ELKO HIGH SCHOOL STUDENT HANDBOOK 2026/2027



Elko High School
987 College Ave
Elko, NV 89801
Phone 775-738-7281

PRINCIPAL

Mr. Jonathan Foss

VICE PRINCIPALS

Mr. Rod Bryson
Mrs. Audrey Karr
Mrs. Tiffany Williams

COUNSELORS

Ms. Talbott- lead counselor
Ms. Bingham
Ms. Madsen
Mr. Oliver

ELKO COUNTY SCHOOL DISTRICT
ADMINISTRATION OFFICE

1092 Burns Road
Elko, NV 89801
775-738-5196

Mr. Clayton Anderson, Superintendent
Mr. Cody Krenka, Director of Human Resources
Mr. Aaron Fisher, Director of Special Services
Mrs. Emily Nielson, Director of Secondary Education
Mrs. Candice Tournahu, Director of Elementary Education

The Elko County School District does not discriminate based on race, color, national origin, sex, age, or disability. El Elko County School District no discrimina por raza, color, nacionalidad, género, edad, habilidad diferenciada.

ELKO HIGH SCHOOL MISSION

Excellence in Education
Honoring the Community
Success in Life

Elko HIGH SCHOOL BELIEFS

- All students are valued individuals with unique personal and academic needs.
- An orderly, safe, well-equipped, and appropriate instructional environment promotes student learning and well-being.
- Students need to demonstrate through performance and testing their ability to meet and exceed the state curriculum standards.
- Communication is a shared responsibility between all members of the school community.

ELKO HIGH SCHOOL COLORS

Maroon and White

SCHOOL MASCOT



Table of Contents

STUDENTS' RIGHTS AND RESPONSIBILITIES…….5

DISTRICT CALENDAR…….6

BELL SCHEDULE……..7

ATTENDANCE PROCEDURE AND POLICIES……8-10

STUDENT CONDUCT AND DISCIPLINE……..11-18

GENERAL INFORMATION……..19-20

CLASS RANKING AND GRADUATION ……20-21

ELIGIBILITY……23

GUIDANCE AND GRADING……23-24

SAFETY SEARCHES AND DRILLS……...25

Appendix……..26-29

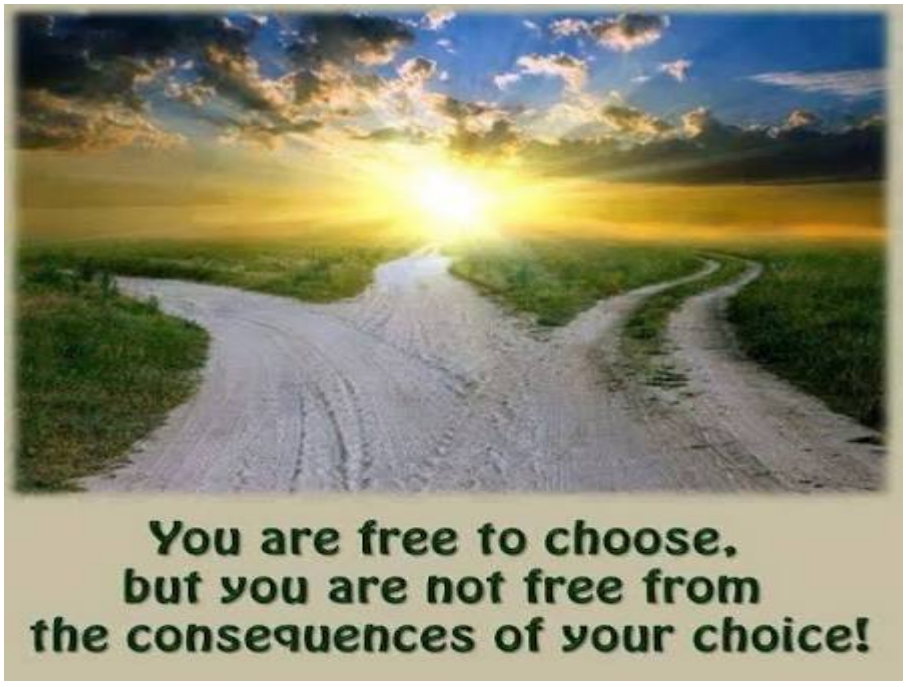
STUDENT RIGHTS AND RESPONSIBILITIES

Students have the right to expect:

- An atmosphere that is conducive to learning.
- A curriculum that is challenging, yet appropriate to their needs.
- Teachers whose desire is to create an interest in learning.
- Fair and unbiased treatment from teachers and administrators.
- To be informed of those areas of policy which directly affect their performance and education.
- Free and open dialogue with the administrators and teachers on items of mutual interest and concern.
- Channels of appeal open to arrive at satisfactory solutions.
- Leadership and guidance in their educational careers and post-high school endeavors.

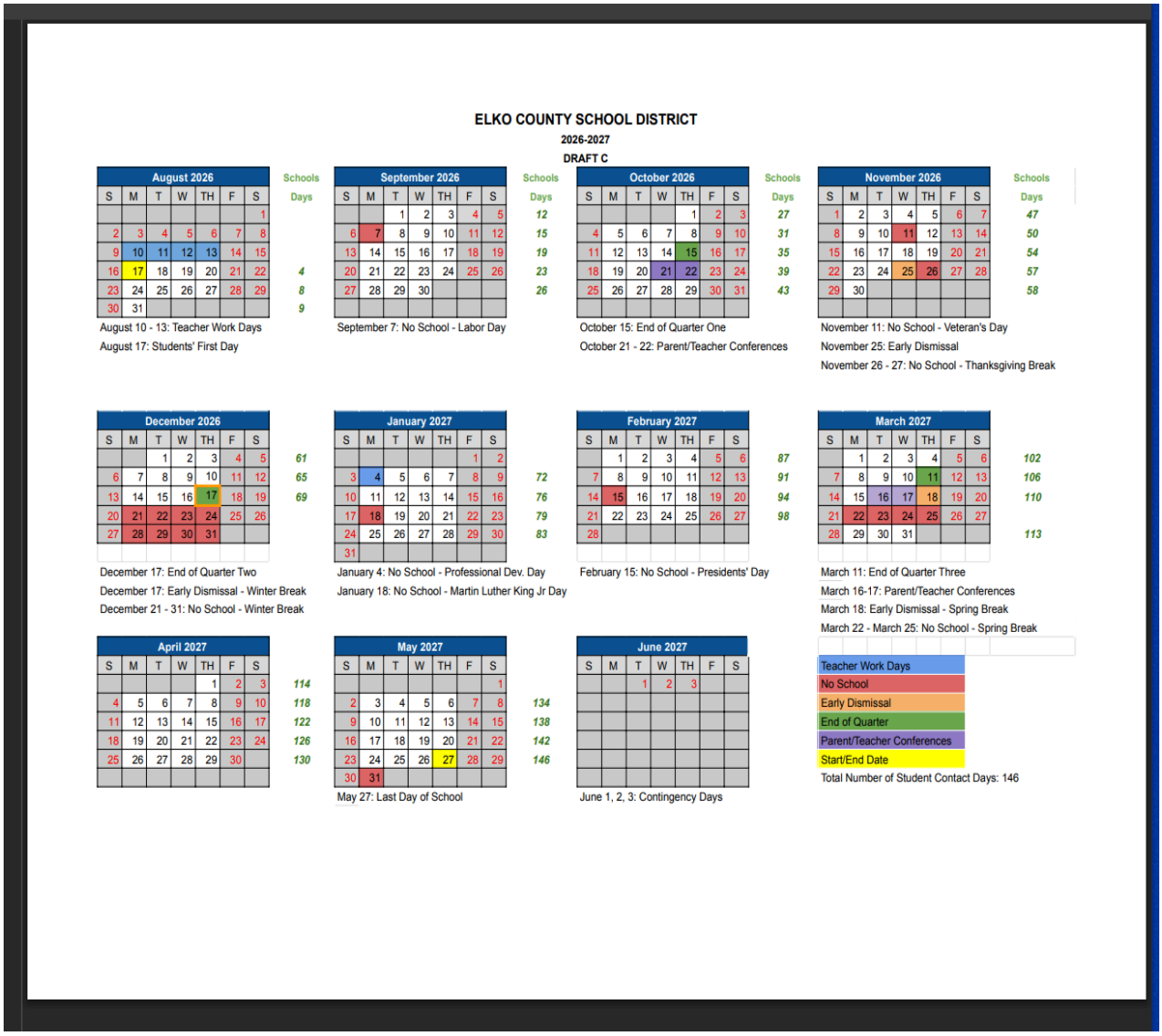
A student has the responsibility to:

- Take full ownership of the educational opportunities provided for them.
- Strive for performance excellence in the classroom, extra-curricular and co-curricular activities.
- Be punctual.
- Respect school rules, administration, school personnel, and the learning opportunities of others.



District Calendar

Printable Version:
https://files-backend.assets.thrillshare.com/documents/asset/uploaded_file/3593/Ecsd/055a1a0a-b7ee-48ba-8348-69e77802ff89/ECSD-2026-2027-Calendar.pdf?disposition=inline



ELKO COUNTY SCHOOL DISTRICT

2026-2027

DRAFT C

August 2026

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

August 10 - 13: Teacher Work Days
August 17: Students' First Day

September 2026

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

September 7: No School - Labor Day

October 2026

S	M	T	W	TH	F	S	Schools Days
				1	2	3	27
4	5	6	7	8	9	10	31
11	12	13	14	15	16	17	35
18	19	20	21	22	23	24	39
25	26	27	28	29	30	31	43

October 15: End of Quarter One
October 21 - 22: Parent/Teacher Conferences

November 2026

S	M	T	W	TH	F	S	Schools Days
1	2	3	4	5	6	7	47
8	9	10	11	12	13	14	50
15	16	17	18	19	20	21	54
22	23	24	25	26	27	28	57
29	30						58

November 11: No School - Veteran's Day
November 25: Early Dismissal
November 26 - 27: No School - Thanksgiving Break

December 2026

S	M	T	W	TH	F	S	
		1	2	3	4	5	61
6	7	8	9	10	11	12	65
13	14	15	16	17	18	19	69
20	21	22	23	24	25	26	
27	28	29	30	31			

December 17: End of Quarter Two
December 17: Early Dismissal - Winter Break
December 21 - 31: No School - Winter Break

January 2027

S	M	T	W	TH	F	S	
					1	2	
3	4	5	6	7	8	9	72
10	11	12	13	14	15	16	76
17	18	19	20	21	22	23	79
24	25	26	27	28	29	30	83
31							

January 4: No School - Professional Dev. Day
January 18: No School - Martin Luther King Jr Day

February 2027

S	M	T	W	TH	F	S	
	1	2	3	4	5	6	87
7	8	9	10	11	12	13	91
14	15	16	17	18	19	20	94
21	22	23	24	25	26	27	98
28							

February 15: No School - Presidents' Day

March 2027

S	M	T	W	TH	F	S	
	1	2	3	4	5	6	102
7	8	9	10	11	12	13	106
14	15	16	17	18	19	20	110
21	22	23	24	25	26	27	
28	29	30	31				113

March 11: End of Quarter Three
March 16-17: Parent/Teacher Conferences
March 18: Early Dismissal - Spring Break
March 22 - March 25: No School - Spring Break

April 2027

S	M	T	W	TH	F	S	
				1	2	3	114
4	5	6	7	8	9	10	118
11	12	13	14	15	16	17	122
18	19	20	21	22	23	24	126
25	26	27	28	29	30		130

May 2027

S	M	T	W	TH	F	S	
						1	
2	3	4	5	6	7	8	134
9	10	11	12	13	14	15	138
16	17	18	19	20	21	22	142
23	24	25	26	27	28	29	146
30	31						

May 27: Last Day of School

June 2027

S	M	T	W	TH	F	S
		1	2	3		

June 1, 2, 3: Contingency Days

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

Total Number of Student Contact Days: 146

BELL SCHEDULES

These can be found on the Elko High School website at:
https://www.ecsdnv.net/o/ehs/page/bell-schedules

ATTENDANCE PROCEDURES AND POLICIES

Abbreviation Explanations:

IC - Infinite Campus (Please download this to your phone for up-to-date information on what your child is doing).
LD - Lunch Detention
ISS - In-School Suspension (served in the detention room- Jr. building)
OSS - Out of School Suspension
PC - Parent Contact

The Nevada Revised Statutes require compulsory school attendance for each child between the ages of 7 – 17. Students are expected to attend regularly and be prompt to ensure a quality education. In compliance with NRS 392, Elko County School District has developed a Minimum Day Attendance Policy requiring students to attend school 90% of the days to maintain student enrollment in order to receive credit for the course.

Any student who is absent must have a valid reason. **A parent/guardian must write or call in an excused absence and submit it to the Attendance Office within 72 hours of the absence (an email may be sent instead of a written note)**. Students who are deemed unexcused (an unexcused absence is defined as any absence that has not been approved by the school per NRS 392.126-130l). ***Failure to do so will result in a truancy being issued for the absence. NRS 392.126-130***



DMV- CERTIFICATION OF ATTENDANCE

S.B. 269 Driver's License Measure Attendance Requirements:

1. As required by S.B. 269, all students under the age of 18 who wish to apply for a learner's permit or driver's license must submit a completed DMV-301 form signed by a school official verifying the applicant has attended at least 90% of the school days in the current semester to the DMV office at the time of application. (No more than 7 unapproved absences for a block school.)
2. Students who do not meet the 90% attendance standard in the current semester will be unable to apply until the attendance shows that the student has met 90% attendance requirements.
3. Students who turn 18 during the suspension will be required to complete the terms of the suspension before becoming eligible to apply for a learner's permit or driver's license.

SCHOOL-SPONSORED ABSENCES

Although absences for school -sponsored activities are excused and exempt, it is the student's responsibility to make assignment arrangements in advance with the teacher whose class will be missed for the activity. Absence from school the day of or immediately before a practice or athletic contest without an exempt absence or pre-arranged excuse shall eliminate the student from practice and/or game(s). Exempt absences are:

1. Doctor-verified medical release.
2. School Nurse Verification.
3. Pre-arranged educational experiences outside of school.
4. Verifiable family emergencies.
5. Extended injury or illness that is doctor-verified.
6. An absence directly related to a student's identified disability.

COLLEGE VISITS

Seniors may be granted up to three days (exempt) to visit college campuses. The attendance office must receive a request from the students' parents and must be excused by the administrator prior to the absence. Students must provide documentation of the college visit to the attendance office upon their return.

LEAVING THE CAMPUS

Elko High School is an open campus; however, students are not allowed to check themselves out of school between the hours of 7:40 am – 3:55 pm. Students may only be checked out of school by a parent/guardian or by an emergency contact person listed in Infinite Campus, the name of whom has been provided to the school office.

FINES

Any fees that are assessed have to be paid before you begin the next season, or you will not play or travel. This includes, but is not limited to: library fees, class fees, athletic fees, organization or club fees, or school fees (like laptops or chargers).

STUDENTS LEAVING CLASS

Students leaving the classroom during class time are to sign their name on the class sign-out

sheet and are required to have in their possession a hall pass that clearly identifies the classroom they are from.

These guidelines were developed through the cooperative efforts of the staff, students, parents, and administration to ensure the smooth operation of Elko High School. It is intended that these guidelines will help in understanding the rights and responsibilities associated with attending Elko High School.

Every student has the right and opportunity to learn in an environment that is safe, free of drugs, clean, peaceful, and well-organized. Students must also recognize that they have a responsibility to ensure that their actions do not deprive others of the same opportunity.

It should be understood that this is not a limiting document; not all possible violations have been identified, and not all possible consequences have been listed. In accordance with state law and school district policy, discipline is to be progressive; however, it should be understood that the severity of the circumstances surrounding an infraction, in addition to attendance/behavior history, may justify different or harsher consequences than those listed here.

Unless specifically stated otherwise, all rules defined below shall apply to students on school property and at school activities including, but not limited to, field trips, dances, conferences, athletic events, all transportation to and from school, and school-sponsored activities.

Parents and Students, Please Note: If a student receives an Out of School Suspension (OSS, a parent conference is required upon re-entry to school by the student and parent with an administrator. (Conference may occur during 1st hour. Once the conference is finished, students will be sent back to class - document in Infinite Campus). An OSS also prohibits a student from being on the school campus for the duration of the OSS. An OSS prohibits a student from attending school activities (including after-school activities).

The following attendance policy is predicated on the premise that positive attendance habits will promote successful student career and life experiences. Poor attendance leads to poor academics.

Notifications

Ten or more days missed per school year **may** result in loss of credit. **As per statute**, parents will be notified of student absences when the student has missed five (5) days and then ten (10) days of a class. Parents may request a conference with the school administrator to discuss absences. Loss of credit could occur per state NRS 392.122. Excessive absences and/or truancies will result in a conference with the school administration.

The following factors may be considered, but are not limited to, as unavoidable and/or defensible exceptions to the minimum number of attendance days:

Doctor-verified medical release

School Nurse verification

Prearranged educational experiences outside of school

Verifiable family emergencies

Extended injury or illness (doctor verified)

Absences directly related to a student's identified disability

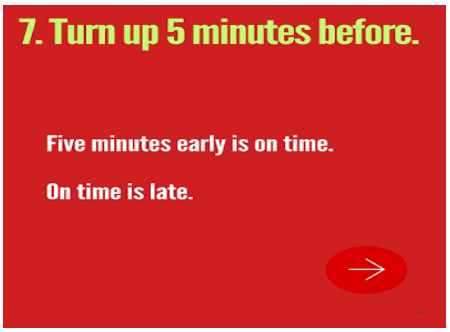
Verified court requirements.

Minimum attendance requirements for course credit are specified in NRS 392.126, and state that a student may not earn credit upon the accrual of more than 10 (ten) unexcused absences in a school year. Students in grades 9-11 and Seniors in their first semester must, upon loss of credit due to excessive absences, make arrangements to obtain the credit through alternative means, including online, summer school, or credit recovery programs. Only seniors in their second semester will be allowed to make up excessive absences. Any required make-up hours must be completed and approved by May 24th. Students with 10 (ten) or more absences may be subject to doctor's or physician's notes only in order to be excused.

PREARRANGED ABSENCE REQUEST FORMS: These forms are available in the attendance office for medical, dental, and legal appointments, family bereavement, religious observances, family trips, appointments that cannot be scheduled outside the school day, or other important business. When accompanied by an acceptable note, such absences may be considered exempt at the discretion of administration. Absences for medical or dental appointments will not be made exempt without a note from the physician/dentist. Prearranged absences are not intended for errands, babysitting, free day, or entertainment.

TARDIES

Punctuality is necessary for a positive educational atmosphere. In order to prevent classroom disruptions, students are to be in their assigned classroom by the end of the final bell. SHOULD YOUR STUDENT HAVE AN ISSUE GETTING FROM ONE AREA OF THE CAMPUS TO ANOTHER, PLEASE HAVE THEM CONTACT ADMINISTRATION OR THEIR COUNSELORS SO THIS ISSUE CAN BE ADDRESSED.



WE DO NOT EXCUSE A TARDY WITHOUT A PROFESSIONAL EXCUSED NOTE.

DISCIPLINARY ACTION:

1-3 Tardies- 1 LD

4 tardies- 2 LD

5 tardies - 3LD

Greater than 5 tardies per week will result in 1 day ISS

More days for repeat offenders

6 + tardies- 1 day ISS, and intervention steps with counselors.

Referrals will be handled by Grade level

9 th - Mrs. Williams

10 th/11th - Mr. Bryson

12 th - Mr. Foss/Mrs. Williams

Each administrator may step in to any grade level to help.

Note: Cell Phone offenses are cumulative for students in grades 9-12 for the school and not per teacher. Further disciplinary measures apply as per ECSD Policy JD Student Discipline.

TRUANCY

A TRUANT IS DEFINED BY THE State of Nevada Revised Statutes NRS 392.126-130 as any student who is absent from school, for at least one period, without a valid excuse acceptable to the student's teacher or principal as addressed in the NRS 392.126-130. . Additional periods truant may be addressed independently and additional progressive discipline applied. Students may be required to provide a doctor's excuse or required documentation per NRS 392 for absences not to be considered truant. . **Per ECSD Policy and Nevada NRS 392.126-130: students are allowed 3 days (72 hours) to bring a note or have a parent/guardian call for absences (8 parent excused absences per school year). If they fail to bring a note or there is no call, those absences will become truancies.**

****If a student is assigned detention for tardies and/or truancies and a conflict exists between serving detentions and participating in a school activity, club, or other organization, the detentions will take precedence.**



Dress Code

Elko High School holds a rich tradition of academic excellence, school pride, and class. With our many pathway opportunities for students, emphasis on learning to comply with a dress code is mandatory for a work environment. We expect students to dress in a manner that does not distract from the quality of the education provided. The school administration shall have the right to designate which types of dress, appearance, and conduct disrupt or detract from maintenance of order in the educational program. Students' dress should be neat and clean. Any style that diminishes instructional effectiveness or disciplinary control by teachers is not acceptable. Board Policy J.C.D. Dress Code: Limitations on student dress and grooming will be left to the discretion of the building administration when, in their opinion, the students' dress and/or grooming becomes

obscene, filthy, unhealthy, or becomes a distraction to and interferes with the educational process. This includes cell phone covers, shoes, and whatever else might carry graphics that are not appropriate.

Students not abiding by dress code requirements will be sent to the administration office for appropriate disciplinary action utilizing steps outlined in the Progressive Discipline Matrix

Specific examples of unacceptable dress or appearance are given as, but not limited to, the list that follows:

- Attire that is deemed dangerous: any type of chain, spike, or other material that potentially may cause injury. Body piercing that is determined to diminish students' safety, including any jewelry in shop (i.e., Construction, HVAC, Electrical, Auto, or any other field deemed inappropriate to wear jewelry for safety) and physical education classes;
- Attire exposing cleavage, undergarments, bras, or excessive back or midriff areas are not to be worn at any time. Halter tops, tank tops, or spaghetti straps may only be worn when shoulders are completely covered by an additional sleeved shirt or blouse; bare shoulders are not acceptable at any time.
- Ripped clothing, torn pants, cut-off shorts or shirts, or any clothing produced to be immodest, unsafe, or disruptive to a general atmosphere of order and discipline in the school environment;
- Apparel such as shorts, dresses, skirts, and slits, cuts, or rips in clothing are to SHOW A VISIBLE INSEAM.
- Attire that advertises drugs, alcohol, tobacco, sexual connotations, gang, or satanic pictures and/or messages.
- ALL HEAD COVERINGS, including but not limited to hats, hoods, bandanas, etc., are not to be worn by males or females in any building on campus, except for those for medical purposes or religious observances, or for prescribed student council dress-up activities such as Homecoming Week.
    - Individuals in violation of wearing a head covering will have their head covering confiscated. The head covering will be available for pick-up at the end of the day in the attendance office.

DISCIPLINARY ACTIONS

https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded_file/3593/AMS/3597198/ECSD_Restorative_Discipline_Matrix_25_26.pdf (26-27 will be uploaded when made available)

HAT and/or HEAD COVERING

All hat/head coverings will be subject to the classroom expectations set up by the individual teacher.

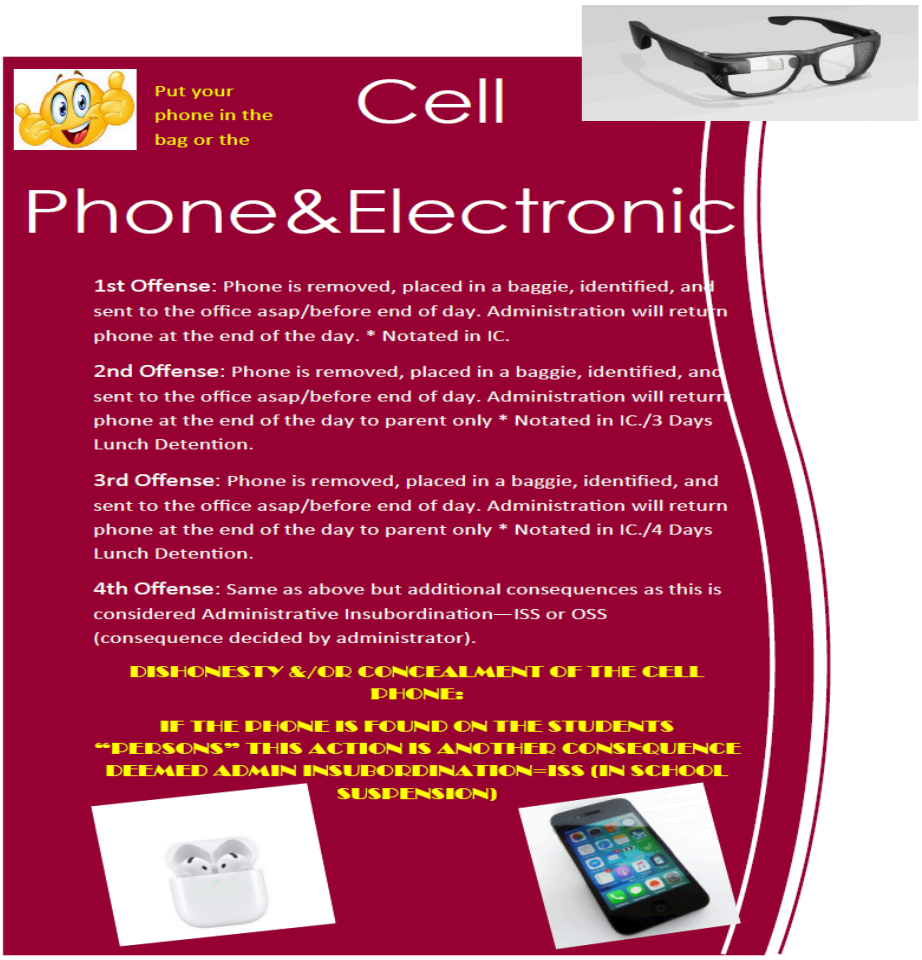
ELECTRONIC DEVICE USE POLICY

The use by students of personal communication devices such as cell phones, earbuds, smartwatches, smart glasses, or other similar electronic communication devices is **prohibited during the instructional day per the ECSD district policy.**

As long as use is not disruptive or a violation of other students', staff. or stakeholders' privacy concerns, students may use these devices during scheduled lunch periods, while on district buses, or in between classes. Cell phones/electronic devices are subject to confiscation if used other than during the stated times.

We understand that parents/guardians may have a need to get a hold of their students during the school day. We encourage parents/guardians to call the attendance office and have a message sent or a phone call transferred to your student's teacher in the event of an emergency. We know the data shows that cell phones are a large part of the classroom distractions when the cell phones are out or in reach of the student, and we are here to support your students' academic success by making sure those phones are off and put away.

DISCIPLINARY ACTION:



COMPUTER USE

Students agree to exhibit ethical behavior at all times when using school computers. This includes, but is not limited to, staying in programs and features as instructed by the teacher, keeping non-lab or classroom software off the computers, refraining from using inappropriate language for directory and file names, keeping the content of E-mail messages appropriate for school, refraining from behaviors which may damage equipment or software, and following ECSD policies and protocols when using the Internet. Students will not be allowed to access sites such as Snapchat, Twitter, Facebook, chat rooms, or any sites similar in nature. All students must have an AUP on file to use the internet.

Failure to sign the " Acceptable Use Policy for Telecommunication/Internet " is cause for revocation of all electronic device privileges until said document is signed.

DISCIPLINARY ACTION:

1st Violation: Loss of computer privileges; time period; administrative discretion of LD, ISS and OSS; parent contacted

2nd Violation: Permanent loss of computer privileges (EHS); parent contacted

DISRUPTIVE BEHAVIOR-NUISANCE ITEMS

Physical or verbal actions that 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.

Because the items listed below tend to provide a disruption of the educational process, the following items are considered Nuisance Items and are not allowed to be used during school

Inappropriate use of nuisance items, as deemed inappropriate by the administration, may result in ISS or OSS, depending upon the circumstances of the infraction. **Skating, skateboards, or riding bicycles is strictly prohibited on school district property at any time.**

Note: Offenses for nuisance items are cumulative for students in grades 9-12. Students will be monetarily responsible for any damage caused by using a nuisance item.

Disruptive behavior and nuisance items include, but are not limited to:

Skateboards, Roller Blades, Metal Scooters, Laser Pointers, Other items deemed a nuisance by the Administration

Throwing paper, etc.

Inappropriate behavior

Profanity

Public Displays of Affection (see separate section on this)

Disrespect

Failure to follow school rules & policies

Roughhousing/Horseplay

DISCIPLINARY ACTION: (DB Disruptive Behavior)

https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded_file/3593/AMS/3597198/ECSD_Restorative_Discipline_Matrix_25_26.pdf



INSUBORDINATION - CONTINUAL BEHAVIOR REFERRALS

Insubordination is the intentional failure to comply with the requests of teachers, administrators, or other school personnel. This may also be deemed Willful Disobedience. Insubordinate acts may be verbal, defiant actions, or intentional inaction.

Repeat trips to the office and a history of disruptive behavior and other office referrals will not be tolerated either. It is our intention at EHS to create a positive learning environment. Therefore, repeat referrals to the office for offenses other than attendance matters will face tougher disciplinary action too. This includes action being taken for the **DISTURBANCE OF THE EDUCATIONAL PROCESS. THIS INCLUDES INCITING CONFLICT OR INSUBORDINATION.**

DISCIPLINARY ACTION: (Severity of infraction may change the level of consequence.)

https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded_file/3593/AMS/3597198/ECSD_Restorative_Discipline_Matrix_25_26.pdf

DISCIPLINARY ACTION: Excessive student violations will move to the subsequent violation of the discipline policy for that infraction. Possible discipline will be based on **DISTURBANCE OF THE EDUCATIONAL PROCESS**. NRS 392.900, 392.910

SERIOUS DISCIPLINE INFRACTIONS

The following behaviors are considered to be highly inappropriate and, depending on circumstances, should result in immediate referral to the office. This is not limited to the classroom, but also encompasses school grounds.

Profanity and/or obscene gestures directed toward the school staff

Endangering the health, safety, and welfare of others

Making threats

Participating in sexual harassment

Gang activities

Participating in physical or mental harassment

Hazing

Bullying and/or Harassment* (see separate section regarding this conduct).

Possession of a Firearm or a Weapon (NRS 392.466)

DISCIPLINARY ACTION:

https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded_file/3593/AMS/3597198/ECSD_Restorative_Discipline_Matrix_25_26.pdf

* **Parents and Students, Please Note: If a student receives an Out-of-School Suspension (OSS), a parent conference is needed upon re-entry to school by the student with the Vice Principal.**

BULLYING AND/OR HARASSMENT



It is the policy of Elko High School to maintain a learning and working environment that is free from bullying and harassment. The school district prohibits all forms of bullying, including cyber-bullying, because it violates the basic right of the students and staff to be in a safe and orderly learning environment.

"Bullying" means a willful act or course of conduct on the part of one or more persons which exposes a pupil to an oral or written communication or physical act that:

Places the pupil in reasonable fear of harm to his or her person or property,

Creates a hostile environment for the pupil at a public school,

Infringes on the rights of the pupil at a public school,

Interferes with the operation of a public school, or is highly offensive to a reasonable person, and is intended to cause and actually causes the pupil to suffer harm or serious emotional distress. NRS 388.122- NRS 388.135

It shall be a violation of this policy for any person to engage in bullying, cyber-bullying, harassment, or intimidation of a pupil at any place or by any method, including, without limitation, on the premises if any public school, on the property immediately adjacent to a public school, at a school bus stop, at any activity sponsored by a public school or on any school bus, van or any other motor vehicle owned, leased, or chartered by a school district to transport pupils or school employees. A single act of the above unlawful behavior may constitute bullying.

School staff shall report suspected bullying behavior to school administration for investigation using appropriate district forms.

Administration will promptly and thoroughly investigate reports of bullying, whether of a physical or non-physical form. If it is determined that bullying has occurred, appropriate action will be taken as follows:

DISCIPLINARY ACTION:

https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded_file/3593/AMS/3597198/ECSD_Restorative_Discipline_Matrix_25_26.pdf

Discipline can be changed at the administration's discretion and/or upon state changes.

FIGHTING

Fighting is mutual and willing physical combat between one or more individuals. The definition will encompass more than pushing/shoving/wrestling. Behaviors of this nature will be considered endangerment to the health, safety and welfare of others. Assault is the direction of physical violence toward another unwilling individual. ECSD has a zero tolerance for fighting.

Fighting will be cause for a student to be charged under **DISTURBANCE OF THE EDUCATIONAL PROCESS**. NRS392.900, 392.910

DISCIPLINARY ACTION:

https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded_file/3593/AMS/3597198/ECSD_Restorative_Discipline_Matrix_25_26.pdf

Two fights in a school year or five suspensions within one school year will result in mandatory long-term suspension and/or expulsion as deemed by NRS.

POSSESSION AND/OR USE OF TOBACCO/VAPE/E CIGARETTES/ETC.

At no time may students be in possession of or use tobacco products while on ECSD property, or while participating in any school-sponsored activity. This includes Electronic Cigarettes and other items that imitate illegal substances or items. Students will be directed to attend the DAVE (drug and alcohol class) that is currently provided by the Elko Social Worker (time/day TBD). The student may also receive a citation by the SRO.

DISCIPLINARY ACTION:

https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded_file/3593/AMS/3597198/ECSD_Restorative_Discipline_Matrix_25_26.pdf

POSSESSION AND/OR USE OF ALCOHOL

Did you know? Higher Multiplied Risk: Teens who begin drinking before age 15 are roughly **four to five times more likely** to develop alcohol dependence in their lifetimes than those who wait until age 21. **[1, 2]**

Use of, possession of, or being under the influence of alcohol while on ECSD property or in attendance at school functions will not be tolerated. Students will be directed to attend the DAVE (A drug and alcohol) class that is currently provided by the Elko Social Worker (time/day TBD).

DISCIPLINARY ACTION:

https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded_file/3593/AMS/3597198/ECSD_Restorative_Discipline_Matrix_25_26.pdf

POSSESSION AND/OR USE OF CONTROLLED SUBSTANCE

Did you know? Higher Addiction Risk: Teens who start using substances before age 15 have roughly a 34% chance of developing a lifetime substance use disorder. **[1]**

Using, possessing, or being under the influence of illegal drugs or other mind-altering substances while on ECSD property or while in attendance at a school-sponsored function will not be tolerated. For the policy, the term Drug shall include an illicit drug, controlled substance, intoxicating substance (other than alcohol), or

inhalant, or any item represented as a drug.

DISCIPLINARY ACTION:

https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded_file/3593/AMS/3597198/ECSD_Restorative_Discipline_Matrix_25_26.pdf

Students trafficking controlled substances or represented as controlled substances will be referred to the police.

REQUIRED DISCIPLINE

Violation of the following N.R.S. codes requires discipline mandated by law:

N.R.S. 392.446(1) Battery of school employees resulting in bodily injury

N.R.S. 392.466(1) Sale or distribution of a controlled substance

N.R.S. 392.466(1) Possession of a dangerous weapon includes, without limitation, a blackjack, slingshot, billy club, sand-club, sandbag, metal knuckles, dirk or dagger, nunchaku, switchblade knife or trefoil, butterfly knife, or any object used, or threatened to be used, in such a manner and under such circumstances as to pose a threat of, or cause bodily injury to another person.

N.R.S. 392.466(2) Possession of a firearm

Disciplinary actions for these violations are mandated by law and will be adhered to.

DISHONESTY / CHEATING

Dishonesty is the lack of honesty or integrity, a disposition to defraud or deceive. Dishonesty to a teacher, administrator, or any other school personnel will be subject to the following disciplinary actions: no make-up will be allowed (unless teacher- approved), exception for Credit Recovery will be made:

This includes Plagiarism, Self- Plagiarism, copying work product, cheating on tests, or the use of AI outside the teacher's parameters.

DISCIPLINARY ACTION BY TEACHER:

1st Violation:. Please make sure it says: receive a Zero “0” on the assignment/test - teacher to call parent (PC) - referral to be written up and sent to admin to enter into IC
2nd Violation: 3 LD and receive a zero “0”, PC, and referral written to admin to be entered into IC
3rd Violation: 1-3 D ISS/OSS (admin discretion), receive a Zero “0”, parent contacted, IC entered
4th Violation: 3-5 D OSS, PC, IC
5th Violation: 3-10 D OSS, PC, IC

Using an electronic device to cheat is not “using my resource.”

FORGERY OR MISREPRESENTATION

Impersonating a parent on the phone or signing for a parent, school employee, or medical personnel, etc., are

all considered forgery, dishonesty, or misrepresentation. Altering notes, documents, etc., for personal benefit or for the benefit of another student is considered misrepresentation. ***This includes Plagiarism, copying work product, and cheating on tests***

OFFICE RELATED (forged notes, phone impersonation, etc.)

1st Violation: 1-3 D ISS or 1-3 D OSS; administrative discretion; parent contacted

2nd Violation: 3-4 D ISS or 1-3 D OSS; administrative discretion; parent contacted

3rd Violation: 4 Days of OSS; administrative discretion; parent contacted

The EHS student handbook does not encompass all disciplinary events or violations of NRS Statute, but it will, as such, default to the State of Nevada Statutes.

Notable Information

It should be understood that this is not a limiting document; not all possible violations have been identified, and not all possible consequences have been listed. In accordance with state law and school district policy, discipline is to be progressive; however, it should be understood that the severity of the circumstances surrounding an infraction, in addition to attendance/behavior history, may justify different or harsher consequences than those listed here.

ECSD Suicide Prevention (JGG)

Suicide Prevention is an initiative the ECSD takes very seriously. The district has initiated HOPE Squad- peer intervention and annual staff training. The following link is the district's policy:

https://www.ecsdnv.net/page/behavioral-health-and-emotional-support

General Information

ACCIDENTS AND INSURANCE

Elko County School District provides an Excess Student Accident policy to all enrolled students. The insurance provides coverage during the hours and days when school is in session, while participating in school-sponsored and supervised activities. Coverage information and a claim form can be found on the SCHS website in the Athletics Section.

ADMINISTRATION OFFICE

Hours - Monday through Friday – 7:15 a.m. – 4:15 p.m.
Telephone 775-738-7281

CHANGE OF ADDRESS OR PHONE NUMBER

Any student moving to a new address or whose phone number has changed is asked to report such a change to the office immediately. We must have current contact information for parents/guardians and emergency contacts to better serve the student and families.

DAILY ANNOUNCEMENTS

Daily announcements are made mid-morning. Students are held responsible for all notices and

announcements made at that time. Items for the daily announcements must be approved by the teacher or advisor of the department from the school day preceding the date of the announcement. Announcements made are at the discretion of the administration. All announcements are also posted on the school website – http://www.ehs.ecsdnv.net

MESSAGES TO STUDENTS

Messages will not be delivered to students during class time unless it is an emergency. Messages will be delivered between classes during passing time.

VISITOR'S PASS

Visitor's passes for visiting students will not be granted for liability reasons. Anyone (including parents and/or guardians) wishing to enter any building on campus must first stop by the front office and check in.

ATHLETIC PASS (BOOSTER PASS)

BOOSTER passes are honored at home athletic events hosted by Elko High School teams. The pass is not valid for tournaments or for individually ticketed events such as band or choir concerts or drama events. Please check with the athletic director or athletic administrator for pricing.

DANCES

Elko School dances are not open to the public; only current Elko students and **approved** guests will be allowed to attend school-sponsored dances. A guest pass must be obtained from the Elko Student Council Advisor or the attendance office. The administration has the right to deny any request. Note: No student will be admitted to a school dance one hour after the start of the dance. Once students have been admitted to the dance, they are expected to stay until the dance is over; upon leaving the building, the students forfeit their right to return to the dance. **STUDENTS' DRESS CODE VIOLATION CAN BE ENFORCED BY AN ADMINISTRATOR AS A REASON FOR A STUDENT BEING ASKED TO LEAVE. STUDENTS ARE REQUIRED TO HAVE ID (MAY BE SCHOOL-ISSUED ID, STATE ID, OR PASSPORT) TO ENTER THE DANCES.**

LOCKERS

Students are not assigned a locker, but if they would like one, they need to go see the attendance office. Items of particular value, such as large amounts of money, cameras, and expensive clothing, should not be left in the lockers. The locker is considered to be school property, and therefore, is subject to inspection by the Administration.

FIELD TRIPS OR OTHER SCHOOL-SPONSORED ACTIVITIES

Prior to participating in school field trips, students must complete and submit the Elko County School District Parent's or Guardian's Annual Consent for Field/Activity Trips form. All school rules and regulations fully apply to students while participating in field trips.

LIBRARY MEDIA CENTER

The EHS Library Media Center, located to the left end of the Main Building (see map in the appendix), is open on all regular school days from 7:30 a.m. – 3:40 p.m.

STUDENT ID CARDS

Eagle ID cards are sold for approximately 3 weeks prior to school picture day. These ID's allow your student to get into **all home games** for free (DOES NOT APPLY TO PLAYOFF GAMES). They are

$25.00. These ID's do not allow students to get into dances for free. However, they will be used as IDs to get into the dances.

A student may purchase a regular ID for $5.00 to be used to get into dances and to prove the student is an EHS student to get into games at student prices.

If a student loses their I.D. card, replacement cards are available at a cost of $5.00 per card. Applications for the Free/Reduced Program are available in the Main Office. This is a Federally Funded Program. It is an equal opportunity program. If you feel you have been discriminated against in any way because of race, color, national origin, age, sex, or handicap, write to: Secretary of Agriculture, Washington, D.C. 20250.

PE UNIFORM REQUIREMENT

Uniforms for physical education students are required, including a T-shirt, shorts, and non-marking tennis shoes. Sweats are optional in addition to the basic uniform. T-shirts, shorts, and sweats are now available through the school and need to be purchased from the students' PE teacher. The cost of the uniform is $20.00 ($10.00 for the shirt and $10.00 for the shorts). A sweatshirt or sweatpants may be worn as long as they are school-appropriate, reasonable, and a PE uniform is worn underneath.

SENIOR PARKING

The Senior Parking Spot program costs $25.00 per semester or $50.00 for the year. It is based on a first come first service basis. Information will come out at the end of the school year regarding the time and day this will happen.

The speed limit on school grounds is 10 MPH. For everyone's safety, please observe the posted speed. No students will be allowed to park in Visitor parking or in Faculty parking at any time. Once cars are parked in the parking areas on campus, students may not return to the parking areas for any reason until they leave for lunch, work privilege, or at the end of the day. The administration is hoping, with everyone's cooperation, to avoid any parking lot issues while students are on campus.

TEXTBOOKS/CHROMEBOOKS

Basic textbooks, Chromebooks, and non-consumable materials will be furnished by Elko High School for all coursework for grades 9-12. Students are responsible for returning all textbooks, Chromebooks, chargers, and materials issued to them upon completion of the course or when transferring. Failure to do so will result in a charge for items issued and not returned. Students and their parents will be assessed charges for damage to all school property.



CLASS RANKING AND GRADUATION

CLASS RANKING

Class ranking shall be determined by cumulative grade point average of all classes that are applicable

toward graduation requirements in Elko County.

1. The following uniform grading scale will be used as prescribed in NAC 389.6625 Sec. 1.

[redacted]

A = 4

B = 3

C = 2

D = 1

F = 0

2. Class ranking shall be determined by a cumulative grade point average of all classes that are applicable toward graduation requirements in Elko County. The following weights prescribed in NAC 389.6625 Sec. 2, for one-half credit per semester courses, will be added to the uniform grading scale value:
    a. For the completion of an honors course with a grade of A, B, C, or D, a value of 0.025 must be added to the uniform grading scale value.
    b. For the completion of an Advanced Placement course with a grade of A, B, C, or D, a value of 0.050 must be added to the uniform grading scale value.
    c. For the completion of an International Baccalaureate course with a grade of A, B, C, or D, a value of 0.050 must be added to the uniform grading scale value.
    d. For the completion of a dual credit course with a grade of A, B, C, or D, a value of 0.050 must be added to the uniform grading scale value.
3. The grade point average of a pupil enrolled in grade 9, 10, 11, or 12 must be computed to the third decimal place. A grade point average that:
    1. Is less than 0.0005 must be rounded down; and
    2. Is 0.0005 or higher must be rounded up.
4. Students must receive approval from their school counselor before using dual credit courses to meet graduation requirements. All such courses shall be posted on the student's transcripts and be included in class ranking calculations.
5. High school math courses taken in 7th and 8th grade will be posted on a student's high school transcript and included in the high school class ranking calculation.
    1. Students may request that these courses be excluded from their high school transcript and class ranking calculation.
    2. A request to exclude these courses from the high school transcript is irreversible and must be made before the student's junior year.

GRADUATION REQUIREMENTS (PER ECSD POLICY – SECTION IHF)

1. Elko County School District Policy IHF

COMMENCEMENT CEREMONY

It is the intent of this policy to ensure that graduates of Elko High School are provided a respectful ceremony which can be enjoyed by their families, friends, and the faculty. It is the feeling of the EHS faculty that a fair, consistent policy be implemented in order to avoid any distractions.

1. DRESS

a. All girls will be expected to wear a white robe with a dress or dress slacks underneath. Jeans are not acceptable. Shoes must be those that are worn with a dress. No flip-flops – shoes need to look nice. Shoes can be sandals. All boys will wear a maroon robe with black pants and a dress collared shirt with black dress shoes or black dress boots.

b. No decorations will be allowed except those that distinguish honors-level graduates from regular graduates. Specific items that can be worn are honor medallions, honor society drapes, and honor society cords.

c. Sunglasses may be worn except when you come across the stage for the graduate's face to be seen in the pictures taken by a school photographer.

c. Please see an administrator if you have specific questions or concerns over any of the above dress code items.

2. BEHAVIOR

a. Students will be checked in the line before entering the graduation ceremony. Any student found to violate the dress code policy will be asked to adhere to the policy. Failure to make appropriate adjustments will result in being pulled from the line and not being allowed to continue with the graduation ceremony.

b. Any student found to be intoxicated or in a state of mind that will disrupt the ceremony will be removed from the line and not allowed to continue with the graduation ceremony.

3. GRADUATION CEREMONY PARTICIPATION: Please see ECSD Policy IHF.



ELIGIBILITY TO REPRESENT THE SCHOOL IN EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES

Only regularly enrolled students in good standing may participate in extra- and co-curricular activities. Students will not be allowed to begin a co-curricular or extra-curricular activity if they have any outstanding fines on their student accounts. All fines must be paid before beginning a co-curricular or

extra-curricular activity.

ACADEMIC ELIGIBILITY

Please refer to the athletics handbook posted on the EHS website.
https://elkohigh.ecsdnv.net/

BEHAVIORAL ELIGIBILITY

Any student currently serving discipline consequences (i.e., lunch detention, in-school suspension or out-of-school suspension) during a scheduled event will not be permitted to participate in that event. The sponsor, advisor, coach, and/or administrator shall have the authority to suspend any student participating in any activity of the school, or as a member of any school organization, from the activity or organization, as a result of inappropriate student conduct and/or continuous academic eligibility issues.

GUIDANCE AND GRADING

GUIDANCE DEPARTMENT

The Guidance Department is staffed by office secretaries and certified school counselors.
The student assignments for each counselor are as follows:

Ms. Talbot: Last names beginning with letters A – Di
Mrs. Bingham: Last names beginning with letters Do - K
Ms. Madsen: Last names beginning with letters L - Re
Mr. Oliver: Last names beginning with letters Ri - Z

The purpose of the counseling program is to help each student achieve his/her highest growth mentally, emotionally, and socially. Counseling services include the following:

1. Individual Counseling – Students may consult with the counselors before, during, and after school.
2. New Student Orientation – Counselors will assist new students as they adapt to a new school.
3. Testing Services – Information and application forms for the ACT or SAT testing programs are available in the Guidance office. Other tests and services are available.
4. Career Information – Representatives from colleges, technical and private schools, and the armed forces visit the school continuously. Scholarships, financial assistance, and college applications are also available in the Guidance Office.
5. Parent – Teacher Conferences – These may be arranged by the counselor upon the request of either parent or the teacher.

Class changes will be conducted for the following reasons only:

1. Graduation requirements
2. Recommendation made by staff members

The final decision of a class change rests with the administration.

REPORT CARDS AND PROGRESS REPORTS

Student progress reports will be available to parents/guardians after the 1st and 3rd nine-week periods. Report cards will be available after the 2nd and 4th nine-week periods (1st and 2nd semester). The dates for grading periods are as follows:

1st Nine Weeks
1st Semester

3rd Nine Weeks
2nd Semester
Online – Students and parents can access current grades and attendance through Infinite Campus – Log in at https://elkonv.infinitecampus.org/campus/portal/elko.

WITHDRAWAL/WITHDRAWAL FAIL

The form is provided in the appendix for your review of the district policy guidelines. SEE APPENDIX

NOTE: Any student contemplating withdrawal from a class must meet with a counselor before the withdrawal request. Class sections are very full, and oftentimes there will not be space to transfer to a different section. Withdrawal is not allowed if a student's class schedule would be decreased to less than that of a full class load (7 classes each semester). All withdrawal requests must be approved by the administration.

CLASS LEVEL CHANGES

The form is provided in the appendix for your review for the EHS policy guidelines. Page 30

Note: Any student contemplating a level change from a class must meet with a counselor before the change. Level changes must be agreed upon by both outgoing and incoming teachers, the parent must agree, the counselor has to be involved, and the curriculum administrator will additionally need to sign off on this form. (Time parameters are disclosed on the form in the appendix).

CREDIT REDEMPTION

Students who fail a course in the area of language arts, math, science, or social studies have three options available to them in order to fulfill the course requirement and stay on track for graduation.

1. Complete the course through the Edgenuity recovery program.
2. Enroll in District-offered summer school.
3. Alternate route per counselor recommendation.

STUDENT RECORDS AND TRANSCRIPTS (GUIDANCE OFFICE)

Current student official transcripts will be released only when the guidance office has received a request for records. Transcript request forms are available in the guidance office. The forms are to be completed and submitted to the registrar. Also, student transcript requests may be submitted through the Elko High School website under the "Students" tab on the main webpage. Here is the link: https://elkonv.scriborder.com/.

NURSE'S OFFICE

All medication must be administered through the health office with an appropriate form filled out permitting the administration of the medication during the school day. This form can be secured from the health nurse or office. If you are feeling ill, you must take a pass from your teacher and report to the nurse's office for an assessment. The nurse will contact parents if deemed necessary. No cold or stomach medications are available through the Health Office. Please do not send your child to school with a fever or other possibly contagious infection or illness. If the child needs to be exempted due to absences, they should see their doctor. Students are not allowed to carry ANY medications on their person or in their locker without doctor approval. Please let the nurse know of any illnesses that are

sudden or chronic. Your help in maintaining healthy students is appreciated!

IDEA – INDIVIDUALS WITH DISABILITIES EDUCATION ACT

If you feel you have/are a student with disabilities who is not currently receiving services under an Individualized Education Plan (IEP), please contact your counselor or any administrator for assistance. You may also contact ECSD Special Services at 753-8646. The staff works hard to create an appropriate educational environment for all students at SCHS.

SAFETY SEARCHES AND DRILLS

SEARCHES

Students, student lockers, vehicles that are on campus, and students' personal property may become subject to periodic drug dog and other reasonable searches.

FIRE DRILLS

Fire drills are held at unannounced intervals. The route to be followed from each classroom is posted next to the door in each individual classroom, as the drills may be held at any hour of the school day.

- Leave all books in the room.
- Students are not to go to the restrooms or leave the campus during the fire drill.
- Any student who happens to be in any area that is not under the direct supervision of a teacher at the time the fire drill rings must 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.

1. WALK FAST, BUT DON'T RUN. DON'T PANIC.
2. The fire signal is one long continuous buzzer, bell, or siren.
3. Teacher or assigned person will turn off lights, close all doors and windows (time permitting). Do not lock the doors.
4. The first two students to reach the outside doors should hold the doors wide open until all people are out.
5. If your exit is blocked, take the nearest open exit.
6. Get at least 100 feet away from the building.

Make sure you find your class group and check in for attendance-taking purposes. Once you have left the building, do not re-enter the building for any reason until signaled to do so. Re-entry into the building will be announced over the intercom.

EARTHQUAKE DRILLS- DUCK, COVER, HOLD

1. DUCK or drop to the floor.
2. Take COVER under a sturdy desk, table, or other furniture. If that is not possible, seek cover against an interior wall and protect your head and neck with your arms. Avoid danger spots near windows, hanging objects, mirrors, or tall furniture.
3. If you take cover under a sturdy piece of furniture, HOLD on to it and be prepared to move with it. Hold the position until the all clear is given.

LOCKDOWN/SHELTER IN PLACE

A Lockdown will be announced over the school intercom. If a student is out of a classroom during a Lockdown situation, they should immediately go to the nearest classroom or office. Inform the person in charge of the room you seek emergency shelter in, where you should be, and have that person call the room you were assigned to, to notify them of your new location. No one leaves any

room while in a Lockdown situation until the all-clear is given by school administration only. The Shelter in Place will be announced on the intercom if possible. A Shelter in Place requires the student to go to the nearest classroom or restroom. The student is to get in a corner, stay quiet, and the teacher will lock the doors and cover any windows. No one leaves until the all-clear is given by a school administrator only.

APPENDIX A – RECEIPT OF HANDBOOK

ELKO HIGH SCHOOL

Student Handbook

I have been informed of the policies of the EHS Student Handbook. I understand it is available on the ELKO HIGH SCHOOL Website. It is my responsibility to become familiar with the policies and procedures of ELKO HIGH SCHOOL. I understand my signature does not necessarily indicate agreement with the contents. Student Name(Print)

Student Signature Date

Teacher: You will need to go over the handbook with the students in the designated class. Print your roster, and have the students initial, date, and turn in the sheet to the office.



EHS Campus Map

Fact: EHS is 5 Football fields long!!!

This form is not to be

Elko High School

Guidance Department

Talbott A-Di | Do-K Murphy | Madsen L-Re | Ri-Z Oliver
987 College Avenue | Elko, Nevada 89801
Telephone (775) 738-7281

Copied – Can be picked up in the counselors office - handed out by a counselor!

PERMISSION TO DROP CLASS

Student: _____ **Grade:** ____ **Date:** _____

The above student has requested to drop: _____

- This form must be used for class drop requests after the first school day of the fourth week of the semester.
- The District Policy states the following:
  - Withdrawal from a course:
    - A dropped class within the first three (3) weeks of the semester shall be designated as "W" (withdrawal while passing) and will have no effect on GPA calculation.
    - After the first three (3) weeks of the semester a dropped class shall be designated as "WF" on the student's transcript and be factored into the calculation of GPA, unless and until the course is retaken, at which time WF shall be replaced with the letter grade earned.
- If a student drops a course he/she will have the option of transferring into only a study hall *(For no credit and pending availability)* or Credit Recovery *(pending availability and if deemed appropriate by counselor)*.
- Students are required to obtain all approval/signatures on this form before the class will be dropped as indicated below.

STEPS FOR STUDENT TO FOLLOW TO REQUEST CLASS DROP:

1. Student first discusses with his/her counselor the options in regards to the class drop request and is given this form.
2. Student next has a discussion with the teacher to see if the class drop is the best option. Student will obtain the teacher signature *(If the teacher approves the class drop)*.
3. Student next discusses with parent(s) if the drop is the best option and obtains parent signature/date Parent may contact the school if questions exist or more information is needed from a teacher, admin and/or counselor.
4. Student then meets with his/her Counselor and obtains his/her Counselor's signature/date *(if approved)*.
5. Student will then discuss the class drop request with the EHS Principal to get approval for the class change and obtains the EHS Principal signature/date *(if approved)*.
6. Last, the student will turn in this completed form to his/her counselor who will review it have the class dropped. **Counselor will provide the form after to the registrar to be have the "WF" grade entered and form filed in the student's file by the registrar.*

IF YOU AGREE WITH THE CLASS DROP BEING REQUESTED PLEASE SIGN BELOW:

Parent Signature: _____ **Date:** _____

Outgoing Class Teacher Signature: _____ **Date:** _____

Incoming Class: _____

Counselor Signature: _____ **Date:** _____

EHS Principal Signature: _____ **Date:** _____

*Last Updated 9/14/

Withdrawal/Withdrawal Fail

Elko High School

Guidance Department

Talbott A-Di | Do-K Murphy| Madsen L-Re | Ri-Z Oliver
987 College Avenue | Elko, Nevada 89801
Telephone (775) 738-7281

Do not copy

This form Please get one from your Counselor!

PERMISSION FOR CLASS- LEVEL CHANGE

Student (First & Last Name):_____ **Grade:** ____ **Date:** _____

The above student has requested a level change to move from:
_____**(outgoing class) to**: _____**(incoming class)**

- This form must be used for level change requests the first day of the fifth week through the end of the 9th week for the first semester and first two weeks for the second semester.
- After the deadline (end of the ninth week for first semester (N/A for 2nd semester) students must wait until the new semester starts to request and be approved or not for a level change.
- Students are required to obtain all approval/signatures on this form before the level change will be made. *There must be openings in the other level of the class in order for the move to be made in the schedule.*
- If the level change is approved the current grade (in the current class) will be transferred by the current teacher to the new teacher for the new class (level change). This grade will be used in regards to extra-curricular grade checks.
- After the 9th week has passed there will be no level changes made.

STEPS TO FOLLOW TO REQUEST CLASS LEVEL CHANGE:

1. Student first discusses with their counselor the options in regards to the class level change and is given this form.
2. Student next has a discussion with the current teacher to see if the teacher feels this is the best option. Student will obtain the teacher signature *(If the teacher approves the class level change).*
3. Next the student talks with the teacher he/she would be joining in the new class with the level change. Student will then obtain the teacher signature *(If the teacher approves the class level change).*
4. Student next discusses with parent(s) if the level change is the best option and obtains parent signature/date. Parent may contact the school if questions exist or more information is needed from a teacher, admin, and/or counselor.
5. Student then meets with their counselor and obtains their counselor's signature/date *(if approved).*
6. Student (or counselor) will then discuss the level change request with the EHS Curriculum Assistant Principal to get approval for the class change and obtains the EHS Curriculum Assistant Principal signature/date *(if approved).*
7. The student will turn in this completed form to their counselor to have the level change made by the counselor to be filed in students' school cumulative folder.
8. Counselor will e-mail teachers that the change has been approved. Current teacher then sends an e-mail with grades from current class to incoming teacher *(Current teacher copies and pastes IC grades to an e-mail to the incoming teache*

IF YOU AGREE WITH THE CLASS LEVEL CHANGE PLEASE SIGN BELOW:

Outgoing Class Teacher Signature: _____ **Date:** _____

Outgoing Class Grade from Outgoing Teacher (Grade Transfers to Next Class): _____

Incoming Class Teacher Signature: _____

Parent Signature:_____ **Date:** _____

Counselor Signature: _____ **Date:** _____

EHS Curriculum Assistant Principal Signature: _____ **Date:** _____

*Last Updated



Eye-opening: 57 seconds
https://www.youtube.com/shorts/D5SyEe5oGZU