

# **The Einstein School Parent/Student Handbook**



**2024 - 2025**

The Einstein School is a division of Creative Learning 4 Kids, Inc. Creative Learning 4 Kids, Inc. received its 501(c)(3) permanent status in 2004. © 2020 Creative Learning 4 Kids, Inc. All rights reserved.

## **Table of Contents**

- Section 1: Staff Directory
- Section 2: Welcome Message
- Section 3: Our Mission and Philosophy
- Section 4: Educational Promises
- Section 5: Core Values
- Section 6: School Hours
- Section 7: Tardiness
- Section 8: School Closings
- Section 9: Drop Off and Pick Up
- Section 10: Student Drivers
- Section 11: Early Signing Out
- Section 12: Absences
- Section 13: Lunch
- Section 14: Visitors
- Section 15: Curriculum
- Section 16: Assignments and Homework
- Section 17: Grading Policy and Honors Enhancement
- Section 18: Graduation Requirements
- Section 19: Final Exams and End-of-Course Assessments
- Section 20: Conferences
- Section 21: Extracurricular Activities
- Section 22: Field Trips
- Section 23: Dress Code
- Section 24: Cell Phone Policy
- Section 25: Acceptable Use of School Technology
- Section 26: NCAA and Student Athlete Policies
- Section 27: Rules for Submission of NCAA Materials
- Section 28: Planning for and Taking the SAT and ACT
- Section 29: Discipline
- Section 30: Emergency Events and Drills
- Section 31: Important Reminders
- Section 32: COVID-19 Policies
- Section 33: Parent and Student Agreement (Signature Page)

**Section 1 – Staff Directory**

<b>LEADERSHIP TEAM</b>	President and Executive Director	Jan Van Blarcum
	Executive Director of the Einstein School Foundation	William A. Van Blarcum
	Director of Operations	Dave Girardi
	Director of Health and Wellness	Gaynell Bailey
	Campus Principal	Armando Castellanos
	Principal for Distance Learning	Willetta Edinburgh
	Director of Academic Services	Stephanie Albrecht
	Networking and Community Engagement Coordinator	Gina Fawcett
	Event and Communicatons Coordinator and Manager	Amber Wallace
	Student Clubs and Engagement Coordinator	Garret McDowell
	Director of College and Career Readiness	Brian Taylor
<b>LEADERSHIP SUPPORT TEAM</b>	Information Technology Manager	Shumaila Hudani
	Administrative Support Team	Ana Castellon Antaria Barnes Lori Morrison Sherisse Glenn
	Associate Dean of Student Records	Lauren Van Blarcum
	Lead Editor	Eric Reiman
	Staff Writer	Anne Roberts

## Section 2 – Welcome Message

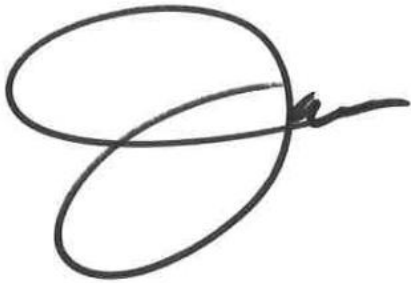
Welcome, new and returning students!

On behalf of our faculty and staff, I welcome you to the Einstein School and wish you every success here. Whether you are enrolled as an in-person, virtual, or distance learner, we are thrilled you have chosen to join the Einstein community and allow us to guide you on your educational journey.

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 for our parents and students and to outline the policies and programs that will help you succeed and thrive at Einstein. Each member of the Einstein School community contributes directly to our growth and success, and we hope you will take pride in your part of our community – you're our family! We hope that your experience with us will be challenging, enjoyable, and rewarding!

With every best wish for your continued success,

A handwritten signature in black ink, consisting of a large, stylized 'J' followed by a horizontal line and a small flourish.

Jan Van Blarcum, Ph.D.

President and Executive Director

### **Section 3 – Our Mission and Philosophy**

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.

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?*"

### **Section 4 – 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.*"

### **Section 5 – 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 6 – School Hours**

**School Hours:** 8:00 a.m. – 5:00 p.m.

**Class Hours:** 9:00 a.m. – 3:45 p.m. (Zero hour and Sunrise classes occur before this time)

***Students are expected to arrive 15 minutes before their first class.*** Students are to wait in designated areas until first period begins. Typical Lower School students end at 2:50 p.m.

## **Section 7 – Tardiness**

Arriving to class late is disruptive and disrespectful to other students and the teacher. Any student arriving 10 minutes after the start of class will not be allowed into the classroom and will receive an unexcused absence for that period. The tardy student will be directed to administration and only the Campus Principal, Directors, or the Executive Director 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 8 – 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 closings, bad weather dismissal will typically be consistent with Plano Independent School District and commuter schools such as Texas Woman’s University. In addition, WFAA or NBC5 will be notified of Einstein School closings. Families will be notified by e-mail via Constant Contact and information will be posted on the school’s website and other social media.

## **Section 9 – Drop-Off and Pick-Up**

It is essential for 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. Procedures for afternoon carpool:
  - 7<sup>th</sup> period classes end at 3:45 p.m. (see Section 6 for more on School Hours).

- The time between 3:40 and 3:45 p.m. is used to prepare students for dismissal by moving them to common areas where they are supervised until they exit the building.
  - To ensure student dismissal is safe and orderly, the following procedures are used during afternoon carpool:
    - At 3:40 p.m., the carpool lane opens and students will be called from the common areas as their parents arrive or park.
    - Einstein staff will supervise students getting into their cars.
    - Students who are not picked up by 4:00 p.m. are supervised in one of two classrooms and then called individually when their parent or authorized driver arrives.
    - Parents who arrive prior to 3:40 p.m. have two options. They may either:
      - park in an open visitor or parking spot and wait until the carpool line opens at 3:40 p.m., or
      - arrange for their child to be dismissed early from class (see Section 11 below).
4. Do not leave an unattended vehicle in the carpool line.
  5. If you must walk your child into school, park in a visitor parking space and not in the carpool line and enter through the Suite 132 school entrance only.
  6. Yield the right-of-way to pedestrians.
  7. Do not block any building entrance with your vehicle at any time, in keeping with fire code and our school emergency procedures.
  8. Students are expected to arrive 15 minutes before their first class begins.
  9. All students and visitors must enter through the Suite 132 school entrance.
  10. Do not leave the afternoon carpool line until directed.

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 parking lot and carpool procedures.

Parents who have a scheduled meeting with a staff or faculty member must park in a visitor spot or open parking spot and enter through the Suite 132 entrance. They must then obtain a parking pass from the reception desk. Parking passes must be displayed in the front or back vehicle windows and returned before departure from school. Cars that are parked without a pass are at risk of being towed by building management at the car owner's expense.

### **Section 10 – Student Drivers**

Subject to space availability and payment of the parking fee (and the student's good standing with the school), student drivers may register for 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, at the southwest corner. Student drivers must check in with the receptionist in Suite 132 upon arrival. Parents must notify the receptionist for a student driver to have permission to leave campus prior to his or her regular dismissal. Regardless of parent permission, student drivers are not permitted to leave campus for lunch except on designated days for juniors and seniors. On-campus parking is a privilege. Violations of school policies may result in removal of parking privileges at the sole discretion of the Einstein School.

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

### **Section 11 – Early Signing Out**

Parents or pre-authorized individuals must sign out any student picked up before regular dismissal at the front desk before departure.

### **Section 12 – Absences**

Regular attendance is necessary for a successful education. Absences negatively affect direct instruction and retention of presented material. When students are absent, **use the 24-hour Attendance Hotline at (214) 734-6536 to text or call**. 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
4. Indicate whether the student is well enough to attend classes virtually

If we do not receive a call, the student's absence will be unexcused. Excessive unexcused absences require registration for makeup time after school or on weekends to complete missed work or to receive additional instruction. Such after-school and weekend sessions are subject to a \$75.00 hourly rate (rates may vary by course).

Unexcused absences can be excused through a phone call to the Attendance Hotline.

Student tardies are excused through a call or text to the 24-hour Attendance Hotline prior to the student's arrival.



### **Section 13 – Lunch**

Students may only leave campus for lunch when their parents pick them up in person. Parents must check in with the front desk upon arrival.

Designated off-campus lunch days for juniors and seniors may be authorized periodically at the discretion of the Campus Principal.

The Einstein School offers a lunch program through which students can pre-order Chick-fil-A, Salad and Go, Rosa's Cafe, Raising Cane's, Jimmy John's, Jason's Deli, and Domino'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 microwaveable meals, snacks, and ice cream available for purchase. Students may use the microwaves in the cafeteria and multipurpose area. Students must clean up after themselves.

**Due to security restrictions, third-party food delivery services are prohibited.**

### **Section 14 – Visitors**

The Einstein School is a closed campus. To meet with a school employee, visitors must schedule an appointment. Parents and visitors may park in the marked spots (or obtain a parking pass from the receptionist) and must enter the building through the main entrance (Suite 132, on the southwest side of the building). Visitors are not permitted to proceed past the administrative office area without an escort and must wear a visitor badge while on campus. Once the visit is over, visitors will be escorted to the receptionist to sign out and return their parking pass. Volunteers on campus are subject to the same background check, dress code, conduct standards, and Core Values as employees of the Einstein School.

Unauthorized visitors are not permitted in the school.

### **Section 15 – Curriculum**

In-person classes meet Monday through Friday. Our teachers deliver college-preparatory curricula and accommodate a variety of learning styles by employing hands-on, project-based learning in classes with an average student/teacher ratio of 8:1.

Virtual learning provides the same synchronous instruction that students in classrooms receive. Virtual learners connect to the live classroom via Zoom and interact with their teacher and classmates from an off-campus location.

Asynchronous instruction is available through distance learning. Distance learning students work independently in Canvas, our online learning management system. Students submit work in Canvas and adhere to a prescribed timeline. Periodic teacher assistance may be provided through pre-arranged Zoom calls.

Students may transition from virtual learning to in-classroom learning depending 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.

Virtual and distance learning require the consent of the Executive Director or the Director of Academic Growth and Development.

### **Section 16 – Assignments and Homework**

In-person students will be given time to complete most assignments in class. Students enrolled through virtual or distance learning will complete most assignments outside of class. Students enrolled in designated Honors classes or students who have contracted to complete designated Honors assignments may need to spend time outside of class on these assignments. If a student needs more time to complete the basic assignments of a class, they can complete the work at home or 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.

All students (whether in-person, virtual, or distance), are expected to complete assignments by the due date. 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 that requires students to study off-campus.
3. A class discussion requires prior reading.
4. A student misses class and opts to make up assignments at home.

### **Section 17 – Grading Policy**

#### **Section 17.1 – Grading Scale**

A	90 – 100
---	----------

B	80 – 89.99
C	70 – 79.99
F	< 70

**Section 17.2 – Grading Categories**

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

**Classroom Participation:** Comprises 20% of a student's grade per grading period.

**Minor Grades:** Comprises 35% of a student's grade per grading period.

**Major Grades:** Comprises 45% of a student's grade per grading period.

Refer to individual Canvas courses for specifics on which assignments, tests, etc. are in which categories.

### **Section 17.3 – Assignment Due Dates**

For each assignment, teachers designate due dates. If the assignment is not completed on time, it will be marked late. The teacher will then notify the student's parents. When the assignment is submitted, the Campus Principal will determine whether any points should be deducted based on overall knowledge of the circumstances.

### **Section 17.4 – Honors Enhancement**

Most classes at the Einstein School are not designated as Honors, but core courses and certain approved electives may be taken for Honors credit.

1. The student and parent must submit a signed agreement stating the desire to participate in Honors.
2. Some 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 assignment or project must be completed:
  - Physics II
  - Chemistry II
  - Calculus (any level)
  - European Studies
  - American Studies
  - Foundations of Western Civilization
  - Literature and Warfare
  - Criminal Justice
  - Psychology: Drugs and Society
  - Constitutional Law and Negotiations
  - Levels III and IV of any language other than English
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 17.5 – Courses Not Eligible for Honors Credit**

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

**Section 17.6 – Recording Honors Enhancement on Transcripts and Report Cards**

When Honors credit has been awarded, 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 18 – Graduation Requirements**

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

**CORE REQUIREMENTS:**

English	4	English I, English II, English III, English IV
Mathematics	4	Algebra I, Algebra 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	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 19 – Final Semester Exams and End-of-Course Assessments**

No student is exempt from any final semester exam. Final exams count as **MAJOR** grades. These exams are not cumulative but are designed to gauge a student's content mastery of material presented at the end of the term.

Final exams are administered in the four core subject areas: English Language Arts, Mathematics, Science, and Social Studies. Exams in elective courses are administered at the teacher's discretion. The schedule for administration of these assessments will be provided at least two weeks prior to the end of each semester.

There are no end-of-semester exams for Lower School students (grades 8 and below). Lower School students taking classes to earn credit toward high school graduation requirements must take those final semester exams.

### **Section 20 – Conferences**

No dates are designated on the 2023-24 school calendar for parent conferences. Conferences may be scheduled at any time at the request of parents or of school leadership. For the 2023-24 school year, all conferences will be conducted through Zoom.

Informal student and parent questions or concerns can be addressed by an e-mail or phone call.

In cases requiring a formal conference, parents may request through the Administrative Assistant for Enrollment.

Parents and students may also always contact the Executive Director directly by calling or texting (214) 282-6268.

### **Section 21 – Extracurricular Activities**

Subject to applicable health considerations, extracurricular activities generally take place outside of normal class hours. The Einstein School has several clubs and school activities which students are encouraged to participate in. 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 Student Clubs, Engagement, and Communication Manager.

### **Section 22 – 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. In the interest of safety, always follow the instructions of your chaperone(s).

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 form; students must register and turn in required forms by this date to attend the field trip.

### **Section 23 – Dress Code**

Einstein is a casual environment. On campus, we dress comfortably. However, Einstein administration is the final arbiter regarding offensive or inappropriate attire.

Students dressed inappropriately must call home and have their parents bring them appropriate attire. If a parent cannot bring suitable clothing, they can purchase Einstein spirit wear; otherwise, the student will not be allowed to attend classes for the rest of the day. Repeat offenses will result in disciplinary actions in accordance with Section 29.

### **Section 24 – Cell Phone Policy**

**Overall Guidelines:** 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. Cell phones are not to be used in restrooms. 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 25 – Acceptable Use of School Technology**



Technology includes the use of the Internet, e-mail, and computers. Enrolled students are assigned an official Einstein School e-mail, an online license to the Microsoft Office 365 browser applications, and student accounts for Canvas, Naviance, and Presence. 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 worldwide through computers increases the potential availability of material 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), anonymous web browsing clients, 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. Parents and Students will also receive classroom specific guidelines in each course syllabus. Please note that any official technology policy presented in a course Syllabus may not be included in the Student Handbook but will follow the same enforcement procedures as the Acceptable Use Policies detailed in this section.

### **Section 25.1 – Naviance, a College Preparatory Tool**

The Einstein School uses Naviance as a tool to increase its students' readiness for college and facilitate the college application process. Students will be assigned a Naviance account and are expected to become familiar with the following features:

- Helping students access college and career readiness tools, including Naviance curriculum, career assessments, college searches, and the resume builder

- Managing recommendation letter requests
- The Einstein School's Naviance site can be accessed by students at

<https://student.naviance.com/einsteinschool>

### **Section 25.2 – Microsoft 365**

The Einstein School uses Microsoft 365 applications, including Outlook, OneDrive, and the Office 365 A1 suite. All students are issued a Microsoft account including an Einstein School e-mail address. Students are expected to check their e-mail regularly to be aware of and read all announcements or messages from Einstein staff or their teachers.

### **Section 26 – NCAA and Student Athlete Policies**

The Einstein School is recognized by the NCAA as a traditional high school organization and its classes are marked as cleared. All courses taken for high school credit and listed on a student's transcript during the 2019-2020 school year and beyond are cleared with no further submissions required. 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. 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 the Associate Dean of Student Programs and Testing. 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 core courses cleared for Student Athletes. Our course catalog is updated at the beginning of each semester.

### **Section 27 – 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.

Also, students 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. Please note; final transcripts may also be sent through Parchment. Standardized testing scores required by the NCAA Eligibility Center must be sent directly to NCAA through the student's account with ACT or College Board. 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 Associate Dean of Student Records.

### **Section 28 – Planning for and 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. A student may take either test as many times as they would like. The College and Career Readiness department may go through the account creation process with your student by request only, but the responsibility to register your student and pay for an exam rest solely with the parent.

After taking the ACT or SAT, students can expect their scores in 2-8 weeks and 6-10 weeks, respectively. Scores are posted to the student's account with ACT or College Board and will be posted to his or her Naviance account. 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](http://ACT.org) or [CollegeBoard.org](http://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, 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 can 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 Records by e-mail.

Students in grades 7-11 are also eligible to take the PSAT or Pre-ACT through Einstein School testing days. Students in 11<sup>th</sup> grade may choose between the PSAT 10/11 or the PSAT/NMSQT. While the PSAT 10/11 includes content typically delivered in 10<sup>th</sup> and 11<sup>th</sup> grade, only the PSAT/NMSQT may be taken for consideration or submission to the National Merit Scholar program. Testing dates for the Pre-ACT and PSAT are communicated through parent newsletters and via the Testing Calendar, posted on the Einstein School website.

### **Section 29 – Discipline**

The Einstein School enjoys an excellent reputation. We maintain rigorous standards for academics, conduct, and decorum. Students, parents, and guardians must abide by the rules, regulations, policies, and procedures of the School as stated in the School's publications, as well as any revisions hereafter adopted by the School. Responsibility for knowing the published rules, regulations, policies, and procedures rests solely with students, parents, and guardians. The School reserves the right to discipline, suspend, reassign to distance or remote learning, or expel any student who fails to satisfactorily complete a course, persistently neglects work, exercises poor citizenship, or engages in conduct that the Executive Director determines is injurious to the School's reputation. Disciplinary action may be taken if students, parents, or guardians fail to cooperate with the School's requests, act in a way deemed by the Executive Director to be detrimental or disruptive to the safety and/or to the reputation of the School or the orderly administration of instructional programs of the School, or if the student's presence in the School is judged by the Executive Director to be harmful either to other students or the School's best interests.

The school's discipline policies exist to establish a campus and classroom environment conducive to learning and to provide a safe environment for our students, staff, and teachers. The Einstein School expects each community member to treat each other with respect and exhibit behaviors in accordance with our Core Values.

When a student does not act in accordance with Einstein Core Values or is otherwise violating a school policy, the student will meet with the appropriate member of Einstein leadership to develop a solution to engender positive change. The nature of disciplinary actions that may be imposed depend on the circumstances, severity, or repetitive nature of the violation(s).

Disciplinary actions taken are at the sole discretion of the Einstein School and may include:

**Verbal Warning:** This step identifies the problem and gives the student an opportunity to correct the issue. A written record of the conversation will be made.

**Written Warning:** This step is taken for serious or repeated infractions. The student will meet formally with the Director of Operations to address the issue and will receive a growth plan to correct the issue. **Reassignment to Distance or Remote Learning:** This step may be taken in the following situations: when the student engages in conduct that the Executive Director determines is injurious to the School's reputation, when a student, parent, guardian fails to cooperate with

the School's requests, or acts in a way deemed by the Executive Director to be detrimental or disruptive to the safety and/or to the reputation of the School or the orderly administration of instructional programs of the School.

**Recommendation for Suspension/Expulsion:** This step is used when a student fails to achieve and/or maintain a standard of conduct consistent with the Einstein Core Values or in cases where said conduct endangers the privacy, health, or safety of other students and/or staff members.

The following list provides examples of behavioral infractions and their potential consequences. It is not intended to be an exhaustive list of all possible 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. Disciplinary actions may be one or more of the above and are not restricted to any specific order. The Einstein School reserves the right to select any of the above actions, in any order, as it deems appropriate. The Einstein School reserves the right to reassign or expel a student without prior disciplinary action if deemed appropriate by the Executive Director.

Grounds for Teacher Intervention:

- Disruptive behavior in the classroom, hallways, parking lots, or other school areas
- Possession of inappropriate items in the classroom or on campus
- Unauthorized cell phone use in the classroom/restroom
- 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 the previous category
- Defiant behavior
- Vandalism or destruction of property
- Tampering with or disabling alarm systems
- Inappropriate or offensive dress
- Threatening harm to themselves or another person
- Cheating or plagiarism\*
- Leaving campus without permission
- Bringing a dangerous or prohibited object to school
- Theft
- Dishonesty
- Bullying
- Possession and/or use of vapes or e-cigarette devices

Grounds for Immediate Expulsion:

- Possession of illegal substances/items
- Possession of drugs or drug paraphernalia
- Possession of a weapon
- Violent behavior
- Sexual harassment
- Threats on another person's life or threatening bodily harm
- Attending school under the influence of prohibited substances
- Conduct injurious to the School's reputation
- Repeat violations of Einstein's student conduct or dress code policies

\*Intellectual integrity and academic honesty are fundamental to the learning process and to evaluating academic performance. All members of the Einstein community are responsible for maintaining academic integrity. Academic dishonesty includes plagiarism, cheating, academic sabotage, facilitating academic dishonesty, and fabrication. Plagiarism (using someone else's work, including the use of Artificial Intelligence (AI) programs, without giving proper credit) is prohibited in all papers, assignments, projects, take-home exams, or any other assignments in which the student submits another's work as being his or her own. Suspected cases of academic dishonesty will be handled administratively by the designated member of Einstein School leadership.

### **Section 30 – Emergency Events and Drills**

The Einstein School will conduct emergency response drills throughout the school year. All students and visitors on campus at the time of an event or drill must comply with all staff directions and school policies. These drills provide a valuable opportunity for students and staff to practice what to do in an 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 an emergency, no one is permitted to enter or exit the building until school officials, often working with law enforcement, have determined it is safe. 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 31 – Important Reminders**

It is important for parents to understand that if a critical incident occurs, students will be released to parents only when the situation 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 32 – COVID-19 Policies**

The Einstein School strives to provide a safe and healthy environment that allows our students and staff to continue offering in-classroom instruction and accommodate their remote learning needs. In planning for these two instructional environments, our plan has been guided by recommendations from 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 they need for success.

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.

### **Section 32.1 – Isolation Protocols**

- Individuals experiencing any COVID-19 symptoms are not permitted on campus. These individuals must follow isolation guidelines from local health authorities and their physician and follow current CDC recommendations.
- Students displaying symptoms of COVID-19 while on campus will be separated from their peers and should be picked up within one hour from the time the campus has contacted the family.

Students and staff who have tested positive for COVID-19 will be permitted to return to school when they have met the following criteria:

- More than 24 hours have passed since the last fever without using fever-reducing medication and symptoms have improved (e.g. cough, difficulty breathing).
- Five days have passed since symptoms first appeared, or the day of the positive test if asymptomatic. The first day of symptoms or the positive test (whichever is earlier) is considered day zero.

### **Section 32.2 – Use of Facial Coverings (Masks/Face Shields)**

- All staff, students, and visitors may wear facial masks at their discretion. To the extent an individual chooses to wear a face covering, all face coverings are subject to the Einstein School dress code and the Einstein School therefore reserves the right to require the replacement of facial coverings.
- With the ready availability of the COVID-19 vaccine in our community, we strongly encourage all eligible members of the Einstein community to obtain vaccinations. However, we recognize that some people in our community may not be vaccinated, may be unable to be vaccinated, and/or may choose to wear a mask for their own protection and that of others. The Einstein School fully supports an individual's right to personal choice.

### **Section 32.3 – Disinfecting and Hand Sanitizing**

- The Einstein School has contracted with a third party to regularly disinfect the campus and all surfaces. This third party will regularly monitor the Einstein School's high-contact points and surfaces for microbial levels and to spot treat when necessary.
- Dedicated cleaning staff continuously clean and disinfect all high-traffic and high-contact surfaces throughout the school day and each classroom and restroom.
- The Einstein School has purchased and installed contactless hand sanitizer stations in high traffic areas.



- 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: cover coughs and sneezes, dispose of used tissues, wash hands with soap and water for at least 20 seconds, and use hand sanitizer.
- Contactless soap dispensers have been installed in all Einstein restrooms and contactless hand sanitizer stations are located directly outside each restroom.
- Students and staff are strongly encouraged to use only the restrooms located within the Einstein portion of the building. The Einstein School reserves the right to restrict students' use of the atrium restrooms at its sole discretion.
- Einstein cleaning staff are not responsible for cleaning the common restrooms in the building's atrium.

We have a shared responsibility to ensure the safety and wellness of our campus and its occupants. Parents should talk to their students about COVID-19 symptoms and prevention strategies and remind students that if their child starts experiencing symptoms, the student should immediately notify their parent or if on campus, a staff member. **If your student is experiencing any flu-like or COVID-19 symptoms, please keep them at home.**

We appreciate your understanding, compliance, and support in helping us to maintain a safe and healthy environment while allowing us to pursue our passion of ensuring that the children of today are ready and able to succeed in college, their careers, and in life.

**Section 33 - 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, register for classes, receive grades or transcripts and, if not corrected in the designated time and manner, will be unenrolled.
- We understand that tuition and fees are non-refundable regardless of circumstances. This includes expulsion or reassignment to remote or distance learning.
- 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 an Einstein employee through appropriate school-approved channels listed in the staff directory provided above.
- We accept any consequences should we fail to abide by these provisions.
  
- I accept the responsibilities expected of me as a parent/guardian of a student enrolled in the Einstein School.

---

Print Name of Parent/Guardian

Parent/Guardian Signature

Date

- I accept the responsibilities expected of me as a student enrolled in the Einstein School.

---

Print Name of Student

Student Signature

Date