**ELKO INSTITUTE FOR ACADEMIC ACHIEVEMENT**

**1031 Railroad Street, Suite #107**

**Elko, Nevada 89801**

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www.eiaanv.net

Parent Handbook

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School Calendar



**VISION**

*…As outlined in the Charter for EIAA…*

**Vision Statement:**

The Elko Institute for Academic Achievement is a highly visible school known for its challenging academics and innovative curriculum. We actively strive to be a leader in matching curriculum to student ability. We promote and encourage students to think critically, produce creatively, develop special talents and embrace challenges.

**MISSION**

*…As outlined in the Charter for EIAA…*

The mission of the Elko Institute for Academic Achievement is to provide all children with an enriched academic environment that challenges all students to think critically, produce creative products, develop special talents and encourages students to be active problem solvers, and to persevere and accept educational challenges.

**Mission Statement:**

In order to achieve our vision, EIAA commits to the following:

Provide a challenging and engaging curriculum. We believe our first responsibility is to differentiate instruction to meet the needs of all learners.

In carrying out our day-to-day activities we endeavor to:

1. Support the development of creative, complex, abstract, critical and higher order 21st century thinking skills through the implementation of STEAM, Common Core requirements, and the Next Generation Science Standards.
2. Provide students with the opportunity to develop problem solving/critical thinking skills through the implementation of a dynamic curriculum that provides daily opportunities to interact with hands-on materials and the incorporation of real world tasks.
3. Provide instructional strategies that maximize student achievement and provide options that adapt, modify, extend or differentiate how students will be taught.

Through a long-term commitment to this mission, we will be known as a school that produces life-long learners that are literate, contributing and productive members to society. Through effective and dynamic partnerships with our students, parents, and our community, EIAA will offer curriculum and instruction that promotes a higher level of achievement through the implementation of rigorous curriculum.

**Attendance**

All students who have not reached their 17th birthday or who have not graduated from high school are required by Nevada law to attend school regularly unless specifically excused. Failure to do this may result in a truancy charge to be filed. The only excuses that will be honored for absences are the following:

1. Illness
2. Pre-arranged parental requests. These absences are those for which the parent/guardian of a student made a request in writing prior to the student’s absence.
3. Bona-fide emergencies.

All other absences are unexcused or unapproved and the student is subject to those penalties and disciplinary actions accorded by the school’s attendance policies.

All illness related or bone fide emergency absences must be confirmed by a written notice from the legal parent or guardian within 3 days after the absence. The principal will determine if the absence is excused, unexcused, unapproved, or deemed to be truancy.

The following policy will be enacted if the student has been classified as habitual truant.

**Attendance/Truancy Notification**

|  |
| --- |
| *Assembly Bill 376 specifies: The Board of Trustees of each school district shall prescribe a minimum number of days that a pupil who is enrolled in a school in a district must be in attendance for the pupil to be promoted to the next higher grade.*To ensure all students receive a quality education, it is important that the Elko Institute for Academic Achievement adopt a policy that requires students and parents to develop an attitude that attendance is an important aspect in a child’s education. Students must be in class on a regular basis to ensure a quality educational experience. The following regulations are predicated on the premise that positive attendance habits will promote successful student career and life experiences. The policy requires an aggressive commitment to good attendance habits from students, parents and staff.Minimum Days of AttendanceStudents are considered present in school when they are attending classes or school sanctioned activities. Students are absent when they fail to meet classes as scheduled for any reason other than attendance at a school sanctioned activity. All absences, including a portion of the school day shall be considered when calculating minimum day attendance.Communication between home and school is absolutely vital in promoting and managing good attendance. The following guidelines have been developed so that the parents/guardians of students enrolled at EIAA have advance notification of whether their child(ren) may be in danger of not being promoted or may lose credit for excessive absences.Minimum Days of Attendance Required for Kindergarten Through Sixth GradeLess than 90 percent attendance of days enrolled may result in a student’s loss of promotion into the next grade. |
| Parent Notification Procedures for Kindergarten Through Sixth Grade |
| Step 1 | Letter indicating a student has missed five (5) days. This letter shall include students attendance records, a copy of the student’s attendance records, and contact numbers and names of school staff members who can assist parents with questions. |
| Step 2 | Letter indicating a student has missed ten (10) days. This letter shall include a request for a parent/student conference with school administration and a reminder of the danger of not being promoted. |
| Step 3 | Letter indicating a student has missed fifteen (15) days. This letter shall include a request for a parent/student conference with school administration and a reminder of consequence of continued poor attendance, and possible intervention strategies. |
| Step 4 | Letter indicating a student has exceeded EIAA’s attendance policy. This letter will include a request for a conference with the parent and student to discuss the school’s decision regarding non-promotion and/or appeal. This letter will include a statement clarifying the appeal process and the name and number of the individual to contact for assistance. |
| Exceptional CircumstancesThe following factors may be considered, but are not limited to, as unavoidable and/or defensible exceptions to the minimum number of attendance days:* + 1. Doctor verified medical release.
		2. School Nurse Verification.
		3. Prearranged education experiences outside of school.
		4. Verifiable family emergencies.
		5. Extended injury or illness which is doctor verified.
		6. Absences directly related to a student’s identified disability.

*Exceptions will be determined by the school principal.* |
| Appeal ProcessEIAA will notify parents, in writing, whether their child will be promoted or will lose credit(s). Parents may appeal this decision.Appeal ProcedureA student and/or parent shall notify the principal within ten (10) working days after notification of promotion or loss of credit(s) if they wish to appeal the school’s decision. The principal will inform the Board President, in writing, of the parent’s decision to appeal. A hearing in conjunction with the next scheduled Board Meeting will be scheduled in which the Board, parents of the student, student, and school principal will review all relevant data. This will include the student attendance records, reasons for absences, academic status, copies of written parental notices and/or any other relevant information.The Board of Trustees will determine, based upon the information provided, whether the student’s circumstance warrants promotion or non-promotion (loss of credit). All parties involved will be immediately notified of the decision if not present at the hearing. |

**Tardy Policy**

Like absences, tardiness adversely affects the learning process. When students are late for their school day, they disrupt the learning time of their classmates upon entering the classroom, and also forgo important instructional time for themselves.

Students line up promptly at 8:00 a.m. each day. Once all classes have entered the school, students arriving after that time will be considered tardy unless the front office has been notified of an extreme circumstance**. It is the policy of EIAA that any students arriving after this time must be accompanied by a parent or guardian to sign them in.** Excessive tardies will equate to truancy which may affect the grades of the student.

Excessive tardies will be dealt with in the following manner:

 5 tardies: Notification letter sent home

 10 tardies: Equals one full day of absence from EIAA

 15 tardies: Notification letter sent home

 20 tardies: Equals another full day of absence from EIAA

\*\*Every 10 tardies = 1 full day of absence

**Make-Up Work**

It is the responsibility of the student to make-up work missed due to absences, pre-arranged absences, and school activities such as concerts, field trips, etc. How the work will be made up in the case of pre-arranged absences should be agreed upon by student and teacher at the time of teacher notification. School policy allows the student two days for each date of absence to turn in missing work. However, if extenuating circumstances exist, the teacher may extend the time allowed for make-up. A homework request may be sent to the teacher through the EIAA office personnel if a student is absent due to illness or a bona fide emergency situation. A parent/guardian must make these requests and it is their responsibility to pick up the work in the office at the end of the school day in which the request was made.

**Promotion Policy**

***7th and 8th grade students at EIAA are required to pass three of four semesters within each of the following subjects: English, Mathematics, Science, and Social Studies.*** EIAA places an emphasis on Mathematics and Science, therefore, we spend 90 minutes daily in these subjects which equates to higher credit requirements in these subjects.

To be promoted to high school, a student enrolled at the Elko Institute for Academic Achievement must earn the following units of credit during the seventh and eighth grades for promotion to high school:

|  |  |  |
| --- | --- | --- |
| **Subject** | **Minimum Required Credits** | **Maximum Possible Credits** |
| English | 2 | 3 |
| Mathematics | 3.37 | 4.5 |
| Science | 3.37 | 4.5 |
| Social Studies | 1.5 | 2 |

1. If severe and unanticipated circumstances prevent a student from meeting these requirements as listed above, the parents of the pupil enrolled at EIAA may petition EIAA's Board of Trustees for an exemption. If the Board of Trustees votes to grant an exemption, the exemption may not exceed a total of 2 units of credit.

Graduation Certificates:

 A. **EIAA Certificate**: Student passes the required courses with the minimum required credits

 B. **EIAA Advanced Certificate**: Student passes all of their courses with a 2.5 GPA average

C. **EIAA Exemplary Certificate**: Student passes all their courses with a 3.8 GPA or student passes all their courses with a 3.0 GPA and can show participation in 2 extra-curricular activities outside of or within EIAA (Ex. Organized clubs, sports or individual lessons). Activity needs to be approved by EIAA administration.

\* EIAA teachers will use credits, certificate level, grades, and attendance to advocate for students to be put into honors or advanced classes when enrolling in high school.

1. A pupil may apply units of credit toward promotion to high school if the pupil earned the units of credit:
	1. At a public or private junior high or middle school located in this State.
	2. At a public or private junior high or middle school located outside of this State if EIAA approves a transfer of the credits.
	3. At the Nevada Youth Training Center or Caliente Youth Center.
	4. During summer school in courses offered by a public or private junior high or middle school. Such units must be earned in courses which are equivalent to the courses offered in the programs of the junior high or middle school in which the pupil is enrolled.
	5. While being homeschooled in this State or homeschooled outside of this State if EIAA approves the units.
2. If a pupil earns units of credits for sectarian religious courses, he or she may not apply those units towards promotion to high school.
3. A pupil with a disability who is enrolled in a program of special education may be promoted to high school if the pupil meets the requirements for promotion to high school that are prescribed in his or her individualized educational program.
4. If a pupil transfers to a junior high or middle school from a junior high or middle school in this State or from a school outside of this State, the courses of study and units of credit completed by the pupil before transferring must be evaluated by EIAA for compatibility to EIAA's curriculum requirements.

**Textbooks and Academic Materials**

Textbooks, when aligned with the state approved curriculum and EIAA’s charter, are provided by Elko Institute for Academic Achievement if textbooks support the mission and goals of the school. All academic materials, not including pencils, paper, pens, etc., will be provided. Students receive lists from individual classroom teachers for materials needed to assist in their education. Should any materials provided by EIAA be damaged it is the parents responsibility to pay replacement cost(s) for these items.

**Electronic Devices**

A Chromebook will be assigned to each student. The student is the only user assigned to the Chromebook and is responsible for the care and any damage to that device.

No personal electronic devices shall be used by students except as approved by the staff person in charge. Such devices shall be confiscated and become the property of the administrator until retrieved by a parent.

 **EIAA Acceptable Use Policy**

**Student/Parent Technology Agreement**

 The Governing Body recognizes the need for students of EIAA to access and use electronic information in our information – oriented society. One of the fastest growing systems for worldwide access to information is the internet.

 With access through various types of electronic devices, students can access networks all over the world, and the possibility exists that some material may not be considered to have educational value in the context of the school setting. Through the “Acceptable Use Policy,” EIAA has taken precautions to restrict access to controversial materials and inform users of the proper use of electronic devices that access the internet. However, on a global network, it is impossible to control all information.

 EIAA firmly believes that the value of the information and interaction available on this worldwide network far outweighs the possibility that an occasional user may procure material that is not consistent with the educational goals of the school.

Terms and Conditions of Use

1. **Privileges** – The Use of the computer is a privilege, not a right, and inappropriate use may result in cancellation of those privileges.
* Access to technology may be revoked for inappropriate use.
* Criminal actions may result in charges for illegal use of technology.
1. **Responsibilities** – Technology (including the use of the internet) can be an exciting adventure for students. However, they must be responsible for:
* Reporting to an appropriate adult (school staff) any dangerous or potentially dangerous on-line communication.
* Reporting to an appropriate adult (school staff) any inappropriate use of the internet or any destruction of school property.
* Reimbursing any monetary costs incurred from misuse of equipment.
* Taking care of their accounts. Do not let anyone else know your password.
1. **Network Etiquette** – Students are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
* Use of appropriate language.
* Adherence to copyright rules by understanding that all communications and information accessible via the network are subject to copyright law.
* Maintaining the security of personal identifying information.
	+ Passwords and or user names
	+ Personal information such as but not limited to phone number, address or age.
* Cyber bullying, bullying and or harassment are never permitted.
	+ Never send, or encourage others to send, threatening or abusive messages.
* Respect the rights of others.
	+ Do not do anything that degrades or disrupts the use of the network, either to the hardware, software, or others.
	+ Do not vandalize or destroy the data of another user.

1. **Protecting Yourself** – Making good choices and communicating with an adult will keep students out of trouble. If you wouldn’t do it in front of a teacher, it’s probably best not to do it at all.
* Do not use the school’s network to gain unauthorized access.
* Do not attempt to bypass blocked internet sites. If you feel a site has been blocked that you should be allowed to view, contact your teacher.
* Do not download, install, or run any programs unless specifically instructed by a teacher and then only under that teacher’s supervision.
* Do not log in using another person’s name or login information.

This policy does not attempt to define ALL required or prohibited behavior by users, but rather an operating framework for the user to follow. Each user MUST exercise good judgement and appropriate conduct. Students are responsible for good behavior on school computer networks just as they are in the classroom or school. General school rules for behavior and communication apply when students are communicating through technology or a network. Network administrators and school staff may review files, emails, text messages, videos, pictures, histories, usage logs, and other communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on school equipment will be private.

This policy complies with Nevada Revised Statutes 388.121-388.145, 389.520, and 393.160.

* As the parent or guardian of this student, I have read the acceptable use policy.
* I understand that Internet access and the use of electronic devices are designed for educational purposes.
* EIAA has taken precautions to eliminate controversial materials. However, I also recognize that with the global nature of the Internet it is impossible for EIAA to restrict access to all controversial materials and I will not hold EIAA responsible for materials accessed on the network.
* I understand that EIAA is not responsible for lost or stolen electronic devices.
* I agree to reimburse EIAA any monetary costs incurred form misuse of equipment.
* I agree to assist EIAA in enforcing this policy by discussing the appropriate use of the internet, and electronic devices while on school grounds and school – sponsored activities with my child.

**Telephone**

Cell Phones are not to be on during school hours. The phone in the office should be used for emergencies only. It is recommended that students make transportation arrangements prior to coming to school. Please make all arrangements prior to school time with your child. Cell phones confiscated by EIAA personnel must be picked up by an adult at the conclusion of the school day.

**Closed Campus**

Elko Institute for Academic Achievement operates on a closed campus concept. Students must stay on the school grounds from the time they arrive, until dismissed and picked up by the bus or parent/guardian at the end of the school day. Students who ride to school must not leave campus after arriving or before their ride picks them up after school. Parents or other authorized designees must sign students out at the office when leaving school for medical appointments or any other reason. Students will only be released to parents or persons over the age of 18 who are listed as **emergency contacts**. We will release students to go to lunch only with their own parent/guardian.

**Student drop-off and pick up**

Students are to arrive on time for school but not more than 15 minutes early.

Parents must park in the parking lot across the street to drop off or pick up their students. No parking is allowed in the red zones nor is stopping in the middle of street to drop off your child permissible. Additionally, we ask that parents utilize our crosswalk for safety reasons. At the conclusion of each school day, teachers will meet you on our playground for you to pick up your child(ren). For safety purposes, please check in with your child’s teacher to let them know who is picking up your child at the time of pickup. Students will not be released until you do so. Students are to be picked up within 15 minutes of school dismissal. Parents or older siblings shall accompany students grade K-3 as the student crosses the street. For safety purposes, parents are not permitted to accompany their child to their classroom without prior approval from the front office.

**Classroom Visitation**

It is the intent of EIAA to create a learning environment for our students which enhances and encourages each student’s ability to master self-regulation, personal discipline, and achieve their highest educational potential. As such, we ask you, our parents to assist us in creating a classroom environment with minimal distractions by making an appointment with your child’s teacher prior to visiting the classroom. Checking in with our front desk and obtaining permission and a visitor’s pass to proceed to a classroom is required. The Governing Board and staff of EIAA greatly appreciate the unique opportunity our school has to partner with our parents, and we appreciate your support of our program by adhering to these rules.

Volunteering is not required of parents or families. EIAA’s website will be updated monthly with volunteer opportunities for parents. There is no limit to volunteering and we really appreciate the support! This is an excellent opportunity to broaden your horizons and get to know all of EIAA’s staff. We welcome your assistance in all of our classrooms and value this wonderful opportunity to partner with our parents.

**Personal hygiene**

For the safety of the student and others, personal hygiene is necessary and important. Students who are observed as in need of personal hygiene maintenance will be asked to return home. Parents will be called to pick up their child. The child’s absence shall be considered an unexcused absence.

* No visible body piercings other than for ear rings will be allowed.
* No visible tattoos are allowed.
* Only natural hair colors are allowed

**Lunch Area**

Our lunch area needs to be a clean and friendly place. Students are asked to bring a nutritious lunch and snack if applicable that consists of items that will assist your child in their learning and development. No caffeine is tolerated unless approved by the administrator. All students are expected to put their trash and/or leftovers in the garbage cans. Failure to behave appropriately in the lunchroom may result in a disciplinary action.

**Snack Break**

A short break to allow students to eat fruit or vegetables in the classroom each morning is allowed at the teacher’s discretion. Please assist us in providing an optimal learning environment for your child by sending healthy snacks only. Items that are high in sugar and/or that have no nutritional value can have a negative effect on your child’s learning.

**Water bottles**

Water bottles filled with water will be allowed in the classroom provided they are used discretely and do not create an educational disturbance.

**Fire Drills**

Fire drills are held at unannounced intervals under the direction of the Elko City Fire Department. The route to be followed from each classroom is posted next to each exit, hallway, and in each classroom area. Any student who happens to be in any area that is not under the direct supervision of a teacher at the time the fire drill bell rings should take the nearest exit and follow the most direct route to the area where the class in which he/she is enrolled for that period is grouped. When outside, the students should move at least 100 feet from the building and remain there until directed to return to the building.

**Records**

According to FERPA (Family Educational Rights and Privacy Act) P.L. 93-380 20 YSC F1232 (G), parents of students and eligible students themselves may inspect and review the student’s educational record upon request. The administrator will notify the parent or eligible student of the time and place where the records may be inspected. Parents or eligible students may not inspect and review records which pertain to other students. Other FERPA rights are described in section 99.6 of FERPA regulations.

**Infinite Campus**

Infinite campus is the data tracking system mandated by the Charter School Authority. For 7th and 8th grade, we will provide information to our parents as to how they may access Infinite Campus to check on student grades and information for their student(s). For Kindergarten through 6th grade, the best way to check for grades is to set up an appointment with your child’s teacher.

**Medication**

All student medication must be stored in the nurse’s office. Exemptions will be made when it is medically necessary for a student to carry medication, such as an inhaler for asthma. Students who are required to take any type of medication during school hours must have on file with our office, medication authorization forms signed by the prescribing physician/practitioner and parent/guardian. All medication must be contained in the original pharmacy container labeled with student’s name, prescribers name, date, medication, dosage, and time to be given. Any change in type, frequency, or amounts of medication will require a new medication authorization form. In the event circumstances make it impossible to fulfill the above procedure, and it is imperative that a student have the medication, it will be given for two days only. The parent/guardian must write or telephone this special request to the nurse.

**Changes in personal information**

Please notify the office as soon as possible of any changes in addresses, home phone numbers, emergency contacts, employment changes, etc.

**Withdrawals from School**

Any student withdrawing from school must be accompanied by a parent/guardian and must check with the teacher to verify that all books are returned to the classroom.

**School Closing**

If for any reason, school should be closed, the office will notify students of school closure. Parents can also listen to local radio stations or the local television channel 10, KENV. The administrator will make the final determination on any school closing.

**Dress Code**

The responsibility for the appearance of the students of the Elko Institute for Academic Achievement rests with the parents and the students themselves. The dress code will be checked throughout the day by staff. Any students not in compliance with the dress code will be written up. The student will be sent to the office to call their parents. Proper clothing will need to be provided and the child will need to change.

1. Boys and girls may wear navy blue or khaki slacks, skorts or shorts. Pants must be the appropriate size, worn above the hips, not too tight with no sagging or bagging allowed. Snow pants are allowed but must have appropriate school uniform underneath.
2. Girls may wear capris, dresses, jumpers, skirts or skorts.  Approved colors are white, navy blue, khaki, or a plaid of these colors.
3. Skirts, shorts or skorts are to be no shorter than 2” below the fingertips.
4. Shirts, polos and oxfords must be collared with buttons only. Shirts, Polos and Oxfords must be buttoned except for the top two excluding the collar button. Plunging necklines are not allowed.  Approved colors are navy blue or white.
5. Sweatshirts and sweaters are allowed only with a school approved logo, plain white or navy blue with no insignias of any kind.
6. Turtlenecks and undershirts that are navy blue or white are allowed but only under a school approved shirt, polo or oxford.
7. No open toed shoes, flip flops, or heels of 2” or more in height.  Shoes should be appropriately comfortable for and during school activities. Footwear must be worn at all times and must offer sanitary and safety protection.  Snow or rain boots during inclement weather are appropriate. Students need to bring P.E. shoes to change into on P.E. days. These shoes must be kept at the school.
8. Tights or leggings must be khaki, navy blue, or white when worn with shorts, dresses, skirts, skorts, capris or jumpers.

The list above is exhaustive. Nothing else is allowed; that includes but is not limited to:

* Jumpsuits
* Workout Clothing
* No transparent clothing.
* No ear warmers of any kind are allowed in the school. They may be worn on the playground.
* No skin may be showing between the bottom of the shirt/blouse and the top of the pants/skirt.
* Chains are not to be worn or attached to wallets.
* Spiked jewelry of any type may not be worn.
* Hats, caps hoods and bandanas, are not to be worn on the head in the building.
* Only natural hair colors are allowed.
* No visible tattoos or skin stickers
* Slogans or advertising on clothing that are discriminatory, profane, and/or obscene in nature or promote illegal or violent conduct, or affiliation with groups that promote illegal or violent conduct such as, but not limited to, weapons, drugs, alcohol, tobacco, or drug paraphernalia, or clothing that contains threats are prohibited.

\*Please note that if your child comes to school in items that are not listed within the dress code above, he/she will be issued a uniform violation, sent home to change or the parent may receive a phone call indicating the need for clothes that adhere to the dress code to be brought to the school for the student to change into.

This form must be returned to the front office:

By signing below, I acknowledge that I have read and understand the Elko Institute for Academic Achievement Parent Handbook.

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 Student’s name Student’s Teacher

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 Student Signature Date

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 Parent Signature Date