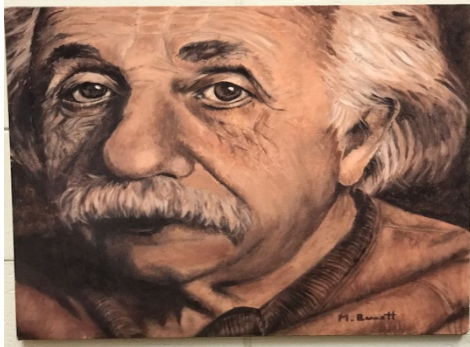


Einstein Academy

Student & Parent Handbook

Revised 8/2017



Einstein Academy is a private, not-for-profit school that provides 4th through 8th grade students with Learning Difficulties, Attention Deficit/Hyperactive Disorders and Autistic Spectrum Disorders an opportunity to learn in a personalized, accelerated, and non-traditional program that focuses on academic achievement, responsible behavior, and lifelong learning.

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Student Rights

Equal Educational Opportunity

The school must provide all students the opportunity to receive a quality education. The EINSTEIN ACADEMY does not discriminate among its student's due to race, sex, color, disability, religion, or national origin.

Behavioral Expectations

A student has the right to be informed of school policies and the rules promulgated for the student's school, classrooms, and school transportation.

Academic Information

A student is entitled to be informed of the academic requirements of his courses, to be advised of his progress, and to have opportunities for assistance. Grades should reflect a teacher's objective evaluation of a student's academic achievement.

Personal Possessions

Students are entitled to maintain privacy of personal possessions within certain limits and are responsible for those personal possessions. A student may not, of course, bring onto school property any substance, object, or material prohibited by law or school policy. A student's right to privacy does not, however, extend to items stored openly in school property such as desks and lockers. School officials may inspect such items on school property at any time with or without specific reason to do so. In addition, school officials may search a student's person or personal possessions, such as book bags and purses, if the officials have a reasonable suspicion that the search will reveal the presence of prohibited or illegal materials. The search must be reasonable under the circumstances, including such factors as the materials sought and the age and sex of the student.

The use of such means as trained dogs and metal detectors in an effort to locate prohibited or illegal items does not constitute a search. The Administrator may use such means at any time in his discretion.

During class time, the use of personal radios, iPods, iPads, tablets, Nook, electronic games, and similar devices by students is not permitted without specific permission from the instructor. Students may not have fidgets of any type without written permission by a physician. School officials may confiscate all such unauthorized equipment.

Cell Phones – Students are **not permitted** to possess a cell phone or any other electronic device of any kind on school property, and while attending school-sponsored and school-related activities. **Any electronic device includes, but is not limited to, cell phones, iPods, iPads, tablet, Nook, hand held games, MP3 players, Bluetooth, etc.** If a student is in violation of this code, the administrator or her designee may confiscate the student's electronic device and discipline the student in accordance with the "Offenses and Consequences" section of this Code of Conduct.

Freedom of Expression

Students are permitted to express themselves, as long as the expression does not materially and substantially disrupt the operation of the school, is not vulgar, obscene, or profane, and otherwise complies with the law, board policy, and school rules. School assemblies and athletic events shall not be used for personal expression. Obscene, vulgar, and profane expressions of any kind and any expression that advertises or promotes the use of drugs, alcohol, or tobacco are prohibited.

No form of expression shall interfere with the rights of others to express themselves or with the conduct of school, classroom, and transportation activities.

Students are permitted to express their written opinions and to circulate petitions, but may not use any school property, such as bulletin boards or announcement sheets, to promote such personal expression. Students are permitted to use designated bulletin boards for the posting of approved notices concerning school activities only. School publications (newspapers, yearbooks, etc.) belong to the school and are not available to students or others in public forums. School officials reserve the right to promote legitimate educational concerns by exercising editorial control over the style and content of materials submitted for publication.

Due Process

Students facing disciplinary action are entitled to fair procedures to determine if they are at fault. This includes, at a minimum, the right to know what they are accused of and the right to respond with their side of the situation.

Lunch Procedures

- All students are to bring their own lunch from home. Students are to keep their lunch in their homeroom until lunch time.
- For the safety of all students, students are never allowed to share food with others.
- No carbonated drinks, candy, or sugary foods are allowed.
- Students are to wait quietly in the hall until the teacher says to enter the cafeteria. Students are then to wait in the cafeteria to heat their lunch in the microwave.
- There is a total 5-minute time limit while using the microwave. Students are to wait quietly while their food cooks.
- Students are then to eat lunch quietly for the first 10 minutes. Students may talk quietly for the remainder of lunch.
- Classes take turns doing the chores after lunch. Chores are posted in the cafeteria.
- Birthdays will be celebrated on the second Friday of each month students are in attendance. Please inform your child's homeroom teacher if you wish to bring in treats.
- May, June, and July birthdays will be celebrated on the last Friday students attend in May.
- August birthdays will be celebrated on the last Friday in August.

Student Responsibilities

ALL STUDENTS HAVE THE RESPONSIBILITY TO:

~ **Attend school to receive an education.**

Teachers cannot educate students who do not attend school.

~ **Attend school daily unless ill or legally excused.**

More than 11 absences in a school year may result in the child not receiving credit for the school year.

~ **Be on time for all classes.**

Students who enter a classroom after a lesson has begun are interfering with the rights of others to learn and study. Punctuality is a habit that students must develop if they are to succeed. **Three tardies= 1 absence.**

~ **Come to class with necessary materials.**

A teacher should not have to delay instruction because a student has come to class unprepared. This is interfering with the rights of others to learn and study.

~ **Complete all in-class and homework assignments and meet deadlines.**

The full responsibility for student learning does not rest solely with the teacher. Education cannot be effective unless students participate in class and complete outside assignments.

~ **Obey school rules and school personnel.**

No one has the right to interfere with the education of others. Rules are designed to allow a school to meet its obligations to educate students. Students are required to obey and be courteous to everyone who works in our schools.

~ **Cooperate with school staff.**

Every community depends upon its citizens to uphold the rules by which everyone has agreed to abide by. Students have the responsibility to provide truthful information when asked by school authorities.

~ **Respect the person and property of others.**

Treat people and their property with respect.

~ **Respect public property.**

Schools are a large investment and resource for young people. People who damage school property will be held responsible.

~ **See that school correspondence to parents reaches home.**

Education is a partnership between home and school. Students must do their part by not intercepting or destroying progress reports, attendance information, and report cards, and by delivering home any school correspondence. Student agendas will be provided to each student. Students are responsible to have parents sign their agendas daily to ensure communication between home and school.

Parent Responsibilities

Our school, Einstein Academy is a concept school based on proven principles for successful learning and socialization of students with Learning Disabilities and ADHD. Everything in the school - the décor, the furniture, the layout, the curriculum, the adherence to schedule, the software and learning programs, the immediate rewards systems, the amount of physical activity, the teaching methods – are all geared toward successfully meeting our goals. Our objective is to aggressively work on academics, increase self-esteem and instill successful life, behavior and social skills for intermediate/middle school aged students in preparation for their graduation to regular public high schools with minimal accommodations.

To assist the school's operation, there are expected rules of conduct for parents.

Confidentiality Agreement

Confidentiality to include, but are not limited to, keeping confidential information received during the “Parents Only” portion of the Parent Group Meeting confidential and not communicating any of the information to the teachers.

Conflict Resolutions

In addition, when parents have conflicts, they are encouraged to resolve them through communication and/or meeting through the following suggested channels of communication: your child's teacher and the Administrator. If the problem is not resolved, the chairman of the Executive Board will then be notified.

Decision Making Process

Einstein Academy strives to make every family an active participant in the decision-making process at Einstein Academy. But, not all decisions at Einstein Academy are under the jurisdiction the Parent Group.

Timeliness of Tuition Payments

As a not-for-profit school, all of the tuition paid in that year is used to cover teacher salaries and expenses with minimal margins for contingencies. Consequently, for the school to run smoothly and survive, it is imperative that parents pay their tuition in a timely manner. Please see Tuition and Late Fee Policy in this Handbook.

Attendance and Tardiness

Parents are expected to ensure that their child attends school every day and is on time everyday unless there is a medical excuse for the absence or tardiness. Consequences can be imposed to make up for school time missed. A parent note must accompany student upon return to school. Student must have a doctor's excuse after 3 consecutive absences. 3 tardies = 1 absence. A student is considered tardy if they arrive to school/class after 8:30. Early dismissals require written request from parent by 8:30. Written request is defined as a hand- written note, not an email, text, or phone call. No early dismissals will be permitted after 2:30.

Parent Communication and Homework Expectations

Parent communication will be sent out by the teachers, the Parent Group or Administration; either in the child's take-home folder, student agenda, or e-mail communications. Parents are expected to check their child's folder to assess what action or assistance is needed from you in regard to homework and other events. In addition, it is expected that you will check your e-mail several times a week for other school communications. Student agendas are required to be signed by a parent daily.

Parent Responsibilities, cont.

Mandatory attendance at Parent Group Meetings

Our school cannot run without the active assistance of the parents. As a parent of a child attending Einstein Academy, at least one parent is expected to attend each Parent Group Meeting once a month. If schedule conflicts occur, you are required to notify the Parent Group Chair prior to the meeting. **In addition, we request that you be respectful of others' time and come to the meeting 10 minutes early to ensure that the meeting starts on time.**

Mandatory Teacher Conferences

Progress reports will be issued in the framework of teacher conferences. In addition, other conferences may be requested by the teacher at any time to address issues related to your child's academic progress or classroom behavior. It is mandatory that at least one parent attend these conferences when scheduled. Every attempt will be made to conduct these conferences at times that are convenient for you.

Appropriate Times to Talk to the Teachers

We do have an open door policy between teachers and parents. **We also ask that you respect the teacher's need for planning time in the morning and refrain from having impromptu meetings with the teachers at the start of the school day or while school is in session.** The teachers are available after school or for any scheduled meeting or call time. To arrange for a phone or personal meeting in the morning, during the day or in the evening, please email your child's teacher or call the school office with times that you are available by phone or in person. The teacher will make every effort to accommodate your needs. You are always welcome to e-mail the teachers or send in notes with your child at any time. We ask that you only call the teachers on their cell phones during the day for true emergencies. Teachers will respond to calls, texts, or e-mails during nonacademic times (recess, lunch, or after school).

Committee Work and Reporting

Einstein Academy believes that education is a cooperative undertaking among the school, parents, and the student. Accordingly, we ask that parents partner with Einstein Academy to participate through 10 hours per year of volunteer involvement, understanding that tuition alone does not cover all operating expenses.

Consequences for Non-compliance with Parent Rules of Conduct

Einstein Academy is a private not-for-profit school. Student acceptance and continued enrollment is based on the discretion of the Administrator and/or the Parent Group Chair. Student can be placed on provisional acceptance or provisional continued enrollment for actions related to parent conduct.

Tuition Contract

Failure to pay school tuition and assessment of late fees

Students and families will follow policy as outlined in the Handbook. Parents must sign the tuition contract prior to the start of the academic school year.

Failure to pay school fines

Fines charged to students for damaged textbooks, lost library materials, or other offenses must be paid to the school in a timely manner. Failure to make payment when requested may result in disciplinary action.

Consequences: Loss of privileges, restriction from activities or other penalties as the school administration deems appropriate.

Dress Code

The primary objective of Einstein Academy is to provide a World-Class instructional program and learning opportunity for every student. The personal appearance of every student is an important component of establishing a safe environment for optimal learning and respect for one another.

Students are expected to dress in an appropriate manner while at school or representing the school. Personal appearance shall be such that it does not disrupt academic progress or school order, become distracting to other students, or violate health and safety guidelines.

The following minimum standards will be enforced. The administrator may make additional changes to these standards.

- Student dress and grooming must be neat and clean. Facial hair on males is not permitted.
- At no time should the student's midriff, or back-side be visible while standing, sitting, or participating in normal school activities (e.g., raising hand).
- Clothing that inappropriately exposes body parts is not permitted.
- Students shall not dress in such a way that partially or totally exposes underclothing. No spaghetti strap shirts are allowed. Shirts must have a three-finger width minimum strap at the shoulder.
- Clothing may not have any profanity or vulgar expressions displayed.
- Trousers/slacks/shorts must be worn at waist level. Excessively baggy trousers and clothing are not permitted. Clothing may not drag the floor.
- Skirts should fit and be in good taste and not be shorter than 2 inches above the knee.
- Shorts may be worn; however, they must be properly fitted, be in good taste and must reach 2 inches above the knee.
- Skullies or do-rags may not be worn.
- Tennis or athletic shoes must be worn during P.E. (no exceptions).
- Extraneous articles hanging from clothing such as chains are not permitted.
- Hair of non-human color is not permitted.
- Facial jewelry is to be worn only on the ears. Jewelry that disrupts the school day will be confiscated by the teacher and returned at the end of the day.
- Hats, head coverings, or sunglasses will not be worn in the building unless medically necessary.
- In consideration of students and staff, no excessive perfume is to be worn while on school premises. No application of any fragrances will be permitted while on school grounds.
- Students are not permitted to write on hands, clothes, or shoes while on school premises.
- Consequences for dress code violations may include isolation, detention, and administrator's discretion.

Student Offenses and Consequences

Students come to school to learn. They follow the rules set to ensure their schools are safe and orderly.

For students who do not follow the rules, this section of the Code of Conduct explains consequences if rules are broken.

CATALOG OF OFFENSES AND CONSEQUENCES

Unacceptable behaviors, whether listed or not, will not be tolerated. South Carolina law permits disciplinary actions, including suspension and expulsion, for commission of any crime, gross immorality, gross misbehavior, persistent disobedience, or violation of written rules and regulations of the school and when the presence of the student is detrimental to the best interest of the school.

In addition to the consequences of misbehavior listed below, school personnel shall use all available resources to deal effectively with students who have persistent or severe behavioral problems. Students whose offenses may also constitute a violation of criminal law will be reported to appropriate law enforcement officials.

The expression “on school property” includes off-campus school-sponsored activities. Inappropriate behavior off school property, at any time or in any place, may also subject a student to disciplinary action.

All consequences for offenses will be determined by the administrator at the school level. Einstein Academy will adhere to the rights set forth within Section 504 of the Rehabilitation Act or the Individuals with Disabilities Act. Student Offenses and Consequences continued	Definition	Min/Max	Consequence
Behavior Abuse of Staff	Verbal or physical disrespect or injury to staff members acting in their capacity as Einstein Academy employees.	Min. Max.	Isolation Detention Administrator’s Discretion
Alcohol/Drugs	Use, possession, or being under the influence of alcohol or non-prescribed drugs on school property or at school events. Sales or distribution of alcohol or non-prescribed drugs on school property or at school events.	Min. Max.	Notification of Law Enforcement Recommendation for Expulsion

Assault	Physical attack upon another person who does not indicate willingness to participate. Sexual contact with any non-consenting person.	Min. Max.	Suspension Recommendation for Expulsion Notification of Law Enforcement
Cheating/Plagiarism/ Testing Rule Violation	Acting dishonestly in performing academic tasks. Being deceitful or using trickery.	Min. Max.	Parent notification Administrator's Discretion
Destruction of Property	Defacing or damaging school property or the property of others.	Min. Max.	Pay for damages Administrator's Discretion
Disruptive Conduct	Behavior disruptive to school climate or the educational process.	Min. Max.	Isolation/ Detention Administrator's Discretion
Distribution of unauthorized materials	Possession of or distribution of or posting of media *i.e. literature, CDs.) without the approval of the administration.	Min. Max.	Warning Referral to school administrator
Dress code violation	Noncompliance with the school dress code.	Min. Max.	Warning with compliance Isolation, detention Administrator's discretion
Electronic devices	Possession of or use of electronic devices.	Min. Max.	Confiscation of device Parent must pick up Administrator's discretion
Fighting	Hitting, punching, striking, and kicking another with the intent to cause harm.	Min. Max.	Suspension Recommendation for expulsion/ Notification of law enforcement
Forgery	The act or legal offense of imitating or counterfeiting documents or signatures.	Min. Max.	Parent notification Administrator's discretion
Gambling	The possession of materials or equipment associated with gambling. Participating in games of chance for the purpose of gain.	Min. Max.	Warning Parent notification Administrator's discretion
Gang association, symbols, activity	Gang-related behavior, association, apparel, symbols, paraphernalia, and/or activities.	Min. Max.	Notification of Law Enforcement Recommendation for expulsion

Harassment, Verbal	Statements or actions which intimidate or demean others. This especially includes any form of sexual harassment.	Min. Max.	Warning Notification of Law enforcement Administrator's discretion Recommendation for expulsion.
Inappropriate display of affection	Public display of affection	Min. Max.	Warning Administrator's discretion
Inciting a fight	Participating in the agitation of a disagreement.	Min. Max.	Suspension Administrator's discretion
Insubordination Refusal to obey	Failure/refusal to comply with the reasonable rules or requests of school personnel.	Min. Max.	Lunch detention/Isolation Administrator's discretion
Intimidation, threat, Bullying (includes using technology to communicate the threat)	To subdue or influence by frightening with threats of force.	Min. Max.	Warning Administrator's discretion Notification of Law Enforcement Recommendation for expulsion
Lying	Being untruthful or deceitful with administration, faculty, or staff personnel	Min. Max.	Isolation/detention Administrator's discretion
Misuse of technology	Utilizing technology (equipment, networks, and access to the internet) in a manner that does not comply with the school computer use contract (attempting to go to online games, chats, instant messaging, or any purpose other than education.	Min. Max.	Isolation/Loss of technology use Administrator's discretion
Off Limits Area	Presence in an area that is off limits or being in an area at a time when it is not permissible.	Min. Max.	Isolation/Detention Administrator's discretion
Sexual Harassment	Comments, threats, conversations, coercion, actions, jokes, teasing, or intimidation when they are of a sexual nature and are unwelcome by those exposed to them, whether they are staff members, visitors, or other students, re forbidden.	Min. Max.	Warning Isolation/ Detention Administrator's discretion.

Tardiness	Arriving late to school/class (after 8:30) is considered tardy. 3 tardies=1 absence	Min. Max.	Parent Notification Isolation/Detention Administrator's discretion
Theft	Stealing or concealing school property or the property of others or participating as an accomplice.	Min. Max.	Confiscation, Suspension Administrator's discretion
Tobacco	Use, possession, or distribution of tobacco products.	Min.	Suspension, Confiscation
Unauthorized class exit	Leaving a classroom without written permission from the teacher.	Min. Max.	Detention/Parent notification Administrator's discretion
Vulgarity, Profanity, Obscenity	Vulgar, profane, obscene, or disrespectful behavior or language; possession or display of vulgar, profane or obscene material.	Min. Max.	Warning/Parent notification Suspension Administrator's discretion Notification of Law enforcement
Weapons, Explosive devices, Dangerous Instruments	Possession or use of any instruments of offensive or defensive combat, or any instrument used or construed as a weapon; possession or use of fireworks, combustibles	Min. Max.	Expulsion Notification of Law enforcement

Probation and Suspension

Einstein Academy is a private not-for-profit school. Student acceptance and continue enrollment is based on the discretion of the Administrator and/or the Chairman of the Executive Board.

Probationary Attendance

At times, students will be accepted to Einstein Academy on a probationary basis – either for questionable behavioral or academic fit. In this case, it is up to the Administrator to either approve or deny continued attendance.

Suspension

Suspension is the temporary removal of a student from school to correct unacceptable behavior. No student may be suspended in excess of ten days for any one offense unless expulsion is recommended. No student may be suspended for more than 30 days in any one school year unless expulsion is recommended.

Due Process

In order to suspend a student, the appropriate administrator shall inform the student of the specific charge against him and notify him/her of the evidence in support of this charge. The student must be given an opportunity to refute the charge. If the student challenges the charge and the administrator feels that further investigation is warranted, the administrator should make such an investigation. If the administrator determines that the student has committed an offense for which suspension is appropriate, the administrator shall suspend the student from school and notify the student's parents or legal guardian in writing of the reason for the suspension, its length and of a time/place when the administrator will be available for a conference. The conference shall be set within two school days of the start of the suspension.

Immediate suspension

In unusual circumstances, when the conduct of a student requires immediate action because his/her presence in school is dangerous to staff or students, the student may be suspended immediately without notice or the opportunity to respond to the charge, provided the parent or legal guardian is notified as soon as possible of the time/place for a conference to discuss the matter.

Sending a suspended student home during the school day

When a student is suspended, the administrator will attempt to contact the parent/legal guardian to request that he/she pick up the student from school. If a parent/legal guardian cannot come for the student, it may be necessary to keep him/her at school until the parent or legal guardian can be reached. **Once the parent arrives, student may not continue to stay on school property and must leave immediately.**

Missed school work

Make-up of schoolwork missed during unexcused absences may be approved only with permission of the administrator after consultation with the teacher(s) concerned. In such cases, it shall be the responsibility of the student to make up the missed work within a reasonable time as specified by the teacher.

Probation for Continued Attendance

When a child returns to school after suspension, there will be a clear action plan of behavior or conditions needed for continued probationary attendance at Einstein Academy.

Expulsion

Einstein Academy is a private not-for-profit school. Student acceptance and continue enrollment is based on the discretion of the Administrator and/or the Chairman of the Executive Board.

In most cases, expulsion means the removal of a student from school and the cessation of educational services for the remainder of the school year. The administrator will ensure the timely processing of all expulsion cases.

The following steps should precede an expulsion:

1. Having concluded that a recommendation of expulsion is warranted for the offense or the inability to successfully adhere to a corrective action plan, the administrator will notify the parents or legal guardian that he/she is initiating expulsion proceedings; and the child is immediately suspended. The notice shall also specify the reason for the recommendation and shall set a place and time for a conference. The conference shall be set within two school days of the start of the suspension. The suspension shall remain in effect until the expulsion proceedings are terminated.
2. A conference will be held to give the student and parents an opportunity to refute the charge. If the student challenges the charge and the administrator feels that further investigation is warranted, the administrator should make such an investigation.
3. If the administrator determines after the conference that a recommendation of expulsion is appropriate, he/she will so notify the parents and will send the recommendations to the Chairman of the Executive Board within three school days of the incident that precipitated the expulsion recommendation.
4. Within two school days of receipt of the recommendation, the Chairman of the Executive Board (or the Board's designee) will review the recommendation and either approve it, suggest alternative disciplinary action plan, or forward it to an ad-hoc committee (to be composed of three impartial members of the Board appointed by the Chairman of the Executive Board) for a recommendation. He will also notify the parents or legal guardian by letter of his action.

The action of the Administrator and the Chairman of the Executive Board will be final.