

The Einstein School Parent/Student Handbook



2021 – 2022

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STAFF DIRECTORY

LEADERSHIP TEAM	President and Executive Director	Jan Van Blarcum
	Executive Director, Einstein School Foundation	Bill Van Blarcum
	Director of Student Affairs	Gaynell Bailey
	Director of Education	Floyd Jackson
	High School Principal	Armando Castellanos
	Lower School Principal	Willetta Edinburgh
	Marketing Director	Erica Summerfield
	Director of College and Career Readiness	Brian Taylor
STAFF LEADERSHIP TEAM	Associate Dean of Student Programs and Testing	Victoria Matheny
	Associate Dean of Student Records	Lauren Van Blarcum
	Associate Dean of Student Engagement	Harlan Bailey, II
	Associate Dean of Advising and Placement	Joni Rorije
	Lead Editor	Eric Reiman

ACADEMIC SUPPORT TEAM	Lower School Principal	Willetta Edinburgh
		Stephanie Albrecht
		Jessica Waller
		Shaun Federspiel
DISTANCE LEARNING	Lower School Principal	Willetta Edinburgh
	Director of Student Affairs	Gaynell Bailey
	Associate Dean of Student Records	Lauren Van Blarcum

Welcome, new and returning students!

On behalf of our faculty and staff, I welcome you to the Einstein School and wish you every success here. Whether you are enrolled in in-person, virtual, or distance learning, we are thrilled you have chosen to join the Einstein community and allow us to guide you on your educational journey. We understand the challenges that the current healthcare crisis presents and have worked tirelessly to prepare for a successful and safe academic year.

We believe that each student contributes directly to the Einstein School's growth and success and hope you will take pride in your part as a member of the Einstein School.

This handbook was developed to describe the expectations of our parents and students and to outline the policies and programs that will help you succeed and thrive at Einstein. As described in the handbook, our COVID-19 policies will result in changes to certain aspects of school operations. We are confident in our ability to ensure that all of our students are engaged and supported in all learning environments.

We look forward to this upcoming year and hope that your experience here will be enjoyable, challenging, and rewarding!

With every best wish for your continued success,

A handwritten signature in black ink, consisting of a large, stylized loop followed by a horizontal line and a small flourish at the end.

Jan Van Blarcum, Ph. D.

President and Executive Director

Our Mission

We seek to educate the whole child, a child equipped with knowledge to succeed in college and apply what has been learned in real-world situations. Einstein students work in an environment where creative thinking is not just encouraged but applauded and cherished, an environment where mistakes are viewed not as failure but as the exploration of a path that led in the wrong direction. The self-confidence our students gain through hard work and acceptance of new ideas allows them to embrace personal integrity and to develop a deep sense of responsibility to make wise and ethical choices. A rigorous education, abiding curiosity, respect, compassion, and service to others are the principled foundation on which Einstein students build their futures and the reasons that an Einstein education is unique.

Philosophy

We believe that the basis for a sound education does not rest solely on the rote memorization of facts, equations, and rules, but on the students' ability to creatively imagine the implications of this material on the world around them. As educators, we strive not only to carefully instruct our students in a rigorous college preparatory curriculum but also to help them develop the ability to think creatively, to nurture their curiosity, and to encourage them to ask, "*What if...?*"

Educational Promises

We at the Einstein School exist to unlock passion and potential, both in our employees and our students. We are dedicated to the development of lifelong learners. The Einstein School is where, "*curiosity survives a formal education.*"

Core Values

The Core Values of the Einstein School direct our attitudes and actions in all aspects, whether in the classroom or out in the world. They are the qualities we exemplify and value in ourselves and everyone in the Einstein family. At the Einstein School, we are:

All In	Always Learning
Color Outside the Lines	Committed to the Cause
Do What is Right	Non-judgmental

Section 1 – School Hours

School Hours: 7:00 A.M. – 5:00 P.M.

Class Hours: Lower School: 8:45 A.M. – 2:50 P.M.

Upper School: 8:55 A.M. – 3:45 P.M.

Students are expected to arrive 15 minutes prior to their first class. Students are to wait in designated areas until first period begins.

Section 2 – Tardiness

Arriving to class late is disruptive and disrespectful to other students and the teacher. Any student arriving to class 10 minutes after the start will not be allowed into class and will receive an unexcused absence for that period. The tardy student will be directed to administration and only the Principals, Directors, or the President can allow them back into class and remove the unexcused absence. Excessive tardiness will result in the need to register for makeup time after school or on the weekend to complete missed work or to receive required instruction. Such after school sessions will be subject to a \$75.00 hourly rate (rates may vary by course).

Section 3 – School Closings

Occasionally, health concerns or inclement weather will force the school to close. While the Einstein School reserves the right to make final decisions regarding school closing, bad weather dismissal will normally be consistent with Plano Independent School District and commuter schools such as Texas Woman’s University. In addition, you can watch WFAA or NBC5 for notification of the Einstein School’s closing. We will notify you by e-mail via Constant Contact and will post any information on the school’s website, Facebook page, and Twitter feed.

Section 4 – Drop-Off & Pick Up

It is essential to everyone’s safety that all drivers adhere to the following procedures:

1. Use caution in the parking lot. The speed limit in the parking lot is **10 mph**.
2. Enter the parking lot via the east driveway and drive around to the single stairway for drop-off.
3. Do not leave an unattended vehicle in the carpool line.
4. If you must walk your child into school, park in a parking space and not in the carpool line.
5. Yield the right-of-way to pedestrians.
6. Do not block any building entrance with your vehicle at any time. This is in keeping with fire code and our school emergency procedures.

7. Students are expected to arrive 15 minutes before the start of their first class.
8. All students and visitors must enter through the Suite 132 school entrance
9. Do not leave the afternoon carpool line until you are directed to.

If someone else is picking up your child,

1. Notify the attendance coordinator by texting or calling (214) 734-6536 so that we may release your child.
2. Inform the person picking up your child of the parking lot and carpool procedures.

If a parent has a scheduled meeting with a staff or faculty member, please park in front of the main entrance, on the southwest corner of the building, and obtain a parking pass from the Reception Desk. Parking passes must be displayed in the front or back windows and must be returned prior to departure from the school. Cars that are parked without a pass are at risk of being towed by building management, at the car's owner expense.

Section 5 – Student Drivers

Subject to space availability (and the student's good standing with the school), student drivers will be issued a unique parking permit. Student drivers who park on campus must comply with the parking regulations set forth by building management. The replacement of a lost decal is subject to a replacement fee. Student drivers should park on the west side of the building and enter the school via the main entrance, located at the southwest corner of the building.

Due to the current limited parking on-site, we encourage parents to coordinate carpool arrangements with other student drivers.

Section 6 – Early Signing Out

If a student is to be picked up during classroom hours or before his or her regular dismissal, parents are required to sign the student out at the front desk. If someone other than the parent or parent-approved driver is to pick up the student, the school must be made aware of the specific person authorized to pick up the student before departure.

Section 7 – Absences

Regular attendance is necessary for a successful education. Absences negatively affect direct instruction and retention of presented material. If your student is absent, **a parent is expected to use the 24-hour Attendance Hotline at (214) 734-6536 to text or call** in regarding student absences each day. Please follow the procedure below:

1. Identify who you are
2. Give and spell the first and last name of your student
3. Give the reason for the absence

If we do not receive a call from a parent, the student's absence will be unexcused. Unexcused absences can be changed to an excused absence with a phone call by a parent to the Attendance Hotline.

When arriving late to school, a parent must call or text the 24-hour Attendance Hotline prior to the student arrival Section 2 above. Excessive unexcused absences will result in the need to register for makeup time after school or on the weekend to complete missed work or receive required instruction. Such after school and weekend sessions will be subject to a \$75.00 hourly rate (rates may vary by course).

Section 8 – Lunch

The Einstein School does not permit students to leave campus for lunch unless a parent has checked their student out of the school and parent is picking the student up. Parents should call the Einstein office when they arrive in the parking lot. A telephone call or written permission will not allow the student to leave campus alone.

The Einstein School does not provide school-prepared lunches for students; the school does however, offer a lunch program through which students can pre-order Chick-fil-A, Jason's Deli, and Papa John's Pizza on designated weekdays. Order forms may be found online in the school's Weekly Formula publication. Additionally, the school offers a selection of snacks and ice cream that is available for daily purchase. Students may use microwaves and the refrigerator/freezer in the kitchen area. Students must clean up after themselves if they use the kitchen and cafeteria.

Students and parents who wish to order food for delivery must schedule the delivery to arrive during the first half of the student's designated lunch period. Students may not leave their classroom during instruction or early to place or receive a lunch order. Students are responsible to ensure their orders have been paid for and have arrived; students will not be paged or messaged by Einstein staff or faculty when their order is delivered to the front desk. All deliveries are required to be made to the main Einstein entrance at Suite 132.

Section 9 – Visitors

All visitors to the school are required to complete and submit the Covid-19 prescreening form prior to arrival and must bring formal identification with them at the time of their visit. All visitors are required to enter the school through the main entrance (Suite 132) on the southwest side of the building. Visitors may park in the designated visitor parking on the east side of the building, but must enter through the main school entrance, located at Suite 132 on the southwest side of the building. Visitors who do not park in the designated visitor parking spaces must obtain a parking pass from the front desk. Visitors must always sign in and wear a visitor badge while on campus. Once checked in, visitors must be escorted by a staff member for the duration of their visit.

Once the visit is complete, visitors will be escorted to the front desk to sign out and return their parking pass before departure. Unauthorized visitors will not be permitted to enter the school.

Section 10 – Curriculum

The Einstein School teaches students Monday through Friday in classes with an average student/teacher ratio of 8:1 using college preparatory curriculum. Our teachers deliver an in-depth study of subject which includes a variety of learning styles, techniques, and hands-on, project-based learning.

Instruction is also available through virtual learning. This provides the same instruction that students in the classrooms receive. A virtual learner connects to the live classroom via technology and is provided with opportunities to interact with the teacher and classmates from a location outside of the Einstein School building. This is synchronous learning.

A third method of instruction is available through distance learning. Through this approach, the student, works through assignments posted to Canvas and submits completed work in the same way, within a prescribed timeline. Periodic teacher assistance is provided through pre-arranged Zoom calls. This is asynchronous learning.

Section 11 – Assignments and Homework

Students attending classes for live instruction on the campus of Einstein School will be given time to complete most assignments in class. Students enrolled through virtual or distance learning will complete most assignments outside of class time. Students enrolled in designated honors classes or students who have contracted to complete designated honors assignments will need to spend some time outside of class on these assignments. If a student needs additional time to complete the basic assignments of a class, he or she has the option to complete the work at home, or to make an appointment with the appropriate staff member before or after school. In addition, students may register for in-school tutoring services on nights or weekends subject to staff availability and payment of additional fees.

Students are expected to complete assignments by the due date set by the teacher, whether enrolled in in-person, virtual, or distance learning. The Einstein School does not assign formal homework assignments unless:

1. The parent or student requests it
2. The student has an upcoming test or quiz in which case it is recommended that students study their notes and other materials while at home
3. A class discussion requires prior reading to be completed in order to participate
4. Students have missed class and have opted to make up assignments at home

Section 12 – Grading Policy

Grading Scale

A	90 – 100
B	80 – 89.99
C	70 – 79.99
F	Below 70

Section 12.1 – Grading Categories

All grades recorded for students at the Einstein School will be assigned to one of the following categories:

CRP	<p>Classroom Participation: This grade is assessed weekly based on, but not limited to, the following:</p> <ul style="list-style-type: none">• Active contributions to the class• Attendance and punctuality• Compliance with policies and procedures• Compliance with The Einstein School Core Values• Active/Attentive listening• Use of time during class period <p>Classroom Participation grades comprise 20% of a student’s grade for the grading period.</p>
MINOR	<p>Minor Grades: These grades are assessed based on, but not limited to, the following:</p> <ul style="list-style-type: none">• Practice work or applications of learning completed during class time• Verbal assessments or reviews• Daily or regular quizzes and checkups• Formative assessments <p>Minor grades comprise 35% of a student’s grade for the grading period.</p>
MAJOR	<p>Major Grades: These grades are assessed based on, but not limited to, the following:</p> <ul style="list-style-type: none">• Assessments of any kind that include learning over a cumulative period or amount of content, such as Chapter, Unit, etc.• Major projects or essays• Summative assessments• A schedule for administration of these assessments will be provided at least two weeks prior to the scheduled date <p>Major grades comprise 45% of a student’s grade for the grading period.</p>

Section 12.2 – Assignment Due Dates

For each assignment, the teacher will designate a due date and time. If the assignment is not completed by that time, it will be recorded as late. The teacher will then notify the student's parent that the assignment is late. When the assignment is submitted, the teacher will refer to the student's Principal who will determine whether any credit should be deducted based on overall knowledge of the circumstances.

Section 12.3 – Honors Enhancement

Individual classes at the Einstein School will not be designated or labeled as Honors classes. Certain approved courses as designated below may, however, be taken for Honors credit. To receive Honors credit, a student must understand that:

1. The student and parent must submit a signed agreement stating the desire to participate in Honors.
2. Work assigned for Honors credit must be completed outside of regular class time.
3. Progress on Honors credit assignments will be assessed at the end of each grading period. Honors credit will be awarded only upon full completion at the end of the semester.
4. Honors work cannot extend beyond the semester in which it is assigned.
5. To discontinue the pursuit of Honors credit, written approval from both student and parent must be submitted. Once this occurs, Honors credit pursuit cannot be reinstated.
6. To earn Honors credit, the student must earn a semester average of 85 or greater in the designated class.
7. The following courses are automatically designated as Honors credit courses. No Additional assignments or projects need to be completed to receive Honors status:
 - Levels III and IV of any language other than English
 - Calculus
 - Physics II
 - Chemistry II
 - Constitutional Law and Negotiations
 - Criminal Justice
 - Psychology
 - Psychology: Drugs and Society
8. Any other course that may be eligible for Honors credit will be determined by Einstein leadership and listed in the Course Catalog. Only classes taken for high school credit are eligible for Honors credit.

Section 12.4 – Courses Not Eligible for Honors Credit

- Health
- Communication Applications
- Pre-Algebra
- Level I of languages other than English
- Others as listed in the Einstein Course Catalog

Section 12.5 – Recording Honors Enhancement on Transcripts and Report Cards

When Honors credit has been achieved, grades on both report cards and transcripts will be indicated by an “H” next to the numeric grade and “Honors” with the course name.

Section 13 – Graduation Requirements

The following courses are required to earn a diploma from the Einstein School.

CORE REQUIREMENTS:

<i>Subject</i>	<i>Credits</i>	<i>Notes</i>
English	4	English I, English II, English III, English IV
Math	4	Algebra I & II, Geometry, and one additional selection
Science	4	Biology, Chemistry, Physics, and one additional selection
Social Studies	4	World Geography, World History, U.S. History, Government (0.5 credits), Economics (0.5 credits)

OTHER REQUIREMENTS:

Fine Arts	1	May be met by Art, Art History, Performing Arts, or Music
Foreign Language	2	Two (2) years must be taken of the same language
Physical Education	1	Off-campus activity that is reported to the School
Speech	0.5	-
Electives	5.5	Any course not aforementioned

Section 14 – Final Exams & End-of-Course Assessments

There are no exemptions from any exams based on grade or attendance. While there are no comprehensive final exams in any class, tests, or exams administered at the end of a grading period or semester are to be weighted and scheduled as a **MAJOR** grade as defined above.

Exams or end-of-term assessments shall be administered in classes addressing the four core subject areas of English Language Arts, Mathematics, Science, and Social Studies. Exams in elective courses are administered at the discretion of the teacher. End-of-term assessments or exams are not necessarily cumulative, but are designed to gauge a student's content mastery of material presented at the end of the term. A schedule for administration of these assessments will be provided at least two weeks prior to the end of each grading term.

Exams for Lower School students (grades 8 and below) will be scheduled at the discretion of the teacher. Lower School students who are taking classes to earn credit toward high school graduation requirements will be administered the end-of-term assessments along with classmates in grades 9 or higher.

Section 15 – Conferences

There are no specific dates designated on the 2020-2021 school calendar for parent conferences. Conferences may be scheduled at any time through the request of parents or of school leadership. For this school year, all conferences will be conducted through Zoom calls in order to manage the flow of people inside the building.

Student and parent questions or concerns can be addressed informally by an e-mail or phone call. In cases that required a formal conference, parents may request one with their student's Principal, or with the High School Principal regarding academic issues, or with the Lower School Principal regarding non-academic issues. Parents and students may always contact the President and Executive Director directly by calling or texting (214) 282-6268.

Section 16 – Extracurricular Activities

Subject to applicable health considerations, extracurricular activities generally take place outside of normal class hours (refer to Section 1). The Einstein School has several clubs and school activities which students are encouraged to participate in and take advantage of. Information on current clubs and activities offered can be found on in-school bulletin boards and monitors, or on the school's website, Facebook page, and weekly newsletters. Contact the Marketing Director for more information.

Section 17 – Field Trips

Subject to applicable, health considerations, field trips are an important tool to extend material learned in the classroom to the real world. While participating in field trips, students are representatives of the Einstein School and are to act appropriately. Help us to keep you safe by abiding by the directions of your chaperones.

While on the field trip, if you witness or find out about an incident that did or could potentially have resulted in the harm of students or staff, let your chaperone know immediately so that all proper safety measures are followed.

Field trips will have a required registration date and permission slip; students must register and turn in the required forms by the deadline to attend the field trip.

Section 18 – Dress Code

While we are a casual environment, we have worked hard to articulate and uphold what we believe to be an acceptable and decent standard of attire. Dress comfortably, as long as your attire is not deemed inappropriate or offensive in sole judgment of the Einstein Lower School Principal and the Einstein President.

Any student that is not dressed appropriately will be asked to call home and have a parent bring them the proper attire. If a parent is unable to bring suitable clothing, the parent will have the option of purchasing Einstein spirit wear; otherwise the student will not be allowed to attend classes for the remainder of the day. Repeat offenses will result in disciplinary actions in accordance with Section 25.

Section 19 – Cell Phone Policy

Cell phones must be set to silent and remain out of sight during instructional time. Students are prohibited from using their phones or devices as a hotspot. Personal use of cell phones is allowed in between classes and during lunch periods, unless the administration has taken that privilege away due to a violation of the “Acceptable Use of School Technology” policy. The use of a cell phone is a privilege, not a right.

Lost, Stolen, or Damaged Devices: Each user is responsible for his or her own cell phone and should use it responsibly and appropriately. The Einstein School takes no responsibility for lost, stolen, or damaged cell phones, including lost or corrupted data on those devices. While school employees may help students identify how to keep personal devices secure, students will have the final responsibility for securing their cell phones.

Usage Charges: The Einstein School is not responsible for any device charges to your account that might be incurred during authorized school hours.

Section 20 – Acceptable Use of School Technology

Technology includes the use of the Internet, e-mail, and computers. The goal in providing these resources is to promote educational excellence at the Einstein School by facilitating resource sharing, innovation, and communication with the support and supervision of parents and staff. The use of technology resources is a privilege, not a right.

Access to people all over the world through computers increases the potential availability of material that is not of educational value. To establish a safe and appropriate environment, the Einstein School uses filtering technology to prohibit access, as much as possible, to objectionable or unsuitable content on the Internet.

Students are expected to adhere to the guidelines below:

1. Each student is assigned a unique Wi-Fi password and will keep that password confidential. All activity on the school Wi-Fi network is subject to monitoring.
2. Do not share personal information over the Internet.
3. Deliberate action that damages or disrupts the school network is prohibited. This includes, but is not limited to, proxy servers, virtual private networks (VPNs), torrents, and hotspots.
4. If using a school-provided computer, the addition or modification of any program or system setting is prohibited.
5. Accessing inappropriate material is prohibited.
6. Attempting to bypass the Internet filtering system is prohibited.

Failure to adhere to these guidelines may result in the loss of technology privileges. Parents are responsible for any damage caused by their student's inappropriate use of school technology resources. Parents and students agree to our technology use policy by signing this handbook's acceptance form.

Section 21 – NCAA and Student Athlete Policies

The Einstein School is recognized by the NCAA as a traditional high school organization and its classes are approved. Classes taken during the 2018-2019 school year or prior are designated as "Individual Review" courses and will be processed with the NCAA the student's Senior year. All courses taken during the 2019-2020 school year are approved and no further submissions are required. Our NCAA high school code is 850305; our CEEB code is 445581.

It is important to recognize the rigor of NCAA academic eligibility. We want our athletes to be eligible for any school or academic program they wish to pursue; therefore, all NCAA students will be processed and scheduled to meet Division I requirements.

Please contact our NCAA Coordinator for more information as it pertains to your student or to schedule a meeting. In the case of a student who may receive credit for a course that is earned through home school or parent-taught curricula, please schedule a meeting with our NCAA Coordinator. To view Division I or Division II academic requirements, please visit the NCAA high school student portal. To view our approved course catalog, please search for The Einstein School using our NCAA high school code (850305) or CEEB code (445581), and view the courses approved for individual review. Our course catalog is updated at the beginning of each semester.

Section 22 – Rules for Submission of NCAA Materials

Student Athletes who intend to pursue Amateur Certification must be in good academic standing at the end of each quarter. Any grades marked as “Incomplete” must be resolved as quickly as possible. Any outstanding work must be completed and turned in no later than a week after the grading period ends.

Additionally, students who are going through recruitment may need official or unofficial copies of transcripts to submit to coaches or recruiters present at various showcases or tournaments. Please be cognizant that all transcripts require up to five days to process and that transcripts submitted to NCAA for Amateur Certification are processed directly through the NCAA eligibility center. Official copies of a student’s transcript carry a fee of \$15 each and must be paid in full before transcripts may be picked up. Transcripts for NCAA student athletes will not deviate from typical transcript policies. Please forward all questions regarding your student athlete and his or her transcripts directly to the NCAA Coordinator.

Section 23 – Planning for & Taking the ACT or SAT

The ACT or SAT should be taken during the Junior or Senior year as part of the college application process. Some colleges may prefer one exam over the other, but both should be accepted. While a student may take either test as many times as he or she would like, it is recommended that your student plan to take either exam thrice. The College and Career Readiness department may go through the account creation process with your student but the responsibility to register your student and pay for an exam rests solely with the parent.

After taking the ACT or SAT, students can expect their scores returned in 4-8 weeks and 6-10 weeks respectively. Parents and students should be mindful of the time it takes to process and receive scores in relation to application and scholarship deadlines. For more information on each exam, including registration questions and testing dates, please consult ACT.org or CollegeBoard.org.

Students may receive accommodations on these tests for the following:

- A physical disability, such as epilepsy, visual impairment, diabetes, or any physical disability that would impair a student's ability to complete the timed exam
- A learning disability, such as a reading, written expression, or math disorder
- A psychiatric disorder, such as a mood or anxiety disorder, or persistent or chronic mental illness

Each disability must be diagnosed and well documented by a medical professional. Students who wish to apply for accommodations for a learning disability or ADHD must have psychoeducational diagnostic testing completed within the last three years and on file with the school. All accommodations requested must be fair, consistent, valid, and professional. Please note that the Einstein School is able to proctor the ACT for students with ACT-approved accommodations but does not proctor the College Board suite of exams, such as the SAT and SAT subject tests, at this time. For more information about testing with accommodations, please contact the Associate Dean of Student Programs and Testing by either phone or e-mail.

Section 24– Discipline

The discipline policies of the school exist to establish a campus and classroom environment that is conducive to learning and provides a safe environment for our students, staff, and teachers. The Einstein School expects each member of its community to treat one another with respect and exhibit behaviors that are in accordance with our Core Values.

The Einstein School uses specific procedures when addressing inappropriate choices or actions. When a student does not act in accordance with the Einstein Core Values, or is otherwise violating a school policy, the student will meet with the appropriate member of Einstein leadership and a solution will be developed to implement a positive change. The nature of disciplinary actions that may be imposed will depend on the circumstances, severity, or repetitive nature of the violation(s). Disciplinary actions Einstein staff may take include:

Verbal Warning: This step is appropriate to initially identify a problem and give you an opportunity to improve the performance. A written record of the conversation will be made.

Written Warning: This step is appropriate for serious or repeated infractions. You will meet formally with the Principal to address the issues. You will receive a growth plan to correct the identified deficiencies.

Recommendation for Suspension/Expulsion: This step is available due to your failure to achieve and/or maintain the desired standard of conduct consistent with the Einstein Core Values or in cases where your conduct endangers the privacy, health, or safety of other students and/or staff members.

The following list provides examples of behavioral infractions and potential consequences. This is not intended to be an exhaustive list of all behavioral infractions, nor is it intended to restrict staff members from imposing additional or alternative remedies at their sole discretion. The Einstein School reserves the right to modify or change this list.

Inappropriate Conduct – Grounds for Teacher Intervention:

- Disruptive behavior in the classroom, hallways, parking lots, or other areas on the school grounds
- Possession of inappropriate items in the classroom or on campus
- Unauthorized cell phone use in the classroom
- Use of inappropriate language
- Public displays of affection
- Other conduct inconsistent with the Einstein School's Core Values

Grounds for Immediate Referral to Einstein Leadership:

- Repetitive or extreme cases from previous category
- Defiant behavior
- Vandalism or destruction of property
- Inappropriate or offensive dress
- Threatening harm to themselves or another person
- Cheating or plagiarism
- Leaving campus without permission
- Sexual harassment
- Bringing a dangerous or prohibited object to school
- Theft
- Bullying
- Possession and/or use of vapes or e-cigarette devices
- Failure to comply with Einstein COVID-19 policies

Grounds for Immediate Expulsion:

- Possession of illegal substances/items
- Possession of drugs or drug paraphernalia
- Possession of a weapon
- Violent behavior
- Threats on another person's life
- Attending school under the influence of prohibited substances
- Repeat violations of the Einstein student conduct or dress code policy

Section 25 – Emergency Events & Drills

The Einstein School will conduct emergency response drills throughout the school year. It is required that all students and any visitors on the campus at the time of an event or drill participate and strictly comply with all staff directions and school policies. These drills provide a valuable opportunity for students and staff to practice what to do in the event of an actual emergency at school. The drills also allow school administration to assess the readiness of students and staff to respond to a potential emergency. The school will most likely not notify parents of the date or time that drills are scheduled. Parents and visitors are not allowed to enter the school until an emergency response drill has been completed.

In the event of an emergency, no one is permitted to enter or exit the building until school officials, often working in conjunction with law enforcement, have determined it is safe to do so. The Einstein School may use the following response (protective) actions:

Emergency School Closing: This procedure will take place when school administrators determine students are safer at home than at school. This most often occurs due to loss of utilities or a weather emergency. Parents will be notified that the school will close.

Tornado/Bad Weather Drill: Students, teachers and staff will walk safely and quietly into the main hallway away from windows and large open rooms. Everyone should then crouch low, face the interior wall with knees and elbows on the ground and with their head down, protecting the back of their head with their arms.

Stay Put Drill: A Stay Put response action represents the highest level of building security. It is utilized when a dangerous situation threatens the safety/lives of the students, staff, and visitors within the school. During a Stay Put Drill, no one may move throughout the school and/or use any technology to communicate with anyone as it may jeopardize the safety of staff and/or students.

Fire Drill: If it is unsafe for students and staff to remain inside the school building, the school will be evacuated. Students and staff may remain on school grounds until the building is safe to re-enter or until they can be relocated to a safe location off school property, depending on a variety of circumstances.

Section 26 – Important Reminders

It is important for parents to understand that if a critical incident occurs, students will be dismissed to parents only when it has been deemed safe. The length of time a school remains in a response action is based on the situation at hand and could last anywhere from a few minutes to many hours. It is possible that when a response action has been initiated at the school, it may involve keeping students beyond the regular school day. It is never our intention to hold students unnecessarily, and we will not do so except to ensure their safety.

Evacuation maps and directions are posted throughout the school.

Section 27: COVID-19 Policies

The provisions of this Section 27 take precedence over other provisions in this handbook until further notice.

As we open for the Fall semester, the Einstein School is focused on providing a safe and healthy environment that will allow our students and staff to return to in-classroom instruction. We have spent the last several months adjusting the campus environment and its classrooms to align with CDC and state guidelines, and local public health guidance. We are committed to offering in-classroom instruction to our students as well as accommodating the remote learning needs of those students for whom the in-classroom experience is not currently consistent with their health needs. In planning for these two instructional environments, our plan has been guided by recommendations by the CDC and state and local government guidelines and directives. Regardless of the setting, we will continue to offer students and their families the educational environment and support needed for their success.

Whether students are obtaining instruction in-classroom or through synchronous remote (virtual) or asynchronous remote (distance) learning, all students will continue to use the Canvas learning management system implemented last year. Students who begin the academic year enrolled in in-classroom instruction may transition to virtual or distance learning if needed for a temporary school closure or due to student/staff illness. Students desiring to move from virtual learning to in-classroom learning may do so, dependent on classroom availability and academic approval. Students participating in distance learning may only move to in-classroom instruction at the beginning of a grading period, also dependent on classroom availability and academic approval. All students will experience the same curriculum, support, and grading procedures.

The situation with COVID-19 is constantly evolving, as are plans and measures needed to operate safely. Plans will remain flexible to accommodate potential changes and these guidelines may be modified as needed.

Remote (Virtual and Distance) Learning

Einstein students choosing a remote learning experience may choose between synchronous (virtual) and asynchronous (distance) learning.

Virtual Learning will be provided through live instruction in which the student is connected to the live classroom through Zoom conferencing through their home computer. Students will have a set class schedule and will virtually attend classes according to that schedule each school day. Students will participate in class activities, discussions, and assignments.

Distance Learning allows students to access their instruction and assignments and learning resources through Canvas only. Students access learning materials on their own schedule, completing and submitting assignments and activities as assigned. Students and families will have access to staff and teacher support through designated office hours.

On-Campus Practices and Policies

There are many changes to in-classroom instruction and new requirements are necessary to ensure everyone's safety. Einstein classrooms and layouts have been adjusted to increase the space between students. We have purchased new desks and installed protective barriers, and contactless hand sanitizing stations. We have also adjusted the bell schedule and lunch protocols. As with any plan, we need everyone's cooperation and adherence to the new requirements to be successful in protecting the entire school community.

Students and staff will be asked to follow new procedures when arriving at, inhabiting, and departing the campus. Einstein students, staff, and families are asked to review these requirements and remain in compliance until the COVID-19 crisis has allowed us to return to normalcy.

Daily COVID-19 Pre-Screening Form

- All staff and allowed visitors will be required to complete a daily self-screening form for COVID-19 symptoms prior to arriving on campus. This form is currently required to be submitted daily and is available through Presence, Einstein's social platform.
- Students must submit a weekly screening form on Sunday nights. This form is currently required to be submitted weekly and is also available through Presence, Einstein's social platform. Parents will screen their students daily throughout the week and notify the Einstein School of any changes prior to the student arriving on campus after any such change.

§ Individuals experiencing any COVID-19 symptoms are not permitted on campus. These individuals must follow isolation and quarantine guidelines from local health authorities and their physician and follow CDC recommendations: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Isolation Protocols

- Students displaying symptoms of COVID-19 while on campus will be separated from their peers and should be picked up within 30 minutes and no later than 1 hour from the time the campus has contacted the family.
- Other students will be removed from the classroom and taken to an alternate location on campus (go on a walk outside, move to a different classroom, etc.) so that the classroom can be disinfected.
- If an individual who has been on campus has tested positive for COVID-19, the Einstein School will work with the local health department, in accordance with applicable federal, state, and local laws and regulations, including individual privacy rights, confidentiality requirements of the Americans with Disabilities Act (ADA), and Family Educational Rights and Privacy Act (FERPA). Areas that are heavily used by this individual will be temporarily closed for cleaning and disinfecting. Disinfx will also be brought in to decontaminate the campus. Depending on the severity of the circumstances, the Einstein School may temporarily move to remote learning.
- In coordination with the health department, communication will be provided to students who came in close contact with anyone who has tested positive for COVID-19. Close contact is currently defined by the CDC as “within 6 feet of distance for more than 15 minutes”.
- Students and staff who have tested positive for COVID-19 will be permitted to return to school when they have met the following criteria:
 - Provided written medical clearance to return to campus from a licensed medical professional
 - More than 24 hours have passed since the last fever without using fever-reducing medication
 - Improvement of symptoms (cough, difficulty breathing, etc.)
 - 10 days have passed since symptoms first appeared.

Use of Facial Coverings (Masks/Face Shields)

Consistent with Governor Abbott’s current executive order regarding the wearing of masks, the Einstein School is requiring students and staff to wear face coverings as detailed below. This requirement is subject to change. The Einstein School is providing each student and staff member a reusable Einstein face covering. Students and staff may also purchase additional masks and shields through the Einstein Spirit Store. In certain limited instances, a face shield may be used during educational instruction. Students wanting to wear a face shield instead of a mask should make that request to the Director of Student Affairs, and staff may do the same with a request to the Director of Education.

- Masks include non-medical grade disposable face masks, cloth face coverings (over the nose and mouth), or full-face shields to protect eyes, nose, and mouth.
- Students and staff will wear face coverings except during lunch (socially distanced from other staff and students) and in settings where recommended social distancing cannot be maintained.
- To reiterate, students will not be required to wear face coverings while eating but are required to maintain social distancing from others.
- All face coverings are subject to the Einstein School Dress Code. The Einstein School reserves the right to require the replacement of facial coverings deemed not in accordance with the Einstein Dress Code or that reflect its core values.
- Individual needs regarding face coverings will be addressed on a case-by-case basis.
- Families will be responsible for daily cleaning of masks and must supply a face covering should the one provided by the school become unusable or lost.
- Face shields will not be shared but must remain at school and individuals are responsible for cleaning and sanitizing face shields daily.

Arrival and Dismissal

- Students (weekly) and staff (daily) must submit their COVID-19 prescreening forms prior to arriving on campus. Parents may not leave the parking lot until the weekly form is submitted and no health issues are confirmed.
- Entry is strictly limited to Suite 132 in the morning and all arrivals must have a facial mask to enter the building, remain socially distant from others and use hand sanitizer upon entry.
- The Einstein School reserves the right to conduct contactless temperature checks on any individuals entering the school or at any time while on the campus.
- Students and staff must have a parking permit to park in available parking areas adjacent to the building.
- The Einstein School has leased additional off-campus parking at the Dr. Pepper Star Center location at 4020 W. Plano Parkway. No one is permitted to walk between it and the parking lot due to traffic conditions on Plano Parkway. Shuttle transportation will be provided, and hand sanitizer will be available in the shuttle. Masks are required and passengers will be limited to two at a time. High-contact areas will be disinfected after each trip.
- Dismissal will be at 2:50 for Lower School students and students will exit through Suite 132 and the cafeteria door. Students must have a facial covering during dismissal and pick-up, even while waiting outside.

- After-school care will not be provided at the present time but will be reevaluated after full in-classroom reopening.
- Dismissal for High School will be at 3:45 and students may leave through the various direct exits to the parking lot from within the Einstein School.
- Hand sanitizer will be placed at each exit and students will be encouraged to sanitize hands prior to exit. Again, students must have a facial covering during dismissal and pick-up, even while waiting outside.

Campus Visitors

Access to the Einstein Campus will be significantly limited for the foreseeable future. We will use Zoom conferencing and virtual meeting options to limit campus visitors. All visitors who require in-person meetings must pre-register and obtain approval to be on campus. All permitted visitors must comply with the following criteria:

- All visitors must submit the COVID-19 pre-screening form.
- If visitors have COVID-19 symptoms, or are lab confirmed with COVID-19, they must remain off campus until they meet the criteria for re-entry.
- All individuals entering the building will be required to wear face coverings.
- Volunteers are not allowed to visit the Einstein campus at this time (including mentors, college representatives, guest speakers, etc.).
- Any individuals permitted to proceed beyond the reception area must follow all safety and hygiene guidance.
- Visitors must agree to notify the Einstein School if they have tested positive for COVID-19 within 14 days of visiting the Einstein School.
- The Einstein School reserves the right to ask any visitor to leave the school at any time for any reason, at its sole discretion.

On-Campus meetings

If meeting goals cannot be met through a virtual meeting, in addition to the health and safety measures listed above, the capacity of meeting or conference rooms will be below 50% of occupancy and attendees must be able to maintain recommended social distance while meeting. If unable to maintain social distancing within available rooms at below 50% occupancy capacity, further limiting of attendance will be required.

Disinfecting and Hand Sanitizing

In addition to facial coverings, other critical tools in protecting the health and wellness of students and staff are the continuous cleaning and disinfecting our campus and classrooms and individuals practicing good personal hygiene by properly washing their hands and the frequent use of hand sanitizer.

- The Einstein School has contracted with Disinfx to regularly disinfect the campus and all surfaces.
- Disinfx will regularly monitor the Einstein School's high-contact points and surfaces for microbial levels and to spot treat when necessary. They will provide urgent disinfection services should a COVID-19 laboratory-confirmed case occur in regard to an Einstein student, staff member, or authorized visitor that has been on campus.
- Dedicated cleaning staff have been arranged to continuously clean and disinfect all high traffic and high-contact surfaces throughout the school day and each classroom and restroom will be cleaned and disinfected throughout the day.
- Cleaning staff will wear personal protective equipment (PPE) during work hours.
- The Einstein School has purchased and installed new contactless hand sanitizer stations. These new dispensers have been placed in high traffic areas and will be available continuously throughout the day.
- Bottles of hand sanitizer will be in each classroom and other common areas which all persons entering the Einstein campus or classroom must use.
- Students, staff, and permitted visitors must regularly wash or sanitize their hands, including before eating and following restroom breaks.
- All students and staff must practice proper hygiene to include the practice of covering coughs and sneezes with a tissue, and if not available, to cover coughs or sneezes with their elbows. Used tissues should be thrown in the trash, hands should be washed immediately with soap and water for at least 20 seconds, and hand sanitizer should be used.

Disinfecting Classroom and Common Areas

- Students and staff will limit the use of shared supplies when possible. If students and staff cannot avoid sharing certain items, those items should be disinfected before and after each use.
- Students and staff are not to share personal items, including personal supplies, cell phones, IT equipment, and food or beverages.

Classroom

- The Einstein School has purchased new individual desks for the majority of campus classrooms. These new desks will allow for better use of the classroom space as well as permitting the maximum social distancing between students.
- Classroom size has been adjusted to accommodate social distancing to the extent possible.
- Plexiglass shields have been installed on the desks to increase protection and separation between students.
- Students must sanitize their hands upon entering and leaving the classrooms.
- All high-contact areas in the classrooms will be sanitized between class periods by staff members.
- Classroom doors will normally remain propped open to allow for additional ventilation during class and fully opened in between classes to limit the need to touch doors or handles.
- Additional supplies are being ordered to reduce the use of communal supplies and items that are used by more than one student and will be sanitized before and after use to the extent possible.
- In any classrooms where students are regularly within six feet of one another, additional hand sanitizing will be required.
- Students and staff participating in Zoom classroom instruction, conference calls, teacher office hours, or any other classroom-related virtual meetings are required to comply with the Einstein Dress Code and the Student Handbook.

Common Areas

Common areas include the cafeterias and the spaces that are used for meetings and collaboration. This includes the music room, robotics lab, testing rooms, conference rooms, and other meeting rooms.

- Facial coverings are required to be worn by all students and staff in common areas.
- All students and staff will be required to use hand sanitizer when entering and exiting common areas.
- Staff will schedule and ensure that adequate spacing and social distancing are maintained.
- Students and staff will sanitize their spaces before and after use.
- The number of students in a common area will be based on social distancing practices and should not exceed 50% of the occupancy limit for that area.

Cafeteria Rooms

In order to reduce movement through the hallways and to enable social distancing, the Einstein School has adjusted the lunch periods.

- There will be only one lunch period for all grade levels at the end of 4th period.
- Students will have lunch in designated classrooms.
- Students and staff are encouraged to participate in the Einstein Lunch Program which will allow staff and students to order lunch through several local lunch partners. The following are the current partners and projected days of availability:
 - o Jason's Deli – individual box lunch available five days a week with set menu items
 - o Chick-Fil-A – individual lunches available on Tuesdays and Thursdays
 - o Papa John's Pizza – available on Wednesdays and Fridays – slices of pizza will be individually boxed by school staff and delivered to students
 - o Jimmy John's – available on Fridays
 - o Raising Cane's Chicken – available on Mondays
- Students and staff ordering lunch outside of the lunch program through delivery services must be aware that only pre-paid, contactless delivery will be permitted; delivery personnel will not be permitted to enter the campus. Delivery containers will be left at the Suite 132 entrance. Staff will place delivered lunches in the area outside of the reception area and students may only pick up orders during the designated lunch period. Due to Texas facial covering requirements, eating will not be permitted in classrooms during classroom instruction. Sharing of food, water bottles, or beverages is strictly prohibited.
- The use of the atrium water fountain is strongly discouraged. Students and staff are expected to bring reusable water bottles and take them home to be cleaned daily. Reusable water bottles are available through the Einstein Spirit Wear store.

Restrooms

- Dedicated cleaning staff will continuously clean and disinfect each Einstein restroom.
- Staff and students must wash hands with soap and water for at least 20 seconds prior to exiting a restroom.
- Proper handwashing techniques will be reinforced, and messaging and reminders are posted throughout the campus.
- Contactless soap dispensers have been installed in all Einstein restrooms.

- Contactless hand sanitizer stations are located outside of all Einstein restrooms.
- Students and staff are strongly encouraged to use only the restrooms located within the Einstein portion of the building.
- Einstein cleaning staff are not responsible for the cleaning of the common restrooms located in the atrium of the building.

Fine Arts Classes

- The Einstein School will use school-provided iPads for certain Art classes, and students must purchase their own styluses for use with these iPads.
- Students must use their own art supplies and the majority of physical artwork will be done off-campus to avoid sharing equipment, utensils, and supplies as much as possible.
- Cleaning and sanitizing of shared materials and the art area will take place before and after each class.
- Group practice sessions for the Drama Department and the Einstein Players will adhere to social distancing guidelines.
- Off-campus performances of the Einstein Players will be conducted in accordance with local regulations and restrictions as well as theater guidelines. Performances, procedures, and the number of attendees may be adjusted based on the health and safety of the performers and the orientation of the event.
- All fine arts performances will be streamed online and recorded when possible.

Clubs and Activities

- All physical activities, including Einstein Athletics and the use of the Beam system, are suspended at this time.
- All large events, such as dances and off-site events with school-provided transportation, are suspended until further notice.
- Smaller off-campus field trips with parent-provided transportation may be arranged subject to proper social distancing practices. Carpooling to these events is prohibited.
- On-campus events may be held subject to social distancing requirements.
- Virtual and online activities will be planned and offered for various clubs.
- Virtual field trips will be considered if possible.
- Meet-the-teacher day, parent conferences, etc. will be held through Zoom conferences.

Emergencies and Drills

The Einstein School will continue to hold emergency drills including, fire, severe weather, and lockdown as appropriate and with advance notice to parents. A staggered schedule may be used to avoid overcrowding and to maintain social distancing. After each drill, students and staff will be reminded that in an actual emergency, they must evacuate without delay and without the staggered evacuation that will occur during the drill.

Training

We have a shared responsibility to help ensure the safety and wellness of our campus and its occupants.

- Students and staff will participate in required training specific to newly developed health and safety requirements.
- Digital media around the school will carry hygiene recommendations and safety instructions in addition to posters and other reminders posted around the school.
- Parents should talk to their students about COVID-19 symptoms and prevention strategies and to remind students that if their child starts experiencing symptoms, the student should immediately notify their parent or if on campus, a staff member.
- Parents should talk with their students about the health benefits of wearing a mask and social distancing at school, as well as the health benefits of washing hands and using hand sanitizer.

The above items are part of our commitment to the Einstein community during this unique and difficult period. Should we find ourselves required to close the campus due to government directives and guidance, we strive to return to in-classroom instruction as quickly as possible. We appreciate your understanding, compliance, and support in helping us to maintain a safe and healthy environment.

Parent and Student Agreement Form

- We acknowledge that all contracts and tuition fees must be completed and paid in accordance with the enrollment documents. Students whose accounts are not current, or whose documents have not been completed, will not be allowed to continue classes, and, if not corrected in the designated time and manner, will be unenrolled.
- We understand that tuition is non-refundable.
- I accept the responsibilities expected of me as a student enrolled in the Einstein School.
- I accept the responsibilities expected of me as a parent/guardian of a student enrolled in the Einstein School.
- We acknowledge that we have read the policies, procedures, rules, regulations, and practices presented in the Student/Parent Handbook.
- We confirm we have read the Acceptable Use of School Technology that is included in the Handbook, understand the associated administrative regulations, and agree to abide by their provisions, including the guidelines for responsible online behavior and use of social networking websites. We understand that violation of these provisions may result in suspension or revocation of access to the school’s technology resources or other disciplinary action in accordance with the material in the Handbook.
- We acknowledge that parents and students will only contact Einstein Administration, Faculty, and Staff through appropriate school-approved channels listed in the staff directory provided above.
- We accept any consequences should we fail to abide by these provisions.

Name of Student	Student Signature	Date
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(Please print)

Name of Parent/Guardian	Parent/Guardian Signature	Date
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(Please print)