



NYE COUNTY SCHOOL DISTRICT
Board of Trustees
Policy Committee Agenda

A Policy Committee of the Board of Trustees of Nye County School District will be held on Thursday, June 30, 2005, beginning at 10:00 AM at the Southern District Office Boardroom, 484 S West Street, Pahrump, NV 89048.

The subjects to be discussed, considered, or acted upon are listed below. Items do not have to be taken in the order presented below and the Board may combine two or more agenda items for consideration at any time. The Board may also remove any items on the agenda or delay discussion relating to any item listed on the agenda at any time. Unless removed from the Consent Agenda, items identified within the Consent Agenda will be acted on at one time.

1. CALL TO ORDER
2. PUBLIC COMMENT
3. APPROVAL OF MINUTES OF PAST MEETING, ACTION ITEM
4. REVIEW, DISCUSSION & RECOMMENDATIONS REGARDING POLICIES, ACTION ITEM
 - A. POLICY 2411 - SPECIFICATIONS FOR NEW BUILDING SITES
 - B. POLICY 3341 FREE ADMISSIONS
 - C. POLICY ON FMLA
 - D. POLICY ON SICK LEAVE
 - E. POLICY 6100 - GENERAL PERSONNEL POLICIES
 - F. POLICY ON UNUSED SICK LEAVE
 - G. POLICY 6165 - PLACEMENT OF OCCUPATIONALLY INJURED EMPLOYEES
 - H. POLICY 6226 - STAFF FRINGE BENEFITS
 - I. SECTION 5000 - INSTRUCTIONAL PROGRAMS
 - J. SECTION 7000 - STUDENTS
 - K. SECTION 8000 - SUPPORT SERVICES
5. REVIEW OF ADDITIONAL POLICIES BROUGHT TO THE COMMITTEE BY STAFF, ACTION ITEM
6. ASSIGNMENTS FOR RESEARCHING FUTURE TOPICS
7. SET DATE FOR NEXT POLICY COMMITTEE MEETING
8. ADJOURNMENT

This Meeting will be streamed live online via the link <https://livestream.nyeschools.org/ViewStream.html> on the Nye County School District website. Click on the following link if you have difficulties with the live streaming: <https://bit.ly/ncsdbotmeetings>.

Public input may be accepted live via email for the duration of the Meeting and shared during the public input designated timeframe (all rules and timelines as listed in the Agenda still apply). Public comments made by members of the public attending the meeting virtually must be emailed to publiccomment@nyeschools.org and must include:

- a. The author's first and last name
- b. The author's phone number (will not be read with comment)
- c. Date of the Meeting for which the comment is intended

Nye County School District (NCSD) will empower students to learn at their highest level in an environment of mutual respect.

The NCSD BOT Goals are as follows:

Culture

Improve and sustain a culture of learning for all through:

- ◆ Recruiting, selecting, inducting, supporting, evaluating, and developing staff.
- ◆ Fostering a safe and respectful learning and working environment.
- ◆ Promoting ongoing family and community engagement in pursuit of our vision.

Academic

Elevate achievement and support lifelong learning for all through:

- ◆ Creating and sustaining a results-focused learning environment; establishing measurable goals for all.
- ◆ Creating and sustaining an instructional framework and common language to ensure essential content standards drive instruction.

The notice for this posting was posted on the NCSD Website (<https://www.nye.k12.nv.us>), Nevada's Notice Website (<https://notice.nv.gov/>), at the main physical location of the meeting, and has also been provided to all persons who have made a specific request of a copy of the Agenda by US Mail or electronic mail. A Public Binder will be available for viewing at the scheduled location at the time of the Meeting.

NYE COUNTY SCHOOL DISTRICT NOTICE OF NONDISCRIMINATION

Nye County School District (NCSD) does not discriminate on the basis of race, color, religion, national origin, ancestry, disability, age, marital status, sex, sexual orientation, gender identity or expression, or any other category protected by applicable state or federal law in its program and activity, including employment. In keeping with requirements of federal and state law, NCSD strives to remove any vestige of discrimination in accommodating the public at public meetings.

The Nye County School District is pleased to provide reasonable accommodations for the disabled. Members of the public who are physically handicapped and require special accommodations or assistance to attend the meeting are requested to notify the Executive Assistant to the Superintendent and Board of Trustees in writing at 484 S West Street, Pahrump, NV 89048, email Iliana Garcia at igarcia@nyeschools.org, or call 775-727-7743, ext. 239 at least one week before the meeting.

POLICY COMMITTEE MINUTES, May 9, 2005

Present: Deborah Wescoatt, Nicole Genet, Dawn Murphy, Tracie Ward, Dr. William Roberts, Rod Pekarek, Kay Walker, Ray Ritchie, Bob Whippey and Kerry Paniagua.

1. Call to Order

The meeting was called to order at 9:10 a.m. in the Pahrump boardroom with a videoconference link to the Tonopah boardroom.

2. Public Comment

None.

3. Approval of Minutes of Past Meeting

Dr. Roberts moved approval of the April 12 meeting. Mrs. Ward seconded, and there was a unanimous vote in favor.

4. Review, Discussion & Recommendations Regarding Policies

Necessity Leave – Mr. Ritchie made some changes, and the attorney was fine with it. The policy gives someone who has no leave the option to take time off without pay. It was forwarded for first reading.

FMLA, Sick Leave, Unused Sick Leave and Deductions - None of these policies were ready for the committee meeting.

Jury Duty - Mr. Ritchie said this gives the ability to take time off if the employee receives a summons for jury duty. The policy was forwarded for first reading.

Teacher Aides - Mr. Pekarek said the policy on classified support staff pertains to secretaries, clerical aides and technology positions and mirrors site agreements or NCSO contracts. This and the policy on temporary employees were forwarded for first reading.

Athletic Letters – Dr. Roberts said other school districts in Nevada were contacted, and it appears none have policies dealing with letters. He does not advocate a policy. If a policy were written, he would recommend a statement that each school will write a procedure for giving out letters. He read the guidelines from the three schools that responded. Mr. Pekarek said there might be guidelines at the school level that may vary from school to school and even from sport to sport. If the coach thinks a student contributes enough to the sport, he can issue a letter. Dr. Roberts asked if there had been any difficulties to anyone's knowledge to warrant a standardized policy. Mrs. Genet asked if it was in the athletic handbook and was told it usually is reflected in participation and grades.

Individual Transportation Contract Tardies in Comparison to Attendance Policy – nothing presented.

Policy 2411 - Specifications for New Building Sites – Mr. Whimpey revised the recommended enrollment figures for elementary and middle schools. Mr. Pekarek said he was concerned that the District would be boxing itself in by putting in recommended sizes. If the policy was set in stone, it could lead to double sessions. He asked if it could state “recommended and desired.” Dr. Roberts asked if there should be a category for pre-school. Mrs. Wescoatt asked Mr. Whimpey to re-work it and bring it back.

Policy 3130 - Budget Planning, Preparation & Schedules – Mr. Ritchie said he had corrected the legal references.

Policy 3161 – Budget Adoption Process – Mr. Ritchie corrected the legal references. The date to file the final budget was changed.

4000 General Administration Section – The following policies had no changes, and the review date will be changed to May 9: 4000, 4100, 4110, 4115, 4120, 4130, 4135, 4150, 4160, 4170, 4180, 4191, 4192, 4200, 4210, 4230, 4300, 4305, 4510, 4600, 4610 and 4900.

Mrs. Wescoatt wanted Policy 4101 brought to the full board. Mr. Pekarek asked what the recommended changes were. Mrs. Wescoatt said it was on the statement that the superintendent has authority for hiring and firing. Mrs. Genet made the motion to add the words “in relation to the budget subject to that fiscal year” after “Nevada.” Dr. Roberts seconded, and a unanimous vote was recorded.

Dr. Roberts asked how he is to go about allocating additional staff in relation to the budget. Mrs. Wescoatt said he has to come before the board, and the board has to change the budget. Dr. Roberts asked about line item changes, such as moving something in the area of personnel so that allocations could be approved. Mr. Ritchie said that up to 3% could be placed in a contingency fund, but he would still have to come back to the board to pull it out.

6000 Personnel Section – Mr. Pekarek said the second bullet on the regulation for 6100 needs to be removed. Mrs. Wescoatt said he needs to develop a policy to go with the regulation.

The following policies had no changes, and the review date will be May 9: 6000, 6120, 6140, 6141, 6142a, 6143, 6144, 6147, 6166, 6169, 6170, 6171, 6180, 6183, 6220, 6224, 6260, 6275, 6283, 6284, 6290, 6292, 6300, 6330, 6341, 6343, 6350, 6355, 6423, 6541, 6700, 6710, 6720, 6750, 6820 and 6840.

Dr. Roberts said Policy 6165 addresses how the District gets tied up with someone who gets injured. Mr. Pekarek said he would like to re-read this, and Mrs. Wescoatt moved it to the next meeting.

It was decided to take the words “approved by the board” out of the second paragraph on Policy 6225.

Mr. Pekarek said vision is not in Policy 6226, and Mrs. Wescoatt said to bring it back to the next meeting.

On Policy 6341, Ms. Walker asked if there should be something added that permits the principal to ask for a second year of probation, but the committee decided to make no changes.

5. Review of Additional Policies Brought to the Committee by Staff

None.

6. Assignments for Researching Future Topics

The last sections to be reviewed are 5000, 7000 and 8000.

7. Set Date for Next Policy Committee Meeting

The next meeting will be May 23 at 10:00 a.m. Ms. Walker said she would be unable to attend the next meeting, but she would have someone from her staff represent her.

8. Adjournment

Dr. Roberts moved to adjourn at 9:54 a.m. Mrs. Genet seconded, and a unanimous vote was cast.

SPECIFICATIONS FOR NEW BUILDING SITES

In planning new school facilities, the following school groupings will be used:

- Pre-School
- Elementary Schools: K-5
- Middle Schools: 6-8
- High Schools: 9-12

Exceptions to this plan will be necessary in smaller attendance areas. The proximity of existing students, future potential students, and school capacities will be the prime consideration for school locations. In larger attendance areas, the recommended and desirable sizes of schools in student population shall be as follows:

- Pre-School: 5 - 200
- Elementary: 200 - 650
- Middle School: 300 - 1200
- High School: 500 - 2000

The following standards for school site areas are desirable:

- Pre-School: 1-5 acres
- Elementary: 12 - 15 acres
- Middle School: 15 - 20 acres
- High School: 40 - 50 acres

Reviewed: Sept. 13, 1995
Adopted: Oct. 11, 1995
Revised:

NEPN/NSBA Classification: FEA
Legal Reference:

This policy was brought to the full board for a discussion on how to accomplish. Several ideas were discussed, but it was finally decided to send back to the committee for a decision.

3341

FREE ADMISSIONS

Any employee who has completed 20 years of service to the District will be recognized with a lifetime pass to all school activities. A lifetime pass will also be given to School Board members who have served at least two terms in office. The Board may also grant a lifetime pass to any person who has made a significant contribution to the school district.

It is the practice of the school district to grant residents 65 years of age and older a lifetime pass upon request at the administration office.

Reviewed: April 12, 2005

Adopted: April 9, 1997

Revised:

NEPN/NSBA Classification: DFDA

Legal Reference:

SICK LEAVE

Sick leave is paid leave that is granted an employee who is unavoidably absent because of personal illness or accident, disability, maternity/childbirth, personal medical appointments, quarantine or communicable disease. Bargaining unit members will be governed by provisions in the negotiated agreement. An employee must report for duty in order to have sick leave credited. In the event an employee does not complete the number of days required by contract, the number of sick days used in excess of the number of prorated days earned will be deducted from the final paycheck.

Employees who work four (4) hours or more per day will earn sick leave at the following rate:

Four hour employees	5 hours per month
Five hour employees	6.25 hours per month
Six hour employees	7.5 hours per month
Seven hour employees	8.75 hours per month
Eight hour employees	10 hours per month
Partial months shall be pro-rated	
Nine month employees	11.25 days per year
Ten month employees	12.50 days per year
Eleventh month employees	13.75 days per year
Twelve month employees	15 days per year

Employees will accrue sick leave according to the number of hours worked as long as they are in active pay status. No sick leave benefits will be earned if an employee is in non-pay status or on worker's compensation. Absence due to sick leave will be compensated only to the extent the employee has earned or accrued sick leave.

The employee must notify the immediate supervisor when sick leave is required. Such notice should be given on the preceding day, if possible. In an emergency, notification shall be made as soon as possible. The employee shall provide written proof of the necessity of sick leave, if such proof is required by the superintendent.

If a review of sick leave usage indicates that an employee's use of sick leave is excessive, questionable or not in accordance with the provisions of this policy or the negotiated agreement, the District shall have the right to review such usage. The District, at its expense, may require an employee to have a physical examination from a physician of the District's choice from a list of qualified physicians licensed to practice in the State of Nevada or at the option of the District to submit a written certificate from a physician of the employee's choice, at the employee's expense, confirming the necessity of an absence due to illness. The District has the right to make any inquiries that would be applicable when abuse of sick leave is suspected.

Any employee who misuses sick leave shall be subject to disciplinary action. Sick leave includes family sick leave, parenting leave and bereavement leave.

Sick leave may be accumulated indefinitely; however, payment of unused sick leave upon termination of employment is limited (see Policy 6228). Continuous use of accumulated sick leave is limited to one contract year/calendar year from the beginning of such continuous use of sick leave.

Family Sick Leave

An employee may use up to ten (10) of the allotted sick days each year for the necessary care of ill or disabled immediate family members or domestic partner. Other serious family illness may be allowed only upon recommendation of the principal and approval of the superintendent (see FMLA policy).

Reviewed:

Adopted:

Revised:

NEPN/NSBA Classification:

Legal Reference:

6100

GENERAL PERSONNEL POLICIES

Nye County School District recognizes the importance of meeting the educational needs of students by hiring highly qualified individuals who reflect the cultural diversity of our communities.

The Nye County School District personnel department shall plan, organize and direct a program of recruitment and selection to obtain the best applicants to be considered for employment in positions within the District.

Reviewed:

Adopted:

Revised:

NEPN/NSBA Classification: GB

Legal Reference:



Nye County School District

Office of the County Superintendent

P.O. Box 113
Tonopah, Nevada 89049
Phone 775-482-6258
Fax 775-482-8573

Southern Administration Office

484 S. West Street
Pahrump, Nevada 89048
Phone 775-727-7743
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BOARD OF TRUSTEES

Deborah L. Wescoatt, President
Tracie Ward, Vice Pres.
Dennis Keating, Clerk
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Cindy Marcotte
Dawn Murphy

Rodney L. Pekarek

Assistant Superintendent
For District Services

Kay Walker

Assistant Superintendent
For Student Services

Dr. William E. "Rob" Roberts
Superintendent

MEMORANDUM

TO: Policy Committee

FROM: Rod Pekarek, Assistant Superintendent For District Services

RE: NCSD Policy Draft #6100 *General Personnel Policies*

DATE: June 22, 2005

Please find a proposed draft of Policy #6100 to accompany Administrative Regulation #6100.

RP/ts

6228

UNUSED SICK LEAVE

Unused sick leave may be accumulated from year to year without limit. However, the cap on payment of unused sick leave is detailed below.

An employee who has a minimum of ten (10) years of continuous employment with the Nye County School District who retires or resigns (or his estate) shall be entitled to payment for accumulated unused sick leave at the rate of twenty-five percent (25%) of his current daily salary times the number of days accumulated.

An employee who has a minimum of twenty (20) years of continuous employment with the Nye County School District who retires or resigns (or his estate) shall be entitled to payment for accumulated unused sick leave at the rate of thirty-five percent (35%) of his current daily salary times the number of days accumulated.

Reviewed:

Adopted:

Revised:

NEPN/NSBA Classification:

Legal Reference:



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For Student Services

Dr. William E. "Rob" Roberts
Superintendent

MEMORANDUM

TO: Policy Committee

FROM: Rod Pekarek, Assistant Superintendent For District Services

RE: NCSD Policy and Administrative Regulation #6165 *Placement of Occupationally Injured Employees*

DATE: June 22, 2005

I have reviewed the above-mentioned Policy and Administrative Regulation contents and find no changes, additions or deletions are recommended at this time.

RP/ts

6226

STAFF FRINGE BENEFITS

Personnel subject to collective bargaining agreements will have and be limited to those benefits authorized by the agreement. The benefits of personnel not subject to collective bargaining agreements will be at least equal to those available to other personnel.

All employee benefits, except for those required by State or federal law, are subject to Board approval. The Superintendent/designee will provide for the interpretation and application of the Board's policies and decisions regarding benefits.

Reviewed: April 9, 1997

Adopted: May 21, 1997

Revised:

NEPN/NSBA Classification: GCBD

Legal Reference: NRS 287.010-287.040, 287.286, 287.288, 287.616, Federal Family Leave Act

INSTRUCTIONAL PROGRAMS INDEX

		<u>Adopted</u>	<u>Most Recent Revision or Review</u>
5021	School Calendars and Schedules	9/11/96	
5021(a)	Converting K-8 Schools to 12-Month Schedules	9/11/96	
5021(b)	Converting K-8 Schools from 12-Month Schedules	9/11/96	
5030	School Day	10/13/98	5/29/03
5100	Instructional Programs	6/16/04	
5130	Site Initiatives	9/10/96	
5307	District Override of Parental Refusal of Pre-Placement Evaluation & Initial Placement	8/99	
5308	Participation of Private School Students in Programs of Special Education	8/99	
5309	Special Education Services for Eligible Youth in Adult Correctional Facilities	8/99	
5310(a)	Section 504 – Reasonable Accommodations		9/23/97
5310(b)	Section 504 – Employment Practices		9/23/97
5310©	Section 504 – Employee Grievance Procedure		9/23/97
5310(d)	Section 504 – Student Grievance Procedure		9/23/97
5310(e)	Section 504 – Facility Access		9/23/97
5339	Limited English Proficiency	10/13/98	5/21/03
5340	Homebound Services	1/00	
5341	Home Schooling	3/10/93	10/13/98
5342	Participation of Home School or Private School Student in NCSD Classes or Extra-Curricular		

	Activities	2/22/00	8/11/03
5350	Alternative School Program	9/11/96	
5370	Extended Instructional Programs	10/13/98	
5371	Summer School	10/13/98	
5375	Post-Secondary Options/Concurrent Enrollment	10/13/98	
5376	School Camps		10/13/98
5384	Independent Study	4/99	
5392	Adult High School/GED Programs	10/13/98	12/10/03
5460	Contracting for Instruction/Performance Contracting	10/13/98	
5530	Textbook Selection and Adoption	10/13/98	1/21/04
5540	Supplemental Material Selection and Adoption	10/13/98	
5556	Internet and School Network Acceptable Use	1/31/96	5/21/03
5561	Field Trips/Activity Trips		10/13/98
5562	Community Resource Persons/Speakers	10/13/98	
5563	School Volunteers	10/13/98	6/2/04
5570	Disposal of Discontinued Instructional Material	10/13/98	12/10/03
5600	Academic Achievement	10/13/98	11/6/02
5611	Comprehensive Assessment System	10/13/98	8/31/00
5616	Participation of Special Education Students in State and District-Wide Assessments	11/8/00	12/10/03
5620	Grade Adjustment	10/13/98	10/03
5630	Homework		10/13/98
5660	Promotion, Retention and Acceleration of Students		8/11/03
5661	Notification to Parents that Student is not Eligible		

	for Graduation	6/14/01	
5670	Graduation Requirements	3/10/93	2002
5671	Early and Late Graduations	3/12/03	
5672	Graduation Exercises		2/00
5674	Diploma Requirements for Students w/Disabilities	2/00	
5675	Diplomas for Veterans	6/2/04	
5700	Evaluation of Instructional Programs	10/13/98	1/21/04
5820	Teaching about Controversial or Sensitive Issues	11/19/03	
5822	Exemptions from Required Instruction	10/13/98	
5824	Challenged Material	10/13/98	10/15/03
5831	Patriotic Exercises	10/23/96	5/29/03
5990(a)	Transfer from Traditional to Year Round Schools	5/98	
5990(b)	Transfer from Year Round to Traditional Schools	5/98	

5021**SCHOOL CALENDARS AND SCHEDULES**

The Superintendent/designee shall have the responsibility for developing a school calendar to be recommended to the Board of Trustees for approval and adoption after the first and last days of school have been set by the Board of Trustees.

The school calendar and schedules will meet the varying needs of the community. The Board of Trustees recognizes that a change in school calendar(s) or schedule(s) to increase or decrease the enrollment of a school may be necessary to offer a full educational program for the maximum number of students. It also recognizes that frequent changes in calendar are not in the best interest of the community; therefore, future enrollment growth and/or loss will be considered when calendar changes or schedules are made.

Reviewed: June 25, 1996
Adopted: September 11, 1996
Revised:

NEPN/NSBA Classification: ICA
Legal Reference: NRS 388.080, 388.090

5030 SCHOOL DAY

The school term will consist of 180 days or equivalent minutes of instruction in accordance with NRS 388.090.

The length of the school day will be in keeping with or exceed State requirements.

The administration is authorized to make minor changes in opening and closing times to facilitate the scheduling of transportation; however, major changes in schedules will be subject to Board approval.

The minimum time devoted to teaching core subjects at K-5 (minutes per week) will be:

Math	350 minutes
Reading/Language Arts	450 minutes
Science	100 minutes
Social Studies	70 minutes

Reviewed: September 8, 1998

Adopted: October 13, 1998

Revised: May 29, 2003

NEPN/NSBA Classification: ID

Legal Reference: NRS 388.090, NAC 387.131& 388.180

5100**INSTRUCTIONAL PROGRAMS**

The Board of Trustees recognizes that it must educate its students from kindergarten through twelfth grade and may elect to provide educational programs for preschool students, adults and other supplemental programs as permitted/required by state law. In order to ensure an excellent education, the Board of Trustees recognizes that the school district must continuously:

- Evaluate instructional programs in order to fulfill the needs of students and comply with all state and federal laws;
- Review and update curriculum and curriculum maps on a continuous basis;
- Develop new curriculum/course offerings as need dictates;
- Review, evaluate and adopt textbooks and supplemental materials;
- Evaluate student grouping and housing of educational levels; and
- Use pilot programs, where appropriate, in order to evaluate new curriculum or instructional techniques.

The Superintendent will develop regulations to implement the actions specified above and ensure the Board of Trustees approves all new textbooks, curriculum, student groupings/housing and funding for these items.

Reviewed: May 19, 2004

Adopted: June 16, 2004

Revised:

NEPN/NSBA Classification:

Legal Reference: NCLB, NRS 387.206 & 387.207, NRS Chapters 388, 389 & 390

5339

LIMITED ENGLISH PROFICIENCY

In order to ensure that all students have the opportunity to benefit from our educational program, the school district will provide special instructional programs for all students that have limited proficiency in English.

The school district will provide this program at the neighborhood school or at another school with transportation provided by the school district.

The district shall design the program to ensure that students learn to speak, read and write English at their grade level in three years or less. The program will also support students in learning other subject materials by providing language assistance as required.

The administration will report status to the Board of Trustees semi-annually.

Reviewed: September 8, 1998
Adopted: October 13, 1998
Revised: May 21, 2003

NEPN/NSBA Classification: IHBEA

Legal Reference: NAC 388.405, 388.600 through 388.655 & 389.063

5341

HOME SCHOOLING

The school district will follow State statutes in cooperating with parents who wish to have their children receive education that is an alternative to education in an accredited public or private school or whose children enter the public schools after having attended an alternative educational program.

The superintendent/designee is charged with the responsibility of developing the necessary procedures to process alternative educational requests and to coordinate those instances of student transfer from alternative educational programs to the local public schools.

Reviewed: September 8, 1998

Adopted: October 13, 1998

Revised:

NEPN/NSBA Classification: IHBG

Legal Reference: NAC 392.011 & 392.075

PARTICIPATION OF HOME SCHOOL OR PRIVATE SCHOOL STUDENTS IN NCSD CLASSES OR EXTRA-CURRICULAR ACTIVITIES

Upon the request of a parent or legal guardian of a student who is enrolled in a private school or who is home schooled, the Board of Trustees shall authorize the student to participate in a class that is not available to the student at the private school or home school or participate in an extra-curricular activity, excluding sports, at a public school if:

1. Space for the student is available;
2. The parent or legal guardian demonstrates to the satisfaction of the Board of Trustees that the student is qualified to participate;
3. The parent or guardian provides transportation;
4. The student abides by all Nye County School District rules and regulations regarding attendance, behavior, and program specific requirements such as attendance at performances and special rehearsals; and
5. The student must pay any expenses for his or her participation that Nye County School District students must pay.

A home schooled student must be allowed to participate in interscholastic activities and events pursuant to NIAA regulations and State law. The Nye County School District will not adopt any regulations governing eligibility and participation of home schooled students that are more restrictive than NIAA regulations governing eligibility and participation.

The Board of Trustees may revoke its approval for a student to participate in a class or extra-curricular activity at a public school if the Board of Trustees or public school (represented by school administrator) determines that the student has failed to comply with applicable statutes or applicable school district rules and regulations. If the Board of Trustees revokes its approval, neither the Board of Trustees nor the public school is liable for any damages relating to the denial of services to the student.

Reviewed: January 25, 2000
Adopted: February 22, 2000
Revised: August 11, 2003

NEPN/NSBA Classification:

Legal Reference: NRS 386.430 through 386.470, 392.070 & SB-503 (2003)

5350

ALTERNATIVE SCHOOL PROGRAM

Nye County School District will offer alternative education programs to meet the needs of individual attendance areas to include students in grades 6-12.

These alternative school programs may be designed for students who are not able to function in the structure of a regular school setting.

The alternative school program may be located within a school or on a separate campus and may operate before, after, or during regular school hours. In implementing the program, method pacing, and materials of instruction may be modified.

The district will require the following:

1. Students in alternative school programs meet federal, state, and district policies and procedures.
2. Evidence of student progress.
3. Admittance must be available to all the district students on a non-discriminatory basis.

Reviewed: June 25, 1996
Adopted: September 11, 1996
Revised:

NEPN/NSBA Classification: IHBH
Legal Reference: Title VII of the Civil Rights Act of 1964
Title IX of the Education Amendments of 1972
NRS 200.571, 200.575, 200.581, 207.260, 388.537

5370

EXTENDED INSTRUCTIONAL PROGRAMS

Correspondence study will be available to students within the district only through programs approved by the superintendent/designee.

Correspondence study is provided for students who are unable to attend a regular building program. The program is also available as an option to students who have been excluded from the district's regular program. All students enrolling in correspondence study will follow program guidelines.

With the permission of the superintendent/designee, students may take approved correspondence courses. A maximum of six credits may be earned through independent study or correspondence courses. Courses required for graduation will be taken according to the district's curriculum scope and sequence.

Reviewed: September 8, 1998
Adopted: October 13, 1998
Revised:

NEPN/NSBA Classification: IHC
Legal Reference: NAC 389.680

5371

SUMMER SCHOOL

The summer school curriculum may be established in line with the needs of students and in accordance with regulations of the State Board of Education. Courses at elementary and secondary levels may be offered to provide opportunities for students to qualify for promotion and/or credit.

All summer programs will be subject to annual approval by the Board.

The district's summer school program is designed to be a self-supporting program, providing enrichment and remediation experiences for district students. It is recognized that it is not possible to provide a complete duplication of all of the class offerings, programs and services offered students during the regular school year.

Reviewed: September 8, 1998

Adopted: October 13, 1998

Revised:

NEPN/NSBA Classification: IHCA

Legal Reference: NAC 389.678

5375

POST-SECONDARY OPTIONS/CONCURRENT ENROLLMENT

The Nye County Board of Trustees recognizes that the educational opportunities offered by the Nye County School District are enriched when qualified secondary students are permitted to enroll in and receive credit for courses offered by accredited institutions of higher learning.

The superintendent is authorized to negotiate and enter into cooperative agreements with such institutions when such agreements are consistent with this policy. The only exception to this authorization pertains to the requirement for dual credit courses, which must be approved by the Board of Trustees before being forwarded to the Nevada State Board of Education for final approval.

Reviewed: September 8, 1998

Adopted: October 13, 1998

Revised:

NEPN/NSBA Classification: IHCDA

Legal Reference: NRS 389.160

5376

SCHOOL CAMPS

The Board recognizes the value of sports camps and authorizes the use of district facilities for such purposes under the appropriate guidelines for the use of athletic facilities. The procedures for the operation of sports camps will be compatible with guidelines adopted by the high school activities association, and the programs will be available to students from grades four to twelve.

All funds received and/or disbursed will be handled according to district accounting procedures in order to eliminate the possibility of any conflict of interest on the part of district employees.

Reviewed: September 8, 1998

Adopted: October 13, 1998

Revised:

NEPN/NSBA Classification: IHCE

Legal Reference:

5392

ADULT HIGH SCHOOL/GED PROGRAMS

When funding exists, the Nye County School District will provide adults with the opportunity to receive a high school diploma through completion of a district program.

The Nye County School District will provide individuals identified by statute with the opportunity to demonstrate they have achieved an educational level equivalent to a high school education.

Reviewed: September 8, 1998
Adopted: October 13, 1998
Revised: December 10, 2003

NEPN/NSBA Classification: IHDB

Legal Reference: NAC 385.402 through 385.420 and 389.688 through 389.694, NRS 385.448

5460

CONTRACTING FOR INSTRUCTION/PERFORMANCE CONTRACTING

The district may enter into contracts with other public school districts, public or private post-secondary institutions, approved trade or technical schools, or any other authorized state accrediting or licensing agency, to provide vocational education for district students, provided that the cost to the district will not exceed funds received by the State. The entity with which the district contracts will have adequate physical facilities and qualified instructional personnel and be able to provide instruction at the secondary level during the regular public school day.

District students will be taught in classes specifically designed or designated for public school students, but students from more than one district may be in the same class. The district may consent to a written request to combine secondary and post-secondary students in a public post-secondary institution when there are too few to justify a full class of secondary students.

When comprehensive special education services are required for students with educational handicaps, contracts or working arrangements with other organizations are authorized.

Reviewed: September 8, 1998
Adopted: October 13, 1998
Revised:

NEPN/NSBA Classification: IIK
Legal Reference:

TEXTBOOK SELECTION AND ADOPTION

In adopting textbooks for use in the school system, the Board must carefully consider the rights, freedoms and responsibilities of students, parents and teachers.

The board will select and adopt textbooks and preserve the students' right to learn in an atmosphere of academic freedom.

Secondly, the Board will support the teachers' right to exercise professional judgment in their work, but, at the same time, will require teachers to balance this right with an awareness of their responsibility to meet the educational goals and objectives of the school system.

Thirdly, the Board recognizes the rights of parents to influence the education of their children. The Board will not, however, allow the wishes of an individual parent to infringe upon the rights of the majority of the students in any class.

Textbooks that have been State recommended due to their instructional value and compatibility with State standards and essential benchmarks will be available for three weeks for parents and students to review and make comments. The reviews and comments will assist the designated committees in the selection of textbooks.

The Board of Trustees will approve district-wide curriculum revisions and textbook adoptions, which will then be forwarded to the State Board of Education for approval.

Staff will develop recommendations for district-wide curriculum and textbook adoptions submitted to the board through procedures as outlined by statute.

Reviewed: September 8, 1998
Adopted: October 13, 1998
Revised: January 21, 2004

NEPN/NSBA Classification: IJJ

Legal Reference: NRS 390.005, 390.140, 390.160, 390.220 & 390.230, NAC Chapter 390

5540

SUPPLEMENTAL MATERIAL SELECTION AND ADOPTION

The Board of Trustees of the Nye County School District, which is responsible for the purchase of all material, recognizes the student's rights of free access to many different types of instructional materials. The Board also recognizes the right of teachers and administrators to select books and other supplemental materials in accordance with the district's policies, educational goals and objectives, and to make them readily available in the schools. It is therefore the policy of the Nye County School District to require that the materials selected for our schools be in accord with the appropriate administrative regulations, Board policy and State statutes.

Reviewed: September 8, 1998

Adopted: October 13, 1998

Revised:

NEPN/NSBA Classification: IJJ

Legal Reference: NRS 385.240, Chapter 390; P.L. 94-553, Sections 106 & 107; NAC Chapter 390

INTERNET AND SCHOOL NETWORK ACCEPTABLE USE

INTENT: The use of the Nye County School District (NCSD) networks and Internet access is intended to aid in education process and research.

The access, provided by the NCSD, to the Internet and school networks shall be used to facilitate the exchange of information consistent with the district educational objectives.

NCSD school network access shall not be used to transmit any communication where the meaning of the message, or its transmission or distribution, would violate any applicable law or regulation, or which is obscene, abusive, or otherwise likely to be offensive.

Users of NCSD Internet and school network access shall promote efficient use of the school networks to minimize and avoid, if possible, congestion of the networks and interference with the work of other users of the networks. Users of NCSD access to the Internet and school network services shall respect the rights and property of others and shall not improperly access, misappropriate, or misuse the information or files of other users. When using dial-in access from home, the user agrees not to be on-line during regular school hours for non-school business.

Access, beyond the NCSD networks, shall conform to acceptable use policies of those sources. This includes, but is not limited to, NCSD policies, administrative regulations, and procedures.

No individual will install home software, diskettes or other media from home on school district equipment due to licensing, virus and support issues.

Teachers will use InteGrade Pro grading software only on school district equipment.

No one may bring a copy of school district software home for use.

Reviewed: January 17, 1996
Adopted: January 31, 1996
Revised: May 21, 2003

NEPN/NSBA Classification: IJNDA
Legal Reference: NRS Chapters 201, 388, 390 and 393

FIELD TRIPS

Field trips are intended to allow students experiences that provide them with insight, information or knowledge that cannot be adequately developed through regular classroom instruction. Field trips, therefore, become an integral part of the curriculum and are as essential to the instructional process as textbooks, equipment and other instructional devices. School personnel will be permitted to undertake planned field trips which have educational merit and which complement approved curriculum goals. The Board, within existing financial limitations, may provide funds in the annual budget to assist with field trip costs. Schools are permitted to raise additional funds to support such activities, including grants and contributions from groups and organizations or foundations or through parent contributions.

In planning field trips, attention must be given to the need for safety and liability coverage, parental permission, and the learning needs of students who remain at school.

During the academic career of a student, activity trips will be permitted which do not specifically relate to the school curriculum but which provide an opportunity for students to develop socially and celebrate their school experiences. The trip may be paid for by the student's parents directly and/or through fund raising activities. Scholarships may exist for any student who desires to attend but is unable to pay the individual cost of travel and accommodations. The total cost of such experiences will be paid for by the student, grants or foundations, other organizational support, or through direct student fund raising.

All field trips or activity trips must have the approval of the principal/designee.

Reviewed: September 8, 1998
Adopted: October 13, 1998
Revised:

NEPN/NSBA Classification: IJOA

Legal Reference: NCS D Field Trip Handbook & Negotiated Agreements

COMMUNITY RESOURCE PERSONS/SPEAKERS

The instructional program may be enriched by the use of community resources. Individual citizens, organizations and institutions may be invited to make presentations that are related to the instructional program. Plans to use community resources will be approved by the principal.

Classroom Visits by Political Candidates or Public Office Holders

The Nye County School District has the responsibility to prepare students to become good citizens through active involvement in the political process. To that end, classroom teachers may invite declared political candidates and office holders to appear on campus, provided the following guidelines are met:

- All candidates or office holders are presented impartially to students; and
- Consideration is given to the need for equal opportunity of expression of opposing points of view.

The principal must approve such a visit and must have demonstrated to him/her that the on-campus appearance contributes to an appropriate instructional objective and does not consume an inordinate amount of classroom time. Prior to the visit, the teacher must discuss with the invited candidate or office holder the purpose of the visit and how it relates to instructional objectives.

Reviewed: September 8, 1998

Adopted: October 13, 1998

Revised:

NEPN/NSBA Classification: IJOB

Legal Reference:

SCHOOL VOLUNTEERS

The Nye County School District Board of Trustees encourages parents and other members of the community to volunteer their time for purposes that benefit our students.

The administrative staff will supervise all work performed by volunteers. Volunteers who perform indirectly supervised work will need to complete a satisfactory background check prior to working on their own.

The school district recognizes that parents play an integral role in assisting their children to learn, promotes a safe and open atmosphere for parents to visit the school and actively solicits parent and family support for school programs. Because of this, the school district actively encourages parents to volunteer in their students' classrooms and at school programs. Parent volunteers must work under the direct supervision of a staff member or administrator. The district requires no formal background check for a parent working under the direct supervision of the teacher or administrator. The district will check the names of all parent volunteers against the sex offender list in the Nye County Sheriff's office to ensure student safety.

The administration must control all services provided by volunteers. The administration may not use volunteers to take the place of licensed educators. Volunteers, under the supervision of licensed educators, may assist as permitted by state law and school district regulation.

Reviewed: September 8, 1998
Adopted: October 13, 1998
Revised: June 2, 2004

NEPN/NSBA Classification: IJOC

Legal Reference: NRS 179A.180 through 179A.240, 179D.600 through 179D.800 & 392.457

5570

DISPOSAL OF DISCONTINUED INSTRUCTIONAL MATERIAL

The Nye County School District will dispose of discontinued educational material as follows:

1. Offer it to other tax-supported institutions such as schools, libraries, prisons or senior centers;
2. Offer it to the general public free of charge; or
3. Sell or otherwise dispose of it appropriately.

Reviewed: September 8, 1998
Adopted: October 13, 1998
Revised: December 10, 2003

NEPN/NSBA Classification:
Legal Reference:

5600

ACADEMIC ACHIEVEMENT

The Nye County School Board of Trustees considers academic achievement an important priority. Therefore, the Superintendent shall:

- (1) Establish an accountability system that includes individual school standards, yearly benchmarks each school needs to achieve in order to obtain and/or maintain high academic achievement and regular reporting of school results;
- (2) Train the school principals in understanding school demographics, school standards, strategies for improving school results and evaluating instructional effectiveness;
- (3) Evaluate school achievement data and use it to develop District and individual school achievement objectives and to allocate necessary resources to ensure the District accomplishes its goals; and
- (4) Report academic achievement status to the Board of Trustees and parents on a regular basis.

Reviewed: September 8, 1998
Adopted: October 13, 1998
Revised: November 6, 2002

NEPN/NSBA Classification: IK
Legal Reference: HR-1 No Child Left Behind & SB-1

5611

COMPREHENSIVE ASSESSMENT SYSTEM

The assessment system in the Nye County School District will provide data to help teachers improve student learning, create instructional focus, help schools develop performance profiles and help the District evaluate its schools and programs. The assessment system will provide appropriate/accurate data to parents, the Board of Trustees and community and will guide decisions to improve student learning in the district.

The district assessment plan components will be: State mandated tests, classroom assessment and District assessment (including K-1-2 assessment).

The Superintendent/designee is authorized to write regulations to assure that a system is in place with the following elements:

1. Comprehensive assessment of student achievement given in the core academic areas annually; and
2. Progress on student achievement reported in annual report card as specified by State statute.

Results of assessment will be evaluated, and curriculum will be modified as necessary.

Reviewed: September 8, 1998
Adopted: October 13, 1998
Revised: September 14, 1999

NEPN/NSBA Classification: IKAA

Legal Reference: NRS 385.347, 389.012, 389.015 & 389.017; NAC 389.049 through 389.083

5616

PARTICIPATION OF SPECIAL EDUCATION STUDENTS IN STATE AND DISTRICT-WIDE ASSESSMENTS

C.F.R. Section 300.138 sets forth a presumption that children with disabilities will be included in general State and district-wide assessment programs and provided with appropriate accommodations/modifications if necessary [Section 300.347(5)(ii)]. Consistent with these regulations, children with disabilities who cannot participate in standard State and district-wide performance testing will be assessed by means of an alternate assessment. There are no exemptions from testing.

Reviewed: October 24, 2000
Adopted: November 8, 2000
Revised: December 10, 2003

NEPN/NSBA Classification:

Legal Reference: C.F.R. 300.138 & 300.347(5)(ii)
HR 1 (NCLB Act of 2001)
SB 1

5620

GRADE ADJUSTMENT

The Board of Trustees shall not change the grade given to a pupil by a teacher unless the school district has established and followed a procedure that allows the teacher an opportunity to substantiate the grade that was given.

Reviewed: September 8, 1998
Adopted: October 13, 1998
Revised:

NEPN/NSBA Classification: IKAD
Legal Reference: NRS 392.025

5630

HOMEWORK

The Board of Trustees believes that homework is considered to be a legitimate extension of meaningful classroom activity to help the student to develop responsibility and independent study skills and, therefore, plays an important role in the learning process. The Trustees maintain that the purpose of homework is to reinforce, enrich, and/or extend the concepts which are taught in the classroom. Homework will be regularly assigned to meet student needs appropriate to grade level, subject area, and ability.

Because parents are instrumental in encouraging good homework habits and establishing an atmosphere conducive to study, all teachers and administrators must solicit and encourage parental cooperation.

Each building will publish the written set of guidelines for their respective educational level (primary, intermediate, middle and secondary) that will clearly indicate to students, parents and staff the procedures and practices that will be followed in assigning, completing, submitting, reviewing, evaluating and returning all assigned homework. The building administrator is responsible for seeing that these guidelines are implemented.

Reviewed: September 8, 1998
Adopted: October 13, 1998
Revised:

NEPN/NSBA Classification: IKB
Legal Reference:

PROMOTION, RETENTION AND ACCELERATION OF STUDENTS

1. Before any student may be retained in the same grade rather than promoted to the next higher grade for the succeeding school year, the student's teacher and principal must make a reasonable effort to arrange a meeting and to meet with the student's parents or guardian to discuss the reasons and the circumstances.
2. The teacher and principal in joint agreement have the final authority to retain a student in the same grade for the succeeding school year.
3. No student may be retained more than one time in the same grade, except as provided for the promotion of the student into high school.
4. To be promoted into high school, the student must complete a course of study meeting State Board regulations. The Board of Trustees shall not promote a student to high school if the student does not complete the course of study or credits required for promotion.
 - a. The Board of Trustees shall adopt a procedure for evaluating the course of study or credits completed by a student who transfers to a junior high or middle school in this State or from a school outside of this State.
5. A student must be in attendance at school for the following amount of time in order to obtain credit to be promoted to the next higher grade: 162 days in a school year of 180 days, 130 days in a school year of 144 days, or 90% of the total minutes of instructional time for any school year.

Before a student is denied credit or promotion into the next higher grade for failure to comply with the attendance requirements, the principal of the school in which the student is enrolled or his designee shall provide written notice of the intended denial to the parent or legal guardian of the student. The notice must include a statement indicating that the student and his parent or legal guardian may request a review of the absences of the student and a statement of the procedure for requesting such a review. Upon the request for a review by the student and his parent or legal guardian, the principal or his designee shall review the reason for each absence of the student upon which the intended denial of credit or promotion is based. After the review, the principal or his designee shall credit towards the required days of attendance each day of absence for which there is evidence or a written affirmation by the parent or legal guardian of the student that the student was physically or mentally unable to attend school on the day of the absence and the student has completed the course work requirements. A student and his parent or legal guardian may appeal this decision to the Board of Trustees.

6. At the elementary and middle school level, a student already enrolled may be placed at a higher grade level if formal and informal test scores indicate skills

in academic areas substantially above grade level, the student has sufficient social and physical development skills to allow the student to function comfortably at the proposed grade level, and there is no other way to provide for the student's needs. The decision to accelerate a student will be made by the school principal after consulting with parents or legal guardian, classroom teachers and professional staff. The parents or legal guardian must agree with the decision to accelerate a student.

7. Early and late high school graduation requirements are contained in Policy 5671.

Reviewed: September 8, 1998
Adopted: October 13, 1998
Revised: August 11, 2003

NEPN/NSBA Classification: IKE

Legal Reference: NRS 392.033, 392,122, 392.125, SB-34 (2003) & SB-253 (2003)

5670

GRADUATION REQUIREMENTS

To receive a standard, advanced, adult, or adjusted diploma signifying graduation from a Nye County School District high school, the student must fulfill those requirements designated by the Nevada State Board of Education as outlined in the Nevada Revised Statutes and Nevada Administrative Code.

Reviewed: December 14, 1995

Adopted: January 17, 1996

Revised: November 30, 1999

NEPN/NSBA Classification: IKF

Legal Reference: NRS 385.075, 385.110, 389.015 & NAC 389.688

5671

EARLY AND LATE GRADUATIONS

The Nye County School District Board of Trustees recognizes that:

- Most students will graduate from high school after four years of study, and
- The number of units a student completes also determines class standing.

To graduate from high school in less than four years, a student must:

1. Meet all requirements specified by the Nye County School District and State of Nevada for a standard or advanced diploma by the planned graduation date;
2. Obtain a parent or legal guardian's written consent to graduate early if less than 18 years old;
3. Receive the Principal or Counselor's recommendation to graduate early; and
4. Seek the Superintendent's approval.

Once the Superintendent has approved a student's request to graduate early, the student becomes a member of the class with which he or she will graduate and competes with this class for all honors (e.g. scholarships, awards, speaker).

A student who does not meet graduation requirements by the close of the regularly-scheduled senior year may enroll in school one extra year to complete coursework and becomes a member of the class with which he or she will graduate and competes with this class for all honors. In the event the student needs more than one extra year, the student may enroll in the adult education program.

Reviewed: February 26, 2003

Adopted: March 12, 2003

Revised:

NEPN/NSBA Classification: IKFA

Legal Reference: NRS 392.060; NAC 389.048, 389.663 and 389.664

5675 DIPLOMAS FOR VETERANS

Any veteran who resides in the State of Nevada who did not receive a high school diploma as a result of his/her service in the Armed Forces of the United States and who was discharged under honorable conditions may submit an application from the Office of Veterans' Services (1201 Terminal Way, Room 215, Reno, Nevada 89502). If the qualified veteran is deceased or mentally or physically unable, a family member or guardian may submit the application on his/her behalf.

Upon receipt of the approved application from the Office of Veterans' Services, the Nye County School District may issue a standard high school diploma to a veteran who attended a secondary school. The diploma may be presented to the veteran or family member/guardian in one of the following ways:

- During a regularly-conducted graduation ceremony
- During a special ceremony conducted for veterans, or
- By mailing the diploma to the veteran or his family member/guardian.

Reviewed: May 5, 2004
Adopted: June 2, 2004
Revised:

NEPN/NSBA Classification:
Legal Reference: NRS 389.810

5700

EVALUATION OF INSTRUCTIONAL PROGRAMS

The Board of Trustees recognizes the need for on-going evaluation and monitoring of delivery of the instructional program in compliance with the No Child Left Behind Act of 2001 (NCLB) and the 2003 Nevada Senate Bill 1 to fulfill the needs of students and the expectations of the community. Therefore, the Board authorizes the system's professional personnel, directed by the Superintendent, to plan and carry out the evaluation and monitoring.

Reviewed: September 8, 1998

Adopted: October 13, 1998

Revised: January 21, 2004

NEPN/NSBA Classification: IL

Legal Reference: NCLB, SB-1

TEACHING ABOUT CONTROVERSIAL OR SENSITIVE ISSUES

The Board of Trustees recognizes that an important function of public education is to provide students with an understanding of how controversial issues are dealt with in a democracy. This includes the opportunity to learn about the issues, problems and concerns of contemporary society; to form opinions; and to participate in discussion of these issues and expressions of opinion in the classroom setting.

Controversial issues include matters characterized by significant differences of opinion, usually generated from differing and underlying values, beliefs and interests, which produce significant social tension. Controversy arising from such differences is inherent in a pluralistic society. Examples of controversial or sensitive issues include abortion, origin of man, religion or sexual orientation.

The Nye County Board of Trustees expects teachers to adhere to the following guidelines when teaching about controversial or sensitive issues and to act in conformance with State law and all other District policies. Substitutes should refrain from discussing controversial issues but should make the regular classroom teacher aware the subject arose.

It is recognized that discussion of sensitive issues may arise outside the classroom during extra-curricular activities or during other forums within the school building or outside of the school, wherever school or school-related groups are involved. The same guidelines will apply to such discussions.

1. Instruction must Follow the Approved Curriculum and be Appropriate for Students.

The overriding educational purpose of teaching about controversial issues or using controversial materials must be student achievement in the academic subjects and students' civic development, rather than reaching conclusions as to the correctness of any particular point of view. The teacher must consider the maturity of the students and whether the subject and materials presented are age appropriate, take into account the values of the community, use sound professional judgment and coordinate with school administration.

2. Guidelines on Presenting Controversial Issues.

Whenever controversial issues are taught, the teacher should make materials available to students concerning the various aspects of the issue. Teachers may express their own viewpoints and opinions while keeping in mind that some students are more impressionable than others. However, teachers must remain professionally ethical, explain their reasons clearly, be open to challenge, and present each side of an issue impartially. Teachers needn't necessarily get the principal's approval each time a controversial issue comes

up, but they are encouraged to work cooperatively with the principal ahead of time to decide the best way to teach about controversial issues.

3. Use of Learning Resources.

Teachers may use only those learning resources that are approved by the District. Teachers may not use materials that are controversial because of the manner or context in which controversial issues are discussed. Examples of such materials include, but are not limited to, those that depict explicit sexual conduct, graphic violence, profanities, drug use or other socially undesirable behaviors, or materials that are likely to divide the community along racial, ethnic or religious lines. Any questions regarding the appropriateness of materials should be directed to the site administrator.

4. Teacher Discretion

Students will occasionally ask questions on issues not part of the curriculum that may be controversial in nature or inappropriate to classroom discussions. Teachers may refer these questions to parents and/or guidance counselors or principals.

5. Discipline for Inappropriately Teaching Controversial Issues.

Legally, the Superintendent and Board of Trustees have discretion and final authority in deciding whether discussion of a controversial issue follows established professional ethics, content standards and curriculum, and is appropriate for students. If, after an investigation to determine what the teacher said in class and how the students reacted, the Superintendent and/or Board believe that a teacher did not follow the guidelines stated in this policy, appropriate penalties and discipline will result in accordance with the Master Contract, up to and including termination of employment.

Reviewed: October 15, 2003
Adopted: November 19, 2003
Revised:

NEPN/NSBA Classification: IMB
Legal Reference: NRS 391.312

5822

EXEMPTIONS FROM REQUIRED INSTRUCTION

If the religious beliefs and teachings of a student or his parents or legal guardian are contrary to the content of a school subject, or to any part of a school activity, the student may be exempt from participation. To receive such an exemption, the parent or legal guardian must present a written request for exemption to the school principal, stating the conflict involved.

Exemptions from required instruction do not excuse a pupil from the total semester hours required for graduation.

Reviewed: September 8, 1998

Adopted: October 13, 1998

Revised:

NEPN/NSBA Classification: IMBB

Legal Reference: NRS 389.065

U.S. Constitution, First Amendment

Nevada State Constitution, Article I, Section IV

CHALLENGED MATERIAL

Any district resident has the right to review and request reconsideration of material to which he/she objects. The individual must file the complaint in writing on a form distributed by the Superintendent of Public Instruction.

The School District must comply with the following guidelines in reviewing the challenged material:

1. The Principal will explain the criteria used for selecting the materials and attempt to resolve the issue informally. If the Principal cannot resolve the issue, he or she will forward the complaint to the NCSD Superintendent.
2. Once the Superintendent receives the complaint, a committee approved by the Board of Trustees shall convene to review the challenged material. As a minimum, the committee will consist of a teacher, librarian, school administrator, pupil and parent.
3. The committee will consider the material in its entirety, consult standard sources of critical reviews (such as The School Library Journal), the best interests of the pupils, curriculum requirements and the principles of constitutional free speech and the Freedom to Read Statement disseminated by the American Library Association.
4. The committee will publicly report its decision within thirty days after the school district receives the written complaint.
5. The Board of Trustees will accept or deny the committee's recommendation.

The individual filing a complaint may appeal to the Superintendent of Public Instruction if the school district failed to follow its procedures and no further local remedies exist.

The Board of Trustees may establish a standing committee to review challenged material each school year.

Reviewed: September 8, 1998
Adopted: October 13, 1998
Revised: October 15, 2003

NEPN/NSBA Classification: IMB, KEC
Legal Reference: NAC 390.120, 390.130 & 390.140

5831

PATRIOTIC EXERCISES

The Board of Trustees requires all Nye County schools to recite the Pledge of Allegiance during the school day at a time and manner specified by the building administrator.

However, no one will be required to salute the flag if it is against his/her beliefs. Students not wishing to participate in the Pledge of Allegiance shall remain silent. Each public school may set aside appropriate time during the school day for additional patriotic observances as approved by the site administrator.

Reviewed: September 25, 1996
Adopted: October 23, 1996
Revised: May 29, 2003

NEPN/NSBA Classification: IMDA
Legal Reference: NRS 389.040

MS. WALKER HAS PROPOSED CHANGES TO THE FOLLOWING POLICIES (LOOK FOR HER NOTES AT THE BOTTOM) OR FOR CHANGES IN BOLD WITHIN THE BODY OF THE DOCUMENT:

7363

7371

7460

7500

7510

7560

7621

7622

7623

7624

7625

7630

7642

7720

7860

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7478	Senior Class End of Year Trips	1/14/05	
7480	Extra-Curricular Activity Eligibility		1/14/02
7481	Loss of Class Time for Extra-Curricular and Co-Curricular Activities	12/10/97	
7500	Student Discipline	1/30/99	12/10/03
7510	Corporal Punishment		7/16/03
7540	Suspension and Expulsion of Pupil for Battery on Employee of School, Possession of Firearm or Dangerous Weapon, Sale or Distribution of Controlled Substances	12/10/97	5/21/03
7551	District Disciplinary Hearing Panel	6/6/00	12/17/04

7560	Habitual Discipline Problems	12/10/97	5/29/03
7561	Aversive Interventions on a Pupil with a Disability	9/26/00	5/21/03
7570	Special Education Time-Out: Safe Room	12/10/97	
7600	Student Welfare/Staff Supervision	12/10/97	
7610	Student Insurance Programs		12/10/97
7611	Athletic Insurance		12/10/97
7612	Accident Reporting		12/10/97
7621	Physical Examinations of Students		12/10/97
7622	Immunization of Students	12/10/97	6/2/04
7623	Communicable/Infectious Diseases		12/10/97
7624	Students and Staff with HIV/AIDS		12/10/97
7625	Administering Medications to Students		12/10/97
7626	First Aid and Emergency Medical Care (CPR)	12/10/97	
7627	School Nurses	12/10/97	
7628	Eye and Ear Protection		12/10/97
7629	Automated External Defibrillator (AED)	10/6/04	
7630	Guidance and Counseling	12/10/97	
7632	Confidentiality of Student Communications	12/10/97	
7640	At-Risk Student Behaviors	12/10/97	9/10/01
7642	Identification, Interventions, and Postvention Procedures for Student Problems	12/10/97	
7643	Substance Abuse Counseling	12/10/97	
7661	Home Visits	12/10/97	
7662	Reporting Child Abuse/Child Protection	12/10/97	8/27/01

7690	Student Safety	12/10/97	
7692	Student Dismissal Precautions		12/10/97
7693	Safety Patrols	12/10/97	
7694	Student Bicycle Use	12/10/97	
7695	Student Automobile/Bicycle Use and Parking	12/10/97	
7696	Emergency Procedures	12/10/97	
7697	Emergency School Evacuation	12/10/97	
7698	Fire Drills		12/10/97
7700	Student Awards, Honors, and Scholarships	12/10/97	
7701	Academic Letters	2/10/98	5/15/01
7710	Student Volunteers for School and Community Service	12/10/97	
7720	Employment of Students	12/10/97	
7730	Student Donations and Gifts	12/10/97	6/11/03
7740	Student Fees, Fines and Charges	12/10/97	
7810	Student Records	9/11/91	12/10/97
7820	Release of Student-Related Information	9/11/91	12/10/97
7830	Release of Student Directory Information	12/10/97	
7840	Student/Employee Photographs	12/10/97	
7850	Reporting to Parents	12/10/97	
7860	Child Custody		12/10/97
7901	Moment of Silence		7/16/03
7902	Exchange of Gifts		12/10/97

7000

STUDENT POLICIES GOALS/PRIORITY OBJECTIVES

Through its policies that affect the lives of students, the Board of Trustees and staff will work together to establish an environment conducive to the very best learning achievement for each student by advancing these goals:

- to enhance equal educational opportunities for all students;
- to promote faithful attendance;
- to ensure that the constitutional rights of all students as citizens in a democracy have practical meaning and application;
- to develop in students a deep sense of personal responsibility for their actions;
- to attend vigorously to matters of student safety, health and welfare;
- to deal justly and constructively with all students in matters of discipline; and
- to help all students feel that they are valued as individual persons in the school environment.

Reviewed: September 10, 1997

Adopted: December 10, 1997

Revised:

NEPN/NSBA Classification: JA

Legal Reference:

7022

CULTURAL AND ETHNIC RECOGNITION

The Nye County School District recognizes all cultures and ethnic groups as being important to our society. Hence, the Board of Trustees believes that the learning process should include experience in the cultures of others as well as one's own culture. Therefore, the Board directs that educational activities and programs be developed by all schools in recognition of the contributions made to the growth and development of the United States by the cultural and ethnic groups represented in our society.

Reviewed: September 10, 1997

Adopted: December 10, 1997

Revised:

NEPN/NSBA Classification:

Legal Reference:

7023

RELIGION

The Nye County School District recognizes and shall honor the constitutional rights of students to the free exercise of religion and to have their schools free from sectarian control or influence. Staff members and students are encouraged and expected to create an atmosphere in the schools where the diverse beliefs of all students may be accommodated in a spirit of mutual respect and understanding.

Reviewed: October 22, 1997
Adopted: December 10, 1997
Revised:

NEPN/NSBA Classification:

Legal Reference: First Amendment to the U.S. Constitution
20 USC 4071-4074 Equal Access Act

7030**SCHOOL ATTENDANCE AREAS**

The Superintendent/designee will designate boundaries of the school attendance areas, subject to approval by the Board of Trustees.

The Board is committed to the use of long-range planning techniques in establishing school attendance boundaries and in minimizing the need for frequent boundary changes. The primary considerations governing the determination of school attendance boundaries will be:

- the educational opportunity afforded to students in all schools;
- the efficient and educationally effective use of the capacities of each school;
- the geographic location of each school in its relationship to the surrounding student population;
- safe walking conditions. Effort will be exerted to prevent the need for children to cross busy streets;
- the preservation of neighborhood identities within a school insofar as possible.

The following conditions may require the change of previously established school attendance boundaries:

- the opening of a new school may require a shift of boundaries in order to make efficient use of facilities at existing schools;
- development of new residential areas, or an increase in the ratio of students per dwelling, may cause overcrowding at an existing school when space is available at other schools;
- the addition of new instructional activities at an existing school may create a need for additional classroom space without a proportionate increase in enrollment;
- declining enrollment at an existing site may allow all or part of the school to be used for other than classroom instruction.

Reviewed: September 10, 1997

Adopted: December 10, 1997

Revised:

NEPN/NSBA Classification: JC

Legal Reference: NRS 268.425, 269.185, 386.365, 388.040, & 484.1485 through 484.366

7031

ASSIGNMENT OF STUDENTS TO SCHOOL

Students will be expected to attend the school which lies within the attendance area in which they reside, with the following exceptions:

- The change involves an exceptional child or a hardship case, or if there are medical considerations;
- The change appears to be in the best interests of the child and of the school;
- The legal residence of a child changes from one attendance area to another during the school year and the parents wish the child to remain in his/her former school. Such permission will not extend beyond the current school year.

All students who, at their own preference, attend school outside their attendance area will be required to provide their own transportation.

Reviewed: September 10, 1997

Adopted: December 10, 1998

Revised:

NEPN/NSBA Classification: JCA

Legal Reference:

7051 COMPULSORY ATTENDANCE AGES

The Board of Trustees shall provide for the enrollment of children between the ages of 7 and 17 years in accordance with Nevada statutes.

Exceptions to this policy shall be only as provided for by law.

Reviewed: September 10, 1997

Adopted: December 10, 1997

Revised: March 28, 2000

NEPN/NSBA Classification: JEA

Legal Reference: NRS 388.060 & 392.040 through 392.110

7052

ENTRANCE AGE REQUIREMENTS

Children who have attained the age of 5 years on or before September 30 may be enrolled for kindergarten attendance at the opening of the school year.

Children who have attained the age of 6 years on or before September 30 may be enrolled for first grade attendance at the opening of the school year if they have completed kindergarten or passed a district assessment, which indicates that the student is developmentally prepared for first grade.

Reviewed: September 10, 1997
Adopted: December 10, 1997
Revised: March 28, 2000

NEPN/NSBA Classification: JEB
Legal Reference: NRS 388.060, 392.040 and 392.215

7112

ADMISSION OF NONRESIDENT STUDENTS

Applications from nonresidents to attend the district schools will be considered when space and services are available. Tuition will be charged nonresidents admitted to Nye County schools. Nonresident pupils may be permitted to attend the public schools upon payment of tuition as set by the Board of Trustees or Nevada Revised Statutes.

Any pupil who becomes a nonresident of the district will be permitted to remain in the district schools until the end of the semester in which the non-residency occurs.

In the case of a change from resident to nonresident status, or from nonresident status to resident status or withdrawal, tuition may be adjusted.

Reviewed: September 10, 1997
Adopted: December 10, 1997
Revised:

NEPN/NSBA Classification: JFAB
Legal Reference: NRS 392.010 & 392.015

7114

FOREIGN EXCHANGE STUDENTS

International students may be enrolled and attend Nye County schools without charge if they meet the following:

1. District entrance requirements (i.e., age, place of residence, and immunizations);
2. Recommendation by an organization specifically designated by the U.S. Information Agency or an approved local organization;
3. Appropriate documentation (I-20 from the U.S. Department of Justice, Immigration and Naturalization Service; and
4. A participant in a foreign exchange program.

The administration will develop procedures for foreign exchange students attending Nye County schools.

Reviewed: February 13, 1997

Adopted: March 12, 1997

Revised:

NEPN/NSBA Classification: JFABB

Legal Reference:

HOMELESS STUDENTS

The Nye County School District recognizes that homeless students may exist within its borders and is committed to ensuring that all homeless students have equal access to the same free public education as all other students. The district has the responsibility of identifying and serving homeless students.

Definition of Homeless Students

Homeless children are those who lack a fixed, regular, adequate nighttime residence and include those who are:

- Sharing the housing of other persons due to loss of housing, economic hardship or a similar reason
- Living in emergency or transitional shelters; abandoned buildings, substandard housing, cars or public spaces; motels; hotels; trailer parks (other than an established trailer park community); campgrounds; or other public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings due to the lack of alternative adequate accommodations
- Awaiting foster care placement
- Living in a migratory situation that qualifies as homeless because a child lacks a fixed, regular and adequate nighttime residence

District Liaison for Homeless Students

The District's Special Education Coordinator will serve as the liaison for homeless students. The liaison will provide enrollment support and coordinate services within the school district and through community agencies in order to ensure that each homeless child has equal access to an education. Specifically, the liaison has the following responsibilities:

- Ensuring that homeless children enroll in and have a full and equal opportunity to succeed in district schools
- Ensuring that homeless families and children receive the educational services they are entitled to, such as preschool care and referrals to services such as health care
- Ensuring that parents/guardians of homeless children are informed of the educational opportunities available to their children and are given opportunities to participate
- Distributing public notice of the educational rights of homeless children where they receive services, such as schools, family shelters and soup kitchens
- Ensuring that enrollment disputes are mediated properly. If a dispute arises between the district and parents about school selection or

enrollment, the district must immediately enroll the student in the school requested by the parents, pending resolution of the dispute.

Enrollment Records

Homeless students will enroll, attend classes and participate fully in school activities. If critical enrollment records, including immunization and medical records, are not immediately available, the liaison and school staff will work with the family and other agencies to obtain the records in a timely manner.

Placement

The liaison, with help from other school staff, will decide on the homeless student's placement in school based on the student's best interest. In making this determination, the district must, to the extent possible, continue the student's education in his/her "school of origin" (i.e., the district school the student had been attending prior to becoming homeless) unless the student's parents/guardians request his/her placement in another school in the attendance area.

Transportation

The district will provide transportation for homeless students comparable to that of other students while taking into consideration individual accommodations. The liaison will work with the principal and transportation supervisor to coordinate transportation needs. If a homeless student moves out of the district but continues to attend a district school, the liaison will coordinate services with the residence district to meet the student's transportation needs.

Reviewed: December 3, 2003
Adopted: January 21, 2004
Revised:

NEPN/NSBA Classification: JFABD, JLG

Legal Reference: NCLB, McKinney-Vento Homeless Assistance Act

7130

STUDENT WITHDRAWAL FROM SCHOOL/DROPOUTS

The Board of Trustees believes that a high school diploma signifies the minimum preparation for life. Consequently, students who withdraw from school may have less than minimal preparation. Therefore, the Board strongly urges every teacher, guidance counselor, principal, parent and citizen to exert influence to keep all students in school through high school graduation.

Reviewed: September 10, 1997

Adopted: December 10, 1997

Revised:

NEPN/NSBA Classification: JFC

Legal Reference: NRS 392.035 through 392.110

7140

ASSIGNMENT OF STUDENTS TO CLASSES AND GRADE LEVELS

Students will be assigned to the grade level and classes for which they are best suited. This determination will be made by the principal, counselor (where applicable), and teachers in consultation with parents.

Reviewed: September 10, 1997

Adopted: December 10, 1997

Revised:

NEPN/NSBA Classification: JG

Legal Reference: NRS 392.033

7222

ATTENDANCE MONITORING/ACCOUNTING

The Superintendent/designee shall establish the procedures for checking and reporting pupil attendance as prescribed by the laws of the State of Nevada and the regulations of the Nevada Department of Education.

Studies and experience show a strong relationship between poor attendance in the early grades and the likelihood that a student will later drop out of school. Conversely, it is well recognized that there is a high correlation between regular school attendance, school success, and achievement. Therefore, good attendance shall be emphasized at the elementary school level.

Reviewed: September 10, 1997

Adopted: December 10, 1997

Revised:

NEPN/NSBA Classification: JHBB

Legal Reference: NRS 392.040, 392.118 through 392.160, 392.170 through 392.220 & 392.470

**ADVISORY BOARD TO REVIEW SCHOOL ATTENDANCE, ABSENCE
AND TRUANCY/ATTENDANCE COMMITTEE**

The School Attendance Advisory Board shall consist of a minimum of:

- One parent or legal guardian of a student in school, appointed by the President of the Board of Trustees;
- One member of the Board of Trustees, appointed by the President of the Board of Trustees;
- One school counselor or teacher employed by Nye County School District, appointed by the Nye County Classroom Teachers Association; and
- One elementary school principal, one middle school principal, and one high school principal, appointed by the Superintendent.

Others on this committee, depending on interest, may include one probation officer in the County who works on cases relating to juveniles, appointed by the judge or judges of the juvenile court of the County; one representative of the District Attorney, appointed by the District Attorney; one deputy sheriff in the County, appointed by the Sheriff; and one representative of the agency which provides child welfare services, as defined in NRS 432B.030.

The members of the Advisory Board shall elect a chairperson from among their membership.

Each Advisory Board member shall be appointed for a two-year term. A vacancy in the membership of the Advisory Board must be filled in the same manner as the original appointment for the remainder of the unexpired term.

Advisory Board members do not receive compensation (e.g., a salary or stipend).

When attending Advisory Board meetings or when engaged in business of the Advisory Board, each member may elect to receive per diem allowances and travel expenses at amounts specified for state officers and employees. The Board of Trustees shall pay these per diem allowances and travel expenses from the school district's general fund.

The Board of Trustees shall provide administrative support for the Advisory Board to review school attendance.

The Advisory Board shall:

- (1) Review the records of attendance and truancy of pupils, including the average daily attendance;
- (2) Review information that compares the attendance of the pupils enrolled in the school with the attendance of pupils throughout the district and the State and

work in conjunction with the Nevada Department of Education as required to perform that review;

- (3) Identify factors that contribute to the truancy of pupils in the school district;
- (4) Establish programs to reduce truancy;
- (5) Establish a procedure for schools and school districts for reporting the status of pupils as habitual truants;
- (6) Inform the parents and legal guardians of the pupils of policies and procedures adopted; and
- (7) Hold hearings pursuant to NRS 392.147.

The Advisory Board chairperson may form subcommittees of the Advisory Board as needed. The chairperson will ensure each school site has a subcommittee to assist with duties, including holding hearings per NRS 392.147. The chairperson will notify the Board of Trustees of all subcommittees formed. The Superintendent shall develop an administrative regulation to establish rules and procedures for these committees. The Board of Trustees shall approve the initial issue of these regulations and be kept informed of any changes.

The Advisory Board will provide copies of policies and procedures adopted to the Board of Trustees for review and inclusion in the appropriate manuals.

The Advisory Board may use money appropriated by the Legislature and any other money made available to it for programs to reduce truancy. The Advisory Board shall provide the Board of Trustees with an accounting of these funds on a quarterly basis.

Reviewed: January 16, 2001
Adopted: February 12, 2001
Revised: July 30, 2004

NEPN/NSBA Classification:

Legal Reference: NRS 385.347, 392.126, 392.127, 392.128 & 392.147

7224

**COMMITTEE TO REVIEW TEMPORARY ALTERNATE PLACEMENT
OF PUPILS/DISCIPLINE COMMITTEE**

The Nye County School District Board of Trustees authorizes the establishment of a Discipline Committee at each site, pursuant to NRS 392.4647.

Reviewed: January 16, 2001
Adopted: February 12, 2001
Revised:

NEPN/NSBA Classification:
Legal Reference: NRS 392.4647

7231

OPEN/CLOSED CAMPUS

Middle School

Effective schools must maintain a standard of discipline, which promotes a positive and wholesome educational atmosphere. The rule of middle school closed campus is designed to improve the educational atmosphere.

Middle school students will not be permitted to leave the campus between the beginning and the end of the school day without explicit permission. Students who live a reasonable distance from school may be permitted to go to their homes for lunch upon the written request of the parents.

Reviewed: September 10, 1997

Adopted: December 10, 1997

Revised:

NEPN/NSBA Classification: JHCA

Legal Reference:

7321

STUDENT GOVERNMENT

Student councils may be formed in the schools. They will have as their objectives and responsibilities the support and maintenance of good government in the school and the supervision of student activities. Guidelines will be in accordance with NIAA and Board of Trustee policies.

Reviewed: September 10, 1997

Adopted: December 10, 1997

Revised:

NEPN/NSBA Classification: JIBA

Legal Reference: NRS 392.465 and 392.467, NCSD Student Behavior Handbook

7330

STUDENT CONDUCT

The goal of the district is to assure learning experiences to help all students to develop skills, competencies and attitudes fundamental to achieving individual satisfaction as responsible, contributing citizens. Each year the Superintendent shall develop and make available to all students, their parents/guardians, and staff written statements pertaining to student rights, conduct, corrective actions and punishment.

All students who attend the district's schools shall comply with the written policies, rules and regulations of the schools, shall pursue the required course of studies, and shall submit to the authority of the staff of the schools, subject to such corrective action or punishment as the school officials shall determine.

Reviewed: September 10, 1997

Adopted: December 10, 1997

Revised:

NEPN/NSBA Classification: JIC

Legal Reference:

7331

STUDENT DRESS

The Board of Trustees reserves the right to insist that the dress and grooming of students are within the limits of generally accepted good taste. Students shall be required to show proper attention to personal cleanliness, neatness and conservative standards of dress and appearance.

Reviewed: September 10, 1997

Adopted: December 10, 1997

Revised:

NEPN/NSBA Classification: JICA

Legal Reference: NRS 392.458 & 392.4635

GUN FREE SCHOOLS

No person may carry, use, possess, conceal or transmit a weapon (as defined in statutes) on school district property except a peace officer, school district police personnel, or a person having written permission from the principal of the school. The Superintendent shall review and approve the request prior to the Principal granting permission.

In accordance with the Federal Gun-Free Schools Act of 1994, if an expulsion recommendation results from a student's possession of a firearm (any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive or other propellant as defined by the Act, the frame or receiver of any such weapon, or any firearm muffler or firearm silencer), or destructive device, explosive, incendiary, or poison gas, said expulsion from a regular school program shall be for a period of not less than one year. Said recommendation may only be modified by the Board of Trustees on a case-by-case basis.

NOTE: The Federal Gun-Free Schools Act of 1994 does not affect the requirement that discipline of students with disabilities who violate school regulations/policies regarding firearms or destructive devices must still comply with Part B of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act.

Reviewed: June 28, 1995
Adopted: August 9, 1995
Revised: October 15, 2003

NEPN/NSBA Classification: JICI

Legal Reference: P.L. 103-382, NRS 202.265, 202.3673, 386.360, 392.466 & 392.4675

GUIDANCE CONCERNING STATE AND LOCAL RESPONSIBILITIES UNDER THE GUN-FREE SCHOOLS ACT OF 1994

This guidance is to provide information concerning State and local responsibilities under the Gun-Free Schools Act (GFSA), which was enacted on October 20, 1994 as part of the Improving America's Schools Act of 1994 (the reauthorization of the Elementary and Secondary Education Act of 1995 (ESEA)), Public Law 103-382. Preliminary information, including a copy of this new legislation, was mailed to Governors and Chief State School Officers in a letter dated November 28, 1994.

The GFSA states that each State receiving Federal funds under ESEA must have in effect, by October 20, 1995, a State law requiring local educational agencies to expel from school for a period of not less than one year a student who is determined to have brought a weapon to school. Each State's law also must allow the chief administering officer of the local educational agency (LEA) to modify the expulsion requirement on a case-by-case basis.

The legislation explicitly states that the GFSA must be construed to be consistent with the Individuals with Disabilities Education Act (IDEA). Therefore, by using the case-by-case exception, LEAs will be able to discipline students with disabilities in accordance with the requirements of Part B of the IDEA and Section 504 of the Rehabilitation Act (Section 504), and thereby maintain eligibility for Federal financial assistance. The Department intends to issue separate, more detailed guidance on discipline of students with disabilities, which will include clarification of the implementation of the GFSA consistent with IDEA and Section 504.

The following questions and answers have been prepared to assist States, State educational agencies (SEAs), and LEAs in implementing these new requirements.

Q1. What entities are affected by the provisions of the Gun-Free Schools Act?

- A. Each State, as well as its State educational agency and local educational agencies, has responsibilities under the GFSA.

Q2. Are private schools subject to the requirements of the Gun-Free Schools Act?

- A. Private schools are not subject to the provisions of the GFSA, but private school students who participate in LEA programs or activities are subject to the one-year expulsion requirement to the extent that such students are under the supervision and control of the LEA as part of their participation in the LEA's programs. For example, a private school student who is enrolled in a Federal program, such as Title I, is subject to a one-year expulsion, but only from Federal program participation, not a one-year expulsion from the private school.

Of course, nothing prohibits a private school from imposing a similar expulsion from the private school on a student who brings a weapon to school.

Q3. Will SEA's and LEAs have a period of time to comply with the requirements of the Gun-Free Schools Act?

- A. States must take prompt action to implement the requirements of the GFSA, including prompt action to initiate the legislative process. States have until October 20, 1995 to enact and make effective the one year expulsion legislation required by Section 14601. States that have not enacted and made effective legislation by this date risk losing ESEA funds.

In order to be eligible to receive ESEA funds, LEAs must have an expulsion policy consistent with the required State law.

LEAs must take immediate action to implement the referral policy required by Section 14602, because the GFSA directs that no ESEA funds shall be made available to an LEA unless that LEA has the required referral policy.

Q4. Is compliance with the requirements of the Gun-Free Schools Act a condition for the receipt of Federal financial assistance under the ESEA?

- A. Yes, compliance with the requirements of the GFSA is a condition for the receipt of funds made available to the State under the ESEA.

Q5. Will failure to comply with the requirements of the Gun-Free Schools Act result in the termination or withholding of funds made available to the State under the ESEA?

- A. Failure to comply with the requirements of the GFSA could result in the withholding, under the provisions of the General Education Provisions Act, of funds made available to the State under the ESEA; however, it is anticipated that technical assistance provided to States will result in timely compliance and made withholding of funds unnecessary.

Q6. May a State request a waiver of the requirements of the Gun-Free Schools Act?

- A. Yes. The ESEA authorizes the Secretary to waive the requirements of the GFSA if that action will increase the quality of instruction for students or will improve the academic performance of students. However, it is not anticipated that the requirements of the GFSA will be waived except in unusual circumstances.

Q7. Does the Gun-Free Schools Act's one-year expulsion requirement preclude any due process proceedings?

- A. No. Students facing expulsion from school are entitled under the U.S. Constitution and most State constitutions to the due process protection of notice and an opportunity to be heard. If, after due process has been accorded, a student is found to have brought a weapon to school, the GFSA requires an expulsion for a period of not less than one year (subject to the case-by-case exception discussed below).

Q8. What does the Gun-Free Schools Act require of States?

- A. The GFSA requires that each State receiving Federal funds under the ESEA must, by October 20, 1995: (1) have in effect a State law requiring LEAs to expel from school for a period of not less than one year a student who is determined to have brought a weapon to school; (2) have in effect a State law allowing the LEA's chief administering officer to modify the expulsion requirement on a case-by-case basis; and (3) report to the Secretary on an annual basis concerning information submitted by LEAs to SEAs. SEAs must also ensure that no ESEA funds are made available to an LEA that does not have a referral policy consistent with Section 14602.

One Year Expulsion Requirement

Each State's law must require LEAs to comply with a one-year expulsion requirement; that is, subject to the exception discussed below, any student who brings a weapon to school must be expelled for not less than one year.

Case-by-Case Exception

Each State's law must allow the chief administering officer of an LEA to modify the one year expulsion requirement on a case-by-case basis.

Annual Reporting

Each State must report annually on LEA compliance with the one year expulsion requirement, and on expulsions imposed under the State law, including the number of students expelled in each LEA and the types of weapons involved.

Q9. What does the Gun-Free Schools Act require of LEAs?

- A. The GFSA requires that LEAs (1) comply with the State law requiring the one-year expulsion; (2) provide an assurance of compliance to the SEA; (3) provide descriptive information to the SEA concerning the LEA's expulsions; and (4) adopt a referral policy for students who bring weapons to school.

One Year Expulsion Requirement

LEAs must comply with the State law requiring a one-year expulsion; that is, subject to the case-by-case exception, any student who brings a weapon to school must be expelled for not less than one year.

LEA Assurance

An LEA must include in its application to the State educational agency for ESEA assistance an assurance that the LEA is in compliance with the State law requiring the one-year expulsion.

Descriptive Report to SEA

An LEA must include in its application for ESEA assistance a description of the circumstances surrounding expulsions imposed under the one-year expulsion requirement, including:

- (A) the name of the school concerned;
- (B) the number of students expelled from the school; and
- (C) the type of weapons concerned.

Referral Policy

LEAs must also implement a policy requiring referral to the criminal justice or juvenile delinquency system of any student who brings a weapon to school.

Q10. When must an LEA implement its referral policy?

- A. LEAs must take immediate action to implement a policy requiring referral to the criminal justice or juvenile delinquency system of any student who brings a weapon to school. The GFSA directs that no ESEA funds shall be made available to an LEA unless that LEA has the required referral policy.

Q11. When must an LEA submit the required assurance?

- A. In its first application to the State educational agency for ESEA funds after the date that the State enacts and makes effective the required one year expulsion legislation, the LEA must include an assurance that the LEA is in compliance with the State law.

Q12. What is the role of the SEA in determining whether an LEA is in compliance with the Gun-Free Schools Act?

- A. The GFSA requires States to report to the Secretary on an annual basis concerning LEA compliance. Therefore, before awarding any ESEA funds to an LEA, the SEA must ensure that the LEA has: (1) implemented a policy requiring referral to the criminal justice or juvenile delinquency system of any

student who brings a weapon to school; and (2) included in its application for ESEA funds the assurance and other information required by the GFSA. SEAs must ensure that the LEA application contains:

- (1) an assurance that the LEA is in compliance with the State law requiring the one-year expulsion; and
- (2) a description of the circumstances surrounding expulsions imposed under the one-year expulsion requirement, including:
 - (a) the name of the school concerned;
 - (b) the number of students expelled from the school; and
 - (c) the type of weapons concerned.

Q13. Who is an LEA's "chief administering officer?"

- A. The term "chief administering officer" is not defined by the GFSA. Each LEA should determine, using its own legal framework, which chief operating officer or authority (e.g., Superintendent, Board, etc.) has the power to modify the expulsion requirement on a case-by-case basis.

Q14. Can any individual or entity other than the LEA's "chief administering officer" modify the one-year expulsion requirement on a case-by-case basis?

- A. No. However, the chief administering officer may allow another individual or entity to carry out preliminary information gathering functions, and prepare a recommendation for the chief administering officer.

Q15. Is it permissible for an LEA to use the case-by-case exception to avoid compliance with the one-year expulsion requirement?

- A. No, this exception may not be used to avoid over-all compliance with the one-year expulsion requirement.

Q16. How is the term "weapon" defined?

- A. For the purposes of the GFSA, a "weapon" means a firearm as defined in Section 921 of Title 18 of the United States Code.

According to Section 921, the following are included within the definition:

- any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
- the frame or receiver of any weapon described above

- any firearm muffler or firearm silencer
- any destructive device, which includes:
 - (a) any explosive, incendiary, or poison gas
 - (1) bomb,
 - (2) grenade,
 - (3) rocket having a propellant charge of more than four ounces,
 - (5) mine, or
 - (6) similar device.
 - (b) any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2" in diameter
 - (c) any combination or parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled

According to Section 921, antique firearms are not included in the definition. In addition, we have been advised by the Bureau of Alcohol, Tobacco, and Firearms that Class-C common fireworks are not included in the definition of weapon. For additional information about whether a particular weapon is a "firearm" under this definition, contact the Safe and Drug-Free Schools Program at (202) 260-3954 for a referral to the nearest Bureau of Alcohol, Tobacco, and Firearms field office.

Q17. Does the Gun-Free Schools Act preclude classes such as hunting or military education, or activities such as before or after school hunting, or rifle clubs, which may involve the handling or use of weapons?

- A. No. Although individual school districts may choose to prohibit firearms altogether, the Secretary does not believe that Congress intended the GFSA to preclude, in all circumstances, school-sponsored or authorized classes and activities that might involve the handling or use of firearms by students. The Secretary interprets the GFSA to allow local school districts to permit firearms at school when students are participating in school-sponsored or authorized activities that involve firearms. Similarly, based on the legislative history, the Secretary interprets the GFSA not to forbid school districts from allowing firearms at school when students intend to use firearms solely for before or after school hunting purposes, providing the school district's determination to permit firearms is made and disseminated in advance, as part of LEA policy, and is consistent with the intent and purposes of the GFSA to prevent violence and

create an environment conducive to learning. For example, if a local school district approves an extra-curricular program such as a rifle club, or allows students to bring firearms solely for before or after school hunting, the activities would not violate the GFSA if the school district:

- determines that the activity is consistent with the intent and purposes of the GFSA; and
- provides notice as part of its Gun-Free Schools policy that the activities are approved and authorized.

If any firearms are to be allowed for these limited purposes, local school districts are cautioned to consider all applicable local, State, and Federal laws pertaining to the possession of firearms. In particular, school districts should be aware that Federal and some State laws prohibiting juveniles from possessing handguns may be applicable. The Secretary also encourages school districts that permit students to bring firearms to school for these limited purposes to adopt appropriate safeguards to ensure student safety, consistent with the purposes of the GFSA.

Q18. Are knives considered weapons under the Gun-Free Schools Act?

- A. No, for the purposes of the GFSA, the definition of weapon does not include knives. State legislation or an SEA or LEA may, however, decide to broaden its own definition of weapon to include knives.

Q19. What is meant by the term "expulsion?"

- A. The term "expulsion" is not defined by the GFSA; however, at a minimum, expulsion means removal from the student's regular program. Expulsion does not mean merely moving a student from a regular program in one school to a regular program in another school. Care should be taken by local officials to ensure that a student who is determined to have brought a firearm to school is effectively removed from that setting.

Q20. Is a State, SEA, or LEA required to provide alternative educational services to students who have been expelled for bringing a weapon to school?

- A. The GFSA neither requires nor prohibits the provision of alternative educational services to students who have been expelled. Other Federal, State, or local laws may, however, require that students receive alternative educational services in certain circumstances.

Q21. What is an "alternative setting" for the provision of educational services to an expelled student?

- A. An alternative setting is one that is clearly distinguishable from the student's regular school placement.

Q22. Is Federal funding available to provide alternative educational services?

- A. Yes, formula grants awarded under the Safe and Drug-Free Schools and Communities Act may be used for alternative educational services. In addition, other Federal funds may be available for alternative educational services, consistent with each program's statutory and regulatory requirements.

Q23. Do the requirements of the Gun-Free Schools Act conflict with requirements that apply to students with disabilities?

- A. No. Compliance with the GFSA may be achieved consistently with the requirements that apply to students with disabilities, so long as discipline of such students is determined on a case-by-case basis in accordance with the IDEA and Section 504. The Department intends to issue separate, more detailed guidance on discipline of students with disabilities, which will include clarification of the implementation of the GFSA consistent with IDEA and Section 504.

Q24. Is it permissible to expel a student for a "school year" rather than a year?

- A. No. The statute explicitly states that expulsion shall be for a period of not less than one year.

Q25. Does the expulsion requirement apply only to violations occurring in the school building?

- A. No. The one-year expulsion requirement applies to students who bring weapons to any setting that is under the control and supervision of the LEA.

STUDENT USE OF ELECTRONIC COMMUNICATION DEVICES SUCH AS CELLULAR TELEPHONES OR PAGERS

The NCSB Board of Trustees considers bringing electronic communication devices such as cellular telephones or pagers to school or extra-curricular activities a privilege. To ensure an environment conducive to learning, the following rules apply:

1. Students may keep a cellular telephone or similar electronic communication device in their vehicles at all times for use in the case of an emergency.
2. Students may bring cellular telephones, pagers or similar electronic communication devices to school and extra-curricular activities provided they only use the devices outside of scheduled class time, render the devices non-operational (i.e., unable to send or receive calls or text messaging), keep them out of sight during academic sessions, and obtain the permission of the bus driver or supervising adult prior to using the device while riding the school bus or participating in extra-curricular activities.
3. The school district strictly prohibits the possession and use of cellular phones, calculators, cameras, video cameras or any other electronic device that has the capability of taking, storing and transmitting pictures in the following areas:
 - a. Locker rooms
 - b. Restrooms
 - c. Any room where testing is being conducted regardless of the type of test.

Any violation of these provisions will result in the forfeiture of the communication device for the rest of the school year. The use of any type of communication device for cheating will result in disciplinary action. The use of a communication device to transmit or store pictures or data in prohibited areas **will** result in suspension, expulsion and/or legal action.

This policy will be included in the Student Behavior Handbook.

Reviewed: July 16, 2003
 Adopted: July 22, 2003
 Revised: June 2, 2004

NEPN/NSBA Classification: JICJ
 Legal Reference: NRS 392.4637

KAY'S RECOMMENDATION: FIRST PARAGRAPH IS POLICY & REST IS REG.

7370

STUDENTS OF LEGAL AGE

When a student turns eighteen, he/she becomes responsible for absences or other school matters. Unless the student directs the school differently by written communication, the school will continue contacting parents regarding school matters.

Reviewed: September 10, 1997
Adopted: December 10, 1997
Revised: July 16, 2003

NEPN/NSBA Classification: JID
Legal Reference: NRS 392.029

7371

PREGNANT STUDENTS

Any pregnant student may continue regular classroom attendance or extra-curricular activity **unless written verification from the attending physician indicates otherwise.**

Any pregnant student **may be placed in an appropriate alternative program if special circumstances warrant such placement.**

Reviewed: September 10, 1997

Adopted: December 10, 1997

Revised:

NEPN/NSBA Classification: JIE

Legal Reference:

DRAFT

7373

MARRIED STUDENTS

Married students have the same educational and extra-curricular privileges and carry the same responsibilities as unmarried students.

Reviewed: September 10, 1997

Adopted: December 10, 1997

Revised:

NEPN/NSBA Classification: JIG

Legal Reference:

LOCKER SEARCHES

Students may be assigned lockers for storing and securing their books, school supplies, and personal effects. Lockers, desks and storage areas are the property of the school district. No right nor expectation of privacy exists for any student as to the use of any locker issued or assigned to a student by the school.

No student may use a locker, desk or storage area as a depository for any substance or object which is prohibited by law or school rules or which poses a threat to the health, safety or welfare of the occupants of the school building or the building itself.

Any individual student's locker, desk or other storage area shall be subject to search if reasonable grounds exist to suspect that the search will yield evidence of the student's violation of the law or school rules.

A general or random search of student lockers may occur at any time without prior notice and without reasonable suspicion that the search will yield evidence of any particular student's violation of the law or school rules. If the school official conducting such a search develops a reasonable suspicion that any container inside the locker, including, but not limited to, a purse, backpack, gym bag, or an article of clothing contains evidence of a student's violation of the law or school or district rules, the container may be searched according to Board policy governing personal searches.

If the school principal/designee, as a result of the search, develops a reasonable suspicion that a certain container(s) in any student locker contains evidence of a student's violation of the law or school rules, the principal/designee may search the container(s).

School officials may consult with local law enforcement officials regarding the advisability of a search on school premises by a law enforcement officer if evidence of criminal activity is likely to be seized.

The Superintendent shall establish procedures for conducting searches of lockers, desks or storage areas.

Reviewed: September 10, 1997

Adopted: December 10, 1997

Revised:

NEPN/NSBA Classification: JIHA

Legal Reference: NRS 392.465 through 392.467, NCSD Student Behavior Handbook

7382

PARKING LOT SEARCHES

An understanding exists that school authorities have the inherent right and duty under certain circumstances as they deem necessary to inspect and search any vehicle on the school property without the owner's or user's consent and with or without a validly executed search warrant, whenever said administration has reasonable suspicion of the violation of any school policy or state law.

The necessity for such search shall be based upon the administration's need to maintain discipline, prevent school property from being used for illegal or illicit purposes, prevent undesirable and dangerous matter from being introduced into the school, protect and promote the safety and welfare of the student body, and assure compliance with reasonable health and sanitary standards.

Signs shall be placed around parking areas stating: "Any vehicle parked on school property is subject to search and seizure without the necessity of search warrant."

Reviewed:

Adopted: January 13, 1992

Revised: December 10, 1997

NEPN/NSBA Classification: JIHB

Legal Reference: NRS 392.465 through 392.467, NCSD Student Behavior Handbook

7383

USE OF METAL DETECTORS/PERSONAL SEARCHES

When the administration has reasonable cause to believe that weapons are in the possession of unidentified students, when there has been a pattern of weapons found at the school, or when violence involving weapons has occurred at the school, the administration is authorized to use stationary or mobile metal detectors in accordance with procedures approved by the Board of Trustees.

Reviewed: September 10, 1997

Adopted: December 10, 1997

Revised:

NEPN/NSBA Classification: JIHC

Legal Reference:

STUDENT PROTESTS, DEMONSTRATIONS AND STRIKES

Established channels of communication and approved procedure exist in the public schools for expressing student opinions, concerns or complaints. To ignore existing channels or to organize student protests in defiance of rules and regulations is a disruption of the normal functioning of the school. Individual or group activism which results in or threatens disruption of the school is prohibited. Any person who willfully disrupts any public school or any public meeting is guilty of a misdemeanor.

It is fallacious to presume that the constitution confers the right to disrupt a school without any legal accountability or to wrongly equate school disruption with free speech or academic freedom. The proposition that if individuals believe their cause is just, they can, with impunity, trample on the rights of others, has been squarely repudiated by the U.S. Supreme Court. In *Cox vs. Louisiana*, the Supreme Court states as follows:

"The rights of free speech and assembly, while fundamental in our democratic society, still do not mean that everyone with opinions or beliefs to express may address a group at any public place and at any time. The constitutional guarantee of liberty implies the existence of an organized society maintaining public order without which liberty itself would be lost in the excesses of anarchy."

Students who willfully disrupt the routine and daily schedule of the school or a school-sponsored event by participating in an individual or group activity(ies) which has as its purpose the encouragement of noncompliance with an existing school policy, regulation or administrative decision will be subject to disciplinary action as appropriate, including notation of their unsatisfactory conduct on the cumulative record. They may also be required to forfeit all recognition, student body participation, honors, awards and scholarships. Any instance of truancy, insubordination, or overt acts of behavior inimical to the welfare of others resulting from their participation will be subject to appropriate disciplinary action, including arrest.

Reviewed: September 10, 1997

Adopted: December 10, 1997

Revised:

NEPN/NSBA Classification: JIJ

Legal Reference: NRS 289.190, 392.463 & 392.480, NCSD Student Behavior Handbook, and NCSD Emergency Action Guide

7410

STUDENT ORGANIZATIONS

Clubs and organizations are a natural part of the extra-curricular activities of schools. Each organization within a school shall have a proper name, purpose and set of goals.

The Superintendent/designee and the administrative staff shall establish procedures for the method of organization of groups. It is the responsibility of the school principal to provide for proper supervision and direction of clubs and organizations within the specific school.

Reviewed: September 10, 1997

Adopted: December 10, 1997

Revised:

NEPN/NSBA Classification: JJA

Legal Reference: NRS 392.465 through 392.467, NCSD Student Behavior Handbook

7420

STUDENT SOCIAL EVENTS

As a part of general education, it is expected that schools will provide students with proper social activities. The Superintendent/designee and administrative staff shall design procedures for the holding of social events within the schools.

Reviewed: September 10, 1997

Adopted: December 10, 1997

Revised:

NEPN/NSBA Classification: JJB

Legal Reference:

7430

STUDENT PERFORMANCES/EXHIBITS/COMPETITIONS

Certain general principles will underlie public performances by students. The Superintendent/designee may deem it necessary to implement these policies with specific administrative rules and regulations as seen fit from time to time.

Although public performances are a valuable means of public relations between the schools and the community, indiscriminate acceptance of invitations to appear at each and every public function is exploitation of pupil talent and will be discouraged.

Responsible school personnel will give care and consideration to any request to be excused to participate in a public performance. Public performances should then be limited to those activities which are recognized as school and community service.

Public performances should be planned and carried out so that they do not interfere with academic development of any student.

Appropriate departmental personnel will exercise reasonable control over preparation for, and quality of, all public performances by district students.

Students will not accept payment for public performances when they represent their schools--either as individuals or as members of some school group.

Reviewed: September 10, 1997

Adopted: December 10, 1997

Revised:

NEPN/NSBA Classification: JJC

Legal Reference:

7441

STUDENT FUND-RAISING ACTIVITIES

The Nye County Board of Trustees desires to cooperate with local fund raising drives of a non-sectarian nature when they are related to the general welfare of the community. However, the Superintendent/designee shall take the necessary steps to insure that any contribution by students is voluntary and that solicitation of pupils is not done on an individual basis within the schools.

Schools may prohibit fund-raising activities that involve students going door to door or any canvassing, including seeking pledges.

No solicitation of funds or announcements regarding programs or other activities shall be made if they are of a commercial nature based on the motive of profit.

Reviewed: September 10, 1997

Adopted: December 10, 1997

Revised:

NEPN/NSBA Classification: JJE

Legal Reference:

7442

STUDENT ACTIVITIES FUNDS

The Superintendent/designee shall direct each school to establish proper business practices for the maintenance and control of student body funds. These procedures shall be approved by the Board of Trustees.

Student body funds shall be available for audit at all times.

Reviewed: September 10, 1997

Adopted: December 10, 1997

Revised:

NEPN/NSBA Classification: JJF

Legal Reference: NCSD Student Activity and Business Account Bookkeeping Manual

7460

STUDENT TRAVEL

Travel Outside the State

The Superintendent/designee will develop and implement procedures outlining the requirements for student travel outside the state. These procedures may include a pre-approved list for activities. Favorable consideration may be given to those jurisdictions in which the potential liability exposure is no greater than that within the state. To protect the district's assets from liability claims which could exceed insurance coverage limits, the district may limit student travel or decline to approve or sponsor any student activities or trips outside the state. The district will not assume any liability for any student travel outside the state which was not pre-approved by the Superintendent/designee.

Student Attendance at Events Outside of School

Events in which students participate during school hours or as representatives of the school must be sponsored and supervised by school personnel. Rules of behavior will be the same as for any in-school activity or event.

Reviewed: September 10, 1997

Adopted: December 10, 1997

Revised:

NEPN/NSBA Classification: JJH

Legal Reference: NRS 392.330 & 392.340

DRAFT

7478 SENIOR CLASS END OF YEAR TRIPS

Senior class ending activity or trip will not be conducted after the senior class has graduated.

Reviewed: November 19, 2004

Adopted: January 14, 2005

Revised:

NEPN/NSBA Classification:

Legal Reference:

EXTRA-CURRICULAR ACTIVITY ELIGIBILITY

Extra-curricular activities are an integral part of school life and often require as much careful planning and supervision as regular curricular subjects. The Superintendent/designee, with the approval of the Board of Trustees, shall determine proper procedures of extra-curricular activities. These procedures shall conform to the best acceptable moral standards; the rules and regulations of the applicable conference, the Nevada Interscholastic Activities Association and the NCSD; the local, city or county ordinances wherein the school is located; and the laws of the State of Nevada.

Eligibility for Secondary Extra-Curricular Activities

The Board of Trustees endorses eligibility requirements as a condition for participation in high school and middle school extra-curricular activities. The Board thereby adopts Option 'D' of the NIAA eligibility requirements, which is: "Either passing academic grades in all courses during the sports season with progress checked a minimum of once every three weeks (Regulation 2070.074), or a 2.0 minimum academic grade point average (GPA) during the prior semester (Regulation 2070.075). In addition, each student is to maintain a 2.0 GPA throughout the season. Therefore, all students will be monitored per option 'D,' not only for failing grades, but also for maintenance of a 2.0 GPA. *This means that all students will maintain a minimum 2.0 GPA and pass all classes in order to participate in extra-curricular activities.* This will be monitored regularly by schools as established in regulations. Minimum middle school standards require students in grades six (6), seven (7), and eight (8) to maintain a "C" average in all subjects in order to participate in extra-curricular activities. There may be exceptions for special education students.

The purpose of this policy is for the improvement of student achievement, and the implementation of this policy will require the awareness and commitment of members of the school community to their respective responsibilities. The district, the school, the parents, and the students must develop channels of communication and cooperation for the successful implementation of this policy. In addition, there is a need to be sure that extra-curricular activities do not interfere with the normal academic school day and are, therefore, scheduled after school.

The Superintendent/designee is authorized and directed to develop and implement the necessary regulations for the administration of this policy.

Reviewed: September 10, 1997
 Adopted: December 10, 1997
 Revised: January 14, 2002

NEPN/NSBA Classification: JJJ
 Legal Reference:

7500

STUDENT DISCIPLINE

The Nye County Board of Trustees recognizes the educational and moral benefits of properly administered discipline wherein well adjusted and law-abiding young citizens are developed through cooperation of the home, the schools and the community.

Reviewed: October 12, 1999
Adopted: November 30, 1999
Revised: December 10, 2003

NEPN/NSBA Classification: JK
Legal Reference: NRS 391.270 & 392.4644

DRAFT

7510

CORPORAL PUNISHMENT

The use of corporal punishment on any student by any staff member of the Nye County School District is expressly prohibited by the Board of Trustees and NRS 392.4633.

A violation of the NCSD behavior code by a student will be dealt with in accordance with the NCSD Student Behavior Handbook.

This policy does not prohibit a teacher or school official from defending himself/herself when attacked by a student.

Reviewed: October 22, 1997
Adopted: December 10, 1997
Revised: July 16, 2003

NEPN/NSBA Classification: JKA
Legal Reference: NRS 392.4633

DRAFT

7540

SUSPENSION OR EXPULSION OF A PUPIL FOR BATTERY ON EMPLOYEE OF SCHOOL, POSSESSION OF FIREARM OR DANGEROUS WEAPON, SALE OR DISTRIBUTION OF CONTROLLED SUBSTANCE

Any pupil who commits a battery which results in the bodily injury of an employee of the school or who sells or distributes any controlled substance while on the premises of any public school, at any activity sponsored by a public school or on any school bus must, for the first occurrence, be suspended or expelled from that school, although he may be placed in another kind of school, for at least a period equal to one semester for that school.

For a second occurrence the pupil must:

- (a) be permanently expelled from that school; and
- (b) receive equivalent instruction authorized by the state board pursuant to subsection 1 of NRS 392.070.

Any pupil who is found in possession of a firearm or a dangerous weapon while on the premises of any public school, at an activity sponsored by a public school or on any school bus must, for the first occurrence, be expelled from the school for a period of not less than one year, although he may be placed in another kind of school for a period not to exceed the period of the expulsion.

For a second occurrence:

- (a) be permanently expelled from the school; and
- (b) receive equivalent instruction by the state board pursuant to subsection 1 of NRS 392.070.

The Superintendent may, for good cause shown in a particular case, allow an exception to the expulsion requirement.

Reviewed: April 9, 2003
Adopted: May 21, 2003
Revised:

NEPN/NSBA Classification:
Legal Reference: NRS 392.4657, 392.466 & 392.4675

7551

DISTRICT DISCIPLINARY HEARING PANEL

At the direction of the Board of Trustees, the Superintendent shall appoint a District Disciplinary Hearing Panel to conduct hearings and make decisions concerning long-term suspension or expulsion of a pupil. The panel shall be composed of one (1) central office administrator who shall chair the panel, one (1) school administrator not from the site of the suspension and one (1) rotating member of the Board of Trustees. As per NRS 392.467, all district disciplinary hearings shall be closed to the public.

The Assistant Superintendent for School Services shall attempt to convene the panel within fifteen (15) calendar days of receipt of request, or as soon thereafter as reasonably possible.

No hearing shall be convened without all three panel members in attendance. The decision of the panel shall be unanimous. Proceedings are tape recorded, excluding deliberations, and parents are so noticed. Parents shall be provided a copy of the taped proceedings. The panel chairperson shall notice the parent in writing of any action taken by the panel, shall cause such notice to be placed in the student's school disciplinary file and shall submit in closed session written summation of such action to the Board of Trustees.

Reviewed: April 11, 2000
Adopted: June 6, 2000
Revised: December 17, 2004

NEPN/NSBA Classification:
Legal Reference: NRS 392.467

7560

HABITUAL DISCIPLINE PROBLEMS

A student may be declared a habitual disciplinary problem if written documentation exists that:

1. In one school year, the student has threatened or extorted or attempted to threaten or extort another pupil or a teacher or other personnel employed by the school, or
2. In one school year, the pupil has been suspended for initiating at least two fights on school property, at an activity sponsored by a public school, on a school bus, or, if the fight occurs within one hour of the beginning or end of a school day, on his way to or from school, or
3. The student has been suspended five times for any reason.

The student declared a habitual disciplinary problem must be expelled or suspended for a period equal to one semester. The pupil must receive equivalent instruction authorized by the state board pursuant to subsection 1 of NRS 392.070.

For purposes of this policy, the site principal shall be deemed superintendent's designee.

The parties have the right to appeal the principal's decision to the Superintendent of Nye County School District and ultimately to the Board of Trustees.

Reviewed: September 10, 1997
Adopted: December 10, 1997
Revised: May 29, 2003

NEPN/NSBA Classification:
Legal Reference: NRS 392.4655, 392.4657 & 392.466

KAY IS WORKING ON THIS POLICY.

7561

USE OF AVERSIVE INTERVENTION AND RESTRAINT OF A PUPIL WITH A DISABILITY

A person employed by the Nye County School District or any other person shall not use any aversive intervention on a pupil with a disability.

Physical or mechanical restraint is prohibited except as outlined in NRS 388.527.

In the event an emergency physical or mechanical restraint is used on a pupil with a disability, the use of the procedure must be reported in the pupil's cumulative record and a confidential file maintained for the pupil not later than one working day after the procedure is used. A copy of the report must be provided to the board of trustees of the school district, the pupil's individualized education program team and the parent or guardian of the pupil. If the board of trustees determines that a denial of the pupil's rights has occurred, the board of trustees shall submit a report to the Department of Education in accordance with NRS 388.5315.

Reviewed: August 8, 2000
Adopted: September 26, 2000
Revised: May 21, 2003

NEPN/NSBA Classification:
Legal Reference: NRS 388.521 through 388.531

7610

STUDENT INSURANCE PROGRAMS

No accident insurance for pupils is carried by the school district. When accidents, other than to school personnel covered by SIIS, occur at school, the medical costs must be borne by the injured person or by his/her family.

Accident insurance will be made available annually to all students. The cost of accident and liability insurance coverage will be borne by the student and parents.

Reviewed: September 10, 1997

Adopted: December 10, 1997

Revised:

NEPN/NSBA Classification: JLA

Legal Reference:

7611

ATHLETIC INSURANCE

Parents of students participating in athletic activities must give evidence to the school that they have a policy as good or better than the plan made available by the school district before the student is permitted to participate in any athletic activities, particularly football. The parent must sign a statement releasing the district from any obligation.

Reviewed: September 10, 1997

Adopted: December 10, 1997

Revised:

NEPN/NSBA Classification:

Legal Reference:

PHYSICAL EXAMINATIONS OF STUDENTSDuties of Health Personnel; Exemption

1. During the course of the school year, qualified health personnel provided in accordance with the provisions of subsection 3 shall:
 - a. Observe and examine students regularly enrolled in school separately and carefully, for symptoms of visual, auditory or physical defect.
 - b. Where defects are believed to exist, notify the parents/guardians of the child of the existence of the defects, recommending that proper medical or dental attention be secured for the child.
2. In any school district in which state, county or district public health services are available or conveniently obtainable, such services shall be utilized to meet the responsibilities assigned under the provisions of subsection 1. However, at its discretion, the Board of Trustees may employ qualified personnel to perform them.
3. The State Board of Health shall:
 - a. Prescribe rules for making examinations; and
 - b. Furnish to the Superintendent of Public Instruction for distribution to the Board of Trustees, copies of the rules, instructions, test cards, blanks and other useful appliances for carrying out the provisions of subsection 1.
4. Parents/guardians shall be notified that any child shall be exempt from the examination if his/her parents/guardians file with the school office a written statement objecting to the examination.

Reviewed: September 10, 1997

Adopted: December 10, 1997

Revised:

NEPN/NSBA Classification: JLCA

Legal Reference: NRS 392.420

KAY IS WORKING ON THIS.

7622

IMMUNIZATION OF STUDENTS

A child may not be enrolled in a public school within this state unless his/her parents/guardians submit a certificate(s) stating the child has been immunized and has received proper boosters for that immunization or is complying with the schedules established pursuant to NRS 439.550.

Reviewed: September 10, 1997

Adopted: December 10, 1997

Revised: June 2, 2004

NEPN/NSBA Classification: JLCB

Legal Reference: NRS 432.100 through 432.130, Chapter 432B, 439.550, 392.435 through 392.448 & 394.192 through 394.199

DRAFT

7623

COMMUNICABLE/INFECTIOUS DISEASES

The principal or head teacher and school nurse will consult as needed with the local health department for specific measures in handling suspected cases of communicable disease. School officials will cooperate with the local health department, which has the discretion to institute appropriate measures to control or eliminate the spread of disease in the school population. This may include the recommendation made to the Superintendent for closure of school or exclusion of susceptible person(s) from school.

Reviewed: September 10, 1997
Adopted: December 10, 1997
Revised:

NEPN/NSBA Classification: JLCC
Legal Reference: NRS 392.446 & 441A.190

DRAFT

STUDENTS AND STAFF WITH HIV/AIDSGeneral Principles

HIV is not spread by casual, everyday contact. Therefore, barring special circumstances, students who are infected with HIV shall attend the school and classroom to which they would be assigned if they were not infected. They are entitled to all rights, privileges, and services accorded to other students. Decisions about any changes in the education program of a student who is infected with HIV shall be made on a case-by-case basis, relying on the best available scientific evidence and medical advice.

There shall be no discrimination in employment based on having an HIV infection or AIDS. No school employee shall be terminated, non-renewed, demoted, suspended, transferred, or subjected to adverse action based solely on the fact that he/she is infected with HIV (or is perceived to be infected). School employees who are unable to perform their duties due to an illness, such as those related to HIV, shall retain eligibility for all benefits that are provided for other school employees with long-term diseases or disabling conditions.

All schools shall provide a sanitary environment and establish routines for handling body fluids that are recommended by the Centers for Disease Control.

Reviewed: September 10, 1997

Adopted: December 10, 1997

Revised:

NEPN/NSBA Classification: JLCCA

Legal Reference: NRS 389.065 & 441A.190

DRAFT

7625

ADMINISTERING MEDICATIONS TO STUDENTS

Except in emergency situations, no drug or medicinal preparation shall be administered by school personnel to any child attending district schools unless the child requires such medication in order to attend school.

Reviewed: September 10, 1997

Adopted: December 10, 1997

Revised:

NEPN/NSBA Classification: JLCD

Legal Reference:

DRAFT

7626

FIRST AID AND EMERGENCY MEDICAL CARE

1. The building administrator is responsible for implementing the district-wide procedure for the care of injuries. Copies of the procedure shall be posted at each teaching station, in the school office, and the school health center. The standard procedures shall be reviewed once a year in a faculty meeting.
2. The school office shall maintain emergency information of all pupils and staff members. The building administrator shall appoint someone, preferably with first aid training and experience, to act should an accident occur to a pupil or staff member when the building administrator is not available.

Reviewed: September 10, 1997

Adopted: December 10, 1997

Revised:

NEPN/NSBA Classification: JLCE

Legal Reference:

SCHOOL NURSES

The Board of Trustees adopts the following responsibilities for all nursing personnel providing direct services to NCSD students:

1. Maintain all school required health forms and records;
2. Cooperate with all local administrators in planning vision, hearing and immunization examinations and surveys;
3. Arrange for student immunization where approved by the Board of Trustees and parents;
4. Administer routine first aid;
5. Care for all students who become ill at school until such time they may be taken home;
6. Make home visitations to discuss special student health problems with parents (including attendance problems);
7. Cooperate with the County Welfare Department concerning students in welfare homes on topics of student health;
8. Deliver students home who are injured or ill whenever the persons named on the emergency card cannot be located;
9. Plan routine visits to other schools;
10. Assist all teachers with any health problems they may have;
11. Assist in the preparation of Health Care Plans for IEPs and Section 504 eligible students when appropriate; and
12. Plan teacher-nurse conferences as they are required.

Reviewed: September 10, 1997

Adopted: December 10, 1997

Revised:

NEPN/NSBA Classification: JLCF

Legal Reference: NRS 391.207, 391.208 & 392.420

7628

EYE AND EAR PROTECTION

The Superintendent/designee shall establish procedures that give assurance that students' and employees' eyes are properly protected while engaged in potentially dangerous mechanical or manual activities within vocational or industrial arts shops and science or other school laboratories.

Hearing Aids

The Superintendent/designee will establish procedures for the care and monitoring of hearing aids.

Reviewed: October 22, 1997
Adopted: December 10, 1997
Revised:

NEPN/NSBA Classification:
Legal Reference: NRS 392.455

AUTOMATED EXTERNAL DEFIBRILLATOR (“AED”)

Sudden Cardiac Arrest (SCA) is a condition that occurs when the electrical impulses of the human heart malfunction, causing a chaotic rhythm called ventricular fibrillation (VF) that prevents the heart from pumping oxygen, resulting in sudden death. The most effective treatment for this condition is the administration of an electrical current to the heart by a defibrillator, delivered within a short time after onset of VF.

An AED is used to treat victims who experience SCA. It is only to be applied to victims who: (1) are unresponsive; (2) have no signs of circulation such as pulse and coughing or movement; and (3) are not breathing or breathing ineffectively. The AED will analyze the heart rhythm and advise the operator if a shockable rhythm is detected. If it is, the AED will charge to the appropriate energy level and advise the operator to deliver a shock. A perceived medical emergency means circumstances in which the behavior of an individual leads a reasonable person to believe that the individual is experiencing a life-threatening medical condition that requires an immediate medical response.

The AED may be used by trained employees and any trained volunteer responder who has successfully completed an approved CPR/AED training program within the last two years and has a current successful course completion card.

Non-school individuals or groups using a NCSd facility under a Facility Use Agreement are not guaranteed access to the AED as part of the agreement.

Coordinators

The Medical Director is Dr. David Slattery. The Program Coordinator will be the school nurse assigned to the school. The Site Coordinator is the Principal.

Responsibilities of AED-Trained Employees

AED-trained employees are responsible for:

- Activating the internal emergency response system and providing prompt basic life support including AED and first aid appropriate to their level of training and experience
- Understanding and complying with the requirements of this policy
- Following the detailed procedures and guidelines for the AED program

Volunteer Responder Responsibilities

Anyone can, at his discretion, provide voluntary assistance to victims of medical emergencies. The extent to which individuals respond shall be appropriate to their training and experience. These responders are encouraged to contribute to

emergency response (CPR, AED or first aid) only to the extent they are comfortable (see “liability”).

School Office Responsibilities

The office staff is responsible for:

- Receiving emergency medical calls from internal locations
- Using an established 9-1-1 checklist to assess the emergency and determine the appropriate level of response
- Contacting the external community 9-1-1 response team if required
- Deploying AED-trained employees to the emergency location
- Assigning someone to meet the responding EMS aid vehicle and directing EMS personnel to the site of the medical emergency
- Notifying the Program Coordinator immediately if the expiration date on the electrode is imminent
- Maintaining training records for trained employees

Equipment Maintenance

All equipment and accessories necessary for the support of emergency medical response shall be maintained in a state of readiness. The school office shall be informed of changes in availability of emergency medical response equipment. If any equipment is withdrawn from service, the office shall be informed and notified when equipment is returned to service. The school office is responsible for informing response teams of changes to availability of equipment.

The AED Program Coordinator (school nurse) shall be responsible for arranging for regular equipment maintenance. All maintenance tasks shall be performed according to maintenance procedures outlined in operating instructions. Following use of emergency response equipment, all equipment shall be cleaned and/or decontaminated as required.

Training

Trained employees must complete state-approved training adequate to provide basic first aid, CPR, AED and universal precautions against bloodborne pathogens. Trained employees shall be offered hepatitis B vaccinations at district expense. If the AED program includes the treatment of children under the age of eight or under 55 pounds, training should include infant/child CPR/FBAO. Trained employees will complete an annual refresher course.

Medical Response Documentation

The following forms shall be sent to the AED Program Coordinator within 24 hours of a medical event:

- An accident report form which is completed by a responding employee for each accident requiring first aid of any type
- A medical event (9-1-1) form whenever an AED is used

A copy of AED use information (any recorded data and all electronic files captured by the AED) shall be presented within 48 hours of the emergency to the Medical Director of the AED program and any local EMS, county or state officials as designated in state AED requirements or local regulations.

Post Event Review

Following each deployment of the response team member, or if a volunteer responder uses an AED, the Program Coordinator shall conduct a review to learn from the experience. All key participants in the event shall participate. The review shall include identification of actions that went well and the collection of opportunities for improvement as well as critical incident stress debriefing.

System Verification, Review and Assessment

The medical emergency response system is ultimately successful if the necessary medical assistance is provided to victims in a timely and safe manner. Since actual use of this system procedure is expected to be very infrequent, other measures of effectiveness are required. Once each calendar year the AED Program Coordinator shall conduct and document a system readiness review, which shall include a review of training records and equipment operation and maintenance records.

Liability

NCSD is not liable for civil damages as a result of any act or omission, not amounting to gross negligence, by the person rendering care as long as:

- The district complies with all current federal and state regulations governing the use and placement of an AED;
- The Site Coordinator ensures that only a person who has successfully completed a course in CPR and AED training and gratuitously and in good faith renders emergency medical care in accordance with his training;
- The AED is maintained and tested according to operational guidelines established by the manufacturer; and
- The Program Coordinator ensures compliance with current regulations, requirements for training and requirements for notification of emergency medical assistance and guidelines for the equipment's maintenance.

Except as otherwise provided in NRS 41.505, any person who renders emergency care or assistance in an emergency, gratuitously and in good faith, is not liable for

any civil damages as a result of any act or omission, not amounting to gross negligence, by him in rendering the emergency care or assistance or as a result of any act or failure to act, not amounting to gross negligence, to provide or arrange for further medical treatment for the injured person.

Reviewed: September 22, 2004

Adopted: October 6, 2004

Revised:

NEPN/NSBA Classification:

Legal Reference: NRS 41.500, 41.503, 41.505 & 618.384

7630

GUIDANCE AND COUNSELING

The focus of the counseling and guidance program with NCSD is on the development needs of all students at the elementary and secondary levels. Counselors demonstrate respect for the dignity and worth of each individual and encourage each student to develop individual responsibility and decision-making skills.

Reviewed: September 10, 1997

Adopted: December 10, 1997

Revised:

NEPN/NSBA Classification: JLD

Legal Reference: NRS 391.095

DRAFT

CONFIDENTIALITY OF STUDENT COMMUNICATIONS

1. The main purpose of confidentiality is to offer students a relationship in which they will be able to deal with what concerns them without fear of disclosure. Therefore, it will be the professional responsibility of school counselors to respect fully the right of privacy of those with whom they enter counseling relationships.
2. Exceptions to this right of privacy include:
 - a. When there is a clear and present danger to the client or to other persons;
 - b. To consult with other professionally competent persons when this is in the interests of the client;
 - c. When the client verbally or in writing waives this privilege; or
 - d. When the law requires such disclosure.
3. The school counselor must be provided with adequate physical facilities that guarantee the confidentiality of the counseling relationship.

Reviewed: September 10, 1997

Adopted: December 10, 1997

Revised:

NEPN/NSBA Classification: JLDAA

Legal Reference: NRS 49.290 & Family Educational Rights & Privacy Act

7640

AT-RISK STUDENT BEHAVIORS

Student Assistant Teams

The Board of Trustees authorizes the Superintendent/designee to form a Child Study Team at each school site to assist students at risk. The purpose of the Child Study Team is to focus on the development of prevention, intervention, aftercare support and/or accommodations necessary for students to be successful.

Such prevention, intervention, and aftercare support may be provided by district-appointed facilitators who have received district-approved facilitators training. The team may also make referrals to community service agencies for appropriate assistance and support, which may or may not be used, at the parent's/guardian's discretion. The district will not pay for the referral services unless funds are available and designated for that purpose.

Students attending such groups shall be allowed to make up missed work per district policy without penalty or other negative consequences.

Reviewed: September 10, 1997

Adopted: December 10, 1997

Revised: September 10, 2001

NEPN/NSBA Classification: JLDB

Legal Reference:

7642

IDENTIFICATION, INTERVENTIONS, AND POSTVENTION PROCEDURES FOR STUDENT PROBLEMS

The Board of Trustees, in its mission to provide care and support for each student, accepts as a major responsibility the provision of all possible support to its students through a qualified and competent cadre of staff members.

The Board of Trustees supports the following activities:

1. The establishment of procedures for dealing with trauma and loss of life within its schools;
2. Provision of resource materials on awareness of suicidal tendencies and responsible methods;
3. Provision of in-service training for staff in crisis intervention;
4. Encouragement of curriculum approaches for the student that will stress the development of positive self esteem and good mental health practices; and
5. Establishment of appropriate Crisis Management Teams at the school level and, where appropriate, at the district level.

Reviewed: September 10, 1997

Adopted: December 10, 1997

Revised:

NEPN/NSBA Classification: JLDBB

Legal Reference: NRS 389.063

DRAFT

7643

SUBSTANCE ABUSE COUNSELING

The Nye County School District is committed to the development and maintenance of a comprehensive Substance Abuse Program, which includes prevention, intervention and aftercare support as essential components. The NCSD will attempt to work with the student, family and community to address these concerns.

Reviewed: September 10, 1997

Adopted: December 10, 1997

Revised:

NEPN/NSBA Classification: JLDBC

Legal Reference: NRS 392.463 & 392.464

7661

HOME VISITS

Home visits are to be utilized when necessary as a functional part of the instructional program of schools. They will be designed to determine how best to meet the needs of the student and his/her parents relative to making the school experience more meaningful.

Goals

- To develop a closer working relationship between school and home.
- To develop a better understanding of the student by consideration of his home environment.
- To ease the reluctance on the part of some parents to contact the school.
- To help the parents better understand the programs and goals of the school.
- To exchange general and specific information that will benefit the student at home and at school.
- To involve parent, teacher, and child in jointly establishing goals for the child.

Reviewed: September 10, 1997

Adopted: December 10, 1997

Revised:

NEPN/NSBA Classification: JLEA

Legal Reference:

7662

REPORTING CHILD ABUSE/CHILD PROTECTION

School personnel, including substitute staff, having knowledge of or reasonable cause to suspect that a child is being abused or neglected shall report the circumstances to the appropriate social services agency or law enforcement agencies within 24 hours. Information about child abuse and neglect and how to report suspected or questionable situations will be provided to all regular and substitute staff.

Failure to report or supply information concerning suspected abuse or neglect willfully is a Class B misdemeanor and also subjects the staff member to disciplinary action within the work place.

Reviewed: September 10, 1997

Adopted: December 10, 1997

Revised: August 27, 2001

NEPN/NSBA Classification: JLF

Legal Reference: NRS 389.075 & 432B.020 through 432B.330

7690

STUDENT SAFETY

The Nye County School District will take reasonable precautions to prevent accidents to children, employees and the general public while on school property. An attempt will also be made to cooperate with other political subdivisions to eliminate conditions, which may be hazardous to children on the way to and from school.

School officials and teachers act in loco parentis to the students during the time students are under their supervision. Under NRS 289.190, the members of the Board of Trustees of a school district, the Superintendent of Schools, the principals and the teachers have concurrent power with peace officers for the protection of students in school and on their way to and from school and for the enforcement of order and discipline among such students.

Reviewed: September 10, 1997
Adopted: December 10, 1997
Revised:

NEPN/NSBA Classification: JLI
Legal Reference: NRS 289.190

7692

STUDENT DISMISSAL PRECAUTIONS

Children are not to be released from school at the request of any person other than the parent(s) or guardian(s) with whom they are living, as shown on the enrollment card. The sole exception to this is the release of children to peace officers or under a court order.

Reviewed: September 10, 1997

Adopted: December 10, 1997

Revised:

NEPN/NSBA Classification: JLIB

Legal Reference: NRS 392.160

7695

STUDENT AUTOMOBILE/BICYCLE USE AND PARKING

The Board regards the use of motor vehicles and bicycles for travel to and from school as an assumption of responsibility by parents/guardians and students. The Superintendent shall develop procedures governing the use of bicycles and motor vehicles while on school property or while engaged in non-athletic, school activities and shall disseminate those procedures to all students so affected.

Reviewed: September 10, 1997

Adopted: December 10, 1997

Revised:

NEPN/NSBA Classification: JLIE

Legal Reference:

7696

EMERGENCY PROCEDURES

In the event an emergency occurs (such as an earthquake, toxic gas leak, fire, explosion, etc.), site administrators will take immediate steps to deal with the emergency utilizing procedures developed by the district. Unless there is imminent danger to students, school officials will retain custody of students under most emergency situations.

The district's "Emergency Action Guide" shall be incorporated into handbooks developed at the local site and reviewed annually and updated as needed.

Reviewed: September 10, 1997

Adopted: December 10, 1997

Revised:

NEPN/NSBA Classification:

Legal Reference: NCS D Emergency Action Guide

7700

STUDENT AWARDS, HONORS AND SCHOLARSHIPS

The Board authorizes the Superintendent/designee to review and approve, or reject, proposed trophies, prizes, scholarships or other awards from non-school donors. Acceptance will require an affirmative answer to the following question:

- Are the purposes, either implied or explicit, of the proposed award consistent with the district's goals?

The standards for accepting gifts will at all times be consistent with the criteria outlined in the School Board's policies relating to gifts, grants and bequests.

The Board encourages the recognition of students' outstanding achievements in both academic and co-curricular activities. Such recognition may appropriately occur at all levels within the school system from the Board to the individual schools.

Reviewed: September 10, 1997

Adopted: December 10, 1997

Revised:

NEPN/NSBA Classification: JM

Legal Reference:

7710

STUDENT VOLUNTEERS FOR SCHOOL AND COMMUNITY SERVICE

The district is committed to preparing its students for active participation in community affairs. The Board of Trustees encourages the district to provide service opportunities for students, to offer professional training to the high school supervising teachers, to acquire curriculum resources for supervising teachers, and to encourage students to develop projects in their areas of interest.

The program has, as a primary objective, the development of commitment to community service among high school students. Therefore, students will receive the kind of training and support, which will prepare them to be valuable helpers in their community. The program is designed to be a collaborative effort, bringing together the district's students, district coordination, volunteer classroom trainers and mentors, a community coalition to organize agency jobs for all Nye students, and volunteer organizations.

Service opportunities must be confirmed in writing and are not limited to the following areas:

- | | |
|---|------------------------------|
| After-school tutorial volunteers
at own or nearby school | Children's centers |
| Church volunteer | In-school peer counseling |
| Neighborhood organizations | Recreation volunteer |
| Town/county office volunteers | Libraries |
| Hospital helpers | League of Women Voters |
| Clinics | Red Cross: Safe at Home Well |
| Mental health programs | Child Program |
| Shut-in visits | Convalescent home visits |
| Off term camps | Big Brothers/Big Sisters |
| Safe rides | Adaptive recreation programs |

Reviewed: September 10, 1997

Adopted: December 10, 1997

Revised:

NEPN/NSBA Classification: JN

Legal Reference:

7720

EMPLOYMENT OF STUDENTS

Students' school responsibilities are to take precedence over non-school related jobs. However, students who need or desire to work part time while attending school will be encouraged to do so, provided their work commitments do not interfere with their achievement in school.

Reviewed: September 10, 1997

Adopted: December 10, 1997

Revised:

NEPN/NSBA Classification: JO

Legal Reference:

DRAFT

Class Gifts to Schools

Class gifts to schools must meet the criteria established by the Principal and approved by the Superintendent.

All student activity funds of the graduating class not expended by the graduation date of the graduating class shall revert to that school's activity fund.

Reviewed: September 10, 1997
Adopted: December 10, 1997
Revised: June 11, 2003

NEPN/NSBA Classification: JP
Legal Reference:

7740

STUDENT FEES, FINES AND CHARGES

The Nye County Board of Trustees recognizes the need for student fees to fund certain school activities, which are not fully financed by local, state or federal funds. It also recognizes that some students may not be able to pay these fees. No pupil will be denied an education because of his/her inability to pay these supplementary charges.

Reviewed: September 10, 1997

Adopted: December 10, 1997

Revised:

NEPN/NSBA Classification: JQ

Legal Reference:

STUDENT RECORDS

In order to provide students with appropriate instructional and educational services, it is necessary for the school system to maintain accurate and sometimes personal information about the student and his/her family. In recognition of this confidential nature of student records, no person, agency, or firm seeking information, except those defined within the exceptions of the Family Educational Rights and Privacy Act of 1974, is entitled to access to student records without prior written consent. This consent will come from the individual student if he/she is now 18 or over or from the parent(s) or guardian(s) if the student is under 18.

Access to Records

The parent or legal guardian of a student will have access to these records upon written request to the office of student personnel services, which maintains student records within their school system.

The parent or legal guardian will, upon written request to the office of the appropriate principal, have the opportunity to receive an interpretation of the records, have the right to question the data, and if a difference of opinion is noted, will be permitted to file a letter in the cumulative folder stating the dissenting person's position. If further challenge is made to the record, the normal appeal procedures established by school policy will be followed.

School personnel having access to student data are defined as "any person or persons under contract to the school and directly involved in working toward either the affective or cognitive goals of the school."

A sign-in log will be maintained for each student record.

Rights of Non-custodial Parents

Unless precluded by a legally binding document, evidence to be provided by the custodial parent, a non-custodial parent will have access to a student's records. In the case of joint custody, each parent will be granted access.

Legal Names of Students

The district will recognize name changes of adopted students when a court order showing same is shown to a school official. The original name will remain on the student's permanent record in addition to the name change. In instances where students or parents want the student to be called by a different first or last name, this will be done, with both names remaining on the student's permanent record.

Reviewed: September 10, 1997
Adopted: December 10, 1997
Revised:

NEPN/NSBA Classification: JRA

Legal Reference: NRS 392.165, 392.167 & 392.215, Family Educational Rights & Privacy Act

7830

RELEASE OF STUDENT DIRECTORY INFORMATION

The following directory information may be released by the district unless a student's parents/guardians request in writing that such information should not be released: the student's name, address and telephone number; date and place of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; and the most recent previous educational agency or institution attended by the student; photographs of students for public information purposes; and similar information.

At least once a year, parents/guardians shall be notified of their right to request that any or all of these categories of information, including personally-identifiable photographs, not be released without their prior consent.

Reviewed: September 10, 1997
Adopted: December 10, 1997
Revised:

NEPN/NSBA Classification: JRC
Legal Reference: NRS 392.029 and Family Educational Rights & Privacy Act

7840

STUDENT PHOTOGRAPHS

The principal/designee of each school is responsible for selection of the photographer to take student pictures. Selection will be based on the best bid in terms of value to the students.

Each year parents/guardians will be given the option to withhold permission for public news media interviews or photographs of their child at school.

Partisan, sectarian, or denominational doctrines may not be advocated in a public school during the hours the school is in session. This includes filming of campaign advertisements or other spots which advocate a certain position or opinion. This policy is not intended to limit the use of debates for instructional purposes, nor is it intended to limit the use of school facilities for organized debates.

Reviewed: September 10, 1997

Adopted: December 10, 1997

Revised:

NEPN/NSBA Classification: JRD

Legal Reference:

7850

REPORTING TO PARENTS

Communication with parents is an essential ingredient in the operation of the schools. The Superintendent/designee shall develop such reporting means as necessary to inform parents of their child's progress in school.

Reviewed: September 10, 1997

Adopted: December 10, 1997

Revised:

NEPN/NSBA Classification:

Legal Reference: NRS 392.033 and 392.490

7901 **MOMENT OF SILENCE**

In accordance with Nevada Revised Statutes, each teacher shall set aside a period at the beginning of each day, during which all persons must be silent, for voluntary individual meditation, prayer or reflection by students.

Teachers and other school employees may neither encourage nor discourage students from praying during such time periods.

Reviewed: September 10, 1997
Adopted: December 10, 1997
Revised: July 16, 2003

NEPN/NSBA Classification:

Legal Reference: NRS 388.075 & U.S. Department of Education Letter dated 2/7/03 regarding
Constitutionally Protected Prayer in Public Elementary & Secondary Schools

MR. MCRAE MADE NOTES ON THE FOLLOWING POLICIES IN THE 8000 SECTION:

8400

8430

8431

8431a

8433

8436

8440

8481

PAT GARLIN REVIEWED POLICIES PERTAINING TO FOOD SERVICE AND FELT THE EXISTING POLICIES NEEDED NO CHANGES.

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8000

SUPPORT SERVICES GOALS/PRIORITY OBJECTIVES

The Nye County Board of Trustees recognizes that the business operations of the school system are essential--yet ancillary and auxiliary--to the primary function of the school system, which is education. To fulfill this secondary but important function, it is the intention of the Board to:

- Ensure the proper operation and maintenance of school buildings, vehicles, equipment, and services; to set high standards of safety; to promote the health of pupils and staff; to reflect the aspirations of the community and to support environmentally the efforts of the staff to provide instruction.
- Encourage, through the Superintendent and staff, the establishment of efficient and businesslike procedures for the management of buildings and grounds, offices, vehicles, equipment and supplies, and the food program.
- Encourage the establishment of a thorough, effective, and economical maintenance program, including preventive maintenance that will ensure a useful life of school property, vehicles, buildings, and equipment.
- Encourage the adherence to generally accepted management principles and applicable laws and regulations when establishing policies and regulations in these areas.

Reviewed: March 11, 1998

Adopted: April 9, 1998

Revised:

NEPN/NSBA Classification: EA

Legal Reference:

8100**ENVIRONMENTAL AND SAFETY PROGRAM**

Every possible precaution will be taken to protect the safety of all students, employees, visitors, and others present on district property or at school-sponsored events.

The practice of safety also will be considered an integral part of the instructional program through fire prevention, emergency procedures and drills, driver education, and traffic and pedestrian safety.

Each principal will be responsible for the supervision of a safety program for his/her school. The District Safety Coordinator will have overall responsibility for the district's safety program.

General areas of emphasis in the safety program will include, but not be limited to, inservice training, plant inspection, fire prevention, accident record keeping, driver and vehicle safety programs, emergency procedures and drills, and traffic safety problems relevant to students, employees and the community.

The Board will endeavor to provide schools that are safe from hazards; sanitary; properly equipped, lighted, and ventilated; and esthetically suited to promoting the goals of the schools.

The site administrator of each school will (a) be responsible for the care and maintenance of the buildings and grounds, and (b) supervise the custodial staff of the school in maintaining an adequate program for such care and maintenance.

Reviewed: March 11, 1998

Adopted: April 9, 1998

Revised:

NEPN/NSBA Classification: EB

Legal Reference: NRS 392.375, 392.450, 483.785, 618.315, 618.385 & 685.395

8101**DISTRICT SAFETY**

Maintaining healthful and safe conditions throughout the school district is a responsibility shared by the Board of Trustees and Superintendent, along with all licensed and classified personnel. All reasonable training, methods and procedures to secure safety will be utilized.

It shall be the responsibility of all employees to observe all safety rules, to maintain work habits and attitudes that will protect themselves as well as students and other employees, to keep work areas free of unnecessary hazards, to wear and use required safety equipment, and to participate in safety instruction activities.

Supervisors shall see that a continuing program of safety instruction is made available, that each employee is provided with the necessary protective clothing and equipment to perform his/her work safely, that employees are provided with safe tools and equipment, and that there is a structured, on-going process of safety evaluation and improvement.

Buildings and grounds will be planned, equipped and maintained in accordance with appropriate local, State and federal safety regulations. School buildings, grounds and equipment will be regularly inspected and maintained in order to prevent accidents or injury to the health of students, employees and other citizens while on school property.

Proper supervision of students and other citizens using school facilities and equipment will be required at all times. Safety practices will be a part of instruction in classrooms, laboratories, school shops and athletic facilities.

Reviewed: March 11, 1998
Adopted: April 9, 1998
Revised:

NEPN/NSBA Classification:

Legal Reference: NRS 202.595, 616D.280 & Chapter 618

8110**BUILDING AND GROUNDS INSPECTION**

It is the policy of the Nye County School District to maintain district-operated facilities at the level of the standards established for safe and healthful facilities.

For purposes of this document, safe and healthful facilities are defined as facilities free from sources of danger, which could curtail activities conducted in the building.

All buildings and grounds located in the school district will comply with all the regulations, state codes, and orders of the Department of Industry, Labor, and Human Relations (DILHR) and the Department of Health and Social Services and all applicable local safety and health codes and regulations.

Reviewed: March 11, 1998

Adopted: April 9, 1998

Revised:

NEPN/NSBA Classification: EBA

Legal Reference: NRS 278.585

8111

REPORTING OF HAZARDS/WARNING SYSTEMS

The principal of each school, together with the day custodian, will be responsible for making monthly safety inspections of his/her building and submitting reports to the Maintenance and Operations Supervisor.

The reports will identify any unsafe conditions and suggest corrections.

Reviewed: March 11, 1998

Adopted: April 9, 1998

Revised:

NEPN/NSBA Classification: EBAA

Legal Reference:

HAZARDOUS MATERIALS

The Nye County Board of Trustees recognizes its responsibility for providing an environment, which is reasonably secure from known hazards. There are many areas of the school operation, from science laboratories and art departments, to custodial services and vehicle maintenance, which use a variety of materials that are hazardous.

Hazardous materials include any substance or mixture of substances that poses a fire, explosive, reactive, or health hazard as more fully defined by law.

The Board, through the Superintendent, will cause to be created procedures, which address the purchase, storage, handling, transportation, and disposal of hazardous materials for all school facilities and operations, including instructional areas. Emergency response actions and evacuation plans also will be coordinated with the procedures.

The procedures will comply with all local, state and federal laws and regulations, which pertain to the safe and proper storage, transportation, and disposal of hazardous materials.

The goals of the procedures will be to set into place an ongoing process by which each location in the district may begin a program of identifying and managing potentially hazardous materials. District personnel will be encouraged to make the least dangerous substitutions for hazardous substances to the extent possible and to minimize the quantities of such substances stored on school property.

Appropriate school personnel will be trained to take precautions to prevent accidents and to handle them in the event they do occur.

It is not the intent of the Board to expand or modify the district's potential liability exposure through the adoption of this policy. The district's voluntary compliance with any statute or regulation to which it is not otherwise subject will not be construed to create or assume any potential liability under any local, state or federal law or regulation.

Reviewed: March 11, 1998
Adopted: April 9, 1998
Revised:

NEPN/NSBA Classification: EBAB

Legal Reference: NRS 393.105, 459.485, 459.500, 618.295, 618.380, 618.665, 618.675, 618.705, 618.750, 618.755 & 618.760

ACCIDENT PREVENTION AND SAFETY PROCEDURES

It is the intent of the Nye County School District to make every effort that is reasonable to minimize accidents to students, employees, and the general public while on school district property. Reasonable efforts will be made to provide and maintain safe conditions of operation, both in the physical plant and equipment. Safe practices shall be adhered to in all matters of instruction, both of students and employees.

The Board recommends that staff members adhere to recommended safety practices as they pertain to the school plant, special types and areas of instruction, student transportation, school sports, occupational safety, etc. It will be the responsibility of the Superintendent/designee to see that appropriate staff members are kept informed of current state and local requirements relating to fire prevention, civil defense, sanitation, public health, and occupational safety.

The various divisions and departments shall be aware that it is necessary, from time to time, to gather data, which will be useful in creating a safer environment and in providing a basis for corrective action.

All staff will recognize and be particularly observant of conditions that affect the health and safety of children in their classrooms, work sites, on the playgrounds, or in any other areas where children or staff work or play. Staff is expected to report to their principal/supervisor any health or safety hazard that is beyond their power to control.

The Superintendent shall see to the development of regulations and procedures necessary to implement all the elements of this policy.

Reviewed: March 11, 1998
Adopted: April 9, 1998
Revised:

NEPN/NSBA Classification: EBB
Legal Reference:

8121

PREVENTION OF DISEASE/INFECTION TRANSMISSION

The Board of Trustees is committed to providing a healthful environment for all students and employees. To prevent disease transmission and promote a healthy educational/social environment in the district, the Board adopts the guidelines established by the Department of Public Health. The guidelines provide for the control of the spread of communicable diseases and exclusion from work and/or school of any person with a variety of viral or bacterial communicable diseases.

Actions taken with respect to students or employees found to have a communicable disease will be consistent with rights afforded individuals under state and federal statutory, regulatory, and Constitutional provisions. Each case of said student or staff member will be treated on an individual basis.

The district will continue to revise and update its policy and procedures in accordance with policy changes through the National Center for Disease Control and the State Department of Social and Health Services, Division of Health.

The district will continue a close collaboration with the Public Health Department and the medical community to monitor and plan to prevent the transmission of communicable diseases in the district.

Reviewed: March 11, 1998

Adopted: April 9, 1998

Revised:

NEPN/NSBA Classification: EBBA

Legal Reference: NRS 392.430, 441A.120 & 441A.190

ACCIDENT REPORTS

Accurate and prompt accident reporting is essential if similar accidents are to be prevented from happening again. If there are injuries or damage, prompt reports are also vital in assuring the district, staff, students, and others of proper insurance coverage.

Therefore, the Board requires that an accident report be filed for every accident that takes place on school property, or that involves a school vehicle, students or staff on school-sponsored trips, or staff members on authorized school business trips. Such accident reports are required whether or not there is an injury or damage immediately evident.

For accidents involving students, the teacher responsible for the child when the accident occurred will file an accident report with the principal on the same day. Staff will report promptly to the principal any accidents occurring off school grounds or involving school transportation vehicles, and such reports will be filed in accordance with procedures developed by the Superintendent.

All accidents to persons on or about premises, to pupils while going to or from school or participating in a school-sponsored activity, or to employees while on duty will be promptly and accurately reported by the school principal/designee so that a report and complete investigation can be made.

Reviewed: March 11, 1998
Adopted: April 9, 1998
Revised:

NEPN/NSBA Classification: EBBB
Legal Reference: NRS 618.378

8130

EMERGENCIES

Emergency preparedness drills (bomb threats, civil disturbance, fire and severe weather) will be developed by the district. The district emergency preparedness plan will include procedures for cases of bomb threat, civil disturbance, fire and severe weather.

Close cooperation with other community agencies (fire department, law enforcement, and civil preparedness) is expected. The Assistant Superintendent of Operations will establish communication with community agencies to properly and smoothly work with them.

More than one type of incident can cause a school building to be evacuated: fire, bomb threat, civil emergencies, natural disaster, and so on.

Since no two instances are identical in any situation requiring building evacuation, plans must anticipate a variety of conditions.

The principal of each school will be responsible for such plans. They will be in written form, approved by the district office, and distributed to all building staff.

Reviewed: March 11, 1998

Adopted: April 9, 1998

Revised:

NEPN/NSBA Classification: EBC

Legal Reference: NCSD Emergency Action Guide

8135

SCHOOL CLOSINGS AND CANCELLATIONS

The decision to close school because of inclement weather will be made by the Superintendent/designee on the basis of conditions that exist within the district.

The Superintendent also may dismiss schools, or a single school, in the event of other types of extreme emergencies.

Should it become necessary to close any or all of the schools by reason of weather or other emergency, the Superintendent may order the closing of any or all schools so affected. Notification will be given staff, employees, and the public of such closings under a plan of notification developed by the Superintendent.

If conditions vary from one area of the school district to another, the Superintendent may close schools in that area only.

The Superintendent also will have the authority to delay the opening of any or all schools by one hour, or to dismiss them early, because of weather conditions and other emergencies.

This policy will apply to the school district as a whole (not to individual buildings) and to whole day closings (not early dismissal or late arrival).

Reviewed: March 11, 1998

Adopted: April 9, 1998

Revised:

NEPN/NSBA Classification: EBCE

Legal Reference: NRS 388.090 & NAC 387.151

8200**BUILDINGS/GROUNDS/PROPERTY MANAGEMENT**

The Board recognizes that the education of children is dependent upon many factors, including a proper physical environment, which is safe, clean, attractive, pleasant, and functions smoothly.

The care, custody, and safekeeping of all school district property is the general responsibility of the Maintenance and Operations Supervisor who reports to the Assistant Superintendent of District Operations. It will be his/her responsibility to establish such procedures and employ such means that will ensure the proper maintenance and safekeeping of school district property.

Within the separate schools, the principal will be responsible for the proper care and maintenance of the building, equipment and grounds. The principal will establish the duties of custodial and maintenance employees assigned to his/her building in consultation with the Maintenance and Operations Supervisor.

Reviewed: March 11, 1998

Adopted: April 9, 1998

Revised:

NEPN/NSBA Classification: EC

Legal Reference:

8210

SECURITY

Buildings of the school district constitute one of the greatest investments of the school district. It is deemed in the best interest of the district to protect the investment adequately.

Security should mean not only maintenance of a secure (locked) building but also protection from fire hazards and faulty equipment and safe practices in the use of electrical, plumbing, and heating equipment. The Board requires and encourages close cooperation with local police, fire, and sheriff's departments and with insurance company inspectors.

The Superintendent/designee will provide such security services as deemed necessary to secure and protect all school property.

Reviewed: March 11, 1998

Adopted: April 9, 1998

Revised:

NEPN/NSBA Classification: ECA

Legal Reference:

8213

VANDALISM

The school district's buildings and grounds are built and maintained with taxes levied on the communities' taxpayers, and all damage caused must be paid for in the same way. Therefore, every citizen of the district, students, and members of law enforcement are urged by the Board to cooperate in reporting any incidents of vandalism to property belonging to the district and the name of the person(s) believed to be responsible. Each employee of the district will report to the principal of the school every incident of vandalism known to him/her and, if known, the names of those responsible.

The Superintendent/designee and principal/designee are authorized to sign a criminal complaint against persons suspected of vandalism against school property.

Anyone who willfully or maliciously destroy school property through vandalism or arson or who create a hazard to the safety of other people on school property will be referred to law enforcement authorities.

It is the intent of the Board to seek damages as permitted by law from anyone who vandalizes school property.

Reviewed: March 11, 1998
Adopted: April 9, 1998
Revised:

NEPN/NSBA Classification: ECAC

Legal Reference: NRS 62.2245, 205.274, 206.040, 206.125, 206.330, 206.340, 244.3693 & 393.410

8215

SECURITY SERVICES

The school district may employ such school security personnel, pursuant to state law, as will be necessary to aid and supplement law enforcement agencies which give service to the district.

The primary duties will be to:

- Protect school district property, pupils, teachers, and other employees together with the property of such persons on or about any school property or while attending or located at the site of any school-sponsored function; and
- Aid all general law enforcement agents in conducting their duties in buildings or on grounds of the district in accordance with Board policies.

Designated security personnel will be knowledgeable of Board policies and procedures. Said policies and procedures will be paramount in directing their activities.

Security personnel in the schools will be supervised by the principal of the school assigned. Security personnel will be responsible for submitting written reports to the principal on all incidents within the scope of their area of responsibility as defined by Board policies and state and local ordinances.

Reviewed: March 11, 1998
Adopted: April 9, 1998
Revised:

NEPN/NSBA Classification: ECAE
Legal Reference:

8220

BUILDINGS AND GROUNDS MAINTENANCE

The Board of Trustees will develop and execute a continuing program of maintenance of all district-owned buildings and grounds. This program of maintenance will be administered in such a manner as to preserve the capital investment of the district and to prevent deterioration due to lack of proper care.

The Maintenance and Operations Supervisor will carry out the above policy by providing for:

- Buildings and grounds improvements and additions as established by capital outlay line items approved by the Board
- An adequate custodial program for all schools
- Improvement and maintenance of school grounds and fields
- Repairs, including repairs of equipment, and painting
- Determination of obsolete equipment.

Reviewed: March 11, 1998

Adopted: April 9, 1998

Revised:

NEPN/NSBA Classification: ECB

Legal Reference:

8240

CUSTODIAL SERVICES

The Board of Trustees believes it is essential that teachers and pupils be provided with reasonably attractive, sanitary, safe, and healthful surroundings. Therefore, the Maintenance and Operations Supervisor or designee is expected to carry out a cleaning and sanitation program for all school buildings and grounds.

Reviewed: March 11, 1998

Adopted: April 9, 1998

Revised:

NEPN/NSBA Classification: ECD

Legal Reference:

TRAFFIC AND PARKING PROCEDURES

The building administrator/designee, with assistance from the Maintenance and Operations Supervisor, transportation safety coordinator, and local traffic authorities, is responsible for accommodating the flow of traffic on school roadways and placing appropriate signs to facilitate such traffic flow. Building administrators will have the responsibility for the assignment of parking areas to staff, students, and visitors to the buildings. Parking areas will be designated and maintained for handicapped persons as mandated by law. Parking privileges may be suspended or revoked.

The Board of Trustees is conscious of the schools bearing a measure of responsibility for the safety of children traveling to and from school but believes that primary responsibility for traffic on the streets and sidewalks rests with law enforcement authorities.

The Board may appropriate annually a sum of money, which will be considered a share in the support of the number of crossing guards required for safe travel of students to and from the public schools. The crossing guards who are considered the school district's share will be paid directly by the district.

This arrangement will continue during the time that law enforcement assumes the responsibility for recruiting, employing, training, supervising, and evaluating the school crossing guard staff. The school district, in addition to sharing in the wages of the crossing guards, will cooperate in any way possible to render the crossing guard more effective and to provide a safer system for the pedestrian students.

Reviewed: March 11, 1998

Adopted: April 9, 1998

Revised:

NEPN/NSBA Classification: ECE

Legal Reference: NRS 482.384 & 484.407-484.408

8260

ENERGY CONSERVATION

Public schools are committed to cost effective energy practices within the District's buildings.

It is recognized that to achieve maximum benefit from this commitment, all staff has a responsibility for effective energy practices.

The school district's curriculum will include information, which will help create an awareness of both the importance of energy conservation and the responsibility for conserving our energy resources.

Reviewed: March 11, 1998

Adopted: April 9, 1998

Revised:

NEPN/NSBA Classification: ECF

Legal Reference: NRS 278.580, 338.190-338.1907 & 523.164

8300

MATERIALS AND EQUIPMENT MANAGEMENT

All instructional materials and equipment of the school system will be classified and catalogued according to an acceptable system. Textbooks will be made available to all children in sufficient quantity and at appropriate levels so that they are optimally useful to each child, and so that every teacher can meet both the planned curriculum sequence and the special instructional needs of the children.

All textbooks purchased by the schools are school property. Principals will be responsible for textbooks assigned to teachers and for conducting an inventory of all books at the end of the school year.

Each teacher will keep an accurate record of books issued to pupils. When a textbook is damaged or lost, the pupil responsible will be required to pay for the damaged or lost book. Book fines will be remitted to the District Office at the end of the school year.

Every book issued will bear the stamp of the school system.

All media materials and equipment will be adequately maintained. Obsolete materials and worn-out equipment will be replaced on a regular basis.

Reviewed: March 11, 1998

Adopted: April 9, 1998

Revised:

NEPN/NSBA Classification: ED

Legal Reference: NRS 393.170 & 393.410

8310

MATERIALS AND EQUIPMENT RECEIVING AND WAREHOUSING

The school system will provide for the central purchasing, receiving, warehousing and distribution of supplies, equipment, and materials common to the requirements of all schools. A warehouse will be operated as an adjunct of the business operations division to store and distribute supplies as requisitioned by principals. All materials needed for instruction, business, and custodial operations of the individual schools may be ordered from the warehouse when available from that source.

Reviewed: March 11, 1998
Adopted: April 9, 1998
Revised:

NEPN/NSBA Classification: EDA
Legal Reference: NRS Chapter 332 & 393.160

8330

AUTHORIZED USE OF SCHOOL-OWNED MATERIALS AND EQUIPMENT

The building principal may authorize the borrowing of school equipment by local organizations. Such loans of school equipment are subject to the following policy:

- School property loaned will not have a value of more than one thousand dollars (\$1000).
- No property will be loaned if a disruption is caused in regular educational programs.
- School property will not be loaned for a period to exceed 72 hours.
- All property borrowed from the school district must be returned to the site specified.
- Use of school equipment must be requested in writing. The borrowing organization will indicate responsibility for payment of damages.
- No property will be loaned without the written approval of the building principal/designee.

Organizations must assure that such equipment will be properly stored and returned in the same condition as received.

Reviewed: March 11, 1998

Adopted: April 9, 1998

Revised:

NEPN/NSBA Classification: EDC

Legal Reference:

8340

MATERIALS AND EQUIPMENT RECORDS AND REPORTS

The Board of Trustees recognizes the need to maintain accurate and comprehensive equipment and supplies records. The Board delegates to the Superintendent the responsibility for maintaining inventory records of equipment and supplies; receiving and distribution records of equipment and supplies; equipment maintenance records; and other records necessary for an effective equipment and supplies management program.

Reviewed: March 11, 1998

Adopted: April 9, 1998

Revised:

NEPN/NSBA Classification: EDD

Legal Reference: NRS 354.625

WASTE MANAGEMENT AND RECYCLING

The district will act to make resource conservation an integral part of the physical operation of the school district and of the school curriculum. The practice of discarding materials used in school facilities is wasteful of natural resources, energy and money. It is also the function of the schools to set an example of stewardship of our natural resources and to develop responsible citizenship in our students.

It will be the policy of the district to implement the following actions:

1. The school district will integrate the concept of resource conservation, including waste reduction and recycling, into the environmental education curriculum at all levels of the school system.
2. The school district will decrease the amount of waste of consumable materials by:
 - reduction of the consumption of consumable materials whenever possible,
 - full utilization of all materials prior to disposal, and
 - minimization of the use of non-biodegradable products wherever possible.

The school district will cooperate with, and participate in, recycling efforts being made by the city. As systems for the recovering of waste and recycling are developed within the town and county, the school district will participate by appropriately separating and allowing recovery of recyclable waste products.

Reviewed: March 11, 1998
Adopted: April 9, 1998
Revised:

NEPN/NSBA Classification: EDE

Legal Reference: NRS 332.065, 333.4609 & 386.417-386.418

TRANSPORTATION SERVICES

The Nye County School District may provide transportation for students to and from school when it is clearly indicated that such transportation is necessary due to educational objectives, distance or safety. Administrative regulations shall be developed in accordance with the following:

1. The objective of providing transportation shall be an effort to equalize the educational opportunities for all school-age children. Primary eligibility shall be assigned to students with disabilities.
2. Transportation will be considered after an Application/Registration form is completed and returned to the Transportation office for processing, **and the student has participated in or has properly opted out of the Student Safety and Accountability Program (sweetFINGER) once instituted at the student's school of attendance.**
3. Transportation may be afforded in the form of District-owned vehicles, a cash subsidy, contracted services, or a subsistence allowance for residing near a public school.
4. Transportation vehicles owned by the District will be assigned to routes and schedules in such a manner as to accomplish the most efficient use of available seating capacity. Schedules for students being transported shall be determined in light of the educational programs of the individual schools.
5. Transportation vehicles owned by the District may be assigned for other transportation uses by the school district when not in conflict with regular schedules to and from schools.
6. Transportation services or assistance may be denied to students failing to submit an Application/Registration form or failing to observe established rules of conduct on school buses and at bus stops.
7. All transportation policies shall be subject to the regulations of the Nevada Department of Education and Nevada Revised Statutes.

Reviewed: March 11, 1998
Adopted: April 9, 1998
Revised: January 21, 2004

NEPN/NSBA Classification: EE
Legal Reference: NRS 387.205, 392.300 & 392.360

DRAFT

8430

BUS SAFETY PROGRAM

It will be the policy of the Board of Trustees that all vehicles operated by school district employees and volunteers for the transportation of pupils meet the safety criteria and conform to the regulations established. School principals and the Transportation Supervisor have the overall responsibility of ensuring that these criteria and regulations are reviewed annually with employees and volunteers and are observed.

Reviewed: March 11, 1998

Adopted: April 9, 1998

Revised:

NEPN/NSBA Classification: EEAE

Legal Reference: NRS 392.300, 392.360, 392.375, 392.380, 392.390, 392.400 & 392.410

NO CHANGES RECOMMENDED BY TRANSPORTATION

8431

ALCOHOL AND DRUG TESTING:

The Nye County School District (NCS D) maintains a commitment to provide a safe, efficient, and productive work environment. Driver involvement with alcohol and/or drugs can be extremely disruptive and harmful to the workplace. It can adversely affect the quality of work and the performance of drivers; pose serious safety and health risks to the user, co-workers and the public; and have a negative impact on work efficiency and productivity.

The NCS D is concerned that drivers are in a condition to perform their duties safely and efficiently, in the interests of our students, fellow workers, and the public, as well as themselves. It is the purpose of this policy to eliminate substance abuse and its effects in the workplace.

The NCS D is also required to comply with Federal regulations pertaining to the attainment and maintenance of an Alcohol and Drug-Free Workplace. These requirements are outlined by the U.S. Department of Transportation, Federal Highway Administration, under Title 49 CFR, Part 382 and Part 40. The purpose of this program is to reduce accidents that result from the use of alcohol and/or drugs, thereby reducing fatalities, injuries and property damage.

The NCS D has a zero tolerance policy for employees who are found through the testing procedures listed in the NCS D approved Drug and Alcohol Testing Program. Therefore, any employee found to be in violation of the prohibited conduct(s) will be terminated from employment with the NCS D.

The implementation date for the alcohol and drug-testing program is January 1, 1996.

Reviewed: March 22, 1995
Adopted: April 19, 1995
Revised:

NEPN/NSBA Classification: EEAEA
Legal Reference: Title 49 CFR, Part 382 and Part 40

DRAFT

8431 (a) BUS DRIVER REQUIREMENTS, TRAINING AND RESPONSIBILITIES

Any school bus driver of the Nye County School District will operate his/her bus in accordance with all federal, state and local laws, **and rules and regulations of the State of Nevada Department of Education School Bus Driver Training Manual and Nye County School District Driver's Handbook.**

Reviewed: March 11, 1998

Adopted: April 9, 1998

Revised:

NEPN/NSBA Classification: EEAEA

Legal Reference: NRS 392.360, 392.375 & 392.380

DRAFT

8433

STUDENT CONDUCT ON BUSES

Safety is of prime importance for our students as they wait for the bus and as we transport them to and from school and school-sponsored activities. Safety requires the cooperation of students, parents/guardians and school personnel. Parents/guardians should review and discuss the school bus rules with their child in an effort to help him/her understand and assume responsibility for good conduct both at the bus stop and on the bus.

Students are charged with the responsibility of proper conduct while en-route to and from bus stops, at the bus stop, and while on the bus. Students will show respect for school personnel and respect other students. Failure to abide by the bus rules, show proper respect to others, and comply with requests of school personnel may result in a student being issued a Transportation Incident Report with subsequent discipline being administered by the administration of the school of attendance, up to and including denial of bus transportation for a period of **up to one (1) year (365 calendar days)**.

Reviewed: March 11, 1998
Adopted: April 9, 1998
Revised: January 21, 2004

NEPN/NSBA Classification: EEAECE
Legal Reference: NRS 392.300 & 392.375

DRAFT

PRACTICE EVACUATION OF SCHOOL BUSES

All students enrolled in the Nye County School District who ride school buses must practice the emergency evacuation of the school bus. **These practices will be completed in accordance with NRS 392.375.**

The Transportation Supervisor shall:

1. Establish a uniform procedure, which is followed by all bus drivers in carrying out the practice evacuation of buses.
2. Establish a uniform procedure for recording all practice evacuations, and maintain those records for one (1) full year after the practice sessions.
3. **Insure that each regular school bus driver practices an evacuation of the bus twice a school year, one by October 1 and one by March 1.**
4. Insure that **prior to each field trip conducted by the district that a practice evacuation drill occurs.** (A field trip is a trip which is listed in the Field Trip Manual or is approved the Curriculum Director and has a specific educational objective which has been planned by the teacher.)
5. **Insure that prior to the first athletic trip of each team's season a practice evacuation drill occurs.**

Reviewed: March 11, 1998

Adopted: April 9, 1998

Revised:

NEPN/NSBA Classification: EEAEAC

Legal Reference: NRS 392.375

DRAFT

8440

USE OF SCHOOL BUSES BY COMMUNITY GROUPS

The general philosophy of the Board of Trustees is that transportation equipment purchased by the school district is to be used primarily for school purposes and that taxpayers will not be expected to subsidize busing equipment or personnel not necessary for school district purposes. Nevertheless, it is the policy of the Board of Trustees to make available for use by appropriate community groups school transportation equipment to the extent that such use does not impinge upon or impair use for school district purposes. The school district is not authorized to conduct common carrier transportation (i.e., non-school sponsored transportation of staff, parents or the public).

Reviewed: March 11, 1998

Adopted: April 9, 1998

Revised:

NEPN/NSBA Classification: EEAF

Legal Reference:

NO CHANGES RECOMMENDED BY TRANSPORTATION

8481

SCHOOL-OWNED VEHICLES

The Board of Trustees authorizes the assignment of a district-owned vehicle for use in Nye County School District business when a district employee's responsibilities so warrant and/or the assignment is economically feasible.

Reviewed: March 11, 1998
Adopted: April 9, 1998
Revised:

NEPN/NSBA Classification: EEBA
Legal Reference:

NO CHANGES RECOMMENDED BY TRANSPORTATION

8500

FOOD SERVICES

The Nye County School District operates a school lunch and breakfast program in its schools. It is administered by the Food Service Coordinator under the general supervision of the Assistant Superintendent for District Services.

Food services include hot lunches and breakfasts, through participation in the National School Lunch Program.

General Provisions:

1. Operating on a non-profit basis, school food services will comply with all regulations pertaining to health, sanitation and service of foods. All State and federal requirements for participation will be met in accordance with State and federal programs.
2. Nutrition education materials will be provided to teaching staff in an effort to increase nutritional awareness.
3. The food service department will make a coordinated effort with principals to provide a clean, safe environment, which allows adequate time for students to consume their meals.
4. All schools will be assisted to be in compliance with federal, state and district policies governing the child nutrition program.

Reviewed: March 11, 1998
Adopted: April 9, 1998
Revised:

NEPN/NSBA Classification: EF
Legal Reference: NRS 387.090-387.105, 387.205, 439.200 & Chapter 446

**MRS. GARLIN REPORTS NO CHANGES ON
ANY FOOD SERVICE POLICIES**

8530

FREE AND REDUCED PRICE FOOD SERVICES

Meals may be provided to students at a reasonable cost except for those students who qualify for free or reduced price meals.

Reviewed: March 11, 1998

Adopted: April 9, 1998

Revised:

NEPN/NSBA Classification: EFC

Legal Reference: NRS 387.205

8560

ADULT FOOD SERVICES

Nye County School District employees may purchase meals at the adult meal price. Food service employees and food service volunteers receive a free meal during work hours. Senior citizens and parents are welcome and encouraged to participate in the food service program.

Use of Kitchen

School kitchens and kitchen equipment will not be used unless a Food Services employee is on duty in the kitchen. Arrangements for kitchen service and use of catering equipment are made through the office of the Food Services Coordinator. Employees on duty will be paid according to the prevailing salary schedule for catering. Organizations or groups requesting the use of the kitchen will be charged for the salary and Public Employees' Retirement System benefits of the employee. Arrangements for service involving food service small equipment outside the kitchen is made with the Food Services Coordinator.

All rules, regulations and policies of the district will be complied with by all groups or persons granted permission for use of food services facilities.

Reviewed: March 11, 1998
Adopted: May 20, 1998
Revised:

NEPN/NSBA Classification: EFF
Legal Reference: FNS 782.5, Rev. 1; NRS 385.109 & 386.415

8570

CATERING AND FOOD SERVICE AT SCHOOL ACTIVITIES/EVENTS

Before food preparation areas (kitchens) or equipment can be used by groups or individuals other than food service employees, prior approval must be given by the Food Service Coordinator. An employee of the food service department must be present during the approved usage time.

Reviewed: March 11, 1998

Adopted: April 9, 1998

Revised:

NEPN/NSBA Classification: EFG

Legal Reference:

8590

FOOD SERVICES RECORDS AND REPORTS

The enterprise fund basis of accounting will be used for the food services fund as required by state and federal laws.

The food services fund will be audited annually by an independent certified public accountant or registered accountant. The audit will comply with federal requirements.

The food services program will be operated on a non-profit basis. Any income derived from the operation of the program will be used to support the food services program and will not be used for any other purpose.

Reviewed: March 11, 1998

Adopted: April 9, 1998

Revised:

NEPN/NSBA Classification: EFI

Legal Reference:

COPYRIGHT COMPLIANCE

The Board of Trustees recognizes the importance of protecting the property rights of the owners of copyrighted material. The board expects its employees and students to adhere to the provisions of the U.S. Copyright Act and Nevada State law. Any willful infringement of these laws will result in disciplinary action.

Computer Copyrights

Only software programs approved by the District's Technology Department may be installed on NCS D workstations. All software, including software downloaded from the Internet, must be pre-approved by and registered with the Technology Department and must include the title, the manufacturer and the license number. (NOTE: Not all free distributions of software off the Internet are authorized by the manufacturer.)

Software may only be installed in the number of computers allowed by the license agreement. Software purchased for District computers may not be installed in home computers nor may software purchased for home use be installed in District computers.

Computer software may not be copied without the permission of the copyright holder. Software may only be copied if making a copy is an essential step in using the software or if the new copy is a backup; backups may not be used if the original is available. The employee installing the pre-approved software is responsible for reading and adhering to the license agreement.

In order to protect the Nye County School District, employees and students from fines or criminal penalties as a result of violations of the federal copyright law, the District may monitor software downloaded on its computers through periodic inventories and a software inventory scan program.

Reviewed: March 11, 1998
Adopted: April 9, 1998
Revised: September 8, 2004

NEPN/NSBA Classification: EGAD

Legal Reference: Title 17 of U.S.C. 101-810, P.L. 94-553, 90 Stat. 2541; Section 107, P.L. 94-553; Section 7(b), P.L. 96-517, which amends Section 117, Title 17; 37 C.F.R., Chapter II; NRS 205.0832, 218.698 & 344.070

8654 USE OF CELLULAR PHONES

The Nye County School District has a wide variety of communication needs due to the distances between communities, the limited range of radios, the distances students are transported, the transportation of fragile or emotionally unstable students, and other reasons. These needs may be met through a variety of means, including the use of cellular phones. Among the considerations when selecting a plan will be the goals of communications, costs, service area and capability to monitor costs.

The Superintendent/designee may authorize the acquisition and use of a limited number of cellular phones to improve communication capability based on the following criteria:

- A demonstrated need to ensure student safety
- Cost and service availability

The Superintendent shall develop and enforce a regulation governing cell phone use to ensure staff uses the phones for designated purposes. Criteria will include periodic reviews to determine cost effectiveness and need.

Reviewed: October 1, 2003
Adopted: October 15, 2003
Revised:

NEPN/NSBA Classification:
Legal Reference:

8700

DATA MANAGEMENT

All information held by the Board of Trustees is a resource of the Board as a whole. Access to and management of the information will be in accordance with procedures developed by the Superintendent/designee.

The Board seeks to be open to public scrutiny in its operations and to provide the public with general access to information that this organization holds except as may be restricted under the law.

The purpose of the data processing department is to support the instructional and non-instructional programs of the district in the most efficient and economical method of processing data.

The direct supervision of the program will be responsibility of the manager of data processing, who reports to the director of management information systems. The data processing program will be reviewed quarterly for changes in priorities. As deemed necessary by the manager of data processing, reasonable temporary deviations from the established priorities may be made in order to utilize more fully computer and/or data processing staff resources.

District records may be maintained on other media in addition to or instead of paper.

Reviewed: March 11, 1998
Adopted: April 9, 1998
Revised:

NEPN/NSBA Classification: EH
Legal Reference:

8800

INSURANCE PROGRAM/RISK MANAGEMENT

The Nye County School District shall maintain an adequate insurance program to protect district property, including its fleet of school buses; to protect Board members and employees against general liability resulting from the discharge of their duties; and to offer protection against injury for all employees while acting within the scope of their duties. The Board may also authorize and participate in an accident insurance program for students.

The Superintendent, Assistant Superintendent, Operations and Budget Director shall establish proper procedures for administering the insurance program.

The school district will make every effort to obtain insurance at the most economical cost, consistent with required coverage and service, through obtaining quotations or bids.

The Board is not responsible for loss or damage to any property owned by individuals even should such property be lost, stolen or damaged on school grounds. The Board is not an insurer of any such property. The Board further reiterates the policy that lockers are, and continue to fall, within the control of the Board of Trustees and that the utilization of lockers by students or teachers is a license only to be used at the sole risk of the user.

Reviewed: March 11, 1998

Adopted: April 9, 1998

Revised:

NEPN/NSBA Classification: EI

Legal Reference: NRS 287.010, 334.060, 392.320, 393.020, 608.1576-608.1585, 681A.100 & Chapter 695E

8810

PROPERTY INSURANCE

The Board will maintain an adequate insurance program to protect district property, including its fleet of school buses; to protect Board members and employees against general liability resulting from the discharge of their duties; and to offer protection against injury for all employees while acting in behalf of the school. The Board may also authorize and participate in an accident insurance program for students.

The responsibility of administering the total insurance program will be delegated to the Superintendent/designee.

The school district will make every effort to obtain insurance at the most economical cost, consistent with required coverage and service, through obtaining quotations or bids.

The Board is not responsible for loss or damage to any property owned by individuals even should such property be lost, stolen or damaged on school grounds. The Board is not an insurer of any such property. The Board further reiterates the policy that lockers are, and continue to fall, within the control of the Board of Trustees and that the utilization of lockers by students or teachers is a license only to be used at the sole risk of the user.

Reviewed: March 11, 1998

Adopted: April 9, 1998

Revised:

NEPN/NSBA Classification: EIA

Legal Reference: