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# Evermore ASL Immersion Academy

## Student Handbook

2022-2023



**Evermore ASL Immersion Academy**

P.O. Box 52

McKinney, KY 40448

[Emorelearning@gmail.com](mailto:Emorelearning@gmail.com)

**980-321-7258 VP**

940-613-6120 Text only

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## Welcome!

Parents, Guardians, and Students,

Welcome to Evermore ASL Immersion Academy! We are so excited to partner with you for the 2022-2023 school year. We hope that each student will strive for their highest potential. We recognize that for students to be successful though requires both parents, guardians, and the school joining together and working side-by-side to create an environment that supports excellence in learning. As partners, EAIA promises to do our best to provide the best support we can for each and every student. Whether you are here for supplemental courses, full-time classes, or just for enrichment, EAIA desires to provide the highest quality education available using American Sign Language (ASL) as a median. We ask you to join us in this noble effort by going through the handbook with your student(s) ensuring each knows and understands the rules and regulations enclosed. This will help our time together flow smoothly. Instructors in return, give their 110% to educate, lead, mentor, and support your student(s).



If you have any questions at any time about the following handbook, please contact us and we will be happy to clarify. We are excited you are here.

See you in class!



Erin Rhoden

A handwritten signature in black ink that reads "Erin Rhoden".

Executive Director

## Our Vision

Evermore ASL Immersion Academy is a private online school serving students who are Deaf, Hard of Hearing, and Hearing of all ages and their families as well as allies of the Deaf Community. EAIA provides a comprehensive online program accessible for students anywhere in the world who wish to learn using the model of American Sign Language immersion.

## Our Mission

Evermore ASL Immersion Academy provides an unprecedented service to children, youth, and adults who are Deaf, hard of hearing, and hearing. EAIA is the world's FIRST fully online ASL Immersion program. Deaf education has historically been reserved for in-person learning and limited in scope. EAIA offers outreach, resources, and quality education to students to access from their homebase.

EAIA provides Deaf and signing role models, Deaf and signing peers, and an efficient and effective curriculum for students.

EAIA partners with state, local, and international service providers such as:

- Homeschool Organizations
- State-funded School for the Deaf
- State-funded Virtual Academies
- Private Schools
- Others

## Our Beliefs

- Deafness is not an impairment nor deficit. Deaf culture, Deaf language (ASL), Deaf community are vibrant, unique, and to be celebrated.
- American Sign Language (ASL) is a natural true language as researched and defined by William Stokoe (1960) *Sign Language Structure: An Outline of the Visual Communication Systems of the American Deaf*.

- English and ASL are NOT the same language. ASL is not English on the hands. ASL is not inferior to English.
- American Sign Language being a true language can be used as a springboard for education. ASL is equally rich in depth to English.
- There are a number of tools available to Deaf and hard of hearing children from cochlear implants to hearing aids, FM systems, and more. Any and all tools are part of the toolbox for the student's usage. EAIA neither supports nor rejects the use of tools for education. Every family makes that decision for their own child.
- Language deprivation is an epidemic in today's world among Deaf children and youth. Educators and families must be dedicated to work to lessen the educational gap induced by language deprivation.
- Teachers and families partner together to give each student the opportunity to learn and grow in a safe environment.

## Education Principles

- Education for students who are Deaf or hard of hearing should be easy to access and correctly applied to their specific learning mode and language mode.
- Curriculum should be created or modified and used grounded in Deaf culture and ASL for students who are Deaf or hard of hearing and ASL fluent.
- Following the principles of Universal Design for Learning (UDL), all students have the ability to learn. The environment needs to be conducive and adjusted to match each student's individual needs in order for them to learn.
- Education should be student-centric and personalized.
- Education should be scaffolded and "forward taught" in a manner that allows students of any ability to grow and learn at their own pace.
- Educators have a responsibility to provide the highest level of education possible for each and every student. EAIA instructors take this to heart with each course they provide.

## Administration

Erin Rhoden  
Executive Director  
[emorelearning@gmail.com](mailto:emorelearning@gmail.com)

Randie Jeans  
Financial Director  
[randie.eaia@gmail.com](mailto:randie.eaia@gmail.com)

Tamara Koehler  
Office Administrator  
[tamarakoehler.asl@gmail.com](mailto:tamarakoehler.asl@gmail.com)

Rebekah Down  
Marketing Director  
[rdown.EAIA@gmail.com](mailto:rdown.EAIA@gmail.com)

## EAIA Board of Trustees

President: Dr. Greg Todd

Vice President: Tricia Newell

Secretary: Tamara Koehler

Financial Director: Randie Jeans

Marketing Director: Rebekah Down

Advisory: Becky Lloyd

## Internet Policy:

### Acceptable Use Guidelines for the Internet

- Posting anonymous messages online is not permitted unless authorized by the course's online teacher. Impersonating another person is also strictly prohibited.
- Students must use only their own usernames and passwords, and must not share these with anyone.
- Students may not interfere with other users' ability to access EAIA or disclose anyone's password to others or allow them to use another user's account. Students are responsible for all activity that is associated with their usernames and passwords.

- Students should change their password(s) frequently; at least once per semester is encouraged.
- Students must not publicly post their personal contact information (address and phone number) or anyone else's.
- Students must not publicly post any messages that were sent to them privately.
- Students are not allowed to download, transmit or post material that is intended for personal gain or profit, non-EAIA commercial activities, non-EAIA product advertising, or political lobbying on a EAIA owned instructional computing resource.
- Students may not use EAIA instructional computing resources to sell or purchase any illegal items or substances.
- It is not allowed to upload or post any software on EAIA instructional computing resources that are not specifically required and approved for student assignments.
- Students must have their own student login and use it when completing work.

EAIA reserves the right to review any material transmitted using EAIA instructional computing resources or posted to an EAIA instructional computing resource to determine the appropriateness of such material. EAIA may review this material at any time, with or without notice. Email transmitted via EAIA instructional computing resources is not private and may be monitored.

EAIA assumes no responsibility for information obtained via the Internet, which may be illegal, defamatory, inaccurate or offensive. EAIA assumes no responsibility for any claims, losses, damages, costs, or other obligations arising from the use of instructional computing resources. EAIA also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of EAIA, its affiliates, or its employees. EAIA assumes no responsibility for damages to the user's computer system.

## **Anti-Harassment Policy:**

## **NON-DISCRIMINATION POLICY**

EAlA admits students of any race, color, nationality and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, national or ethnic origin in administration of its educational policies, admissions policies, and other school administered policies.

## **ANTI-HARASSMENT POLICY:**

The policy of EAlA is to provide an academic environment free from harassment, whether based on sex (gender), race, color, national or ethnic origin, age or disability and one in which all individuals treat each other with dignity and respect; free from all forms of intimidation, exploitation and harassment, including sexual harassment. The school includes bullying in the definition of harassment. The school is prepared to take action to prevent and correct any violations of this policy. This policy applies to the actions of administration, teachers, staff, parents, volunteers, and students. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion. The school does not tolerate harassment of students nor does it tolerate reprisals against any student who makes a harassment complaint. Administration, teachers, staff, volunteers, and students who violate this policy are subject to disciplinary action, including expulsion from school or discharge from employment.

### **A. Definition of Sexual Harassment**

“Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, online, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or condition of an individual’s academic status, or progress. This may occur by clearly stated acts or words.
- Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
- The conduct has the purpose or effect of negatively impacting the individual’s academic performance or creating an intimidating, hostile, or offensive educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.



## 1. Unwelcome and Offensive Harassment

The fact that a student may not openly object to others' actions or words does not prove it was unwelcome. Under the law of harassment, or bullying and intimidation, a student does not have to be openly object to others' actions or words to prove that the actions or words are unwelcome. Harassment, bullying or intimidation may occur even if the student initially remains silent or fails to show disapproval. Acts and statements that may not offend some people may be highly offensive to others; therefore, all employees, volunteers, and students should be sensitive to the feelings of others whether they object or not.

## 2. Verbal Harassment

Examples of prohibited statements include, but are not necessarily limited to, derogatory or vulgar comments regarding a person's gender, sexually vulgar language, remarks about a person's physical anatomy or characteristics, dirty jokes, sexual innuendo, or display of written or graphic materials. Also prohibited are suggestive pictures, magazines, posters, offensive cartoons, videos, and other words or pictures of a suggestive nature. Also prohibited are statements that demean women.

## 3. Physical Sexual Harassment

Prohibited actions include, but are not necessarily limited to, touching a student in a sexually suggestive way or touching another so as to invade their personal privacy. This includes intentional touching or intentional movements made to observe another in a sexual manner. Also prohibited are physical acts such as hitting and pushing, and making physical gestures of a sexual nature. As a general rule, any act or touching of a person that most individuals refrain from doing with a stranger should not be done with a student.

## 4. Sexual Harasser

A harasser may be a male employee, volunteer or student harassing a female student; a female employee, volunteer, or student harassing a male student; a male employee, volunteer, or student harassing a male student' or a female

employee, volunteer, or student harassing a female provided the harassment is sexually based or because of the gender of the student.

## **5. Race, Color, National, or Ethnic Origin, Age & Disability Harassment**

Unwelcome statements, name-calling, or other verbal or physical conduct based upon a student's race, color, national or ethnic origin, age, or disability is prohibited if and when any of the following occurs:

- Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress. This may occur by clearly stated or implied acts or words.
- Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
- The conduct has the purpose or effect of negatively impacting the individual's academic performance or of creating an intimidating, hostile, or offensive educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.

## **6. Verbal Harassment**

Prohibited statements include, but are not necessarily limited to, the following: Use of derogatory descriptions of a student or group of students based on race, color, disability, ethnic or national origin, or age. It is also a violation of this policy to state stereotypical classifications concerning race, national or ethnic origin, color, age, or disability of a student or group of students, especially if repeatedly made.

## **7. Physical Harassment**

Prohibited actions include but are not necessarily limited to:

- a. Display of signs, pictures, cartoons, videos, written statements or other material that denigrates, intimidates, bullies or otherwise discriminates against any student based on race, color, national or ethnic origin, age, or disability; and

- b. General harassment, pushing, shoving or other intentional acts perpetrated in whole or in part because of the student's race, color, national or ethnic origin, age or disability.

**a. Examples of Harassment, Bullying or Intimidation**

Unwelcome conduct of this type can include a wide range of verbal, visual or physical conduct of a sexual or other nature. Among the types of conduct that would violate this policy are:

- Unwanted advances or propositions
- Offering academic benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct such as leering, making inappropriate gestures, displaying sexually suggestive objects or pictures, videos, cartoons, or posters
- Verbal conduct such as making or using derogatory comments, epithets, slurs and jokes about a student's race, color, national or ethnic origin, age or disability.
- Verbal abuse of a sexual or other nature, graphic verbal commentaries about an individual's body, race, color, national or ethnic origin, age or disability, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations
- Physical conduct such as touching, assaulting, impeding or blocking movements; and any conduct that has the effect of insulting or demeaning a student or group of students in such a way as to disrupt or interfere with the school's educational mission or that is severe, persistent or pervasive such that it creates an intimidating, threatening or abusive educational environment.

**b. Definitions of Bullying or Intimidating Behavior**

Bullying or intimidation means any written or oral statement, physical

act or gesture, that a reasonable person under the circumstances should know will have the effect of harming a student or damaging his or her property or placing a student in reasonable fear or harm to his or her person or damage to his or her property, or that has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, or bullying includes a gesture, written or verbal statement, or physical act that is reasonably perceived as being motivated by a characteristic such as sex (gender), race color, national or ethnic origin, age, or disability.

### c. Prohibited Actions

- Employee-Student Harassment, Bullying or Intimidation, of any type is prohibited.
- Student-Student Harassment, Bullying, or Intimidation, of any type is prohibited.

### d. Unwelcome and Offensive Harassment

Students who feel that they have been subjected to conduct of a harassing, bullying or intimidating nature are encouraged to promptly report the matter to one of the school officials designated below.

Students who observe conduct of a harassing, bullying, or intimidating nature are also encouraged to report the matter to one of the school officials designated below. All complaints will be promptly investigated.

### e. Where to Report Harassment Bullying or Intimidation

These individual are specifically authorized to receive complaints and to respond to questions regarding sexual harassment:

1. **Erin Rhoden:** Executive Director  
[emorelearning@gmail.com](mailto:emorelearning@gmail.com)  
940-228-2077 (Video Phone)
2. **Tamara Koehler:** Office Administrator  
[tamarakoehler.asl@gmail.com](mailto:tamarakoehler.asl@gmail.com)

### f. Confidentiality

Every reasonable effort will be made to protect the privacy of the parties involved in any complaint; however, the school reserves the right to investigate every complaint fully, which may result in some disclosure as necessary to investigate and to notify a student's parent/guardian and appropriate government officials as circumstances warrant.

#### **g. Protection Against Retaliation**

It is against school policy to discriminate or retaliate against any person, including any student, who has filed a complaint involving harassment, bullying or intimidation or who has testified, assisted with or participated in any manner in any investigation, formal proceeding or hearing concerning harassment, bullying or intimidation.

Making false complaints or complaints not made in good faith can jeopardize someone's reputation. If in the course of an investigation (or subsequently) the school learns that a student or others made a complaint that was not in good faith or that was known to be false at the time of the complaint, the school reserves the right to take appropriate action.

#### **h. Procedure for Investigating a Complaint and Taking Corrective Action**

When one of the school officials designated in this policy receives a complaint, he or she shall immediately inform the administrator. The administrator will direct an investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing, bullying, or intimidating conduct shall be informed of the corrective action taken.

In addition, any employee or student found to be responsible for harassment, bullying, or intimidation in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based upon the circumstances of the infraction.

## EAIA Discipline Policy

The purpose of discipline is to provide an atmosphere conducive to learning. Discipline is an aspect of moral guidance. We believe that the attitude and behavior of the students sets the tone for the school's learning environment. Respect for the school, community, and for oneself is a fundamental expectation to ensure the smooth order of daily school operations and the safety of all students. Conduct of students in violation of EAIA's expected conduct standard away from school and school-related activities can serve as the basis for discipline by the school, including, but not limited to, suspension and expulsion.

EAIA endeavors to work together with parents to foster in our students self-discipline, responsibility for one's own actions, problem-solving skills and respect for the rights and property of others. Students are expected to conduct themselves in a manner that will permit teachers to teach and students to learn without interference. They are expected to behave in a manner that will ensure the physical and emotional welfare of other students and staff. Families are expected to honor and support the privacy and confidentiality of all individuals in regard to matters relating to student disciplinary issues and actions.

EAIA will generally follow the disciplinary model set forth below for most incidents of student misconduct. Nothing contained herein shall in any way require the school to follow this general model in any specific circumstance or situation. Based upon the facts and circumstances of each incident, the seriousness of the offense, and/ or history or pattern of behavior, and/or any other necessary factors, the school reserves the right in its sole discretion, to bypass the discipline policies or procedures and proceed with more severe punishment including, but not limited to, immediate suspension or expulsion. Revisions to the discipline policy shall be made as needed and approved by the school administration. (Revisions made will be communicated electronically.)

### **SOCIAL MEDIA POLICY:**

In recognition of the growth of "social media" and in keeping the mission of Evermore ASL Immersion Academy, it is appropriate to establish a policy for online

behavior. Social media (such as Snapchat, Instagram, Facebook, Twitter, Google+, TikTok, blogs, etc.) may bridge school hours and the personal lives of faculty, staff, and students of Evermore ASL Immersion Academy and thus the possibility of conflict of roles may arise. It is in the interest of Evermore ASL Immersion Academy and all associated with or impacted by the fulfillment of our Mission, for the protection of our faculty, staff, students, and the entire school community, to develop a clear and comprehensive Social Media Policy.

### **STUDENT GUIDELINES:**

1. Interacting online with other students is no different from interacting with those individuals or groups face-to-face. As a student of Evermore ASL Immersion Academy, you represent the school even when you are not posting to social media during class time.
2. Cyber-bullying is the willful and repeated bullying or harassment of another person or persons through social media, which includes electronic text. Students who engage in cyberbullying on social media sites, including electronic text, can be disciplined by Evermore ASL Immersion Academy and their behavior will be treated the same as any other form of bullying.
3. Always be authentic in who you are. Profiles, posts, or electronic text pretending to be another student, staff member, or the school are prohibited.
4. Posts that directly or indirectly address Evermore ASL Immersion Academy, staff, faculty, or students in a negative connotation (based upon the school's discretion) will be asked to be removed. Disciplinary action may ensue based upon the school's judgment.
5. How you represent yourself online is an extension of yourself and the school. Social media venues are public. What you contribute leaves a digital "footprint" for all to see. Do not post anything that you would not want parents, friends, teachers, future employers, or future colleges to see...forever.
6. Discretion and prudent judgment in social networking activities is a serious matter with regard to protecting the school, its students, and employees. As

such, violation of this policy may lead to corrective action, up to and including suspension and expulsion.

## **BEHAVIOR:**

It is expected that students at EAIA are serious about their educational growth and academic preparation for their futures and have high standards of conduct, integrity, honesty, motivation, courtesy, and respect. EAIA expects students to exemplify behavior that is consistent with private schools.

- Students are to listen to and obey school authorities (*i.e.*, teachers, staff and administrators). Defiance or insubordination toward authority is not permitted.
- Students are to use appropriate non-violent means to resolve conflict. Aggressive behavior such as bullying, insults, threats, inappropriate teasing, and harassment, is demeaning to other students, disruptive to the educational environment and is not tolerated.
- Students should strive to arrive at class well prepared, complete all assignments to the best of their ability and demonstrate academic integrity in all assignments and coursework.
- Students should engage in conversation which is appropriate. Profanity, coarse jokes, inappropriate language and images or innuendoes are unacceptable.
- Students should dress neatly and appropriately in accordance with the school's dress code while attending live classes.
- Students should refrain from use, possession or abuse of any illegal, prohibited or controlled substances (including, but not limited to, tobacco products, alcohol, illegal drugs, or controlled substances) while attending live classes.
- Engaging in any actions that compromise the safety of others or the school is prohibited, including, but not limited to, violation of the school's Threat of Violence and Weapons policy (even if the student is allegedly joking).
- Students are expected to abide by the other policies set forth herein, including, but not limited to, policies prohibiting harassment, threats of violence and possession of any weapons.
- Students are to be courteous, cooperative, and accepting of instruction and discipline.



- Any other conduct which discredits the school, the school's standards, or violates the standards of the school may, based upon the facts and circumstances, result in discipline.

## Threats of Internet Violence and Showing Weapons during School

### A. Threats of Violence

EAIA seeks to promote a healthy, safe learning environment. We do not tolerate threats of violence to oneself or others, threatening behavior or other acts of violence whether made during online class or away from school. Any threats or depiction of violence or harm, whether specific or general, whether done in jest or seriously, whether during online classes or away from school, whether during live class or through some other form of communication (e-mail, IM, message board, Internet posting, letter, pictures, etc.) will be taken seriously by the school and may be grounds for immediate discipline including suspension or expulsion. Following any such events, the school may suspend or expel the student or may, in its sole discretion, depending upon the facts and circumstances, condition continued enrollment upon satisfaction of additional criteria. Nothing contained herein, however, shall in any way limit or prohibit the school, in its sole discretion, from suspending, expelling, or removing any student who violates this policy.

Parents and others will be encouraged to report any such incidents or information to the appropriate school official. Staff shall immediately notify an administrator of any threat, threatening behavior or act of violence s/he has knowledge of, has witnessed or received. All reports will be promptly investigated.

### B. Weapons

EAIA expressly prohibits bringing or possessing a weapon to live classes, at school functions. Possession includes presence in any vehicle brought to live classes even if not personally on the individual. No student or non-student, including adults and visitors, shall possess, use or distribute a weapon when in live class or at any school-related activity. The school will enforce this policy to discipline or take appropriate action against any student, teacher,

administrator, school employee, volunteer, or member of the public who violates it.

## **DEFINITION**

### **a. "Weapons"**

- i. A weapon is defined as any object, device, or instrument designed as a weapon or which through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury. This includes, but is not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; and other propellants; stun guns; ammunition; poisons; chains; arrows; and any object that has been modified to serve as a weapon.
- ii. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon; such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
- iii. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.) to inflict bodily harm and/or intimidate; such use will be treated as possession and use of a weapon.

### **b. Violations**

In the event of this policy, the school may impose disciplinary action, in its sole discretion, including, but not limited to, suspension, loss of privilege or attendance at school events or expulsion. The school also may make a referral or report to appropriate law enforcement for any violation of this policy or take any other action which it deems necessary in the best interest of the school or to protect the safety of its students, staff, and visitors.

## Attendance Policy

Regular attendance is strongly encouraged. Students and guardians are responsible for the student's attendance and overall learning experience.

1. A plan for making up work for an extended absence should be arranged with each teacher.
2. If a student misses the day of a previously announced test or quiz, s/he will be required to take the test or quiz when s/he returns to class unless other arrangements have been made with the teacher. Pre-assigned projects are due the day the student returns to school.
3. Absences that result from school functions such as Spirit Week, Deaf social, or other school activities will not be reflected on the report card. Students are responsible for all missed work and should turn in assignments before the event or the day s/he returns, depending on what the teacher has requested. If a student misses a previously announced test or quiz s/he will be required to take the assessment the day s/he returns or before the event, depending on what the teacher requests. Pre-assigned projects are due the day the student returns to school or before the event, depending on what the teacher requests.

An excused absence means that a student has the opportunity to make up work without a grade penalty.

## Withdraw Policy

It is our intent to avoid cancellation or rescheduling of any class/course. Unfortunately circumstances occasionally require us to cancel/reschedule/drop a class. Synchronous classes are student-enrollment dependent. The required minimum student enrollment is four (4) students for a synchronous class. This does not apply to 1:1 tutoring or asynchronous classes. Classes with enrollment of less than four students are subject to cancellation or rescheduling at the discretion of the Executive Director.

Classes dropped (by EAIA) before the course begins will be fully refunded. Classes dropped after the start date will be prorated refunded.

Enrollment Cancellations (by the student): We request students cancel enrollment by phone or email. All classes have limited seating. In the event you cannot attend, please allow room for other students to participate by canceling your enrollment before the start of classes. Canceling before the start of classes is fully refundable. Student cancellations within ten days of the start of classes are eligible for a prorated refund. No refunds will be given after the first ten days.

## EAIA Specific Rules

1. EAIA reserves the right to suspend or dismiss a student for misconduct during live or asynchronous class time, and without regard for whether the form of misconduct is identified specifically herein. Misconduct outside of class time may come to the attention of school authorities, and EAIA reserves the right, in its sole discretion, to impose discipline, including suspension or expulsion based on the severity of the misconduct.
2. Conduct and attitude shall be respectful. Disruptions in class, unruly behavior, or repeated violations of prescribed school policy are not allowed.
3. Respect for authority is expected from every student for any staff member at any time either at or away from school. Any student who is disrespectful to a staff member will be subject to disciplinary action, which may include suspension or expulsion.
4. All online activities will be monitored and subject to discipline.

### **CELL PHONES AND SMART WATCHES:**

**Cell phones and electronic devices other than the ones being used FOR the class, may not be used during instructional times or tutor sessions.** Help students give attention to the instructor and other students while in live class time.

## Parent Code of Conduct

The school's mission and vision involves working closely with the home in the overall education of students. EAIA views itself as partnering with

parents/guardians in the educational process. As a result, parents agree to support and cooperate with the school in the education of their child and agree to support the educational philosophy of the school. Parents/ guardians acknowledge and agree that their conduct can jeopardize the enrollment status and/or continued enrollment of their child. If parent behavior is deemed inappropriate, parents may be restricted or banned from premises.

### COMPLAINTS/ ISSUES RESOLUTION:

Concerns regarding individual school staff members should first be directed to that staff member. If the issue is not resolved, the parent should then address it with the Executive Director or Office Administrator. If the issue is not resolved still, the parent may approach the Board of Trustees.

## Communication with Staff

EAlA staff welcomes communication from parents via:

- **Email-** All staff have email addresses. Every attempt will be made to respond to messages within 24 hours.
- **Conferences-** To arrange a conference, video call or email your child's teacher to schedule. Instructional time is valuable. Unscheduled conferences do not allow staff to address your concerns adequately.
  - **Interpreter-** To arrange an interpreter for facilitating between Deaf and hearing, request with the Office Administrator and your child's teacher. EAlA will provide an interpreter for the scheduled conference.
- When problems arise, students and parents should work with the teacher to resolve the situation, then involve administration if needed. Concerns involving classroom procedures are most appropriately directed to the instructor.

## Admissions / Finance

Evermore ASL Immersion Academy is operated as an educational institution for the benefit of families all around the world. Students are admitted without regard to race, color, national or ethnic origins.

### NEW STUDENT ENROLLMENT:

All children seeking enrollment for PreK-12th grade at EAIA are not required to take an entrance evaluation for the purpose of proper placement; however instructors will evaluate your student(s) the first week of classes to determine if the course is a good fit for their level and may recommend changing courses based on that assessment. The fees paid will cover any course changes recommended by the instructor.

For details on the admissions process, registration fee, tuition rates, etc. see the "Registration Information: included in the new student application and on the Admissions link at [www.evermoreaslimmersionacademy.com](http://www.evermoreaslimmersionacademy.com).

### RE-ENROLLMENT

Re-enrollment is permitted to returning students of good standing. Returning students must have all fees and tuition paid in full from previous years before re-enrolling. For students who have been suspended or expelled, re-enrollment is decided on a case-by-case basis. The case for the student is brought before the Board of Trustees, voted, and determined. If the student is denied re-enrollment, the case can not be reviewed again until the next scheduled school year.

### REQUIRED DOCUMENTATION

Student's names are kept utmost confidentiality. Students are given a school number when they register. This number is used in exchange of their name on all academic files. For enrollment only their name, address, and contact information is needed.

### FINANCIAL POLICIES:

Parents have these options:

**Families paying fees in full**

(Must be paid before classes begin)

**Families paying for half a year credit**

(Must be paid before classes begin)

**The website has several options for payments:**

Paypal, Square, Stripe are debt/credit card options  
Affirm is a loan (credit card) that you pay off over time.

**Parents who subscribe to the PSO** (\$10/month fee) are allowed to fundraise to help offset their tuition fees. The PSO works together with sponsors to fundraise for this and other purposes.

**Many state organizations** work with EAIA to reimburse or pay for student's fees. Check with your state homeschool organization, state virtual academy, or others for funding support.

**Early enrollment is encouraged to help keep school fees manageable and a 10% discount is given when the student early enrolls.**

If the EAIA is notified by the Financial Director that the account is more than 30 days delinquent, parents will be notified and are expected to make arrangements with the Director for payment within 2 weeks. The student may be withdrawn from school if the account is not cleared. Any student withdrawn due to delinquent fees may not return during the current school year

If the student has been re-enrolled for the next school year and tuition is up to 30 days late, the parent or guardian will be notified that their child will be removed from enrollment and a student on the waiting list may be enrolled in his/her place.

- **Withdrawals:** Each child is considered enrolled for the entire year unless the Committee receives advance written withdrawal notice. Withdrawals should be submitted in writing to the Executive Director and should be received within two weeks before the withdrawal date. Students who withdraw after the first 10 days of class are not eligible for refunds (with very few exceptions: determination is given to the Executive Director for extreme situations; ie. death of a parent, death of a student, terminal illness, etc).

## Testing

Evermore ASL Immersion Academy does not administer a standardized achievement test. Students are encouraged to follow their state's homeschool or public school laws in regards to standardized testing. EIA ensures our school maintains the highest academic standards by requiring instructors to teach from standards (adapted from Texas Educational Knowledge and Skills 2022, TEKS). In conjunction with classroom performance, scores from in class assessments may also be used to help determine student placement in future courses.

## Parent-Teacher Conference:

Parents are encouraged to have a partnership with their student's instructor. Instructors give their work email and sometimes text numbers at the beginning of the school year and are located as well on the website. Please contact the instructor when there are issues with Canvas, Zoom, Google Meet, or questions about your student's performance.

## Inclement Weather

In the event of inclement weather in different regions, your child's teacher will alert you to the email and text. Weather does affect online usage and storms at times can cause Zoom or Google Meets to fail. Be mindful that instructors do their best to be in live class whenever possible, but can not control the weather. In cases, where the live class time fails, alternate assignments or videos may be given at the discretion of the instructor.

## Online Visitor Policy

Due to the nature of online education, students are not allowed to bring friends or family other than parents and guardians to observe their live classes. Occasionally someone will ask to trial a course, and this is permitted with the prior approval of the Executive Director.



## **Class Placement:**

Parents/guardians are allowed to place their children in the courses they feel are beneficial to their student(s). This includes choosing the student's grade level. EAIA uses Levels in exchange for Grades since many of our students are late-adopted or experiencing significant language deprivation or educational gaps. We encourage students to work forward to the next level without feeling inadequate for the level they are currently on regardless of age.

## **IEP Policy:**

Parents/guardians are welcome to submit their Individual Education Plan (IEP) with EAIA. However EAIA is a private school and does not require IEPs nor is EAIA subject to the laws that govern IEPs. IEPs are a helpful tool for instructors to see language and concept goals and instructors are willing to work with your child on their individual education goals. Requests for progress reports and end of year completion certificates can be made with the instructor for each course or with the Executive Director.

## **Academics Policy**

We take the placement of your child seriously and are committed to student success. Instructors assess each student at the beginning of each course and may suggest a higher or lower level of the course that may be more effective for the student's needs. Fees will roll over to any course changes given by the instructor. Parents are the ultimate determiners of which courses their student stays enrolled in.

## **GRADING SCALE:**

Grades are given for each class however do not affect the student's standing in any way with the school. Grades are motivators only. EAIA does not prescribe to "teaching to the test" viewpoint. Rather uses grades to encourage students to maintain a steady educational experience and continue moving forward.

### PreK-3RD

#### SKILL-BASED GRADING SYSTEM:

- 4- Exceeds Grade Level Expectations
  - 3- Meets Grade Level Expectations
  - 2- Making Progress Meeting Grade Level Expectations
  - 1- Below Grade Level Expectations
- EAlA Behavior and Characters

### 4th-12th GRADING SCALE

Letter Grade		GPA Standard
A+	99-100	4.0
A	92-98	4.0
A-	90-91	3.67
B+	88-89	3.33
B	82-87	3.0
B-	80-81	2.67
C+	78-79	2.33
C	72-77	2.0
C-	70-71	1.67
D+	68-69	1.33
D	62-67	1.0
D-	60-61	.67
F	0-59	0

## Technology Policy

Due to the nature of online teaching, technology is often used. Cyber laws are followed at all times. Privacy laws are strictly enforced. No student or instructor at any time should take screenshots, take pictures either with their computer or other electronic devices, record beyond class recording ment for review purposes, or save pictures or videos to their private computers or devices. We ask our students to comply with these rules or be faced with discipline from EAIA including up to suspension or expulsion.

## Online Dress Code

All students and members of their household who are in view of the screen, must be dressed in a respectful and appropriate manner. This includes shirts and private region coverings. T-shirts, Polo Shirts, sweatshirts, long sleeve shirts are appropriate. Pants, shorts, and capris are appropriate.


### **Clothing NOT allowed:**

- Nude
- Lingerie or swimwear of any kind
- Halter tops or spaghetti straps
- Any clothing that is considered revealing or distracting
- Clothing with inappropriate messages such as curse words, alcohol, drugs, or racial slurs

## Honor Code

### **HONOR CODE**

Academic institutions are communities in which the pursuit of scholarship is based upon values such as trust, integrity, respect, honesty, fairness, and accountability. Furthermore, the promotion of these virtues can lead to emotional, psychological



and, most importantly, maturity. A proper pathway to maturity incorporates the development of four dimensions of an individual's life, knowledge, character, integrity, and action.

The administration of EAIA desires to promote, cultivate, and protect a culture of integrity by holding students to a honor code. Honor codes are not designed to implement rule-based legalism, but to promote authentic freedom and human flourishing, both of which must be anchored in the aforementioned virtues. We seek to instill principles of honesty, fairness, respect, and accountability that students will seek to employ in all academic and non-academic endeavors. In doing so, we will more effectively achieve both the mission and vision of Evermore ASL Immersion Academy as well as remain distinctively different from other schools.