

Elko  
Institute for  
Academic  
Achievement  
Parent  
Handbook

Elko Institute for Academic Achievement

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## Elko Institute for Academic Achievement School Calendar

### September

6<sup>th</sup> - Labor Day Holiday (No School)

7<sup>th</sup> - School starts

### October

29<sup>th</sup> - Nevada Day Holiday (No School)

### November

1<sup>st</sup> Professional Development (No School)

9<sup>th</sup>-10<sup>th</sup>, 12<sup>th</sup> - Parent Conferences

11<sup>th</sup> - Veteran's Holiday (No school)

25<sup>th</sup> - 26<sup>th</sup> Thanksgiving Holiday (No School)

### December

17<sup>th</sup> - Early Dismissal

20<sup>th</sup> - 31<sup>st</sup> Winter Break (No School)

### January

3<sup>rd</sup> - School resumes

17<sup>th</sup> - Martin Luther King Holiday (No School)

### February

2<sup>nd</sup> Professional Development (No School)

21<sup>st</sup> - Presidents' Day (No School)

### March

### April

1<sup>st</sup> - Early Dismissal

4<sup>th</sup> - 8<sup>th</sup> Spring Break (No School)

11<sup>th</sup>-13<sup>th</sup> - Parent Conferences

### May

30<sup>th</sup> - Memorial Day (No School)

### June

16<sup>th</sup> - Last Day of School

Contingency days - 6/17,6/20,6/21

Welcome to the first public educational choice in rural Nevada, Elko Institution for Academic Achievement!

The policies and procedures contained in this handbook have been carefully prepared and presented to help you adjust to our school and to become an important part of it. We encourage each of you to become familiar with all of the information contained in this student handbook.

We are excited to offer this new opportunity for education. The faculty and administration are committed to providing an atmosphere where learning is priority one to every student in this school.

Should you have any issues with complying with any of the following policies, please feel free to discuss them with our staff.

### *Student Conduct and Discipline*

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 and teachers. 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.

### *Respect for Staff*

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.

### *Harassment and Intimidation is Prohibited in Public Schools:*

1. 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 CAREing Core values.

### Attendance

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

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

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

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

### Truancy Notification

Noticed is hereby given that under Nevada Revised Statute 62.224, the penalty imposed for habitual truancy (first time offense) is a fine of \$100.00; and, the second or any subsequent time the child is found to be habitual truant, the penalty is a \$200.00 fine, performance of not more than 10 hours of community service. A pupil shall be deemed a truant if he or she is absent from school without the approval of the principal of the school which the pupil attends. A pupil who has been declared truant three or more times within one school year must be declared a habitual truant. After a pupil has been deemed a habitual truant, the school will issue a citation to the pupil and the parent or guardian which will direct the pupil to appear in Juvenile Court for adjudication.

This notification should be considered an indication of the importance that the Nevada legislature is placing on school attendance. EIAA will attempt to advise parents before implementing this Statute .

### Make-Up Work

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

### 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.

### 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.

- Boys and girls may wear navy or khaki slacks or shorts. Khaki or navy corduroy pants are allowed in the winter. Pants must be the proper size, worn above hip, with no sagging or bagging allowed. Cargo pants are not allowed.
- Girls may wear capris, dresses, jumpers, skirts or skorts. Approved colors are white, navy, khaki, red or a plaid of these colors.
- Skirts, shorts or skorts are to be no shorter than 3" above the top of the knee.
- Shirts or blouses must be collared. Shirts/blouses must be buttoned except for the top two excluding the collar button. Polos and oxfords are allowed. Plunging necklines are not allowed. Approved colors are navy, red or white.
- Navy, red or white sweaters, crew neck sweatshirts (no hoods) are allowed
- Navy blazers are allowed.
- Shoes are to be plain with no conspicuous logos. Shoes must be black, brown, navy, tan, or white. No open toes, 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 but must be accompanied by inside shoes for inside use.
- Tights are allowed for girls and can be white, red, navy, black or khaki.
- Socks are to be khaki navy, black, white or brown.
- Belts are to be plain brown, black or navy blue.
- Neither hats, caps or bandanas, are allowed in the building.

The following outlines additional restrictions in student clothing:

- No gang clothing of any type.
- No clothing that advertises.
- 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.
- Spiked jewelry of any type may not be worn.

Should this dress code be financially difficult, we do have a clothes closet.

### Personal hygiene

For the safety of the student and others, personal hygiene is necessary and important. Failure by students to come to school without personal hygiene maintenance will be asked to return home. Parents will be called to pick up their child. The child's absence shall be considered an unexcused absence.

No visible body piercings other than for ear rings will be allowed.

No visible tattoos are allowed

Hair shall be well kept and shall be colored only to natural tints.

### Lunch Area

Our lunch area needs to be a clean and friendly place. 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.

### Electronic Devices

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

### Gum and Candy

No gum, candy, sodas etc. shall be used by students except during lunch.

### Fruit/vegetable Break

A fruit/vegetable break is a short break at a set time which allows students to eat fruit or vegetables in the classroom to replenish their energy level. One morning break is allowed at the teacher's discretion

### Water bottles

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

### Visitors/Volunteers

Our school mission and vision statements specifically expect parents and volunteer involvement. EIAA's success depends on it. We believe our community has a lot of talent. The school and the students attending can benefit from those talents. Volunteers must undergo a background check and must attend an "expectation meeting." Visitors are required to check into the office to obtain a visitor sticker and should be worn in such a manner to be visible to all students and staff members. All visitors and volunteers must sign in and out at the office. If a visitor wishes to visit a classroom, arrangements need to be made with the teacher at least a day prior to the visit.

### Fire Drills

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

### Textbooks and Academic Materials

Textbooks, when aligned with the state approved curriculum, are provided by Elko Institute for Academic Achievement if textbooks support the mission and goals of the school. All academic materials, not including pencils, paper, pens, etc., will be provided. Students receive lists from individual classroom teachers for materials needed to assist in their education.

## Educational Records

1. 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.

### 1. PowerSchool

Parent Information: To access PowerSchool, log on to (<http://ps.elkocharter.school.com>) and type in your username and password. If you do not have your username and password, contact the office and request it. There is also a PowerSchool link on the school's website. PowerSchool allows you to:

- a) View more details of the student's grades. Click on the letter grade that is highlighted in blue.
- b) View more information regarding the assignment. Click on the assignment that is highlighted in blue.
- c) To email the teacher, click on the teacher name.
- d) To receive an automatic email notification, click on Email Notification. You can get automatic emails daily, weekly, every 2 weeks, or monthly. You can have automatic reports sent to as many people you want by adding additional addresses. You can have them sent to your spouse, grandparents, etc.

## Student drop-off and pick up

Students are to arrive on time for school but not more than 15 minutes early. Parents must park in the parking lot across the street to drop off or pick up their students.

Students are to be picked up within 15 minutes of school dismissal. Parents or older siblings shall accompany students grade K-3 as the student crosses the street.

## Telephone Calls

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.

### Medication

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

### Parent Newsletters

The school will periodically send newsletters to parents via e-mail. Please notify the school of a change in your e-mail address. The newsletters are also posted on the website. The school will not generally send home paper copies in keeping with it's commitment to "Reduce, Recycle and Reuse!" Notify Lori Miner if you require a paper copy be sent to your home.

### Changes in Address, Etc.

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

### Withdrawals from School

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

### School Closing

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