



ELKO INSTITUTE FOR ACADEMIC ACHIEVEMENT

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EIAA is an Equal Opportunity Provider and Employer
Enrollment is free and open to all eligible students.
www.eiaanv.net

Parent/Student Handbook

EIAA

Our mission is to empower students to
acquire and value knowledge and skills
that will support them as life-long learners
and leaders, to contribute to the world,
and practice the core values of our school:
RESPECT, HONESTY, KINDNESS, and
EXCELLENCE.

I am a Coyote; I am in charge of me.
I am respectful, I am kind, I strive for
excellence.

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School Calendar

Aug-25						
S	M	T	W	TH	F	S
					1	2
	3	4	5	6	7	8
						9
	10	11	12	13	14	15
						16
	17	18	19	20	21	22
						23
	24	25	26	27	28	29
						30
						31

School Days

Aug. 11-15: Teacher work Days/Conferences
Aug. 18: Students' First Day

Sep-25						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
						11
	7	8	9	10	11	12
						13
	14	15	16	17	18	19
						20
	21	22	23	24	25	26
						27
	28	29	30			
						23
						25

School Days

Sept 1: No School, Labor Day
SEPT 12: Beg. Year Data Done
Sept 19th BOE Data Dive

Oct-25						
S	M	T	W	TH	F	S
				1	2	3
						4
						27
	5	6	7	8	9	10
						11
	12	13	14	15	16	17
						18
	19	20	21	22	23	24
						25
	26	27	28	29	30	31
						38
						42

School Days

Oct. 16: End of 1st Quarter
Oct. 23-24: Conferences No School

Nov-25						
S	M	T	W	TH	F	S
						1
	2	3	4	5	6	7
						8
	9	10	11	12	13	14
						15
	16	17	18	19	20	21
						22
	23	24	25	26	27	28
						29
						30
						55

School Days

Nov. 11: No School, Veteran's Day
Nov. 26/27: No School Thanksgiving

Dec-25						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
						59
	7	8	9	10	11	12
						13
	14	15	16	17	18	19
						20
	21	22	23	24	25	26
						27
	28	29	30	31		

School Days

Dec. 18: End of 2nd Quarter/Early Out
Dec. 18: Early Dismissal
Dec. 22 -Jan. 1: Winter Break

Jan-25						
S	M	T	W	TH	F	S
				1	2	3
	4	5	6	7	8	9
						10
	11	12	13	14	15	16
						17
	18	19	20	21	22	23
						24
	25	26	27	28	29	30
						31
						82

School Days

Jan. 19: No School, MLK Holiday
Jan 9th MOE Data Dive

Feb-25						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
						7
						86
	8	9	10	11	12	13
						14
	15	16	17	18	19	20
						21
	22	23	24	25	26	27
						28
						97

School Days

Feb. 16: No School, President's Day

Mar-25						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
						7
						101
	8	9	10	11	12	13
						14
	15	16	17	18	19	20
						21
	22	23	24	25	26	27
						28
	29	30	31			
						112

School Days

March 12: End of 3rd Quarter
March 19-20: Conferences
March 26: Early out
March 30 - April 2: Spring Break

Apr-25						
S	M	T	W	TH	F	S
			1	2	3	4
	5	6	7	8	9	10
						11
	12	13	14	15	16	17
						18
	19	20	21	22	23	24
						25
	26	27	28	29	30	
						128

School Days

March 30 - April 2: Spring Break

May-25						
S	M	T	W	TH	F	S
					1	2
	3	4	5	6	7	8
						9
	10	11	12	13	14	15
						16
	17	18	19	20	21	22
						23
	24	25	26	27	28	29
						30
	31					
						143

School Days

May 25: No School, Memorial Day Holiday
May 28: Last Day of School/Early Out

Teacher Work Days	
No School	
Early Dismissal	
End of Quarter	
Parent/Teacher Conferences	
Start/End Date	
Contingency Days	
Tutoring Days	

Total Number of Student Contact Days: 140
Total Number of Early Out days: 3
Total Number of Parent Teacher Conf. /work days 2

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...

Our mission is to empower students to acquire and value knowledge and skills that will support them as life-long learners and leaders, to contribute to the world, and practice the core values of our school: Respect, Honesty, Kindness, and Excellence. I am a Coyote; I am in charge of me. I am respectful, I am kind, I strive for excellence.

Attendance

The state views any absence as an absence, even if there is a parent's or doctor's note. According to the state, any child who has missed 10% of enrolled days is considered habitually truant. Not only are the student and parent penalized for habitual absences, but so is the school through the state rating and evaluation system. The school year consists of 147 days, which means a kid who misses 14 days of school is considered habitually absent.

Nevada law requires all students who have not reached their 17th birthday or who have not graduated from high school to attend school regularly unless specifically excused. Failure to do this may result in a truancy charge being filed.

All illness-related or bona 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. 10 Tardies are equal to 1 truancy.

The following policy will be enacted if the student has been classified as habitually 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 Attendance

Students 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 vital in promoting and managing good attendance. The following guidelines have been developed so that the parents/guardians of students enrolled at EIAA have advanced 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 Grade

Less 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	A letter indicating a student has missed five (5) days. This letter shall include a copy of this policy, a copy of the student's attendance records, contact numbers, and the names of school staff members who can assist parents with questions.
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Step 2	A 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	A letter indicating a student has missed fourteen (14) days. A 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.
<u>Minimum Days of Attendance for Seventh Grade Through Twelfth Grade - Traditional Schedule</u>	
Less than 90 percent attendance of days enrolled each quarter may result in loss of credit(s). Nine or more days missed, per quarter, may result in loss of credit.	
<u>Parent Notification Seventh Grade Through Twelfth Grade - Traditional Schedule</u>	
Step 1	A letter indicating a student has missed five (5) days. This letter shall include a copy of this policy, a copy of the student's attendance records, and the contact number/names of school staff who can assist parents with questions.
Step 2	A 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 consequences of continued poor attendance.
Step 3	A letter indicating a student has missed fourteen (14) days. A 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.
<u>Exceptional Circumstances</u>	
The 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 that is doctor-verified. 6. Absences directly related to a student's identified disability. <i>Exceptions will be determined by the school principal.</i>	
<u>Appeal Process/Procedures</u>	
EIAA will notify parents when a student loses class credits.	
A student and/or parent shall notify the principal in writing 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, including two board members, parents, students, and school administration, will take place. The Board members, parents of the student, the student, and school administration will review all relevant data. This will include the student's 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 on the information provided, whether the student's circumstance warrants promotion or non-promotion (loss of credit). If all parties involved are not present at the hearing, they will be immediately notified of the decision.	

Tardy Policy

Like absences, tardiness adversely affects the learning process. When students are late for school, they disrupt the learning time of their classmates upon entering the classroom and forgo important instructional time for themselves. Once the drop-off window is closed, **it is the policy of EIAA that a parent or guardian must accompany any students arriving after this time to sign them in.** Excessive tardiness will equate to truancy, which may affect the student's grades.

Excessive tardiness will be dealt with in the following manner:

****Every 10 tardies = one full day of truancy**

Make-Up Work

The student is responsible for making up work missed due to absences, pre-arranged absences, and school activities such as clubs, trips to Washington D.C., etc. How the work will be made up in the case of pre-arranged absences should be agreed upon by the student and teacher at the time of teacher notification. School policy allows the student two days for each date of absence, up to four days, to turn in missing work. After the four days, an agreed-upon schedule will be determined. 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.

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.

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 their courses with a 3.0 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 the 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.

2. A pupil may apply units of credit toward promotion to high school if the pupil earned the units of credit:
 - a) At a public or private junior high or middle school located in this State.
 - b) At a public or private junior high or middle school located outside of this State if EIAA approves a transfer of the credits.
 - c) At the Nevada Youth Training Center or Caliente Youth Center.
 - d) During summer school in courses offered by a public or private junior high or middle school. Such units must be earned in courses equivalent to those offered in the junior high or middle school programs in which the pupil is enrolled.

- e) While being homeschooled in this State or homeschooled outside of this State, if EIAA approves the units.
- 3. If a pupil earns units of credits for sectarian religious courses, he or she may not apply those units towards promotion to high school.
- 4. A pupil with a disability who is enrolled in a special education program may be promoted to high school if he or she meets the requirements prescribed in the student's individualized educational program.
- 5. 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 with EIAA's curriculum requirements.

Rights of Students with Diverse Learning Needs

All students, including those with disabilities or diverse learning needs, have the right to a free and appropriate public education in the least restrictive environment. Our school is committed to providing the supports, services, and accommodations necessary to help every student reach their full potential. This includes access to individualized education programs (IEPs), 504 plans, differentiated instruction, and inclusive classroom practices. We believe that all learners deserve respect, high expectations, and the opportunity to thrive academically, socially, and emotionally.

Textbooks and Academic Materials

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 the 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 of 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 until retrieved by a parent. Phones will not be permitted in the classroom or on the playground.

Smartwatches and Wearable Technology

Smartwatches and similar wearable devices with text messaging, calling, or internet capabilities must not be used during the school day. These devices must be kept on silent and stored in backpacks or lockers during instructional time. Misuse may result in confiscation and disciplinary action.

Cell Phones

Cell phones are not to be used during the school day. They must be turned off and kept in backpacks or lockers. Unauthorized use of a cell phone may result in confiscation and disciplinary action.

Phones at the middle school level will be collected at the beginning of the day for storage and returned at the end of the day. Any phones seen at the elementary level will be confiscated and must be picked up at the end of the day.

Student Safety and Academics are a priority at EIAA.

EIAA staff have been through a lot of training on school safety and emergency situations. We take student safety very seriously and prepare not only our staff but our students to think, make situational decisions, and react to emergency situations. In doing this, we have discovered that cell phones limit the ability for students and staff to focus and make the best situational decisions in an emergency. In addition, cell phones place students and staff in danger when it comes

to certain lockdown situations. EIAA performed and practiced 3 lockdowns during the 2023-2024 school year, and during every drill, phones could be heard in both vibration mode and through notification bings. EIAA has invested in the infrastructure to effectively and efficiently reunite students with parents in an emergency situation.

Academically, we know and have experienced how cell phones affect student focus and understanding of concepts. We need our students engaged and ready to dig into content at all times. At EIAA, our teachers work hard to analyze student data and create highly intentional and focused instruction so students can learn and understand at a deeper level. The human brain is incapable of thinking more than one thing at a time; what we think of as multitasking is actually rapid-switch-tasking. The problem with switch-tasking is that it may cover a lot of ground in terms of different subjects and media, but it doesn't go deeply into any of them. A student doesn't focus on content when a phone is vibrating in their pocket.

If parents need to contact students during school hours, they need to make contact through the front office of EIAA. Similarly, if students need to contact parents during school hours, they need to do so through the front office of EIAA.

EIAA Student/Parent Technology Agreement

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

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, controlling all information on a global network is impossible.

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. We believe educating our students how to navigate the World Wide Web is an important life skill.

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.
- 2) **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 broken equipment.
 - Taking care of their accounts. Do not let anyone else know your password.
- 3) **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.
- Cyberbullying, bullying, and or harassment are never permitted.
 - Never send, or encourage others to send, non-school-related or non-approved 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.
 - Do not access information, content, apps, or programs that are not school-approved.

4) **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 websites. 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 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 judgment 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 ensure that users are using the system responsibly. Users should not expect that files stored on school equipment will be private.

- 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 broken, lost, or stolen electronic devices.
- I agree to reimburse EIAA for any monetary costs incurred from the 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.

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 other reasons. 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 lunch only with their parent/guardian.

Student Drop-off and Pick-up

CurbSmart is a student dismissal system that synchronizes pick-up lane arrivals, allowing school administrators inside and outside the building to coordinate the safe and organized release of students after school. Families will hang placards from the mirror containing the family number for dismissal. Administrators enter hang tag numbers into an electronic device, and Inside Administrators view a list of student names on another device at a location where they release the students.

To provide the safest and most efficient release of students from our school, please be advised of the following rules and procedures:

- You will not need to download the app unless you plan to carpool with another family. If you plan to carpool, you must download the app to add your students to your carpool family.
- You'll be issued a hangtag with a number. Please display this hangtag on your vehicle's mirror so it is clearly visible to the administrator upon entry.
- See attached map for school-specific instructions about how parents should pull through the car line. You must follow these procedures, so please read them carefully.
- EIAA has staggered pick-up and drop-off times to alleviate long pick-up lines. **Please do not come through the pickup line before your scheduled time, as your student will not be ready, creating issues within the pickup process.** If you have students in multiple pickup and drop off times, You can drop off and pick up **all** students during the time slot of the oldest student. (That means if I have a 1st grader, a 3rd grader and an 8th grader, I can drop them all off and pick them all up at the 8th grade time.

Drop Off Times		Pick Up Times		Early Release Pick-up Times
6 th - 8 th grade	7:40	Kinder-2nd grade	3:00	11:40
3 rd - 5 th grade	7:50	3 rd - 5 th grade	3:15	11:50
Kinder-2nd grade	8:00	6 th - 8 th grade	3:30	12: 00

- If you have to pick up your student before their allotted time, please pull into the front of the school, park, and come into the front office to check them out.
- App information: [Login - Nutri-Link Technologies \(nutrilinktechnologies.com\)](https://nutrilinktechnologies.com)
Click on CurbSmart > Create a free account > you will need the school ID and your placard number

School ID: 3340 Placard #: _____

STEP-BY-STEP INSTRUCTIONS

Drop-Off Procedures

1. Please use the W. Idaho, onto Hot Springs Rd, onto W. Main St, when arriving for pickup.
2. Enter at the designated 'ENTRANCE' area ONLY.
3. Follow the single car model until you have passed the parking lot entrance on both the left and right sides.
4. The vehicle pattern will now turn into a double car queuing system around the back of the school.
5. Follow the same pattern until you get to the SINGLE-STACK VEHICLE and proceed in the order you arrived in a single-file line.
6. Continue to the DROP OFF/ PICK UP ZONE
7. There will only be 12 cars at a time in the designated DROP OFF ZONES. You will follow the car in front of you until you have reached the area where your kids will be dropped off. There are two drop-off zones and only one pick-up zone.
8. Once all the kids have gotten out of the vehicle safely, you may proceed forward. You will **NOT** get out of

your vehicle for any reason in this area and will continue moving at the same rate as the vehicles in front of you.

9. Exit out the front entrance.
 - a. If you need to go left on Silver Street, you will turn left at the EXIT and follow W. Main to W. Idaho Street, where you can turn left at the signal on Mtn. City Highway and Idaho Street. **(You CANNOT turn left or make a U-TURN on Silver Street!)**
 - b. If you need to go right on Silver Street, you will turn right at the EXIT and continue to turn right on Silver Street.

Pick Up Procedures

1. Please use the W. Idaho, onto Hot Springs Rd, onto W. Main St, when arriving for pickup.
2. Enter at the designated 'ENTRANCE' area ONLY.
3. Make sure **YOUR PLACARD** is placed in the front windshield of your vehicle. This identifies who is being picked up.
4. Follow the single car model until you have passed the parking lot entrance on both the left and right side.
5. The vehicle pattern will now turn into a double car queuing system around the back of the school.
6. Once you make the turn back into a single car system, using the placard, staff will alert designated students of your arrival, who will then be waiting in the appropriate spot for you to pick up in the DROP OFF/ PICK UP ZONE.
7. There will only be 6 cars at a time in the designated PICK UP ZONE. You will follow the vehicle in front of you until you have reached the area where your kids are waiting.
8. Once all the kids have gotten into the vehicle safely, you may proceed forward. You will NOT get out of your car for any reason in this area and will move at the same time as the vehicles in front of you.
9. Exit out the front entrance.
 - a. If you need to go left on Silver Street, you will turn left at the EXIT and follow W. Main to W. Idaho Street where you can turn left at the signal on Mtn. City Highway and Idaho Street. **(You CANNOT turn left or make a U-TURN on Silver Street!)**
 - b. If you need to go right on Silver Street, you will turn right at the EXIT and continue to turn right on Silver Street.

DO NOT LET KIDS OUT OF YOUR CAR UNTIL YOU HAVE REACHED THE DESIGNATED DROP OFF/ PICK UP ZONE!

**DO NOT DROP KIDS OFF ON THE STREET IN FRONT OF THE SCHOOL!
IT IS CRUCIAL THAT YOU FOLLOW ALL PROCEDURES ACCORDING TO THIS PLAN!**





Classroom Visitation

EIAA aims to create a learning environment that fosters and encourages each student's ability to develop self-regulation, personal discipline, and achieve their full educational potential. As such, we kindly ask that you, our parents, assist us in creating a classroom environment with minimal distractions by scheduling an appointment with your child's teacher before visiting the classroom. Checking in with our front desk and obtaining permission, as well as a visitor's pass, is required to proceed to a classroom. 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.

Although volunteering is not required of parents or families, we appreciate any support you can provide. There is no limit to the amount of time you can volunteer. It is an excellent opportunity to broaden your horizons and get to know all EIAA's staff. According to the current law, volunteers, including parents or guardians of a pupil, student teachers, unpaid coaches, advisers, tutors, or mentors, who shall be deemed to have regular contact with pupils at the same charter school at least four times in one month or at least once each week for four or more consecutive weeks will be required to complete a set of fingerprints and undergo a criminal background check, at the volunteer's expense, before beginning their service, and at least once every five years.

Personal Hygiene

Personal hygiene is necessary for the safety of the student and others. Students who need 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.

Hot Lunch

Lunches for the 2025-2026 school year will be \$4.10. We will be using [MyMealOrder](#) to post menus, collect lunch orders, and collect funds. If you have not already, please set up an account at [MyMealOrder.com](#)

EIAA is collaborating with the National School Lunch Program to offer hot lunches to our students. **All milks and lunches must be ordered and paid for by Wednesday at 5:00pm the week before the meal is served.**

Only families who want to check qualification for free and reduced lunch need to fill out an income verification form. **We only need one application per household.** If you have a split family, please have both households complete an income verification form. Please use the following link to fill out the application: <http://eiaanv.nlappscloud.com>. Once your application is processed, you will receive a letter stating your eligibility. If you have any questions during the application process, please contact EIAA at (775) 738-3422.

Lunch Area

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

Snack Break

A short break is allowed at the teacher's discretion to enable students to eat a healthy snack in the classroom. Please help us create 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 an adverse effect on your child's learning and behavior.

Water Bottles

Water bottles filled with water will be allowed in the classroom, provided they are used discreetly and do not create a disturbance that disrupts the educational environment.

Emergency Drills

Emergency drills are held at unannounced intervals under the direction of the Elko City Fire Department and the local Sheriff's office. The route to be followed from each classroom is posted next to each exit, hallway, and classroom area. EIAA practices fire drills, shelter-in-place drills, and lockdown drills.

Board Meetings

Per Nevada's Open Meeting Law, all individuals have the right to attend and observe public board meetings. These meetings are conducted transparently to ensure that the public has access to the school's decision-making processes. Parents, guardians, staff, students, and community members are encouraged to attend and stay informed. Notices and agendas for all regular and special board meetings are posted in advance and are open to the public unless otherwise specified as a closed session under the law.

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 that pertain to other students. Other FERPA rights are described in section 99.6 of FERPA regulations. EIAA refers to the latest legal documentation when determining student identity, placement, and guardianship.

In compliance with the Nevada Public Records Act (NRS 239), EIAA will respond to public records requests while also protecting student educational records in accordance with the federal Family Educational Rights and Privacy Act (FERPA).

Exemptions

Records or portions of records may be withheld or redacted if they are:

Confidential by federal law (e.g., FERPA-protected student records), part of active investigations, containing personally identifiable information not subject to disclosure, related to litigation, personnel evaluations, or sensitive security measures

Submitting a Request

Requests must be submitted in writing (via email, mail, or hand-delivered).

Requests should be as specific as possible to ensure timely and accurate fulfillment.

Response Timeline

Per NRS 239.0107, the district will respond to the request within five (5) business days of receipt.

The response will include access to the record, a timeline for production, or the legal reason for denial.

Appeals

If access is denied, the requester may seek judicial review as permitted by NRS 239.011.

Infinite Campus

Infinite Campus is the data tracking system mandated by the State of Nevada. For 7th and 8th grade, we will provide information to our parents on how they may access Infinite Campus to check on student grades and information for their student(s). For any grade level, the best way to check grades is to schedule 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 medication during school hours must have the medication authorization forms, signed by the prescribing physician/practitioner and the parent/guardian, on file with our office. All medication must be in the original pharmacy container labeled with the student's name, prescriber's name, date, medication, dosage, and time to be given. Any change in type, frequency, or amount of medication will require a new medication authorization form. If circumstances make it impossible to follow the above procedure and a student requires medication, parents will be asked to administer it either at home or through the office. The parent/guardian must submit a special request to the nurse during an in-person meeting with the administration.

Changes in Personal Information

Please notify the office immediately of address changes, home phone numbers, emergency contacts, employment changes, etc.

Withdrawals from School

Any parent withdrawing their student from EIAA must check with the teacher to verify that all materials, equipment, and books have been returned to the classroom and complete withdrawal forms.

School Closing

If, for any reason, school should be closed, the office will notify students of school closure. The administrator will make the final determination on any school closing. EIAA is not a zoned school, meaning we have students enrolled from Elko, Spring Creek, Wells, and Carlin. For this reason, EIAA may have a snow day, late start, or early release based on weather in surrounding communities. A large group of EIAA staff live outside of city limits. EIAA administration must ensure we have enough supervision on hand for students at all times.

Dress Code

The responsibility for the appearance of the Elko Institute for Academic Achievement students 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 given a warning, and depending on the violation sent home or parents called to bring proper clothing. Continued dress code violations may signify that EIAA is not the best option for your student or family.

1. Boys and girls may wear navy blue, white, or khaki slacks or shorts. Pants must be the appropriate size, worn above the hips, not too tight, and no sagging or bagging allowed. Snow pants are allowed but must be appropriate school uniform underneath, which will need to be removed when in class.
2. Girls may wear capris, dresses, jumpers, skirts, or skorts in approved colors of navy blue, white, or khaki. If the straps on dresses or jumpers are less than 2 inches, a school-approved shirt must be worn underneath.
3. Skirts, shorts, or skorts will be no shorter than 2" below the fingertips.

4. Shirts, polos, and oxfords must be an approved style with Elko Institute for Academic Achievement's logo/name or plain that includes a collar and buttons. Buttons must be buttoned except for the top two. Plunging necklines are not allowed. Approved colors are navy blue or white.
5. Sweatshirts with school-approved logos are only allowed. Plain navy blue or white sweatshirts, zip-ups, and sweaters can be worn over uniforms but must not include any insignia.
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. Tights, leggings, and socks that are seen are allowed to be worn under a skirt, skort, or shorts, and can be white, navy blue, khaki, or any combination of these colors.
8. Belts are to be plain brown, black, or navy blue.
9. Hair bows are allowed in the hair and may be any color that does not distract from learning.
10. EIAA Club/Team shirts may be worn as long as they include the EIAA logo, are navy blue or white, and have been approved by the administration.

Nothing else is allowed; that includes but is not limited to:

- Jumpsuits
- T-shirts without EIAA approved logos
- Jeggings or Jeans
- On dress-up days, pants that have holes higher than the pocket liner.
- Workout Clothing
- No transparent clothing.
- No skin may show between the bottom of the shirt or blouse and the top of the pants or skirt.
- Chains are not to be worn or attached to wallets.
- No visible body piercings other than for earrings will be allowed.
- Spiked jewelry of any type may not be worn.
- Hats, caps, hoods, scarves, and bandanas must not be worn 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 written up in Infinite Campus, 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. If a student continually violates the uniform code, please see the discipline policy for steps that will be taken.

Recording Policy

Elko Institute for Academic Achievement (EIAA) prohibits all employees, students and other visitors or guests from taking pictures or recording all audio and video, including, without limitation, conversations, lectures, lessons, discussions, presentations, and statements occurring on school property, whether the event is taking place in person, on the telephone, or otherwise.

No employee, student, or other person may record, by any means, a conversation with another person on school

property unless all the following criteria are met:

1. A legitimate purpose for the recording
2. A recording device is in plain view
3. If the party desiring to record an event is an employee, parent, guardian, relative, or any other involved participants, a written authorization from the administration
4. Students are not allowed to record at all without the permission of the administration
5. The recorded consent of all participants in the recorded event.

Recordings are allowed at any public school function without exclusions as long as these recordings are for the sole purpose of recording the school function.

“Recording” includes capturing any verbal communications using any mechanical or electronic device, including, without limitation, an audio recorder, video recorder, computer, portable pad, tablet, cell phone, or “smart” phone.

“Event” means something that happens or is regarded as happening; an occurrence, especially one of some importance; the outcome, issue, or result of anything; and/or something that occurs in a certain place during a particular interval of time.

"School property" means: (a.) all property owned by the school; (b.) in a school vehicle; and (c.) at a school function physically off school property.

This policy does not apply to recordings made at open school board meetings with or without the speakers' knowledge at the meeting.

“School Function” is any activity or happening (i) at a School facility or (ii) sponsored, conducted, or supervised by a School Official acting in his or her Official Capacity. It includes, but is not limited to, a graduation, grade-promotion ceremony, award program, induction ceremony, pep rally, competition, practice, performance, class instructional time, and a club meeting or event.

Discipline

It is EIAA’s goal to provide our students with the tools needed to be successful. We will use every opportunity to teach behavior using consequences that have value to the learning process. If further action is required, EIAA will proceed to the steps below. All students have a right to an education, and being in an EIAA classroom is a privilege. With those rights comes great responsibility. Students are expected to come to school prepared to learn. They are to be respectful of all staff members, teachers, and other students. Students must not interfere with the learning of others. Failure to uphold these responsibilities will result in consequences administered by the teachers and administrators of the school. This may be the loss of their privilege to be in the classroom. Each teacher will have their own classroom expectations as well.

We expect every staff member to be treated with respect and dignity, just as the student will receive respect from the staff. It is important that every teacher be the educational leader in their classroom. Anything less would lead to meager and low-quality educational opportunities. A show of disrespect toward a staff member or insubordination on the part of a student will not be tolerated. The staff is responsible for supervising students anywhere on school

property and while at school-sponsored field trips or activities.

Behavior Expectations:

We have implemented the following rules for the safety of our students, teachers, staff, and visitors.

Students must follow directions from administrators, teachers, playground supervisors, and all other adults, staff, guest speakers, and volunteers.

Prohibited Behavior:

- Violent behavior or language in any form, including racist comments
- Loitering before, during, or after school
- Running in the building
- Leaving assigned areas without permission
- Disrupting other children during play or work
- Wearing hats or bandanas indoors
- Use of profanity
- Use or possession of tobacco, vapes, drugs, alcohol, or any other prohibited substances at school.

Playground Rules:

Play on the school grounds should be safe and responsible. The following are expressly prohibited:

- Fighting, hitting, pushing, kicking, pretend fighting (i.e. martial arts), chasing, wrestling, tackling, throwing objects, threats, bullying, name calling, put downs, and tackling or hitting games
- Weapons or electronic devices (phones, headsets, Gameboys, etc.) of any kind
- Personal toys, scooters, skateboarding, or rollerblades.
- Climbing on fences or trees
- Kicking or bouncing balls in non-playground areas
- Leaving the playground to get a ball without a teacher's permission
- Spitting or other harmful behaviors
- Entering the street unless accompanied by an adult

When notified that recess is over, students will freeze and pay attention. All equipment and games are to be used or played with appropriately.

School Property:

NRS 393.170 Library books, textbooks, and other school supplies: Purchase; payment for damage; ownership; penalty;

The parents and guardians of pupils are responsible for all books, including Elko County Library books, and any and all other material, chrome book or equipment loaned to the children in their charge, and shall pay to the school Secretary/Receptionist to receive the same, the full purchase price of all such books, material or equipment destroyed, lost or so damaged as to make them unfit for use by other pupils succeeding to their classes.

Parents will be responsible for the payment to repair or replace any school property, furniture, fixtures, equipment, etc. that is broken or damaged by students.

State Mandated Suspensions and Expulsions:

1. Any student who while on school premises or on school-sponsored transportation or activity uses, possesses, sells, or distributes tobacco, vapes, drugs of any kind, alcohol, any controlled substance, or any other type of substance not permitted at school, while on school premises or school-sponsored transportation or activity will, for the first occurrence, be suspended or expelled from EIAA. For the second occurrence, the student will be permanently expelled from EIAA. This includes misusing school supplies, such as eating, drinking, huffing, smoking, or injecting cleaners, glue, canned air, etc.
2. Any student who commits a battery that results in the bodily injury of an employee or other student of the school, or any student who is found in possession of a firearm or dangerous weapon while on school premises or school-sponsored transportation or activity, will be permanently expelled from EIAA.
3. No student will be suspended or expelled until he or she has been given notice of the charges against him or her, an explanation of the evidence and an opportunity to meet with administration, except that a student who (a) poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, (b) is selling or distributing any controlled substance, or (c) is found to be in possession of a dangerous weapon, may be removed from the school immediately upon being given an explanation of the reasons for his removal, and pending proceedings, to be conducted as soon as practicable after removal, for his or her suspension or expulsion.

Habitual Disciplinary Problem:

The principal may deem a student a “habitual disciplinary problem” under NRS 392 if EIAA has written evidence that in one school year:

The student has threatened or extorted, or attempted to threaten or extort, another student or a teacher, or other personnel employed by EIAA;

The student has been suspended for initiating at least two fights on school property, at an activity sponsored by EIAA or, if the fight occurs within 1 hour of the beginning or end of a school day, on his way to or from school; or the student has a record of three suspensions from EIAA for any reason.

If the student qualifies as a habitual disciplinary problem, EIAA will provide notice to the student’s parent or legal guardian, which contains:

- A description of the act and any previous acts committed by the student and the dates on which those acts were committed; and
- An explanation that pursuant to state law, a student who is a habitual disciplinary problem will be permanently expelled from EIAA.

Before EIAA deems a student a habitual disciplinary problem and suspends or expels the student, EIAA may develop, in consultation with the student and his or her parent or legal guardian, a plan of behavior designed to prevent the

student from being deemed a habitual disciplinary problem. If the student violates the conditions of the plan or commits the same act after he or she enters a plan of behavior, the student shall be deemed a habitual disciplinary problem and will be permanently expelled from EIAA.

Progressive Discipline Plan:

At the start of each school year, each teacher will establish classroom rules and expectations. After the start of the year, the teacher will individually explain the classroom behavioral expectations to each new student entering the class. Physical or verbal actions that distract students or teachers or otherwise interfere with the teaching/learning process are considered disruptive. This is not limited to the classroom but encompasses school grounds and outings. The following generally outlines, but does not limit, levels of severity in behavioral infractions, upon which the level of discipline is judged.

A guide to the level of behavior considered to be **Mild to Moderate Disruptive Behavior** may include, but is not limited to:

- Being unprepared for class
- Bothering others
- Making noises
- Refusing to work
- Talking out
- Passing notes
- Public display of affection
- Throwing paper
- Roughhousing or horseplay
- Spitting
- Being disrespectful to staff
- Interfering with the learning of oneself or others
- Cheating

Disciplinary action for **Moderate Disruptive Behavior**:

See Level 1 and Level 2 discipline outlines below. After sufficient teacher warning and contact with parents, the student may be referred to the office for treatment under the Severe Disruptive Behavior disciplinary actions listed below.

A guide to the level of behavior considered to be **Severe Disruptive Behavior** may include, but is not limited to:

- Damage to school property
- Willful disobedience to administrators, teachers, or other school personnel
- Violence of any kind
- Possession of an intoxicating liquor, a controlled substance, vapors, or a counterfeit substance
- Using or being under the influence of an intoxicating liquor or a controlled substance
- Hazing in connection with any school or social activity relating to school
- Impairing the health, safety, or welfare of teachers, students, or other persons
- Impertinent language toward administrators, teachers, or other school personnel

- Use of profane or vulgar language
- Use of tobacco
- Sexual harassment of students, administrators, teachers, or other school personnel
- Being guilty of conduct that interferes with the maintenance of school discipline
- Being guilty of conduct which warrants the reasonable belief that disruption of school operation will likely result
- Inappropriate gestures
- Making threats
- Fighting
- Stealing/Theft
- Pornography
- Profanity and/or obscene gestures directed toward the school staff
- Endangering the health, safety, and welfare of others
- Participating in sexual harassment
- Participating in physical harassment
- Making racist or disrespectful comments
- Committing any other act which is a crime under the Nevada Revised Statutes

A guide to the level of behavior considered to be **Disciplinary Action for Severe Disruptive Behavior** may include, but is not limited to:

Referral to Administrator and implementation of Level 3 disciplinary action at the Administrator's discretion.

The following is a general list of steps that must be taken prior to the removal of a child for behavioral reasons in accordance with the authority vested in the teacher per NRS 392 Protocol. The classroom teacher will document in writing the completion of each step. Please note: The order and frequency will be determined by the severity of the behavior, as well as the teacher's judgment. Depending on the severity of the behavior and the teacher's judgment, the principal may become involved in the process sooner than at Level 3.

Level 1:

- Verbal prompts/warnings from the classroom teacher.
- Classroom teacher discusses with the student the rules that are being broken and the consequences.

Level 2:

- Meeting with parent or formal parent notification via e-mail with acknowledgement of receipt by parent. If no acknowledgement is received, the teacher will follow up with a phone call.
- Temporary supervised alternative setting for more time to refocus (quiet place or different classroom)

Level 3:

- Principal referral
- Parent contact by a principal
- Possible suspension or expulsion

Level 4:

- Professional Behavioral Collaborative Team, established by the principal, identifies possible interventions and behavioral options. Based on team consensus, the principal will initiate the appropriate action.

Level 5:

When removing a child from the classroom is necessary, the principal will contact the parent to schedule a

conference with the teacher, child, and principal. During the conference, the principal will determine if the child should be returned to the classroom. If the decision is made to return the child to the classroom and the teacher disagrees with that decision, the following procedures will be followed.

A Discipline Review Committee (DRC) will be formed. The DRC will consist of two teachers, selected by the Administrator, and the Administrator. The committee may choose to:

- Suspend or expel the student.
- Re-assign the student to another classroom.
- Return the student to the original classroom.
- Recommend other Governing body-level disciplinary actions.

If the decision is made to return the student to the original classroom or to reassign the student to a different classroom and the student's disruptive behavior continues, the Administrator will pursue further action, which could include expulsion.

Any questions regarding this plan should be addressed with the Administrator.

Cooperation with law enforcement agencies:

EIAA will cooperate with other agencies whose objectives are to promote the mental and physical well-being of youth. As permitted by law, appropriate information shall be provided to law enforcement agencies, and cooperation shall be given in apprehending those who may have violated the law.

Harassment:

Harassment and intimidation are prohibited in Public Schools. As per Nevada State law this school will not tolerate harassment or intimidation by students or staff. The Nevada legislature is not advocating or requiring the acceptance of different beliefs in a manner that would inhibit the freedom of expression, but is requiring that pupils with differing beliefs be free from abuse and harassment. This requirement is in concert with EIAA's Caring Core values.

Bullying:

It is the policy of EIAA to maintain a learning and working environment free from bullying. The school prohibits any and all forms of bullying because it violates the basic right of the students and staff to be in a safe, orderly learning environment. It is a violation of this policy for any student to bully another while attending school or school-sponsored events or riding in school transportation. School staff shall report suspected bullying behavior to school administration for investigation.

For the purposes of this policy, the term "school staff" includes board members, school employees, agents, volunteers, contractors, or other persons subject to the supervision and control of the school.

EIAA will promptly and thoroughly investigate reports of bullying, whether physical or nonphysical. If it determines that bullying has occurred, we will act appropriately within the school's discipline codes and take reasonable action to end the bullying.

Definition of Bullying:

NRS 388.122

1. "Bullying" means written, verbal, or electronic expressions or physical acts or gestures, or any combination thereof, that are directed at a person or group of persons, or a single severe and willful act or expression that is directed at a person or group of persons, and:
 - A. Have the effect of:
 - a. Physically harming a person or damaging the property of a person; or
 - b. Placing a person in reasonable fear of physical harm to the person or damage to the property of the person;
 - B. Interfere with the rights of a person by:
 - a. Creating an intimidating or hostile educational environment for the person; or
 - b. Substantially interfering with the academic performance of a pupil or the ability of the person to participate in or benefit from services, activities, or privileges provided by a school; or
 - C. Are acts or conduct described in paragraph (A) or (B) and are based upon the:
 - a. Actual or perceived race, color, or national origin. Ancestry, religion. Gender identity or expression. Sexual orientation, physical or mental disability of a person, sex, or any other distinguishing characteristic or background of a person; or
 - b. Association of a person with another person having one or more of those actual perceived characteristics.
2. The term includes, without limitation:
 - A. Behavior that is intended to harm another person by damaging or manipulating his or her relationship with others by conduct that includes, without limitation, spreading false rumors;
 - B. Repeated or pervasive nonverbal threats or intimidation, such as the use of aggressive, menacing or disrespectful gestures;
 - C. Threats of harm to a person, or his or her possessions, or to other persons, whether such threats are transmitted verbally, electronically, or in writing;
 - D. Blackmail, extortion, or demands for protection money, involuntary loans, or donations;
 - E. Blocking access to any property or facility of a school;
 - F. Stalking; and
 - G. Physically harmful contact with or injury to another person or his or her property.

Appeal Procedure

A student and/or parent shall notify the principal in writing within five school days after notification of suspension or expulsion if they wish to appeal the school's decision. The principal will set up a meeting with the parent and the student. If the parent disagrees with the decisions made, they may notify the EIAA board chair in writing within five school days. The board chair will investigate the decisions made. The board members will then notify parents of findings. If the parent disagrees with the decisions made, they can contact the Nevada Charter School Authority in writing.

If a student is suspended or expelled from a public school, the board of trustees of the school district or the governing body of the charter school or university school for the profoundly gifted in which the student is enrolled shall provide, on the same day that the student is suspended or expelled, a notice of the policy for appealing the suspension or expulsion pursuant to [NRS 392.4671](#). A notice provided must:

- a) Include information regarding the timelines for appealing the suspension or expulsion;

- b) Be written clearly and in a manner that allows a student and parent or legal guardian to understand each provision of the policy; and
 - c) Be provided in as many languages as possible, to the extent practicable.
- The student and/or parent/guardian has five school days to file an appeal pursuant to the policy adopted by the board of trustees of the school district or the governing body of the charter school or university school for profoundly gifted pupils.
 - Not later than five school days after receiving notification of the appeal of a suspension or expulsion, the board of trustees or the school district or the governing body of the charter school or university school for profoundly gifted pupils must schedule a hearing.
 - The pupil who is suspended or expelled or is being considered for suspension or expulsion:
 - a) Must be provided education services to prevent the pupil from losing academic credit during the period of suspension or expulsion; and
 - b) May be considered for temporary alternative placement, if, in the judgment of the principal after consideration of the seriousness of the acts which were the basis for the discipline of the pupil:
 - The temporary alternative placement will serve as the least restrictive environment possible, pursuant to [NRS 392.4673](#); and
 - The pupil does not pose a serious threat to the safety of the school.

Complaint Policy – EIAA

At EIAA, we are committed to maintaining a respectful, safe, and inclusive environment for all students, families, and staff. We believe in open communication and addressing concerns promptly and fairly.

Step-by-Step Complaint Process

Start with Direct Communication

If you have a concern, we encourage you to first speak directly with the person involved (such as a teacher, staff member, or coach). Most concerns are resolved quickly through respectful dialogue.

Contact School Administration

If the issue is not resolved or you feel uncomfortable addressing it directly, contact the school administration in writing or by phone.

Submit a Formal Complaint (if needed)

If the concern remains unresolved, you may submit a formal written complaint by including your name and contact information, a description of the issue or event, the date it occurred, steps already taken to resolve the issue, and the desired resolution.

The complaint may be submitted by email, mail, or dropped off at the school office.

The administration will review the complaint and conduct an investigation if necessary.

Appeal (if needed)

If you are not satisfied with the outcome, you may appeal the decision to the school's governing body or board, following the procedures outlined in the board's grievance policy.

Special Cases

Some complaints, such as bullying, harassment, discrimination, or Title IX concerns, may follow additional procedures and timelines as required by law.

Restorative Discipline Policy

Our school is committed to creating a safe, respectful, and inclusive learning environment. Restorative discipline focuses on repairing harm, restoring relationships, and promoting accountability. This approach is fundamental in supporting the diverse needs of all students, including those with disabilities.

Restorative Practices May Include:

- Restorative conferences involving the student, affected parties, staff, and sometimes families.
- Mediation or peer circles facilitated by trained staff or student leaders.
- Reflective writing assignments or apology letters.
- Community service or action plans to repair harm.
- Restorative check-ins with a case manager or trusted adult.

Students with Disabilities

Students with disabilities are entitled to the same restorative opportunities, with adjustments to support their access and understanding. Behavioral manifestations of a student's disability will be considered during all discipline processes. If a behavior incident results in suspension or other serious consequences, an IEP or 504 team meeting may be held to determine whether the behavior is a manifestation of the student's disability, if the current plan is appropriate and being implemented as designed, or if additional services or supports are needed (e.g., counseling, behavior intervention plans).

Exclusions and Limits

Restorative practices do not exclude the possibility of consequences such as detention, suspension, or legal reporting when safety is at risk. However, those measures will be used only:

- After restorative options have been attempted or deemed inappropriate due to safety.
- In accordance with IDEA and Section 504 regulations.
- With documentation of all supports provided and considered.

Conclusion

Restorative discipline promotes accountability, learning, and emotional growth. By supporting all students, including those with disabilities, we create a respectful and inclusive school culture where mistakes are viewed as opportunities for learning and community growth.

Title IX Education Amendments Act of 1972

Title IX prohibits individuals from exclusion from such programs, or activities, or from denial of benefits from such programs or activities based on sex. See the link for access to full disclosure:
<https://www.usda.gov/sites/default/files/documents/ad-475d.pdf>.

Code of Honor

At Elko Institute of Academic Achievement, we are committed to upholding the following Code of Honor to ensure a respectful, responsible, and a safe learning environment for all. This commitment involves respecting others, being honest, following school rules and procedures, using technology and materials appropriately, and being dedicated to learning.

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

_____ Student's name	_____ Student's Teacher
_____ Student Signature	_____ Date
_____ Parent Name	
_____ Parent Signature	_____ Date

I have read the discipline policy as outlined in this document. I hereby acknowledge by my signature my understanding this policy is in effect for all students enrolled at the Elko Institute for Academic Achievement.

_____ Student's name	_____ Student's Teacher
_____ Student Signature	_____ Date
_____ Parent Name	
_____ Parent Signature	_____ Date