



**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 Thursday, July 26, 2007, beginning at 5:00 PM 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, INFORMATIONAL ITEM
3. APPROVAL OF MINUTES OF PAST MEETING, ACTION ITEM
4. DISCUSSION/POSSIBLE DECISION REGARDING CHANGES TO EXISTING POLICIES, ACTION ITEM
  - A. 0100 - Foundation & Basic Commitments and 0300 - Board of Trustee Governance & Operations
  - B. 0421 - Qualifications of Members
  - C. 0441 - Code of Ethical Standards and 0442 - Contracts with District
  - D. 0550 - Standing Board Committees
  - E. 5372 - Educational Travel
  - F. 6750 - School Board Negotiating Agents
5. DISCUSSION/POSSIBLE DECISION REGARDING PROPOSED NEW POLICIES, ACTION ITEM
  - A. Possible Policy Regarding Merit Raises
6. DISCUSSION/POSSIBLE DECISION REGARDING RECENT LEGISLATION AFFECTING POLICIES, ACTION ITEM
  - A. 6275 - Temporary & Part-Time Personnel (Substitute Teachers)
  - B. 7051 - Compulsory Attendance Ages
  - C. 7334 - Code of Honor
  - D. 7720 - Employment of Students

7. ASSIGNMENT OF FUTURE POLICY RESEARCH, ACTION ITEM

8. 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](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 MINUTES**  
**March 29, 2007**

Present: Dennis Keating, Tracie Ward & Dr. William Roberts, Members; Harold Tokerud, Rod Pekarek, Jerry Hill, Dale Norton, Ray Ritchie, Cameron McRae, Lisa Mays and Kerry Paniagua. Mike Floyd arrived at 5:50 p.m. Mr. Tokerud substituted in Mr. Floyd's absence.

The Policy Committee meeting was called to order at 5:02 p.m. in the Pahrump boardroom with a videoconference link to the Tonopah boardroom.

Mrs. Ward nominated Mr. Keating as chairperson. Dr. Roberts seconded, and a unanimous vote was recorded. There was no public comment. Mrs. Ward moved to approve the November 1 minutes. Dr. Roberts seconded, and a unanimous vote was cast.

Policy 6147a – Drug-Free Workplace, Testing

Mr. Pekarek produced some changes to the policy uploaded in BoardBook. Dr. Roberts made the motion to accept the revision in addition to removing the period after the NRS citation. Mrs. Ward seconded, and a unanimous vote was recorded.

Policy 0410 – Responsibilities of the Board of Trustees

Mr. Keating advocated going back to the version in effect before last spring. Mrs. Ward said it doesn't mention budget. Dr. Roberts explained that the board operates under judicial capacity, and the board's duties are spelled out in statute. The members agreed to go back to the shorter version.

Policy 4101 – Superintendent's Authority

The committee decided to revert to the shorter version.

Policy 6260 – Staff Recruitment, Selection & Hiring

The committee decided to remove the last numerical item.

Policy 6231 – Annual Leave

Mr. Ritchie said this policy would cap leave because there is a big liability when employees leave the District. There are several employees way above the cap. Mr. Keating said he would prefer a cap lower than 320 hours. Mrs. Ward said the State caps at 240 hours. Dr. Roberts said that would just mean more people who would have to use their hours down. Mr. Ritchie said this applies to everyone outside the negotiated agreements. There are six people presently over the cap, and the cost is about \$31,000. Reducing the cap to 240 hours will bring in two additional employees affected at a total cost of between \$44,000 and \$50,000. Mr. Tokerud agreed it should

be lower. He said employees who take vacations are happier. Mr. Ritchie said a lot of the employees are in maintenance or transportation. In the summer the maintenance people don't really take time off because they're getting schools ready for the next school year. Mr. McRae said he has been having his people take time off during the year. Dr. Roberts said the District doesn't have a policy dictating periods of time when employees can't take time off. Mr. Ritchie said they would notify department heads to have their people get their hours down.

#### Policy 6232 – Personal Leave

Mr. Ritchie said the last paragraph was added, and the paragraph on exchange time was removed. Exchange time would become a negotiable item for the unions.

#### Policy 6240 – Holidays for Non-Union Employees

Mr. Ritchie said this is a new policy so there is now something definitive.

#### Policy 6239 – Exchange Time

Dr. Roberts explained that he had Mr. Norton keep track of the Saturdays he worked. He felt they should be counted as days worked and should be eligible for exchange. Exempt employees who travel on Sundays should have that time eligible for exchange time. The attorney looked at both the policy and regulation, and they meet the requirements of the Fair Labor Standards Act. Mrs. Ward thought it would open a can of worms for coaches. Mr. Ritchie said it has nothing to do with that classification. Mr. Keating mentioned teachers who might want to be compensated for traveling and said that records would have to be kept in case someone might want to see them. Mr. Tokerud said administrators who travel to recruit teachers would be affected. Mr. Keating asked for a breakdown of how many people and how much time this applies to.

Mr. Ritchie said he was trying to create a policy that protects but is flexible. Mr. Keating asked if the blue leave slip could be revised to record exchange time and protect anyone who might be hurt in the off hours when they were actually working. Dr. Roberts said recording of time is addressed in the regulation. Mrs. Ward advised against adding exchange time as a block on the blue slip. Mr. Ritchie said if the committee doesn't want to proceed with this policy, then exchange time goes away when the board approves the personal leave policy. Mr. Norton said the three days addressed in the present personal leave policy limits administrators on what they do. Mr. Keating thought three days are not practical. Dr. Roberts said another way to look at it is that when an administrator has worked his 260 days, then his contract year is done. Mrs. Ward thought the policy is necessary. Mr. Tokerud asked what other districts do. Dr. Roberts said he knows of no other district that keeps track of time like this district.

#### Policy 1770 – Relations with Indian Tribal Councils

Mr. Hill said that in order to take advantage of Title VIII funds for Indian children, the District needs to have a policy. He did some research with Native American groups to find out what needed to be in the policy. The District needs to have a Parent Advisory Committee which will

meet once a year. Mr. Mulkey would be the ideal liaison. Mrs. Ward suggested changing all references to Indians to read “American Indians.”

#### Assignment of Future Policy Research

Mr. Tokerud asked that the committee revisit the educational travel policy. Dr. Roberts said if this policy is modified, it has to be sent back to the County Commissioners for their approval. Mr. Tokerud was concerned that this money might end up funding a lot of athletic trips. Mr. Ritchie said they hadn’t funded any athletic trips before this year.

Mrs. Ward suggested waiting until after the legislature adjourns before having another committee meeting.

Mrs. Ward moved to adjourn at 6:02 p.m. Dr. Roberts seconded, and a unanimous vote was cast.

**0100 FOUNDATION AND BASIC COMMITMENTS**

The legal basis for education in the Nye County School District is vested in the will of the people as expressed in the Nevada Constitution, the statutes pertaining to education, court interpretation of the validity of these laws, and the powers implied under them.

The school district has the rights, powers and duties of a county board of trustees as provided by NRS Chapter 386.

The Board of Trustees shall act as the general agent of the State in carrying out the will of the people in the matter of public education. It shall be responsible for carrying out certain mandatory laws and shall consider and accept or reject the provisions of the permissive laws. In all cases where State laws do not provide or prohibit, the Board of Trustees shall consider itself the agent responsible for establishing and appraising the educational activities.

Reviewed: May 17, 1995  
Adopted: June 28, 1995  
Revised: April 8, 2005

NEPN/NSBA Classification:  
Legal Reference: NRS 385.005 & 386.350

**0300 BOARD OF TRUSTEE GOVERNANCE AND OPERATIONS**

General Powers of the Board:

The Board of Trustees shall act as the general agent of the State in carrying out the will of the people of its district in the matter of public education. It shall be responsible for carrying out certain mandatory laws and shall consider and accept or reject the provisions of the permissive laws; in all cases where the State laws do not provide or prohibit, the Board of Trustees shall consider itself the agent responsible for establishing and appraising the educational activities.

Reviewed: February 4, 2005  
Adopted: June 28, 1995  
Revised:

NEPN/NSBA Classification: BA  
Legal Reference: NRS 386.350

**QUALIFICATIONS OF MEMBERS**

To qualify as a candidate for election as a member of the Board of Trustees of the Nye County School District, an individual shall be a qualified elector of Nye County and reside within the School Trustee Election District from which he or she seeks election.

Election:

School trustee elections are held as provided in NRS 386.205. Trustees will be elected from the voters of the area in which they reside.

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Terms of Office:

At the general election in 2002, trustees from odd-numbered districts shall be elected for four-year terms. At subsequent elections, trustees shall be elected for four-year terms.

At the general election in 2002, trustees from even-numbered districts shall be elected for two-year terms. At subsequent elections, trustees shall be elected for four-year terms.

Each trustee shall hold the office of trustee from the first Monday in January following his or her election until his or her successor is elected or appointed and qualified. Each trustee shall subscribe to an official oath, which shall be filed with the Nevada State Superintendent of Public Instruction.

Reviewed: February 4, 2005  
Adopted: June 28, 1995  
Revised: June 10, 2002

NEPN/NSBA Classification: BBBA  
Legal Reference: NRS 386.205, 386.215, 386.225, 386.240, 386.260 and 386.300

**CODE OF ETHICAL STANDARDS**

A code of ethical standards is hereby established as a guide for the conduct of the Board of Trustees and employees of the Nye County School District.

General Requirements:

1. No public officer or employee may seek or accept any gift, service, favor, employment, engagement, enrollment or economic opportunity which would tend improperly to influence a reasonable person in his position to depart from the faithful and impartial discharge of his public duties.
2. No public officer or employee may use his position in government to secure or grant unwarranted privileges, preferences, exemptions or advantages for himself, any member of his household, any business entity in which he has a significant pecuniary interest, or any other person.
3. No public officer or employee may approve, disapprove, vote, abstain from voting, or otherwise act upon any matter in which he has a significant pecuniary interest without disclosing the full nature and extent of his interest. Such a disclosure must be made before the time when he is to perform his duty or concurrently with that performance.
  - a. If the person is a member of a body, which makes decisions, he shall make disclosure to the chairman and other members of the body. If the person is not a member of such a body and holds an appointive office, he shall make disclosures to the supervisory head of his organization or if he holds an elective office, to the general public in the area from which he is elected.
4. No public officer or employee may participate as an agent of government in the negotiation or execution of a contract between the government and any private business in which he has a significant pecuniary interest. Unless specifically prohibited by law, a public officer or employee, as such, is not precluded from making a bid on a government contract if the contracting process is controlled by rules of open competitive bidding, sources of supply are limited, he has not taken part in developing the contract plans or specifications, and he will not be personally involved in opening, considering, or accepting offers.
5. No public officer or employee may accept any salary, retainer, augmentation, expense allowance or other compensation from any private source for the performance of his duties as a public officer or employee.
6. Members of the Board of Trustees represent the Nye County School District in the performance of their duties as Board members, which are defined by law in NRS Chapter 386 and under this policy. Official policy or action may

only be taken by the Board of Trustees as a whole at regular or special meetings, duly noticed in accordance with the Nevada Open Meeting law, and shall only become official policy if approved by a majority of all members of the Board of Trustees.

Any statement, action, conduct or direction made, taken or requested by an individual Board member, or by two or more members, which deviates from the course and scope of the Board member's duties as defined herein and by law, are not considered to be done in the course and scope of the Board member's official duties.

Therefore, any conduct, action or statement of an individual Board member or members outside the course and scope of the Board member's or members' official duties shall not be considered as the conduct, action or statement of the Nye County School District Board of Trustees. Any legal repercussions which result from such conduct, action or statement of the individual Board member(s) will not be defended or indemnified by the Nye County School District.

Reviewed: February 22, 2005

Adopted: June 28, 1995

Revised: October 13, 1998

NEPN/NSBA Classification: BCA

Legal Reference: NRS Chapter 41, NRS 281.501, 281.505 & 386.305

## **0442            CONTRACTS WITH DISTRICT**

A Board member shall not be interested directly or indirectly in any contract with the district. They shall not perform any labor or furnish equipment and supplies.

Reviewed: February 4, 2005

Adopted: June 28, 1995

Revised:

NEPN/NSBA Classification: BCB

Legal Reference: NRS 386.305

**STANDING BOARD COMMITTEES**

No individual member and no group comprised of less than the full membership shall be designated as a permanent committee to perform any of the Board of Trustees' functions except those for which State law requires signatories.

Standing Committee:

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The Policy Committee shall consist of three members, appointed by the President, to serve two-year terms. The members of the committee shall appoint their own chairman.

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The committee shall meet at least three times a year and whenever requested by the Board.

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The Policy Committee shall annually review and update the policy manual. All policy items will be reviewed by the committee before being placed on the agenda for approval.

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This policy provision shall work in concert and conjunction with the provisions of policy number 0720.

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Reviewed: February 4, 2005  
Adopted: June 28, 1995  
Revised:

NEPN/NSBA Classification: BDE  
Legal Reference:

**5372**

**EDUCATIONAL TRAVEL**

When funds from the County Commissioners are available, students may apply for assistance with tuition and required materials for educational trips.

Application for assistance must be made in advance of the scheduled trip, as funds will be paid directly to the company sponsoring the trip. No reimbursements will be considered.

Reviewed: June 30, 2006

Adopted: July 10, 2006

Revised:

NEPN/NSBA Classification:

Legal Reference:

**TITLE:** 5372 – Educational Travel

**PURPOSE AND BACKGROUND:** To establish criteria for funding educational trips with money given by the County Commissioners.

**APPLICABILITY:** To all students seeking funding from the Board of Trustees

**MONITORING RESPONSIBILITY:** Chief Financial & Administrative Officer

**OUTLINE OF PROCEDURE:**

**When funds from the County Commissioners are available for educational trips, the following criteria will be followed:**

- The student will procure letters of recommendation from a teacher/advisor and the principal
- If the travel is school sanctioned, the teacher/advisor will provide a written request to the Board of Trustees, which includes the total amount required for tuition, required material costs, and a completed registration/application form from the Organization sponsoring the trip and which indicates the student's acceptance (if the student initiates the request, the student is responsible for providing all these items)
- The Principal will submit all materials along with an Agenda Request Form to get on a school board agenda
- If approved by the board, the District will pay the cost of the tuition and required materials up to \$1000
- Within two weeks of returning from the educational trip, the student will provide a written report to the Board of Trustees (mail to P.O. Box 113, Tonopah NV 89049) **and** a written report to the County Commissioners (mail to P.O. Box 153, Tonopah NV 89049)

**NOTE:** Only one agenda request form, one letter from the teacher/advisor and one letter from the principal is required for a group as long as the names of all students are listed.

References:

Revisions: March 26, 2007  
Effective Date: November 5, 2004  
NEPN/NSBA  
Classification: IHCB

**EDUCATIONAL TRAVEL REQUEST FORM**

Student's Name \_\_\_\_\_ Parent's Name \_\_\_\_\_

Mailing Address \_\_\_\_\_  
City State Zip Code

Day Phone \_\_\_\_\_ Location & Dates of Travel \_\_\_\_\_

Name & Address of Organization Sponsoring Trip (where check will be sent):  
\_\_\_\_\_  
\_\_\_\_\_

The following items are attached to this request (check all):

- Letter from Student(s)
- Letter of recommendation from Principal
- Letter of recommendation from a Teacher
- Copy of registration/application form from organization (or letter of acceptance) verifying Student's acceptance, cost of tuition & cost of required materials

Comments:

**Once all required information has been compiled, Principal must send to Nye County School District, P.O. Box 113, Tonopah NV 89049 (FAX 775-482-8573) (800-771-6273) along with Agenda Request Form.**

Within two weeks' return from the trip, the student agrees to provide a written report to:

- Nye County Board of Trustees, P.O. Box 113, Tonopah NV 89049
- Nye County Commissioners, P.O. Box 153, Tonopah NV 89049

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Questions to Consider on Educational Travel Policy & Regulation**

1. Does the board now want the advisor and/or students present at the meetings in case there are questions? If so, do you want those sites connected?
2. If there are a lot of students involved, does the board want every letter uploaded or just have letters available at one location for review?
3. Can the principal certify that each student was accepted into the program without having to upload admittance letters from every student?
4. Instead of each student having individual letters from the principal & a teacher, does the board prefer one letter from the principal & one from a teacher with the list of students attached?
5. How should the policy be worded in order to make it absolutely clear what the board needs from the school in order to make its decision?
6. What if the advisor doesn't provide sufficient information for the board?
7. How much should be given when the trip doesn't differentiate the tuition or registration fee from the housing, etc.?
8. Should the advisor provide the web site address?
9. Should the policy address what the school or student must do in the event a student cancels or is otherwise unable to attend?
10. Should the advisor appoint one student to file a report for the group if the group is large? How large?

**SCHOOL BOARD NEGOTIATING AGENTS**

The Board of Trustees is ultimately responsible for negotiations with employee units. The Superintendent will appoint the Personnel Director and a team of other administrators to conduct direct negotiations, provided that the administrators do not belong to a unit which negotiates with the School Board, or the Superintendent may recommend that a professional negotiator be appointed. Neither the Superintendent nor board members will serve as the chief negotiator.

If a professional negotiator is appointed, the negotiator's fees or salary will be determined by the Board of Trustees. Whether a professional negotiator or a member of the administrative staff, the duties of the chief negotiator will be as follows:

1. To negotiate in good faith with certified bargaining units to arrive at a mutually satisfactory agreement on wages, hours, and working conditions of employees represented by the units
  - a. The chief negotiator will assemble the negotiating team designated by the Superintendent to serve on the negotiation team. These will not be members of any unit which negotiates with the Board of Trustees;
  - b. He/she will direct accumulation of data needed for negotiations;
  - c. He/she will follow guidelines set forth by the superintendent and/or Board of Trustees as to acceptable agreements and will report on the progress of negotiations on a regular basis as to progress being made;
  - d. He/she will present projected issues for negotiation to the Board prior to the first meeting with the union's negotiating team and at each Board meeting during the process, and will follow the directions of the Board of Trustees in presenting the district's positions; and
  - e. He/she will make recommendations to the Superintendent, the Management Team, and/or the Board of Trustees as to acceptable agreements.
2. To interpret the signed negotiated contracts to administrators, and coordinate all aspects of contract administration during the term of various contracts with employee organizations;
3. To plan, organize, direct, and represent the district in all aspects of contract negotiations including fact finding and arbitration insofar as these activities directly relate to pursuance of negotiated agreements.

Reviewed: May 9, 2005  
 Adopted: May 21, 1997  
 Revised: December 17, 2004

NEPN/NSBA Classification: HF  
 Legal Reference: NRS 288.150

6275

**TEMPORARY AND PART-TIME PERSONNEL (SUBSTITUTE TEACHERS)**

The Board of Trustees recognizes that changing conditions in the community and unusual personal circumstances of employees make necessary the recruitment and employment of temporary and part-time personnel.

It shall be the responsibility of the Superintendent/designee to develop procedures and regulations governing the employment of temporary and part-time personnel.

Temporary employees are not covered by provisions of the district's negotiated agreement and may not participate in the Nevada Public Employees Retirement System.

**A student teacher who has completed not less than four weeks of student teaching may apply to the district for employment as a substitute teacher. The application must include the written approval of the teacher who supervises the student teacher through the Nevada System of Higher Education or accredited postsecondary educational institution and the teacher who is responsible for supervising the student teacher in the classroom. Before assigning a long-term substitute who is not a licensed teacher, the District shall assign a student teacher who satisfies the following requirements.**

**The District shall ensure that the student teacher is assigned to teach in the subject area and grade level in which the student teacher is completing his/her student teaching. The student teacher must be supervised by a licensed teacher who is available to assist and observe the student teacher on a periodic basis and oversee the management of the classroom, instructional duties and administrative duties of the student teacher. A student teacher so employed is entitled to compensation at the rate of pay authorized for substitute teacher but is not entitled to compensation for time spent completing his/her student teaching or course work.**

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

NEPN/NSBA Classification: GCG  
Legal Reference: NRS 286.297, 287.130, 287.19, **391.095**, 391.375

**7051            COMPULSORY ATTENDANCE AGES**

The Board of Trustees shall provide for the enrollment of children between the ages of 7 and ~~17~~ **18** years **unless the child has graduated from high school** in accordance with Nevada statutes.

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

Reviewed:    June 30, 2005  
Adopted:     December 10, 1997  
Revised:     ~~March 28, 2000~~

NEPN/NSBA Classification: JEA  
Legal Reference: NRS 388.060 & 392.040 through 392.110

## **NEVADA DEPARTMENT OF EDUCATION CODE OF HONOR**

There is a clear expectation that all students will perform academic tasks with honor and integrity, with the support of parents, staff, faculty, administration and the community. The learning process requires students to think, process, organize and create their own ideas. Throughout this process, students gain knowledge, self-respect and ownership in the work that they do. These qualities provide a solid foundation for life skills, impacting people positively throughout their lives. Cheating and plagiarism violate the fundamental learning process and compromise personal integrity and one's honor. Students demonstrate academic honesty and integrity by not cheating, plagiarizing or using information unethically in any way.

### **What is Cheating?**

Cheating or academic dishonesty can take many forms but always involves the improper taking of information from and/or giving of information to another student, individual or other source. Examples of cheating can include, but are not limited to:

- Taking or copying answers on an examination or any other assignment from another student or other source
- Giving answers on an examination or any other assignment to another student
- Copying assignments that are turned in as original work
- Collaborating on exams, assignments, papers and/or projects without specific teacher permission
- Allowing others to do the research or writing for an assigned paper
- Using unauthorized electronic devices
- Falsifying data or lab results, including changing grades electronically

### **What is Plagiarism?**

Plagiarism is a common form of cheating or academic dishonesty in the school setting. It is representing another person's work or ideas as your own without giving credit to the proper source and submitting it for any purpose. Examples of plagiarism can include, but are not limited to:

- Submitting someone else's work, such as published sources in part or whole, as your own without giving credit to the source
- Turning in purchased papers or papers from the Internet written by someone else
- Representing another person's artistic or scholarly works such as musical compositions, computer programs, photographs, drawings or paintings as your own
- Helping others plagiarize by giving them your work

All stakeholders have a responsibility in maintaining academic honesty. Educators must provide the tools and teach the concepts that afford students the knowledge to understand the characteristics of cheating and plagiarism. Parents must support their students in making good

decisions relative to completing coursework assignments and taking exams. Students must produce work that is theirs alone, recognizing the importance of thinking for themselves and learning independently, when that is the nature of the assignment. Adhering to the Code of Honor for the purposes of academic honesty promotes an essential skill that goes beyond the school environment. Honesty and integrity are useful and valuable traits impacting one's life.

**I have read the District Code of Honor and will return the original to my child's school for retention in my child's file.**

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**Parent Signature**

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**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: April 14, 2006

Adopted: April 28, 2006

Revised:

NEPN/NSBA Classification: JICD

Legal Reference: NRS 392.4575

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.

**Any child who between the ages of 14 and ~~17~~ 18 who has completed the work of the first eight grades may be excused from full-time school attendance and may be permitted to enter proper employment or apprenticeship, by the written authority of the board of trustees excusing the child from such attendance. The board's written authority must state the reason(s) for such excuse.**

**No employer or other person shall employ or contract for the services or time of such child until the child presents a written permit from the attendance officer or board of trustees. The permit must be kept on file by the employer. Upon termination of employment, the permit must be returned by the employer to the board of trustees.**

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

NEPN/NSBA Classification: JO  
Legal Reference:

**NYE COUNTY SCHOOL DISTRICT PERMIT  
STUDENT WORK PERMIT**

STUDENT DATA:		STUDENT GRADE	
NAME (LAST, FIRST, MI.)		DOB	AGE
HOME PHONE NUMBER			
EMPLOYMENT DATA:			
PLACE OF EMPLOYMENT/ADDRESS		EMPLOYER PHONE	
DATE EMPLOYED	DATE TERMINATED	SUPERVISOR'S NAME	
APPROX. NO. HRS. WKLY.	EMPLOYER/SUPERVISOR'S SIGNATURE		
PARENT'S SIGNATURE			

**NOTICE**

This Permit issued in accordance with Nevada State Law. Please read and understand the back of this form prior to signing. This Permit must be renewed at the start of each school year.

DETACH ALONG LINE

**EMPLOYER COPY PERMIT #  
NYE COUNTY SCHOOL DISTRICT  
STUDENT WORK PERMIT**

NR 706

STUDENT DATA:		STUDENT GRADE	
NAME (LAST, FIRST, MI.)		DOB	AGE
HOME PHONE NUMBER			
EMPLOYMENT DATA:			
PLACE OF EMPLOYMENT		EMPLOYER PHONE	
DATE EMPLOYED	DATE TERMINATED	SUPERVISOR'S NAME	
REASON FOR TERMINATION			

NOTICE: THIS CARD MUST BE KEPT ON FILE AND SHOWN UPON REQUEST OF SCHOOL OR LAW ENFORCEMENT.

INSTRUCTIONS TO EMPLOYERS:

1. PLEASE MAINTAIN THIS PERMIT ON FILE DURING ALL STUDENTS EMPLOYMENT.
2. AFTER TERMINATION OF EMPLOYMENT FILL IN TERMINATION DATE AND SEND TO THE RESPECTIVE SCHOOL.

**392.110 Child between 14 and 17 years of age who has completed eighth grade excused from full-time attendance for employment or apprenticeship; written permit required.**

1. Any child between the ages of 14 and 17 years who has completed the work of the first eight grades may be excused from full-time school attendance and may be permitted to enter proper employment or apprenticeship, by the written authority of the board of trustees excusing the child from such attendance. The board's written authority shall state the reason or reasons for such excuse.

2. In all such cases no employer or other person shall employ or contract for the services or time of such child until the child presents a written permit therefor from the attendance officer or board of trustees. The permit shall be kept on file by the employer, and upon the termination of employment shall be returned by the employer to the board of trustees or other authority issuing it.