



# **ELKO INSTITUTE FOR ACADEMIC** **ACHIEVEMENT**

**1031 Railroad Street, Suite #107**

**Elko, Nevada 89801**

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**EIAA is an Equal Opportunity Provider and Employer**

[www.eiaanv.net](http://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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# Administrative Staff

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# School Calendar

<b>Elko Institute for Academic Achievement</b> 08/01/2023 through 07/31/2024	<b>Elko Institute for Academic Achievement</b> 2023-2024 Calendar Year	<b>Calendar Report</b> 04/13/2023 // 01:58:27 PM
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### Legend

- Non-Instructional day
- Non school day

### Key Dates

Mo, Aug 28.....	Instructional Day, First Day
Mo, Sep 4 .....	Non school Day, Labor Day
Fr, Sep 8 .....	Non school Day, Staff Professional Development Day
Fr, Sep 22 .....	Non school Day, Staff Professional Development Day
Fr, Oct 6 .....	Non school Day, Staff Professional Development Day
Th, Oct 26 .....	Instructional Day, End of First Quarter
Fr, Oct 27 .....	Non school Day, Nevada Day
Su, Oct 29 .....	Non school Day, Grades Due
Th, Nov 2 .....	NonInstructional Day, Parent-Teacher Conference, Non School Day Students
Fr, Nov 3 .....	Non school Day, Parent-Teacher Conference
We, Nov 22.....	Instructional Day, Half Day
Th, Nov 23 .....	Non school Day, Thanksgiving Holiday
Fr, Nov 24 .....	Non school Day, Thanksgiving Holiday
Fr, Dec 1 .....	Non school Day, Staff Professional Development Day
Th, Dec 21 .....	Instructional Day, Half Day
Fr, Dec 22 .....	Non school Day, Winter Break
Mo, Dec 25.....	Non school Day, Winter Break
Tu, Dec 26 .....	Non school Day, Winter Break
We, Dec 27.....	Non school Day, Winter Break
Th, Dec 28 .....	Non school Day, Winter Break
Fr, Dec 29 .....	Non school Day, Winter Break
Mo, Jan 1 .....	Non school Day, Winter Break, New Years Day Holiday Observed
Tu, Jan 2 .....	Non school Day, Winter Break
We, Jan 3 .....	Non school Day, Winter Break
Th, Jan 4 .....	Non school Day, Winter Break
Fr, Jan 5 .....	Non school Day, Winter Break
Mo, Jan 15 .....	Non school Day, Martin Luther King Holiday
Th, Jan 18 .....	Instructional Day, End of Second Quarter
Su, Jan 21 .....	Non school Day, Grades Due
Fr, Feb 2 .....	Non school Day, Staff Professional Development Day
Mo, Feb 19.....	Non school Day, Presidents Day
Fr, Mar 1 .....	Non school Day, Staff Professional Development Day
Th, Mar 21 .....	Instructional Day, End of Third Quarter
Su, Mar 24 .....	Non school Day, Grades Due
Th, Mar 28 .....	NonInstructional Day, Parent-Teacher Conference
Fr, Mar 29 .....	Non school Day, Parent-Teacher Conference
Mo, Apr 1 .....	Non school Day, Spring Break
Tu, Apr 2 .....	Non school Day, Spring Break
We, Apr 3 .....	Non school Day, Spring Break
Th, Apr 4 .....	Non school Day, Spring Break
Fr, Apr 19 .....	Non school Day, Staff Professional Development Day
Fr, May 3 .....	Non school Day, Staff Professional Development Day
Mo, May 13.....	Instructional Day,
Fr, May 17 .....	Non school Day, Contingency Day, Staff Professional Development Day
Fr, May 24 .....	Non school Day, Contingency Day
Mo, May 27.....	Non school Day, Memorial Day
Fr, May 31 .....	Non school Day, Contingency Day, Staff Professional Development Day
Th, Jun 6 .....	Instructional Day, Last Day, Half Day
Fr, Jun 7 .....	Non school Day, Staff Professional Development Day

July						
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28	29	30				
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June						
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23	24	25	26	27	28	29
30						

Total Instructional Days: <b>147</b> Minutes: <b>63210</b>	Total Non-Instructional Days: <b>0</b> Minutes: <b>0</b>	Total Non-School Days: <b>219</b> Minutes: <b>94170</b>
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## **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 even if there is a parent or Dr. note as an absence. According to the state any child who has missed 10% of enrolled days is considered habitually truant. Not only is 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 or less than 2 days a month is considered habitual absent.

All students who have not reached their 17<sup>th</sup> 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 with Dr. Note
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 which turn into a truancy and the student is subject to those penalties and disciplinary actions accorded by the state 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. 10 Tardies are equal to 1 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 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 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 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 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 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 fourteen (14) days. 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.

### Minimum Days of Attendance for Seventh Grade Through Twelfth Grade - Traditional Schedule

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.

### Parent Notification Seventh Grade Through Twelfth Grade - Traditional Schedule

- Step 1 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 contact number/names of school staff who can assist parents with questions.
- Step 2 Letter indicating a student has missed ten (10) days. This letter shall include a request for parent/student conference with school administration and a reminder of consequence of continued poor attendance.
- Step 3 Letter indicating a student has missed fourteen (14) days. 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.

### Exceptional Circumstances

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 which is doctor verified.
6. Absences directly related to a student's identified disability.

*Exceptions will be determined by the school principal.*

## Appeal Process

EIAA will notify parents when student loses class credits.

## Appeal Procedure

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 2 board members, parents, students, and school administration will take place. The Board members, parents of the student, student, and school administration 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 forgo important instructional time for themselves. Students line up promptly at the start of 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:

- 10 tardies: Equals one full day of truancy from EIAA – Letter home
- 20 tardies: Equals 2nd full day of truancy from EIAA

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

## **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 the 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.

## **Promotion Policy**

***7<sup>th</sup> and 8<sup>th</sup> 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 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.

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 which are equivalent to the courses offered in the programs of the junior high or middle school 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 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.
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 to EIAA's curriculum requirements.

## **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 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. Phones need to be turned off and stored in the students' backpack until school is out.

## **Telephones**

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.

# 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. We believe educating our students how to navigate the worldwide 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 misuse of 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.
  - Cyber bullying, bullying and or harassment are never permitted.
    - Never send, or encourage others to send, non-school related or 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.

- 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 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 ensure 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 from 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 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 10 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 end 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 10 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. 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 EIAA's staff. We welcome your assistance in all 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 earrings 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 discreetly and do not create an educational disturbance.

## **Emergency Drills**

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

## **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. EIAA refers to the latest legal documentation when determining student identity, placement, and guardians.

## **Infinite Campus**

Infinite campus is the data tracking system mandated by the State of Nevada. For 7<sup>th</sup> and 8<sup>th</sup> 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 any 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 the 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 a special request given to the nurse in an in person meeting with administration.

## **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 materials, equipment, and 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. Continued violation of dress code may signify EIAA is not the best option for your student or family.

1. Boys and girls may wear navy blue or khaki slacks 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 and will need to be removed when in class.
2. Girls may wear capris, dresses, jumpers, skirts or skorts. Approved colors are navy blue or khaki. If straps on dresses or jumpers are less than 2 inches, a collared shirt of approved color must be worn underneath.
3. Skirts, shorts or skorts are to be no shorter than 2" below the finger tips.
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 are only allowed with the school approved logos. Plain navy blue or white sweat shirts, zip-ups, and sweaters can be worn over uniforms and 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, or 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 approved by administration.

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

- Jumpsuits
- Workout Clothing
- No transparent clothing.
- 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.
- 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 are not to 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 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. If a student continually violates uniform please see 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 administration;
4. Students are not allowed to record at all without the permission of Administration; and,
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 by the use of any mechanical or electronic device including, without limitation, audio recorder, video recorder, computer, portable pad, tablet, cell phone and “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 any recordings made at open school board meetings with or without the knowledge of the speakers 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 needed EIAA will proceed to the steps below.

All students have a right to an education. With those rights comes great responsibility as well. 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 administrator of the school. 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 less than 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 supervision of 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 given by teachers and other school personnel:

The Administrators

Teachers

Secretaries

Playground Supervisors

All other adults, Staff, Guest Speakers,

Volunteers

#### Prohibited Behavior:

- Violent Behavior or language in any manner
- Loitering before, during, or after school
- Running in the building
- Leaving assigned areas without permission
- Disrupting other children in their play or work
- Wearing hats or bandanas inside the building
- Use of profanity
- Use or possession of tobacco, vapes, drugs of any kind, alcohol, or any other type of substance not permitted 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 playground to get a ball without teacher permission
- Spitting or other harmful behaviors
- Entering the street unless accompanied by an adult

Students will freeze and pay attention when notified that recess is over. 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 payment to fix or replace any school property, furniture, fixtures, equipment etc. broken or damaged by student.

### 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 on school-sponsored transportation or activity will, for the first occurrence, be suspended or expelled from EIAA for a period equal to at least one school semester. For the second occurrence, the student will be permanently expelled from EIAA. This includes using school supplies inappropriately such as eating, drinking, huffing, smoking or injecting cleaner, glue, canned air etc.

2. Any student who commits a battery which results in the bodily injury of an employee or other student of the school and or any student who is found in possession of a firearm or dangerous weapon while on school premises or on 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 five suspensions from EIAA for any reason.

If the student qualifies as a habitual disciplinary problem, EIAA will provide written 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 for the student 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 consequences for their students. The rules and consequences will be posted in the classroom. 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 which distract students or teacher or otherwise interfere with the teaching/learning process, are considered to be disruptive. This is not limited to the classroom, but also encompasses school grounds and outings. The following generally outlines, but does not limit, levels of severity in behavior infraction, upon which the level of discipline is judged.

Mild to Moderate Disruptive Behavior: Following list is not exhaustive but a guide to level of behavior.

1. being unprepared for class
2. bothering others
3. making noises
4. refusing to work
5. talking out
6. passing notes
7. public display of affection
8. throwing paper
9. roughhousing or horseplay
10. spitting
11. Being Disrespectful to staff
12. Interfering with the learning of oneself or others

Disciplinary action for Moderate Disruptive Behavior:

See Level 1 and Level 2 discipline outline below. After sufficient warning and contact with parents, by the teacher, the student may be referred to the office to be treated under the Severe Disruptive behavior disciplinary actions listed below.

Severe Disruptive Behavior: Following list is not exhaustive but a guide to level of behavior

1. Damage to school property;
2. Willful disobedience to administrators, teachers, or other school personnel;
3. Violence of any kind
4. Possession of an intoxicating liquor, a controlled substance, vapors or a counterfeit substance;
5. Using or being under the influence of an intoxicating liquor or a controlled substance;
6. Hazing in connection with any school or social activity relating to school;
7. Impairing the health safety, or welfare of teachers, students or other persons;
8. Impertinent language toward administrators, teachers or other school personnel;
9. Use of profane or vulgar language;
10. Use of tobacco;
11. Sexual harassment of student(s), administrators, teacher or other school personnel;
12. Being guilty of conduct which interferes with the maintenance of school discipline;
13. Being guilty of conduct which warrants the reasonable belief that disruption of school operation will likely result:
14. Inappropriate gestures;
15. Making threats;
16. Fighting;
17. Stealing/Theft;
18. Pornography;
19. Profanity and/or obscene gestures directed toward the school staff
20. Endangering the health, safety, and welfare of others
21. Participating in sexual harassment
22. Participating in physical harassment
23. Committing any other act which is a crime under the Nevada Revised Statutes;

Disciplinary Action for Severe Disruptive Behavior:

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. Also, depending on the severity of the behavior and the judgment of the teacher, the principal may become involved in the process sooner than Level 3.

Level 1:

- Verbal prompts/warning from the classroom teacher.
- Classroom teacher discusses with 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 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 principal
- Possible suspension or expulsion

Level 4:

- Professional Behavioral Collaborative Team, established by principal, identifies possible intervention 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 re-assign 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 given in apprehending those who may have violated the law.

Dress code compliance and disciplinary measures:

The discipline plan below has been established to address incidents of noncompliance with the Dress Code Policy. Noncompliance, as outlined in the plan below, interferes with the operation of the school and such interference will not be tolerated. Any incident, occurrence or display that disrupts the delivery of instruction or other school activities is considered interference with school operation. If a student comes to school out of compliance the following measures will be taken:

Level 1:

- The student 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.

Level 2:

- The Administrator will contact the parents to discuss violation and next steps. If the parents do not respond; the student will be sent home at the end of the day with a notice of stating student must meet dress code requirements and if requirements are not met, Level 3 will be implemented.

Level 3:

- Principal referral
- Parent contact by principal
- Possible suspension or Expulsion (If dress code is not respected, EIAA is not the school choice for your child)

The level enforced depends on the severity and frequency of non-compliance and will be determined by administration.

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 that is 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 of a physical or nonphysical form. If it determines that bullying has occurred, it will act appropriately within the discipline codes of the school and will 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, 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 or 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 3 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 student. If the parent does not agree with the decisions made, they may notify the EIAA board chair in writing within 3 school days. The board chair will conduct an investigation into the decisions made. The board members will then notify parents of findings. If the parent does not agree with the decisions made, they can contact the Nevada Charter School Authority in writing.

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.

\_\_\_\_\_  
Student's name

\_\_\_\_\_  
Student's Teacher

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

I have read the discipline policy as outlined in this document. I hereby acknowledge by my signature my understanding of the fact that 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 Signature

\_\_\_\_\_  
Date