



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 Friday, March 24, 2006, 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. ELECT COMMITTEE CHAIR FOR 2006, ACTION ITEM
3. APPROVAL OF MINUTES OF PAST MEETINGS, ACTION ITEM
4. PUBLIC INPUT, INFORMATIONAL ITEM
5. DISCUSSION OF PROPOSED NEW POLICIES, ACTION ITEM
 - A. 1131 - EDUCATIONAL INVOLVEMENT ACCORD
 - B. 7334 - CODE OF HONOR
 - C. 6550 - EVALUATION OF CLASSIFIED STAFF
6. DISCUSSION/POSSIBLE DECISION REGARDING REVISIONS TO EXISTING POLICIES, ACTION ITEM
 - A. 6180 - PERSONNEL RECORDS AND FILES
 - B. 6283 - STUDENT TEACHERS
 - C. 8654 - USE OF CELLULAR PHONES
7. ADJOURNMENT, ACTION ITEM

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
December 16, 2005

Present: Deborah Wescoatt, Tracie Ward, Nicole Genet, Dawn Murphy, Dr. William Roberts, Jerry Hill, Lisa Mays and Kerry Paniagua.

The meeting was called to order at 12:30 p.m. in the Pahrump boardroom with a videoconference link to the Tonopah boardroom. There was no public comment.

Mrs. Ward moved approval of the October 21 minutes. Mr. Keating seconded, and a unanimous vote was recorded.

Dr. Roberts said the graduation policy (5670) is fine as written. Mr. Hill said two changes had been made to the regulation to indicate that three to five credit college classes are the equivalent of ½ high school credit. It has been spelled out in three places, including the application for Dual Credit classes. Dr. Roberts said both the student and parent have to sign the form so it is very clear.

Mrs. Genet moved to adjourn at 12:33 p.m. Mrs. Murphy seconded, and a unanimous vote was registered.

POLICY COMMITTEE MEETING
January 20, 2006

Present: Deborah Wescoatt, Tracie Ward, Nicole Genet, Dawn Murphy, Dr. William Roberts, Lisa Mays and Kerry Paniagua.

Mrs. Wescoatt read Policy 0642. She proposed changing the wording of the first sentence to "The agenda of the Board of Trustees shall be prepared by the Board President in consultation with the Superintendent, Board members, staff members and other groups or individuals directly concerned." She said that all requests she makes for future agendas be noted in the minutes. Mrs. Murphy asked if that applied only to her requests. Mrs. Wescoatt said that requests by any board member will be noted in the minutes.

Ms. Paniagua asked if the bond presentation request was made at a regular board meeting or a bond committee meeting and was told there was supposed to be a presentation on the bond and what other communities wanted.

The meeting adjourned at 12:23 p.m.

1131

EDUCATIONAL INVOLVEMENT ACCORD

The Nevada Department of Education has established an Educational Involvement Accord for parents, students and teachers. The Accord must be distributed by teachers to their students and parents for signature and returned at the beginning of each school year. The intent of the Accord is to make all educational participants (parents, students and staff) aware of their roles in the learning process.

At least once per year, the Board of Trustees will review and amend, if necessary, their respective educational involvement accords.

Reviewed:

Adopted:

Revised:

NEPN/NSBA Classification:

Legal Reference:

Title: 1131 - Educational Involvement Accord

Purpose and Background: To provide guidelines for the promulgation of the Nevada Educational Involvement Accord

Applicability: Students, parents and teachers

Monitoring Responsibility: Site Administrator/Designee

Outline of Procedure: The Educational Involvement Accord (Appendix A) must be distributed to the parents and students of each class by the classroom teacher at the beginning of the school year or upon a student's enrollment in the class. The teacher must also provide the parent/guardian with a reasonable opportunity to sign and return the Accord.

In multiple classroom teacher situations as in middle school and high school, a homeroom or first period teacher would be identified to ensure that the Accord is appropriately distributed.

References:

Revisions:

Effective Date:

NEPN/NSBA Classification:

Appendix A

**NEVADA DEPARTMENT OF EDUCATION
Educational Involvement Accord**

PARENT

I understand that as my child's first teacher, my participation in my child's education will help his/her achievement. Therefore, to the best of my ability, I will continue to be involved in his/her education by:

- Reading to my child or encouraging my child to read;
- Being responsible for my child's on-time attendance;
- Reviewing and checking my child's homework;
- Monitoring the activities of my child, such as the amount of time spent watching television, using a computer, playing video games, etc.; and
- Contributing at least five (5) hours of time each school year in the areas such as:
 - Attending school-related activities;
 - Attending organized parent meetings, such as PTA, PTO or parent advisory committees;
 - Attending parent-teacher conference(s);
 - Volunteering at the school;
 - Chaperoning school-sponsored activities; or
 - Communicating with my child's teacher(s) regarding his/her progress, as needed.

Parent/Legal Guardian Signature _____

Date _____

STUDENT

I realize that my education is important. Therefore, I agree to carry out the following responsibilities to the best of my ability by:

- Arriving at school each day on time and being prepared;
- Showing effort, respect, cooperation and fairness to all;
- Using all school equipment and property appropriately and safely;
- Completing and submitting homework in a timely manner; and
- Reading each day before or after school.

Student Signature _____

Date _____

TEACHER AND SCHOOL STAFF

We understand the importance of providing a supportive, effective learning environment that enables the children at our school to meet the State’s academic achievement standards through our role as educators and models. Therefore, staff agrees to carry out the following responsibilities to the best of our ability by:

- Ensuring that each student is provided high-quality curriculum and instruction, supervision and positive interaction;
- Maximizing the educational and social experience of each student;
- Carrying out the professional responsibility of educators to seek the best interest of each student; and
- Providing frequent reports to parents on their children’s progress, and providing reasonable access of staff to the parents and legal guardians of students to discuss their concerns.

School Staff Designee Signature _____ Date _____

7334

CODE OF HONOR

The Nye County Board of Trustees expects that all students will approach all educational and extra-curricular tasks with honor and integrity in order to obtain a solid foundation for life skills. The Code of Honor will be distributed at the beginning of each school year to all students and parents. In addition, schools are directed to post the Code of Honor on a bulletin board near the school office.

Cheating involves the improper taking of information from and/or giving of information to another. Plagiarism involves the representation of another person's works or ideas as one's own without giving credit to the proper source. (See exhibit for examples of cheating and plagiarism.)

Reviewed:

Adopted:

Revised:

NEPN/NSBA Classification: JICD

Legal Reference: SB 214, Section 17(m) 2005

Title: 7334 – Code of Honor

Purpose and Background: Establish procedures for the posting and distribution of the Nevada Department of Education Code of Honor

Applicability: All K-12 School Sites

Monitoring Responsibility: Principals/Designees

Outline of Procedure: Senate Bill 214, Section 17(m), requires the Code of Honor to be available and posted at each school site. It is highly recommended that the Code of Honor be displayed in poster form in an area where it can be readily seen by the entire school community and available for inspection. Additionally, the Code of Honor will be included in each new edition of the NCSD Parent/Student Handbook.

Principals are required to send the Code of Honor to parents with the Educational Involvement Accord (see 1131) at the beginning of each school year. Appendix A includes a sample letter that an elementary principal may use to accompany the Honor Code. Letters should consider the age and experience of the students.

References: SB 214, Section 17(m), 2005

Revisions:

Effective Date:

NEPN/NSBA Classification: JICD

Appendix A: Sample Introductory Letter

Dear Parents:

During the 2005 Nevada Legislative session, Senate Bill 214, Section 17.5, directed the Nevada Department of Education to write a “Code of Honor” policy that defines cheating on examinations and coursework. This policy is required to be distributed to all Nevada public school students in order to make students and families aware of Nevada’s policy regarding academic honesty and integrity.

As you know, all children grow and learn at different rates, and it is important to keep this in mind when approaching the concepts of cheating and dishonesty with young children. It is during the early childhood years (birth to eight years old) that children begin to distinguish the difference between right and wrong, and fact from fantasy. So, do not be alarmed if your child has what you might consider a rather inconsistent understanding of cheating and dishonesty. This is typical and normal for young children; however, it is not too early to introduce the concept of honesty.

With the addition of this new Code of Honor policy, it is important to communicate with our parents regarding expectations for our students. Likewise, it is equally important to keep in mind age-appropriate expectations relating to the Code of Honor. As educators and parents, we will work together to introduce and promote good work habits in all of our students, including our youngest. If you have any questions, please do not hesitate to contact your child’s teacher or any of our staff here at this school.

Sincerely,

Elementary School Principal

6550

EVALUATION OF CLASSIFIED STAFF

The Board recognizes the value of implementing a program of classified employee evaluations for the purpose of promoting individual job performance, assessing competency, and improving services to pupils and the public.

Evaluations will be done at least once annually and as required on a formal basis. The evaluation will be conducted by the designated immediate supervisor of the employee. If the employee regularly performs duties for more than one administrator, the designated supervisor may seek input from others as needed. The supervisor will review the evaluation with the employee prior to forwarding the instrument to the Human Resources Department.

Steps will be initiated to improve any areas of weakness discussed during the evaluation. Once a deficiency has been noted in writing to an employee, the deficiency should be a part of the employee's evaluation unless the deficiency has clearly been remediated. Failure to objectively evaluate deficiencies will be reflected in the performance evaluation of the supervising administrator.

The immediate supervisor will inform his employees of the evaluation procedure, standards of performance required and duties to be performed. Each employee will be advised as to who will observe and evaluate his/her performance and who is designated as his/her immediate supervisor.

The Superintendent/designee shall prepare evaluation forms and procedures to implement this policy.

Reviewed:

Adopted:

Revised:

NEPN/NSBA Classification: GDO

Legal Reference:

6180

PERSONNEL RECORDS AND FILES

The Nye County School District will maintain a personnel file for each employee. The file will contain such information as is required by law and will include performance evaluations. The superintendent/designee will be responsible for the maintenance and safekeeping of personnel files. The superintendent will develop guidelines regarding the content of personnel files and procedures for review of such files.

Nye County School District will abide by the HIPAA Act of 1996 and maintain a separate file for each employee with regards to medical, workers compensation and FMLA records.

Reviewed: May 9, 2005
Adopted: May 21, 1997
Revised:

NEPN/NSBA Classification: GBJ
Legal Reference: NRS 239B.010, 391.313, 391.361

6283

STUDENT TEACHERS

The Superintendent/designee shall **enter into agreements** with **accredited post-secondary** institutions in the **assignment and** training of student teachers. **The Superintendent/designee shall select cooperating teachers and make equitable assignments of both student teachers and cooperating teachers.**

Reviewed: May 9, 2005
Adopted: May 21, 1997
Revised:

NEPN/NSBA Classification: N/A
Legal Reference:

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: June 30, 2005
Adopted: October 15, 2003
Revised:

NEPN/NSBA Classification:
Legal Reference: