUS BEHAVIORS

The School does not wish to unnecessarily involve itself in a student's off campus behaviors. However, the School's rules and regulations apply at all times a student is enrolled in School. In addition, the School reserves the right to take action to the extent that off campus behaviors impact the individual's ability to continue at School or impact other students' or employees' ability to be comfortable at School. We expect students to avoid all types of behaviors, including behaviors that may be harmful to one's body, self-esteem, or health.

REPORTING OF CHILD ABUSE

We take our responsibilities to report suspected physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, sexual abuse or exploitation seriously and will cooperate with governmental authorities in connection with their investigations. If you have any questions regarding the School's mandatory reporting obligations, please consult with the Principal.

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INSTRUCTIONAL PERIODS & SCHOOL BUSINESS OFFICE HOURS

8:30 a.m. to 5:00 p.m. Monday through Friday.

SOCIAL MEDIA AND SOCIAL NETWORKING POLICIES AND PROCEDURES

Social media encompasses a broad array of online activity including social networks such as Facebook and Twitter, blogs, and other similar online or Internet communications. Because this form of communication is vast and growing, we feel it is important to communicate to you the School's position regarding a student's use of social media or networking.

Use at School or a School-Related Event

We do not permit students to access social media and/or social networking sites on assigned devices. We have taken steps to block many of the social media/networking sites on our network. However, since technology advances rapidly, we cannot ensure that access to all sites is immediately blocked. Therefore, even if students are able to access such sites with School property or at a school-related event, all students should understand that their activities are in violation of School policy and may result in disciplinary action.

Use Away from School Property

It is not our goal to regulate a student's personal online activities when not on School property or at a School-related event. Please understand, however, that certain activities might impact a student's relationships with other students or School employees or School rights that we do reserve the right to regulate. All students should ensure that they are familiar with the School's conduct policies to avoid any online communications that might violate those policies.

For example, students should ensure that their online activities do not violate a School policy regarding bullying or harassment, or other similar policies pertaining to how students interact with each other. If a student posts or says something online that

makes another student feel uncomfortable, that activity may result in an investigation and possible discipline.

Students should also be aware that teachers and administrators can periodically check such sites and may determine that off campus behavior violates the School conduct code by making disparaging or negative comments about the School, administration, or faculty members in a manner that is disruptive to the School's educational mission or activities.

Students should not be "friends" with any faculty member or other adult member of our community (other than the student's parent) on any of these social networking sites. Any violation of this prohibition must be reported to the administration immediately.

In addition, postings on social networking or other Internet sites of students engaging in inappropriate behavior (such as drinking, smoking, sexual actions, etc.) is prohibited.

Students are not permitted to use the School's name, logo, trademark, or service mark in online activities. Students are not permitted to post photographs of the School, its locations, activities, students, parents, or employee-related activities on line. Students are not permitted to create websites or social networking profiles to rate teachers, discuss aspects of the School, or otherwise disclose information online that the School would find offensive or inappropriate if posted in the School's newsletter. Finally, students are not permitted to disclose any confidential information of the School, employees, students, parents, or activities online.

Student's Identity Online

Students are responsible for all of their online activity conducted with a School email address, and/or which can be traced back to the School's domain, and/or which uses School assets.

What a student publishes on such personal online sites should never be attributed to the School and should not appear to be endorsed by or originated from the School.

School's Right to Inspect

The School reserves the right to inspect all electronic data and usage occurring over the School's network or on School property without prior notice. We also reserve the right to assess information in the public domain on the Internet and to discipline students for any violation of these guidelines.

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SPECIAL SERVICES

Occupational Therapy Specialists

The School faculty includes occupational therapists. Our therapists work closely with teachers to assist with the varied learning styles and needs of our students. Individual students may be referred to our therapists by classroom teachers for individual or small group work if the child has difficulties with "foundation skills" which directly impact a student's classroom performance. These "foundation skills" include skills such as: fine motor/gross motor, visual

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perceptual/motor, and sensory processing issues. Through a school-based assessment, which involves standardized testing and clinical observations, the student's strengths and needs are determined.

School Counselor

The School has a part-time counselor who works with students in the area of social and emotional behaviors. The counselor provides services that are part of our school curriculum and services. Referral to the counselor begins with School faculty or staff.

The counselor will notify parents informing them of both group and individual ongoing virtual sessions with students. A teacher may request that the counselor talk with a student about a particular event or problem at School. In these instances counseling is provided as needed to meet the needs of a child at that moment and parents will be notified as appropriate.

Speech & Language Therapy Specialists

The School faculty includes speech and language therapists. Our therapists work closely with teachers to assist with language development, articulation and fluency. If you feel your child has difficulty with any of the above areas, please consult with your child's classroom teachers. A child's communication difficulties must have a negative impact on his or her performance in the classroom in order for a referral to be appropriate. Referrals to our speech and language therapists for individual or small group work are made by classroom teachers.

STUDENT/ADULT INTERACTION AND COMMUNICATION

Our students and adults (teachers, administrators, staff members, parents, and visitors) are expected to interact with each other in a professional and respectful manner. Although our adults can and should be friendly with the students, becoming too friendly with each other sometimes results in confusion and anxiety.

If a student or the student's parents become aware of any adult's communications or actions toward one or more students that seems unusual, overly friendly, or otherwise inappropriate, such information should immediately be reported to the Principal.

STUDY LAB

The School offers a Study Lab. This is a structured virtual tutoring program providing assistance with homework and other

curriculum assistance for students in 3rd grade – 5th grade. The program runs Monday-Thursday, 3:00-5:00 p.m.

The Study Lab registration form can be found on the School's website (www.cynsplayplace.com) under the Elementary Program tab.

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STUDENT DISABILITY ACCOMMODATIONS

We understand that there may be circumstances in which a parent may request that the School provide an adjustment or accommodation for a student's medical needs or

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physical, mental, or learning disability in addition to those accommodations the School has already provided. As the range of requests have grown over the years, the School believes that it is appropriate at this time to outline the School's policy and general guidelines for addressing such requests.

General Policy

In general, it is our School's policy to provide accommodations or adjustments for a student's minor needs in circumstances in which the Administration determines, in its sole discretion, that doing so is within the reasonable ability of the School and/or its staff and will not result in an unacceptable impairment to the rights of other students (or employees) or a fundamental change to our educational environment or mission. We also ask parents to realize that, given the size of our School and our available resources, we may not be able to provide all requested accommodations. To the extent we agree to provide accommodations, we may require a sharing of responsibility for the accommodation.

Request and Documentation

For any type of accommodation, the parent must contact the school to discuss the need. The School will then advise the

parent of the type of medical documentation needed, which generally will state the student's diagnosis, how the condition limits the student, the recommended accommodations, and the length of time that the accommodation(s) will be needed.

Release for Communications with Physician

Sometimes, the documentation received from the physician may raise questions or be unclear as to the recommendations. For that reason, the parent(s) must sign a Release of Information form, permitting the School to contact the medical professional, when necessary. In addition, if there is any cost associated with the physician's cooperation (i.e., to answer a set of questions submitted, etc.), the parent must agree to bear the cost of such a process.

Assessment of Request

Once the parent's request and medical documentation has been received by the School, appropriate persons within the administration will meet with the parents to clarify information and to discuss whether the School will be able to implement the accommodation requested. In some cases, the parent may be asked to provide (at the parent's cost) any special equipment needed, training for the School's staff, or other associated matters. In addition, the School may advise the parent that the School will allow a particular accommodation, but the full responsibility for doing so will rest with the parent.

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TECHNOLOGY

As new technologies continue to change the world in which we live, these also provide many new educational benefits for classroom instruction. The School is committed to providing students with the technology necessary to participate in classroom activities.

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Acceptable Use Policy

All persons using the School's computers, the School's computer systems, or personal computers on School property or over the School's systems are required to abide by the following rules. Failure to abide by these rules will result in appropriate disciplinary action determined by the School administration. All technology should be used in a responsible, ethical and legal manner. Violations of the following guidelines may result in the revocation of access privileges and possible disciplinary responses, including removal from School for serious offenses.

Purpose: The purpose of providing access to the Internet and the School's computer systems is to support research and provide unique educational opportunities. The use of such resources should be limited to those activities that support the School's educational objectives.

Privilege: The use of the School's systems is a privilege and not a right. Inappropriate or illegal use of the School's systems or of the Internet will result in loss of the privilege and disciplinary action.

The School has a firewall in place. Although doing so generally can eliminate access to offensive and pornographic materials, it also has the negative effect of filtering out genuine educational materials. In addition, no filtering system is foolproof. Therefore, we expect users to act responsibly in their searches and to immediately disengage from any materials that are inappropriate and to report the situation to the faculty member or administrator in charge of the activity. Although the School cannot effectively restrict the content of information obtained by students via the Internet,

obtaining material that is explicitly labeled, as not intended for minors will be considered a violation of

School rules. Furthermore, making public or passing on any material that is pornographic, violent in nature, or otherwise harassing is totally unacceptable and will be dealt with immediately by the appropriate administrator.

Internet Safety: Students should never give out personal information (address, telephone number, name of School, address of School, date of birth, Social Security Number, credit card number, etc.) over the Internet. Students also should not meet with someone that they have contacted on-line without prior parental approval. Safety is the responsibility of the parent and student. The School is not liable in any way for irresponsible acts on the part of the student.

Pirated Software: The term “pirated software” refers to the use and transfer of stolen software. Commercial software is copyrighted, and each purchaser must abide by the licensing agreement published with the software. There is no justification for the use of illegally obtained software. The School will not, in any way, be held responsible for a student’s own software brought to School for personal use.

Network Access/Passwords: Accessing the accounts and files of others is prohibited. Attempting to impair the network, to bypass restrictions set by the network administrator, or to create links to the School’s web page is prohibited. Obtaining another’s password or rights to another’s directory or email on the network is a violation of School rules as well as a form of theft. Taking advantage of a student who inadvertently leaves a computer without logging out is not appropriate. Using someone else’s password or posting a message using another’s log-in name is a form of dishonesty, just as is plagiarism or lying, and will be treated as a violation. **Students must guard their passwords. They will be responsible for any activity done on the School’s system under their password.**

School's Right to Inspect: The School reserves the right to inspect user directories for inappropriate files and to remove them if found and to take other appropriate action if deemed necessary, including notification of parents. The School also reserves the right to inspect any personal electronic devices brought onto campus. In such a case, students must provide any passwords to inspect the device upon request by a School administrator. Students should not assume that any messages or materials on their computer or the School's systems are private.

Email: Email may not be used to harass or threaten others. The School reserves the right to randomly check email or text messages. Email messages must not include personal attacks and should follow the normal rules of appropriate public language. They should not contain any language or content, which the author would not be willing to share from the podium at a School meeting. Students should be made aware that deleted emails can be undeleted.

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Any person who believes that they have been harassed or threatened by an email communication should immediately report the concern in accordance with the School's No Harassment/No Bullying policy.

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Viruses: Every effort is made by the School to keep our system virus-free. Even with the best techniques, however, computer viruses can be transmitted to and from any computer, including those in the computer center. The School is not responsible for the transmission of any virus or for damage suffered from a virus.

Computer Care: Members of the School community will not abuse, tamper with, or willfully damage any computer equipment, use the computer for other than appropriate work, or bring food or drink into any computer area. Any intentional acts of vandalism will be result in discipline and students will be held responsible for replacement or repairs.

Reporting Requirements/Discipline: Any student who accesses inappropriate material on the Internet, receives harassing, threatening, or inappropriate materials via email or on the Internet, must immediately report the concern to the teacher who is supervising the activity or to the Principal so that the situation can be investigated and addressed appropriately. Students who violate any aspect of this Computer Acceptable Use Policy will be subject to appropriate discipline and loss of computer or Internet privileges.

STUDENT RECORDS AND INFORMATION

Requests for student records and transcripts must be directed in writing to the Office. The School reserves the right to withhold student transcripts and records for non-payment of tuition or fees. The School will also require the parent to sign a consent form before a student's transcript or other records/information will be released.

TUITION AND FEES

The School strives to provide the highest quality education. We depend on the timely payment of tuition and registration fees to cover our obligations. Enrolling your child requires a financial commitment much like any other major purchase. Please make School tuition a budget priority.

Student accounts must be current at the start of the school year and at the end of December in order for the student to remain enrolled and before outplacement records are made available. In the event the account is more than 30 days past due, the School reserves the right to withhold progress reports and/or transcripts. The School reserves the right to dismiss a student due to overdue payments.

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Disclaimer:

This Handbook is not intended to be a comprehensive list of all policies and procedures but is intended to provide general information parents and students need to know about the School.

The School reserves the right to amend the School year, modify curriculum, change programming, change policies or otherwise make changes in the best interests of the School and at the School's sole discretion.

Non Discrimination Policy:

The School admits students regardless of disability, race, color, creed, ethnic, or national origin who possess the motivation, ability, and character which would enable them to succeed in our School community to the rights, privileges, programs, and activities generally accorded or made available to students at the School. The School does not discriminate on the basis of disability, race, color, creed, ethnic, or national origin in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other School-administered programs.