



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

Parent/Student Handbook

EIAA

Our mission is to empower students to acquire and value knowledge and skills that will support them as lifelong 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

Elko Institute for Academic Achievement 07/01/2024 through 06/30/2025	Elko Institute for Academic Achievement 2024-2025 Calendar Year	Calendar Report 04/18/2024 // 12:24:04 PM
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Legend

- Half Day**
- Non-Instructional day
- Non school day

Key Dates

- Mo, Aug 19..... Non-Instructional Day, In Service
- Tu, Aug 20..... Non-Instructional Day, In Service
- We, Aug 21..... Non-Instructional Day, In Service
- Th, Aug 22..... Non-Instructional Day, In Service
- Fr, Aug 23..... Non-Instructional Day, In Service
- Mo, Aug 26..... Instructional Day, First Day
- Mo, Sep 2..... Non school Day, Labor Day
- Fr, Sep 6..... Instructional Day, Professional Development Day, Non School Day Students
- Fr, Sep 20..... Instructional Day, Professional Development Day, Non School Day Students
- Fr, Oct 4..... Instructional Day, Professional Development Day, Non School Day Students
- Th, Oct 24..... Instructional Day, End of First Quarter
- Th, Oct 31..... Non-Instructional Day, Parent-Teacher Conference, Non School Day Students
- Fr, Nov 1..... Non-Instructional Day, Parent-Teacher Conference, Non School Day Students
- Mo, Nov 11..... Non school Day, Veterans Day
- Fr, Nov 22..... Instructional Day, Professional Development Day, Non School Day Students
- We, Nov 27..... Instructional Day, Half Day
- Th, Nov 28..... Non school Day, Thanksgiving Holiday
- Th, Dec 19..... Instructional Day, Half Day
- Mo, Dec 23..... Non school Day, Winter Break
- Tu, Dec 24..... Non school Day, Winter Break
- We, Dec 25..... Non school Day, Winter Break
- Th, Dec 26..... Non school Day, Winter Break
- Mo, Dec 30..... Non school Day, Winter Break
- Tu, Dec 31..... Non school Day, Winter Break
- We, Jan 1..... Non school Day, Winter Break
- Th, Jan 2..... Non school Day, Winter Break
- Th, Jan 16..... Instructional Day, End of Second Quarter
- Mo, Jan 20..... Non school Day, Martin Luther King Holiday
- Fr, Feb 7..... Instructional Day, Professional Development Day, Non School Day Students
- Mo, Feb 17..... Non school Day, Presidents Day
- Th, Mar 20..... Instructional Day, End of Third Quarter
- Th, Mar 27..... Non-Instructional Day, Parent-Teacher Conference, Non School Day Students
- Fr, Mar 28..... Non-Instructional Day, Parent-Teacher Conference
- Mo, Mar 31..... Non school Day, Spring Break
- Tu, Apr 1..... Non school Day, Spring Break
- We, Apr 2..... Non school Day, Spring Break
- Th, Apr 3..... Non school Day, Spring Break
- Fr, May 9..... Non-Instructional Day, Contingency Day
- Fr, May 16..... Non-Instructional Day, Contingency Day
- Fr, May 23..... Non-Instructional Day, Contingency Day
- Mo, May 26..... Non school Day, Memorial Day
- Th, Jun 5..... Instructional Day, Last Day

July						
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29	30					

Total Instructional Days: 149
Minutes: 64070

Total Non-Instructional Days: 42
Minutes: 18060

Total Non-School Days: 174
Minutes: 74820

VISION

...As outlined in the Charter for EIAA...

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.

Dress Code

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

School approved colors are Navy Blue, White and True Khaki or any combination of (Khaki is not any shade of brown or tan, example colors can be found below)

- Students can wear any uniform pants, uniform shorts, skirts, jumpers, leggings, jeggings, spandex, shirts, sweaters, and sweatshirts that are Navy Blue, White, True Khaki or any combination of.
- Shorts, skorts, skirts and dresses must be 3" in length above the knee or longer.
- Pants must be worn at the natural waistline, not too tight, with no sagging or bagging allowed.
- Shirts must be loose fitting and not see through with no plunging necklines or bra straps showing.
- If straps on shirts, dresses or jumpers are less than 2 inches, a school-approved shirt must be worn underneath.
- Shirts must cover the stomach area completely.
- No sweatpants allowed.
- No blue jeans allowed except on designated Jean Days.
- Spandex, workout attire, jeggings, and leggings may not be worn except under skirts, skorts, or shorts and must be school color.
- Sweaters, sweatshirts, or jackets worn in the building must be Navy Blue, White or True Khaki or a combination of.
- All clothing must be school appropriate.

General

- No open toed shoes, flip flops, or heels of 2" or more in height.
- Snow pants are allowed on the playground but must be removed in the building.
- Snow and or rain boots during inclement weather are appropriate.
- Belts are to be worn appropriately and must not be left hanging.
- Hats, caps, hoods, and bandanas are not to be worn on the head in the building.
- Only natural hair colors are allowed.
- No visible tattoos or skin stickers.
- Ears are the only piercings allowed on the school campus during school hours. (Students must take out any additional piercings or wear clear piercing plugs in place of jewelry).

Clothing may not contain any logos or text outside of approved EIAA designs. **This includes sweatshirts, sweaters, or jackets worn in the building.**

Administration has the final say on all dress code situations.

Shirts and sweatshirts with an approved logo can be purchased from the two companies below.

Examples of approved pants, skirts, jumpers



Examples of approved shirts



Examples of approved sweatshirts



APPROVED VENDORS

The Custom Apparel Factory, LLC
email: TheCustomApparelFactory@gmail.com
phone: 775-397-8548

Facebook: The Custom Apparel Factory LLC

https://www.landsend.com/shop/school/S-ytp-xe8?cm_re=lec-_global-_glbnv-school_-20160525_-txt Press on "Shop by School" and enter EIAA in School Name. All allowed uniform clothes will be shown as options.

IMPORTANT: COLORS MATTER AND NEED TO REMAIN NAVY BLUE, WHITE, True KHAKI, OR ANY COMBINATION OF

Student drop-off and pick up

Students are to arrive on time for school.

EIAA will be implementing a pickup drop off zone with procedures at our new campus. Parents will be provided with a placard containing a carpool number. This placard will need to be placed in the front window at pickup. Parents can download the appropriate Curbsmart app or login to curbsmart.net if you would like to approve additional pickup people or place your child in another carpool. The school code is 3340. Your family placard number can be requested from the school.

Pick up and drop off times will be staggered based on grade level. **If a parent has multiple students in multiple grades, they have the option to drop off and pick up all students at the designated time the oldest student is scheduled for pick up and drop off. For example: If I have an 8th grader and a kindergartener, I will drop off both students at 7:45 and pick both students up at 3:30.**

Drop Off:

5th-8th drop off is at 7:45

2nd-4th drop off is at 7:55

Kindergarten – 1st drop off is at 8:05

Pick Up:

Kindergarten -1st pick up is at 3:10

2nd-4th pick up is at 3:20

5th-8th pick up is at 3:30

Parents will follow designated pick-up and drop-off traffic routes, remaining in their cars throughout the process. If all parents follow these policies, the process will be smooth and quick for everyone.

For safety purposes, parents are not permitted to accompany their child to their classroom without prior approval from the front office. All parents must check in and out through the front office door, not the carpool door.

Parents can use the Curbsmart app to create carpools with other families.

If a parent or carpool driver does not have the designated placard in their car, they will be asked to exit the carpool lane and park to complete the pickup process through the front office.

If a parent is entering the school, they are asked to pull into the front of the school and park.

Hot Lunch

Parents will need to sign students up and pay for hot lunch a week in advance so EIAA can order required food and stay within budget. This will allow EIAA to maintain a hot lunch program. EIAA will use MyMealOrder to sign up and pay for hot lunches.

Attendance

The state views any absence as an absence, even if there is a parent 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 habitual truant.

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 written notice from the legal parent or guardian within 3 days of the absence. The principal will determine if the absence is excused, unexcused, unapproved, or deemed to be truant. 10 Tardies or early pickups are equal to 1 truancy.

If a student misses more than 10% or is considered habitually truant, the student will have a loss of credit and may not be promoted to the next grade.

Appeal Process/Procedures

EIAA will notify parents when a student loses class credits.

A student and/or parent shall notify the principal in writing within ten (3) 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 of the parent's decision to appeal. A hearing will occur, including 2 board members, parents, students, and school administration. 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 on 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 and/or early pickup Policy

Like absences, tardiness and early pickups adversely affects the learning process. When students are late for their school day or leave early, they disrupt the learning time of their classmates upon entering and leaving the classroom and forgo important instructional time for themselves. Once the drop-off window is closed, **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.** Any students leaving early will need to be signed out through the front office of EIAA. Excessive tardies or early pickup will equate to truancy, which may affect the student's grades and promotion.

Excessive tardies and early pickups will be dealt with in the following manner:

****Every 10 tardies and/or early pickup = 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 clubs, trips to Washington DC, 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 calendar days for each date of absence up to 4 days to turn in missing work. This means if a student misses 4 days, they have 8 calendar days to make up the missing work. After the 4 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.

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:** The student passes all their courses with a 3.8 GPA or passes all their courses with a 3.0 GPA and can show participation in 2 extracurricular activities outside of or within EIAA (E.g., organized clubs, sports, or individual lessons). The 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 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 special education program may be promoted to high school if he or she meets the requirements for promotion to high school prescribed in his or her individualized educational program.
- 5. When a pupil transfers into EIAA, 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.

Field Trips

If a student is participating in a school field trip, they need to participate from beginning to end. They need to travel with their class. **Parents will not be allowed to drop students off at a fieldtrip or pick them up without Prior Administration approval.**

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 parent's responsibility to pay the replacement cost(s).

Electronic Devices

Each Student will be assigned a Chromebook. The student is the only user assigned to the Chromebook and is responsible for any damage to that device. Students shall not use personal electronic devices 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, and Bluetooth headphones are not permitted.

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. All phones seen or heard, during school hours will be confiscated and need to be picked up at the end of the day by a parent or guardian.

Student Safety and Academics are a priority at EIAA.

EIAA staff has 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 of 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 for every drill, phones could be heard in both vibration mode and through notification bings. EIAA has invested in the infrastructure to reunite students effectively and efficiently with parents in an emergency.

Academically, we know and have experienced the effect cell phones have on 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 instruction that is highly intentional and focused 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 rapid-switch-tasking is 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 Acceptable Use Policy 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.

Students can access networks all over the world through various types of electronic devices, and some material may not be considered to have educational value in 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 school's educational goals. We believe teaching 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 usernames
 - Personal information such as but not limited to a phone number, address, or age.
 - Cyberbullying, 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.
 - 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 you should be allowed to view has been blocked, 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 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 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 during 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 designated adults 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.

Classroom Visitation

It is the intent of EIAA to create a learning environment for our students that enhances and encourages each student's ability to master self-regulation and 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 in order 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.

Lunch Area

Our lunch area needs to be clean and friendly. Students are asked to bring a nutritious lunch and snack that includes items that will assist your child in learning and development. No caffeine or energy drinks are 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 disciplinary action.

Snack Break

The teacher may allow a short break each morning for students to eat a snack in the classroom. 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 have no nutritional value can negatively affect 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 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 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 guardians.

Infinite Campus

Infinite Campus is the data tracking system mandated by the State of Nevada. For 6th, 7th, and 8th grade, we will provide information to our parents as to how they may access Infinite Campus to check on student grades and information for their student(s). For any grade level, 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 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, prescriber's 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 the 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 or guardian and must check with the teacher to verify that all materials, equipment, and books have been 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. 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 always have enough supervision on hand for students.

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. **Any student preventing or interfering with learning will be removed from class until they are ready to return focused and ready to learn.**

All students have a right to an education, and it is a privilege to be in an EIAA classroom. 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 themselves or others.

Failure to uphold these responsibilities will result in consequences administered by the teachers and administrator of the school. **This may be the loss of their privilege to be in the classroom.** In addition to school expectations each teacher will have their classroom expectations as.

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 the 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:

- Disrupting other children in their work or play
- Disrupting the operation of the school
- Preventing or interfering with learning throughout the building
- Violent Behavior or language in any manner
- Loitering before, during, or after school
- Gum Chewing
- Running in the building
- Leaving assigned areas without permission
- 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.

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. If items are lost or damaged the parents and/or guardians shall pay to the school an amount equal to replace material or equipment.

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 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 that 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. Any 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.

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:

- Students has been suspended or expelled due to above state mandated suspensions and expulsions.
- 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.
- The students has two or more instances of severe disruptive behavior as defined below.
- The student has 5 level 3 occurrences within a single school year.

If the student qualifies as having 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 has a habitual disciplinary problem 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 which distract students or teachers 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 infractions upon which the level of discipline is judged.

Mild to Moderate Disruptive Behavior: The following list is not exhaustive but is a guide to the 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
12. interfering with the learning of oneself or others
13. cheating

Disciplinary action for Moderate Disruptive Behavior:

See the Level 1 and Level 2 discipline outlines 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: The following list is not exhaustive but is a guide to the level of behavior

1. damage to school property
2. willful disobedience to administrators, teachers, or other school personnel
3. Spitting
4. Peeing or defecating in or on school property other than in the toilette or urinal.
5. violence of any kind
6. possession, use or being under the influence of an intoxicating liquor, a controlled substance, vapes, tobacco or any mind-altering substance not subscribed by a Dr.
7. possession of or dealing counterfeit substances
8. hazing
9. impairing the health safety, or welfare of teachers, students, or other persons
10. endangering the health, safety, and welfare of others
11. impertinent language toward administrators, teachers, or other school personnel
12. use of profane or vulgar language
13. sexual harassment of student(s), administrators, teacher, or other school personnel
14. being guilty of conduct which interferes with the maintenance of school discipline
15. being guilty of conduct that warrants the reasonable belief that disruption of school operation will likely result
16. inappropriate gestures
17. making threats
18. fighting
19. stealing/Theft
20. pornography
21. profanity and/or obscene gestures directed toward the school staff

22. participating in sexual, physical, or mental 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/warnings from the classroom teacher.
- Classroom teacher discusses with students the rules that are being broken and the consequences.

Level 2:

- Meeting with a parent or formal parent notification via e-mail with acknowledgment of receipt by a parent. If no acknowledgment is received, the teacher will follow up with a phone call.
- 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

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.

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 the 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, 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 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 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 days. The board chair will conduct an investigation into the decisions made. The board members will then notify the parents of the 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 Name

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 Name

Parent Signature

Date