



**NYE COUNTY SCHOOL DISTRICT**  
**Board of Trustees**  
**Policy Committee Agenda**

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A Policy Committee of the Board of Trustees of Nye County School District will be held on Friday, August 12, 2005, beginning at 9:00 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 1140 - CONTACT WITH SCHOOL DISTRICT STAFF
  - B. POLICY 6227 - SICK LEAVE
  - C. POLICY 8433 - STUDENT CONDUCT ON BUSES
  - D. POLICY 5339 - LIMITED ENGLISH PROFICIENCY
  - E. POLICIES 7052 - ENTRANCE AGE REQUIREMENTS; 7110 - ADMISSION PROCEDURES; & 7112 - ADMISSION OF NON-RESIDENT STUDENTS
  - F. POLICY 7100 - STUDENT ADMISSION TO SCHOOL
  - G. POLICY 7131 - STUDENT RE-ENTRY INTO SCHOOL
  - H. POLICY 7140 - ASSIGNMENT OF STUDENTS TO GRADE LEVELS & CLASSES
  - I. POLICY 7223 - ADVISORY BOARD TO REVIEW SCHOOL ATTENDANCE, ABSENCE & TRUANCY/ATTENDANCE COMMITTEE
  - J. POLICY 7230 - LESS THAN FULL-TIME SCHEDULES
  - K. POLICY 7300 - STUDENT RIGHTS & RESPONSIBILITIES
  - L. POLICY 7310 - DUE PROCESS RIGHTS
  - M. POLICY 7330 - STUDENT CONDUCT

- N. POLICY 7340 - STUDENT PUBLICATIONS & MEDIA
  - O. POLICY 7411 - EQUAL ACCESS FOR LIMITED OPEN FORUM
  - P. POLICY 7412 - MEETINGS OF STUDENT ORGANIZATIONS & CLUBS
  - Q. POLICY 7560 - HABITUAL DISCIPLINE PROBLEMS
  - R. POLICY 7600 - STUDENT SAFETY/WELFARE
  - S. POLICY 7621 - PHYSICAL EXAMINATIONS OF STUDENTS
  - T. POLICY 7625 - ADMINISTERING MEDICATIONS TO STUDENTS
  - U. POLICY 7627 - SCHOOL NURSES
  - V. POLICY 7701 - STUDENT ACADEMIC LETTERS
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](mailto: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](mailto:igarcia@nyeschools.org), or call 775-727-7743, ext. 239 at least one week before the meeting.*

## POLICY COMMITTEE MEETING MINUTES, June 30, 2005

Present: Dawn Murphy, Tracie Ward, Deborah Wescoatt, Dr. William Roberts, Kay Walker, Ray Ritchie, Bob Whimpey, Karen Liberty, Jerry Hill, Mary Sue Morin, Lisa Mays and Kerry Paniagua.

### 1. Call to Order

The meeting was called to order at 10:13 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

Tracie Ward made the motion to approve the May 9 minutes. Dawn Murphy seconded, and a unanimous vote was recorded.

### 4. Review, Discussion & Recommendations Regarding Policies

4a. Policy 2411 – Specifications for New Building Sites – All members agreed the acreage for elementary sites should be 12 to 15 acres. Mrs. Murphy pointed out that if they ever needed to place modulars on a site, they would need 12 acres.

4b. Policy 3341 – Free Admissions – This policy was reviewed by the entire board and sent back to committee to decide how to accomplish it. Dr. Roberts said it would not apply to NIAA championships and would only be valid within the county. Mrs. Ward said everyone is expected to pay admission to plays. The suggestion was made to change 20 to 30 years. Mrs. Wescoatt said by then, the employee's children would be gone. She thought it should apply to all school-sponsored activities. The bottom of the card could have the wording that it doesn't apply to NIAA-sanctioned events. Dr. Roberts said it should also be 30 years of service within NCSD. Mrs. Murphy thought Dr. Roberts could write a regulation to address people 65 years of age or older. Dr. Roberts said it should specify that the person is a resident of Nye County. Ms. Walker suggested adding "present the request to the Office of the Superintendent."

4c. Policy on FMLA – tabled.

4d. Policy on Sick Leave – Mr. Ritchie said this policy applies to everyone not covered by union contract. It will be forwarded for first reading.

4e. Policy 6100 – General Personnel Policies – Mrs. Wescoatt thought it sounded better to replace "personnel department" with "human resources department." It was forwarded for first reading.

4f. Policy on Unused Sick Leave – Mr. Ritchie said no cap was placed on the number of hours; however, there is a cap in the union contracts. He recommended tabling it until after negotiations have ceased if they wanted it to be uniform. He pointed out the sick leave policy now allows an employee to accumulate indefinitely. Dr. Roberts recommended tabling it.

4g. Policy 6165 – Placement of Occupationally Injured Employees – Mr. Pekarek recommended no change to either policy or regulation.

4h. Policy 6226 – Staff Fringe Benefits – Mr. Ritchie said since benefits change over time, he recommended having a generic policy. It was forwarded for first reading.

4i. Section 5000 – Instructional Programs

The review date will be changed on the following policies with no changes: 5021, 5030, 5100, 5342, 5350, 5371, 5375 (title change only), 5392, 5460, 5530, 5540, 5561, 5562, 5563, 5570, 5600, 5611, 5616, 5620, 5630, 5660, 5670 (correct legal only), 5671, 5675, 5700, 5820, 5822, 5824 and 5831.

On policy 5030, Mrs. Wescoatt asked if this was in line with professional learning communities. Dr. Roberts said it was necessary to spell out the minimum minutes of instructional time. She asked how he knows they accomplish it, and he said he directs the principals. Mrs. Ward said the principal creates the schedule, and teachers turn in lesson plans. Dr. Roberts said the board's role is to evaluate test scores to see if there has been an increase. Mrs. Liberty said every teacher turns in a schedule at the beginning of the year, blocking out his time.

On policy 5339, Ms. Morin said there have been some changes. The LAS was changed to another test. She said proficiency in three years isn't research based, and NCLB gives the direction. You can have alternate tests for three years; otherwise, they have to be learning English. She wasn't sure it was a good thing to have in policy. A regulation can state the program is built to become proficient in three years. If the student is reading at grade level, he is proficient. Mrs. Wescoatt directed it to be brought back.

Ms. Walker thought there was something that covered home schooling in the 7000 section, so it was decided to delete 5341.

On policy 5370, Mrs. Wescoatt asked why there is a maximum number of credits to be earned and why they would want that. She said the reference should be 389.680. Dr. Roberts said it's addressed in NAC, perhaps 388.390. Mrs. Murphy was for taking it out. Ms. Walker suggested adding "approval of the superintendent." Dr. Roberts said he wouldn't want to limit it to six credits. Mrs. Liberty said it's six separate classes for credit recovery or extra credit. She thought it might have been intended to be over and above what the high school required. She thought they wouldn't want to open the door to earning all credits by correspondence because that would be one whole year of high school. Mrs. Wescoatt said there are kids in remote areas that can't get the college prep classes they need and didn't

want to limit anyone. They also couldn't offer a gifted program. Mrs. Murphy said it should have the principal's approval, and Mrs. Wescoatt agreed to change "superintendent/designee" to "principal" and to take out the limit of six credits. Mrs. Liberty said if a student finds out his junior year he's going to be short, he can make it up through independent study, and a lot of kids get their electives this way. Dr. Roberts said NAC truly defines independent study, and it should be in policy. Mrs. Wescoatt said correspondence study is different from independent study. She directed it be changed to "independent study" and leave the maximum at six credits. Dr. Roberts said paragraph needs to be changed and referenced 389.730. Mrs. Wescoatt asked that the change be brought to the full board.

The title of 5375 is to be changed to dual credit. Policy 5376 was referred for first reading with the addition of language stating that sports camps will be voluntary, not mandatory Ms. Walker suggested adding a sentence that "no student may be denied the right to participate in a camp based on their ability to pay." Mrs. Ward asked where the school would come up with the money. Dr. Roberts said it's a summer issue, not a school issue. On policy 5556, Mrs. Wescoatt asked if the district is using PowerGrade, and Mrs. Ward thought it should be worded "teachers will use the current grading software approved by the district."

On policy 5620, Mrs. Wescoatt asked if every teacher can grade as he chooses. Mrs. Liberty said grading was standardized two years ago when the standards-based report cards were adopted for all grades.

On 5670, Dr. Roberts said the district created its own animal through regulation and said the reg makes a policy statement. He referenced NRS 388.390 and thought there must be an NAC that applies. Mrs. Murphy said the legal reference needs to be fixed.

4j. Section 7000 – Students – The following policies will have the review date changed: 7000, 7022, 7023, 7030, 7031, 7051, 7114, 7116, 7130, 7140, 7224, 7231, 7321, 7330, 7331, 7362, 7370, 7373, 7381, 7382, 7383, 7391, 7410, 7420, 7430, 7441, 7442, 7478, 7540, 7551, 7561, 7610, 7611, 7626, 7628, 7629, 7632, 7643, 7661, 7662, 7692, 7695, 7696, 7700, 7710, 7730, 7740, 7810, 7830, 7840, 7850 and 7901.

Ms. Walker said she would like to take 7052, 7110, 7112 and the regs for 7053 and 7100 to form into one policy.

On policy 7130, Mrs. Wescoatt asked if it's necessary to use the term "dropout." Mrs. Liberty said in the comprehensive accountability report, they are classified as dropouts. The review date will be changed.

Ms. Morin said she had some changes to 7140. Dr. Roberts said there's an NAC that applies to assignment at grade level. Mrs. Wescoatt read what Ms. Morin had developed, but Ms. Walker said that would be a reg, not a policy. Dr. Roberts said it needs to be updated with NACs, which have changed since 1997. Mrs. Wescoatt directed it be brought back.

On policy 7222, Mrs. Ward said it states "elementary schools" in the last sentence and thought another paragraph should be added. Mrs. Liberty said there's another policy that

addresses high school attendance and it's what is used in the Parent/Student Handbook. Mrs. Wescoatt directed it be changed to "at all school levels."

On policy 7223, Mrs. Wescoatt said this committee hasn't met in a long time. Dr. Roberts said there was a recently passed law that relates. Ms. Walker said this is under development and was directed to bring it back.

On policy 7363, Mrs. Wescoatt asked if the committee thought cameras were enough or if they should add cell phones with cameras. Mrs. Murphy thought it was okay as is. Mrs. Wescoatt said the first paragraph is policy, and the rest is reg.

Policy 7371 was referred for first reading. Ms. Walker said regulations 7410, 7411 and 7412 will be assigned to Mr. Hill for a review, but the policy is okay.

On policy 7441, Mrs. Ward said parental permission should be required. Dr. Roberts said there is a reg, and if parents don't want to participate, they can opt out. Mrs. Murphy said she didn't want her child doing fundraising. Mrs. Wescoatt said kids are warned not to talk to strangers, and they send a double message when they send them door to door. Mrs. Ward asked that the reg state that parents can opt out of sales presentations and participation. The policy review date will be changed.

On policy 7442, Mrs. Wescoatt asked what policy states that athletic departments can operate as collection agencies sending out past due letters for camps. Mr. Ritchie thought a coach could hold it over a student's head if he didn't attend a camp. He said camps should be voluntary, and that would eliminate the problem. There should be a scholarship program for those who can't afford it. The policy will show a new review date.

Policy 7460 was referred for first reading. Ms. Walker said 7480 needs to be reviewed. Policies 7500 and 7510 were referred for first reading. Ms. Walker was assigned 7560 and 7621.

Policies 7622, 7623 and 7624 were referred for first reading. On 7625, Dr. Roberts asked if there was a change in the law. Ms. Walker thought the policy was probably okay, but she wanted to review the reg. Mrs. Ward asked if the committee could look any changes over. On policy 7627, Mrs. Murphy asked if they would want the nurse delivering sick kids, and Ms. Walker asked for time to review it.

Policy 7630 was referred for first reading. She said Mrs. Wales is working on policy 7640. Policy 7642 was referred for first reading. Policy 7690 and the reg for 7600 will be brought back. Policy 7720 was referred for first reading.

On policy 7850, Mrs. Liberty said everything done to parents is embedded in policy and asked if the reg was necessary. Ms. Morin said that NCLB requires everything to be in a form that parents can understand. It was decided to show the policy as reviewed.

4k. Section 8000 – Support Services – The following policies will show the review date as June 30: 8000, 8100, 8101, 8110, 8111, 8112, 8120, 8121, 8122, 8130, 8135, 8200, 8210, 8213, 8215, 8220, 8240, 8250, 8260 (remove 523.164), 8300, 8310, 8330, 8340, 8350, 8430, 8433, 8440, 8481, 8500, 8530, 8560, 8570, 8590, 8640, 8654, 8700, 8800 and 8810.

The following policies were referred for first reading: 8400, 8431 and 8436.

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

None.

6. Assignments for Researching Future Topics

No additional assignments made.

7. Set Date for Next Policy Committee Meeting

The committee will meet on August 12 at 9:00 a.m., one hour before the board meeting.

8. Adjournment

The meeting adjourned at 12:40 p.m.

**CONTACT WITH SCHOOL DISTRICT STAFF**

Certified staff working at school sites shall be available to consult with parents/legal guardians, citizens, or students in accordance with procedures developed by the Superintendent. Students and parents/legal guardians are encouraged to make appointments with staff to ensure uninterrupted conferences.

Solicitation

No one shall solicit funds or conduct private business with staff or students during school/working hours with the exception of activities related to school programs **such as District-sanctioned benefits providers or school fundraising activities.**

Commendations

Persons who wish to commend or thank a staff member are encouraged to do so verbally or in writing.

School/Classroom Visits

The Board welcomes and encourages visits to schools by parents, other adult residents of the community, and other educators. Visitors must notify the school principal/designee before visiting any area of a school. The school principal/designee may approve or deny classroom observations using criteria established in District regulations. In all cases, the decision will be based on maintaining the best educational interests of all students. The Superintendent/designee will establish guidelines to ensure the orderly and safe operation of the school.

If any person is under the influence of drugs or alcohol or is disrupting any school program, activity, or meeting or threatens to do so or is committing, threatening to commit, or inciting another to imminently commit any act which would disturb or interfere with or obstruct any lawful task, function, process or procedure of any student, official staff member, or guest of the school district, the Superintendent or staff member in charge shall direct the person to leave immediately and/or shall call for the assistance of a law enforcement officer.

Reviewed: February 22, 2005  
Adopted: September 25, 1996  
Revised:

NEPN/NSBA Classification: KBD, KI  
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
Eleven 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: June 30, 2005

Adopted:

Revised:

NEPN/NSBA Classification:

Legal Reference:

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 days)**.

Reviewed: June 30, 2005  
Adopted: April 9, 1998  
Revised: January 21, 2004

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

**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

**RECOMMEND NO CHANGE TO POLICY**

**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

**RECOMMEND NO CHANGE TO POLICY**

**STUDENT ADMISSION TO SCHOOL**

Application for admission to a NCS D school will be made by registering at the school for which the student is eligible which is located in the attendance zone within which the applicant resides.

Residence attendance zone restrictions will not apply to career development centers, special education schools or programs, adult education day and evening schools, or other schools and programs which provide city-wide curricular opportunities for all qualified students regardless of their place of residence in the district. Where admission to a particular school or program is not based upon residence in a particular attendance zone, initial registration may be required at the appropriate attendance zone school.

Application for admission by students who reside outside the district will be made to the school office of the region in which the appropriate school is located. The school assignment of the nonresident student must be approved by the principal from the school of residence and by the principal of the receiving school.

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 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.

*Legal Reference:* **NRS 392.010, 392.015, 392.165, 392.167, 392.215**

**7131**

**STUDENT RE-ENTRY TO SCHOOL**

The Board of Trustees believes that a high school education signifies the minimum educational preparation for life. Therefore, students who have reached the age of majority and withdrawal from high school may return to their designated high school during the present academic year under certain conditions.

The Nye County School District may established procedures which allows a student to be re-admitted to a high school educational program.

Reviewed: August 12, 2005

Adopted:

Revised:

NEPN/NSBA Classification:

Legal Reference:

Title:	7140 – Assignment of Students to Classes and Grade Levels	<div style="border: 1px solid red; border-radius: 5px; padding: 2px; display: inline-block;">Deleted: .</div> <div style="border: 1px solid red; border-radius: 5px; padding: 2px; display: inline-block;">Formatted: Tabs: 1.25", Left</div>
Purpose and Background:	To provide for the assignment of new students to appropriate grade levels.	<div style="border: 1px solid red; border-radius: 5px; padding: 2px; display: inline-block;">Formatted: Indent: Left: 0", Hanging: 1.25", Tabs: 1.25", Left</div>
Applicability:	New students	<div style="border: 1px solid red; border-radius: 5px; padding: 2px; display: inline-block;">Formatted: Tabs: 1.25", Left</div>
Monitoring Responsibility:	Site Administrator/Designee	<div style="border: 1px solid red; border-radius: 5px; padding: 2px; display: inline-block;">Formatted: Tabs: 1.25", Left</div>
Outline of Procedure:	<ol style="list-style-type: none"> <li>1. A new student is to be enrolled in a grade comparable to the grade from which he is transferred.</li> <li>2. If a teacher determines that a student should be assigned to another grade, a petition for special placement should be submitted to the principal.</li> <li>3. Enrollment of students who are new to NCSD shall be considered incomplete unless documentary evidence of prior school attendance is presented. <u>This does not apply to early childhood and/or first year Kindergarten students.</u></li> <li>4. Nye County schools may enroll kindergarten or first grade students who were enrolled in these grades in other states <u>in accordance with NRS 392.040.</u> This requirement may be set aside by the Board of Trustees if they determine that the requirements are being deliberately circumvented.</li> <li>5. <u>Students entering NCSD from outside the United States and have a home language other than English will be placed in the classroom setting appropriate to his/her age. After English proficiency is established and the academic evaluation is done, the option of an alternative placement may be based on consideration of previous educational experiences, special needs, and/or other extenuating circumstances.</u></li> <li>5. <u>Migrant students who have moved during their educational journey will be placed in a setting appropriate to his/her age until records are received and the academic evaluation is done. The option of an alternative placement may be based on consideration of previous educational experiences, special needs, and/or other extenuating circumstances.</u></li> </ol>	<div style="border: 1px solid red; border-radius: 5px; padding: 2px; display: inline-block;">Deleted: This does not apply to beginners.</div> <div style="border: 1px solid red; border-radius: 5px; padding: 2px; display: inline-block;">Deleted: regardless of their ages.</div>
References:	<u>NRS 392.033, NRS 392.040</u>	
Revisions:	<u>July 2005</u>	
Effective Date:	_____	
NEPN/NSBA	_____	
Classification:	<u>JG</u>	

7223

**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.

Reviewed: January 16, 2001  
Adopted: February 12, 2001  
Revised: July 30, 2005

NEPN/NSBA Classification:

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

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

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





**7230**

**LESS THAN FULL-TIME SCHEDULES**

The Nye County School Board of Trustees understands that circumstances may arise where a student may request a schedule which is less than full-time.

The Nye County School District may established procedures for processing a request by a student and his/her parent or guardian for approval of a program requiring less than full-time daily attendance.

Reviewed: August 12, 2005  
Adopted:  
Revised:

NEPN/NSBA Classification: JHCA  
Legal reference: NRS 392.110

**STUDENT RIGHTS AND RESPONSIBILITIES**

The Nye County School District is a community, and the rules and regulations of the District are the laws of that community. The District has the responsibility of protecting the rights of all individuals in the District community, and all those enjoying the rights of citizenship in the District community must accept the responsibilities of their citizenship by complying with the regulations.

Parents and the District have rights and duties. Parents share with the District the responsibility of establishing the best possible environment for learning.

The District has the responsibility to adopt, publish and make available to all students and parents/guardians written rules which state with reasonable clarity the types of misconduct for which discipline, suspension and expulsion may be imposed.

The rights, responsibilities and regulations delineated in this document are designed to protect all District constituents in the exercise of their freedoms.

**Student Rights**

Students, as citizens, have certain constitutional rights which cannot be denied by the District. The District may, however, set reasonable limits on those rights in order to meet the District's obligation to educate. Students have the right to:

- **FREEDOM OF SPEECH** and the expression of their personal opinions. Freedom of speech and expression of opinion shall not interfere with or disrupt the educational process through the use of slander; obscenity; or personal attack; or demean any race, religion, gender or ethnic group in a classroom or any school setting; or violate any other limitation imposed by law.
- **ASSEMBLE PEACEABLY** so long as the gathering does not interfere with the operation of the school, the classroom or the orderly and efficient process of education.
- **PETITION** appropriate District authorities when they feel that they have been treated unfairly.
- **FREEDOM OF THE PRESS** and expression of their personal opinions in writing. Students must take full responsibility for the content of their publications by identifying themselves as authors and editors of the publication. Materials may not be libelous, obscene or profane; cause substantial disruption of the school; invade the privacy

of others; demean any race, religion, gender or ethnic group; advocate the violation of any law; advertise tobacco products, liquor, illicit drugs or drug paraphernalia; or violate any other limitation imposed by law.

- **FREEDOM FROM UNREASONABLE SEARCH AND SEIZURE** while at school. For the protection of all, however, general searches of school property, including lockers and desks, may be conducted; and items that are a threat to safety or security or disruptive to the educational process may be seized and removed from a student's possession. Students shall be free from searches of their persons, clothing, personal belongings and other property unless reasonable grounds exist to suspect that the search will yield evidence of a student's violation of the law, regulations, or District/school rules.
- **EQUAL EDUCATIONAL OPPORTUNITY** and the right to be free from unlawful discrimination because of national origin; race; religion; economic status; sex; pregnancy; marital status; previous arrest; previous incarceration; or physical, mental or sensory handicap.

### **Student Responsibilities**

The District's goal is to provide students the opportunity to learn skills, acquire knowledge, and to develop attitudes which will allow them to function as responsible and contributing adults.

Students have the responsibility to:

- Attend all classes every day on time, ready to work and with the necessary learning materials, books, pencils, etc.
- Respect the rights of others and exercise self-discipline
- Refrain from expressing personal prejudices against any individual or group
- Conduct themselves in a manner which will not disrupt their education or disrupt or deprive others of their education
- Know and obey the rules of the District, their school, and co-curricular activities when applicable
- Accept reasonable consequences for breaking school or District rules
- Identify himself/herself if asked to do so by District employees
- Dress appropriately for school and school activities in a manner which neither disrupts the educational process nor threatens the health and safety of themselves or others in accordance with District and/or building policies
- Respect the property of others, of the school, and the District; and be willing to make restitution for property that they have damaged.

**Students may be disciplined if they fail to fulfill any of these responsibilities while at school; on the school grounds; on District-sponsored transportation; at any school-sponsored event; or in any other setting having a real and substantial relationship to the operation of the District. Disciplinary action may include oral or written reprimands; written notification to parents; suspension; expulsion; losing the privilege of attending District-sponsored activities; loss of riding privileges on District-sponsored transportation; and loss of privileges to publicly represent the District.**

Reviewed:

Adopted:

Revised:

NEPN/NSBA Classification: JI

Legal Reference:

**7310**

**STUDENT DUE PROCESS RIGHTS**

Education is a right guaranteed to the student. The Fourteenth Amendment to the U.S. Constitution requires that no state shall "deprive any person of life, liberty or property without due process of law." The courts have defined the basis on which the denial of that right is justified. Because of the important role education can play in a person's life, deprivation of the right to an education must meet the requirements of "due process of law."

The conditions of denial carry with them the guarantee of due process. It is the intent of the Board that every reasonable effort be made on behalf of the student's education, even in the case of suspension or expulsion.

The Board intends that students and their parents be informed of the regulations regarding disciplinary and appeal procedures affecting students within the school.

Reviewed:

Adopted:

Revised:

NEPN/NSBA Classification:

Legal Reference:

**7330**

**STUDENT CONDUCT**

**The District shall establish rules of student conduct appropriate to each educational level and will review these rules yearly. Each school principal will develop or revise disciplinary procedures in accordance with those established by the District. Wherever possible, the principal will involve the school staff, students and parents in the development and/or revision of those procedures.**

Reviewed: June 30, 2005  
Adopted: December 10, 1997  
Revised:

NEPN/NSBA Classification: JIC  
Legal Reference:

**STUDENT PUBLICATIONS AND MEDIA**

Expression of student opinion is an important part of education in a democratic society. Students' written expression of opinion on school premises is to be encouraged as it is consistent with the mission of schools to act as limited forums established and operated for defined and required educational purposes.

Publications and the distribution of student-produced materials may not cause disruption of, or interference with, school activities and shall be subject to reasonable time, place and manner restrictions defined in procedures for this policy. Such publications and materials may not be distributed on school property by non-students or non-employees of the District. Improper distribution, or distribution of inappropriate materials, may be halted and the materials confiscated. In addition, students responsible for the distribution of materials in violation of these provisions will be subject to corrective action or punishment consistent with student discipline policies.

Student performances (e.g. drama productions, dances, etc.), school-sponsored materials, and students' independently prepared materials must meet the following criteria: they may not be defamatory, indecent, vulgar or invasive of privacy; may not advocate the violation of law; may not advocate or promote tobacco or alcohol products, illegal drugs, drug paraphernalia, or otherwise encourage actions which endanger the health and safety of students; may not demean individuals or groups on the basis of racial, ethnic, religion, disability or sexual characteristics in a manner likely to cause disruption or amounting to illegal harassment; and may not violate any other limitation imposed by law.

Student publications, performances and media productions produced as part of the school's official curriculum are intended to serve as vehicles for instruction and student communication. Material appearing in such publications, performances and media materials should reflect all areas of student interest, including topics about which there may be controversy and dissent. A variety of viewpoints should be presented in publications or other school sponsored materials. Controversial issues may be presented provided they are treated in depth. Schools retain editorial control of the content of such materials.

Student publications and materials produced entirely by students outside of the school or its official curriculum may be distributed on school premises in accordance with procedures which accompany this policy. Such procedures may impose reasonable restrictions on the time, place and manner of distribution or circulation of substantial quantities of printed materials or the posting of such materials on school property.

Reviewed:  
Adopted:  
Revised:

NEPN/NSBA Classification: JICE  
Legal Reference:

**7411 EQUAL ACCESS FOR LIMITED OPEN FORUM**

**Non-curriculum related school groups may, under certain conditions, meet on school premises during non-instructional time.**

**The Superintendent/designee and the administrative staff shall establish procedures whereby non-curriculum related school groups may meet in a limited open forum.**

Reviewed:

Adopted:

Revised:

NEPN/NSBA Classification: JJAB

Legal Reference:

**7412**

**MEETINGS OF STUDENT ORGANIZATIONS AND CLUBS**

**Clubs and organizations which are school related and/or curriculum related and recognized by the school will be permitted to meet on the premises of the school subject to regulation by the District.**

Reviewed:

Adopted:

Revised:

NEPN/NSBA Classification:

Legal Reference:

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

**NO CHANGE RECOMMENDED TO POLICY**

**7600**

**STUDENT SAFETY/WELFARE**

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.

The Superintendent/designee shall provide guidelines to each staff member to minimize the occurrence of situations where liability may be incurred.

Reviewed: July 30, 2005  
Adopted: December 10, 1997  
Revised: August 12, 2005

NEPN/NSBA Classification: JLI  
Legal Reference: NRS 289.190

Title: **7600 Student Safety/Welfare**

Purpose and Background: To provide direction to staff regarding the safety of students under their supervision.

Applicability: All Staff, **Paraprofessional**, and Volunteers

Monitoring Responsibility: Site Administrators/Designee

Outline of Procedure: **Nye County School District** expects staff to conduct all school programs and operations in a manner that recognizes the health and safety of students.

- Each staff member must be in the classroom or at any other assigned station at all times or must make sure that another staff member is temporarily in charge.
- Each staff member shall be alert to any physical hazards that may exist in the facilities, program, or schedule of his/her school and report them to the principal.
- All safety rules and hygienic standards in the educational and activity programs of the school shall be enforced.
- 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.

Field trips and off campus learning opportunities, including all extra-curricular activities, are considered to be school programs, and staff members are expected to exercise the same due diligence during these activities as during regular classroom time.

Volunteers and **Paraprofessionals**, who are working with students, shall be advised of their authority to insist upon students following established rules.

References:

Revisions: **August 12, 2005**

Effective Date: December 10, 1997

NEPN/NSBA  
Classification: JL

7621

**PHYSICAL EXAMINATION**

**The school nurse shall plan for and carry out, or supervise qualified health personnel in carrying out, a separate and careful observation and examination of every child who is regularly enrolled in a grade specified by the board of trustees or superintendent of schools of the school district to determine whether the child has scoliosis, any visual or auditory problem, or any gross physical defect.**

**Parents/guardians shall be notified that any child shall be exempt from the examination of 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

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.**

**A parent or legal guardian of a pupil may submit a written request to allow the pupil to self-administer medication for treatment of asthma or anaphylaxis while on school grounds, at an activity sponsored by the school, or on a school bus.**

Reviewed: September 10, 1997

Adopted: December 10, 1997

Revised:

NEPN/NSBA Classification: JLCD

Legal Reference: NRS Chapter 392; AB-182 (2005)

Title:	<b>7627 - SCHOOL NURSES</b>
Purpose and Background:	To provide overview of responsibilities of the school nurse.
Applicability:	School Nurse and Health Personnel
Monitoring Responsibility:	Assistant Superintendent for Student Services
Outline of Procedure:	<p>The school nurse/health personnel shall:</p> <ul style="list-style-type: none"> <li>• Maintain all state/district required health forms and records;</li> <li>• Coordinate vision, hearing and scoliosis clinics as prescribed by statute;</li> <li>• Monitor student immunization records;</li> <li>• Administer first aid/emergency care to students and employees;</li> <li>• Monitor and maintain school medication log;</li> <li>• Plan routine visits to other schools as assigned</li> <li>• Assist staff with health problems/questions;</li> <li>• Assist in the preparation of Health Care Plans for IEP and Section 504 eligible students as appropriate;</li> <li>• Act as liaison between home and school on health/wellness issues;</li> <li>• Maintain inventory of school health equipment and supplies;</li> <li>• Initiate referrals to parents, school personnel, and community health resources for intervention, remediation, and follow through on health issues; and</li> <li>• Authorize exclusion and readmission of students in connection with communicable diseases.</li> </ul>
References:	NRS 391.208; NRS 392.435 to 392.446
Revision:	
References:	
Effective Date:	

**7701**

**STUDENT ACADEMIC LETTERS**

**Student academic achievement is the most important objective of the Nye County School District. Therefore, student achievement ought to be recognized and celebrated. In order to recognize the academic achievement of its students, each secondary school shall award academic letters to deserving students according to their grade point averages.**

Reviewed:

Adopted:

Revised:

NEPN/NSBA Classification:

Legal Reference:

7142

**ASSIGNMENT OF HOMESCHOOLED STUDENTS TO CLASSES AND GRADE LEVELS**

**Students will be assigned to grade level and classes based upon a process that takes into account records kept by parents, standardized test data and other evidence of course completion. The site administrator/designee will determine grade placement and assignment to classes according to the above records in consultation with parents and/or guardians.**

Reviewed:

Adopted:

Revised:

NEPN/NSBA Classification: JGB

Legal Reference: