



**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, November 29, 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 & REGULATIONS, ACTION ITEM
  - A. 1500 - Community Use of School Facilities Regulation
  - B. 5530 - Textbook Selection
  - C. 5660 - Promotion, Retention & Acceleration of Students
  - D. 6144 - Employee Dress
  - E. 7621 - Physical Examination
5. DISCUSSION/POSSIBLE DECISION REGARDING PROPOSED NEW POLICIES, ACTION ITEM
  - A. 5060 - Empowerment Schools
  - B. 5401 - Small Learning Communities
  - C. 5601 - Academic Plans
  - D. 6239 - Exchange Time
  - E. 6303 - Administrators in the Classroom
6. ASSIGNMENT OF FUTURE POLICY RESEARCH, ACTION ITEM
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](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**  
**August 24, 2007**

Present: Dennis Keating, Chair; Harold Tokerud, Tracie Ward and Dr. William Roberts, Members; Rod Pekarek, Dale Norton, Ray Ritchie, Lisa Mays and Kerry Paniagua.

The meeting was called to order at 10:02 a.m. in the Pahrump boardroom with a videoconference link to the Tonopah boardroom. There was no public comment. Mrs. Ward moved approval of the July 26 minutes, and Dr. Roberts seconded. A unanimous vote was cast.

0560 Committees of the Board – Mr. Tokerud made the motion to approve the proposed revision, and Mrs. Ward seconded. Mrs. Ward then suggested the first 12 words be struck in the first sentence of the second paragraph. Mr. Tokerud amended his motion, and Mrs. Ward amended her second. A unanimous vote was recorded.

0570 Legal Counsel – Mrs. Ward made the motion to remove the last two paragraphs of the existing policy, and Mr. Tokerud seconded. Mr. Tokerud asked when the law changed. Ms. Paniagua replied she wasn't sure; but the last time she asked a question of the Attorney General's office, she was told they could only advise the Legislative Counsel Bureau. Dr. Roberts said the District can't even get advice from the D.A. A unanimous vote was cast.

0650 Participation – Mr. Tokerud made the motion to approve the revision, and Mrs. Ward seconded. Mr. Tokerud asked if this would mean public comment could be taken during any part of the meeting. Mr. Ritchie said the Commissioners call for public input after each item, and the public indicates on a form which item they'd like to address. The vote was unanimous. The second paragraph will be moved to policy 0642, and the third paragraph will start "Any individual or group..."

0720 Policies – Mrs. Ward made the motion to remove the second sentence of paragraph 3 and start the following sentence "effective date of adoption or deletion..." Mr. Tokerud seconded. The motion and second were amended to change "reappraise" to "review" in the last sentence of that paragraph. The vote was unanimous.

0910 Board Orientation – Mrs. Ward made the motion to remove the words "as requested" from the second paragraph. Mr. Tokerud seconded, and a unanimous vote was recorded.

0920 Board of Trustees Development Opportunities – Mrs. Ward made the motion to change the wording of the second sentence to "It is expected that trustees apprise themselves of development opportunities..." Dr. Roberts seconded, and a unanimous vote was cast.

0940 Travel & Board Visitations – Mr. Ritchie said he will place a change in travel rates on the next agenda that will bring rates in conformity with IRS, and they won't have to come back on future agendas. Mrs. Ward made the motion to approve the suggested revision, and Mr. Tokerud seconded. Dr. Roberts said he would like "or other agency" added after "by the State." The motion and second were amended to include this wording. The vote was unanimous.

1131 Educational Involvement Accord – This policy was brought back for annual review as required by law. Mrs. Ward moved to approve the review with no change. Dr. Roberts seconded, and a unanimous vote was recorded.

1650 Political Candidates – Mrs. Ward asked if removing the last sentence would set the District up for a nightmare. Mr. Tokerud said he didn't think candidates should hand out campaign materials on school grounds. Mrs. Ward suggested adding "unless it is part of the educational day." Mr. Tokerud said he had speakers come in to his schools who didn't hand out literature. Mrs. Ward could remember having to collect literature for government class, and teachers handed it out as part of the lesson but included all candidates. Dr. Roberts thought they could word it so that schools could not disseminate information but candidates who rent facilities may. Mr. Norton asked what would be done on Election Day. Dr. Roberts said County and State laws would apply, but the District fights the situation every election year. Mr. Keating suggested "campaign materials may not be distributed except on Election Day." But Mr. Norton said that wouldn't apply if it's a polling place. Dr. Roberts asked Ms. Paniagua if she looked at how other districts handle it; she said she hadn't. Mr. Ritchie said there are a lot of schools used as polling places in Clark County, but he never saw candidates handing out materials.

Dr. Roberts thought political candidates could visit school sites with the approval of the principal to speak in classes. Mr. Norton said one public complaint he handled was over the definition of school hours—were they work hours or the student day. Mr. Keating asked about just keeping the first two sentences. Mrs. Ward said that wouldn't solve the problem of people passing out flyers. Mr. Norton asked if the purpose of revising the policy was to take care of polling place issues. Dr. Roberts said he wants County and State laws to apply but also allow political candidates to rent facilities, and he said clean up is an issue. Mr. Norton suggested letting them rent and allowing distribution on Election Day as long as no students are there, State and County laws apply, and leave the rest alone. Any materials passed out on student days would be for educational purposes only.

Mr. Tokerud asked if there was ever misuse by unions. Mr. Pekarek said there hadn't been to his knowledge. The issue has never been negotiated. The union hasn't endorsed candidates for a long time.

Mrs. Mays produced a resolution that the first two sentences stay in policy, and the following is added: "No one will disseminate candidate campaign materials at school district sites during school hours or at school sponsored activities, nor will district equipment or other resources be used to disseminate candidate campaign materials. Should a political entity rent one of the district facilities for use, they may disseminate their campaign materials during that rental usage time, in accordance with school district policy. When facilities are used for polling purposes, state and federal regulations will apply." Mr. Tokerud made the motion to approve this wording. Mrs. Ward seconded, and a unanimous vote was cast.

2411 Specifications for New Building Sites – Mr. Tokerud said he didn't know why they have this policy and thought it should be eliminated because each board comes along and makes its own decisions on what is educationally sound. Mrs. Ward thought it was needed when the

District is negotiating with developers. Dr. Roberts said the grade levels could be eliminated, and even the populations if the board wished. The populations would be whatever the building would hold. Mr. Tokerud said he'd be more interested in keeping class sizes down than stating what the populations will be. Dr. Roberts made the motion to take out K-5, 6-8 and 9-12, and Mrs. Ward seconded. Mr. Pekarek said the middle school in Pahrump is over 1000 students and is getting land locked. He thought the acreage needed to be increased to 20-30. Dr. Roberts amended his motion to include this change, and Mrs. Ward amended her second. The motion was unanimous.

Mr. Tokerud moved to adjourn at 10:59 a.m. Mrs. Ward seconded, and the vote was unanimous.

**TITLE:** 1500 - Community Use of School Facilities

**PURPOSE AND BACKGROUND:** To provide guidance for schools and the public regarding authorized use of school facilities.

**APPLICABILITY:** School principals

**MONITORING RESPONSIBILITY:** Superintendent/Designee

**OUTLINE OF PROCEDURE:**

General Guidelines

The site administrator may grant the use of school facilities for worthwhile purposes provided that:

- The use does not interfere with the school program;
- The use is not for any program or movement which advocates the overthrow of the United States government or any state government;
- The use is not for an illegal purpose; and
- The use complies with all regulations of this section.

Granting Approval

The Superintendent or his/her designee is authorized to approve the use of school facilities by non-school organizations. If kitchen preparation facilities/equipment will be used, the Food Service Director must also approve (see policy 8570).

Payment of Rental Fee

The use of school buildings and facilities by community organizations is subject to NCSD policies, administrative regulations and fee schedules adopted by the Nye County School Board. The waiver of fees will be determined according to the guidelines set forth in the regulation. A check for the entire fee must accompany the application when it reaches the District Office. Fees will be returned if the application is not approved.

Damage and Insurance

All organizations making application for the use of a building or facility shall agree to pay the NCSD for any damage to school property caused by any person(s) attending the event. All organizations shall provide an insurance policy prior to the use of school district facilities which shall relieve the district from any and all responsibility for damage, loss of property or injury.

Care and Use of Buildings

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**NCSD Administrative Regulation**

Upon proper and timely application, the NCSD will make available district-developed facilities and/or jointly-developed facilities at such times that the use of these facilities are not in conflict with district-sponsored programs and activities. Arrangements for rental of a facility are to be made through the site administrator except in cases of emergency.

Organizations making application for facility use shall agree to the proper care and use of the facility as prescribed by the Administrative Regulations. Facilities must be left in suitable condition for the operation of the school program and in the same configuration they were originally. Use of school equipment may be limited.

All groups using school facilities must provide proper supervision, which is interpreted to mean at least one responsible adult for every thirty children or one responsible adult for every fifty adult participants, including spectators. School authorities reserve the right to judge the adequacy of supervision.

It will be the responsibility of the applicant to see that all persons have vacated the school buildings and grounds promptly at the time specified on the permit and that all exits to the building are secured. Facilities will, at any rate, be vacated no later than 11:00 p.m.

The application will not extend beyond one school year. Site administrators are responsible to insure that applications are renewed annually. To the extent possible, the site administrator will provide continuity for existing programs from year to year.

Applications for facility use will be considered on a first-come, first-served, space-available basis. Scheduling conflicts will be resolved using the following guidelines:

For district-developed indoor facilities, district-developed playgrounds and fields, and jointly-developed facilities, priority of use will be given as follows:

1. First to district-sponsored programs and activities;
2. Next for non-profit programs and activities solely for youth;
3. Next for government-sponsored programs and activities solely for youth;
4. Next for all other programs and activities solely for youth;
5. Finally for all other programs and activities.

If the site administrator approves the application, s/he will place on the application set rental fees according to the approved rental fee schedule and will ensure a current Certificate of Liability Insurance is attached to the application, along with a check for the rental fees. It will then be forwarded to the Superintendent for final approval.

**Deleted:** , provided that there is no reason for its denial because of one or more of the laws, policies or regulations which govern the NCSD.

In the event a program or activity must be rescheduled, the party rescheduling the program or activity shall, whenever possible, provide a minimum of fifteen (15) days' written notice to the other party. In the event a program or activity must be cancelled, the party cancelling the program or activity shall provide a minimum of ninety (90) days' written notice to the other party.

**Deleted:** discontinued

**Deleted:** discontinuing

1. No reservations will be made until a properly completed application is approved by the site administrator and the Superintendent. Upon final approval by the Superintendent, the copies shall be distributed as follows: one copy to the applicant, one copy to the site administrator and one copy to the Superintendent's Office.
2. All approved applicants shall, at applicant's own cost, procure and maintain insurance against claims for injuries to persons or damages to property which may arise from or in connection with applicant's operation and use of school district facilities with per occurrence limits no less than \$100,000 property damage and \$100,000/\$300,000 bodily injury or \$300,000 combined single limit per occurrence. The NCSD, its Board of Trustees, officers, employees and agents shall be named as additional insured parties on applicants' insurance policies. Applicants shall also provide certificates of insurance to verify the required coverage.
3. When a charge is made for admission, fees will not be waived.
4. Charges listed on the fee schedule will include heat and existing lighting. Charges for events that require labor for special set up and cleanup will include custodial service charges. Requests for special arrangements such as public address system, use of lighting panels, extra chairs, etc., will result in additional cost to the applicant. Any waiver of charges shall be limited to the facility charges. Special or after hours custodial costs incurred by the district for a specific building use will be charged to the organization. Equipment, furniture and fixtures common to the operation of the building and grounds are also granted for use.
5. "Tipping" of custodial or other school personnel is not permitted. Payment for services by the organization using the facilities will be made directly to the Nye County School District Office, P.O. Box 113, Tonopah NV 89049.
6. With the exception of the use of athletic fields, a district employee must be present to unlock and lock the facilities. Keys will not be loaned to the renting organization. It shall be the duty of this employee to require that school and district rules and regulations be followed.
7. If kitchen preparation/equipment will be used, the Food Service Director's approval must be obtained. The Food Service Director, in conjunction with the site administrator, will determine if personnel are needed. If so, appropriate arrangements will be made and appropriate charges will be administered. Because of district insurance requirements, any wages paid to food services workers must be paid by NCSD.
8. Requests for the use of school district furniture, equipment or vehicles on an emergency basis by any political subdivisions of the State of Nevada or any disaster relief agency must be submitted to the Superintendent.

School district equipment, which includes motor vehicles and cafeteria equipment, is not to be loaned or rented to any private agency or any individual when the use of such equipment or furniture will not be in a school district building or on school district property. Applications by public agencies for the use of folding chairs at other than district sites must be submitted to the Superintendent.

District-owned vehicles may not be assigned for use by non-school groups except under lease agreements with other public entities.

9. The NCSD Board of Trustees recognizes that a need exists for recreation areas and, therefore, does not deny the use of school grounds to the public outside of school hours. The NCSD, by allowing the school grounds to remain open, assumes no liability for personal injury, property loss, or any other loss due to the use of school grounds outside regular school hours. It is understood by the user of the facility that use is at his/her/their own risk.
10. An authorized officer of the using organization must sign a statement of responsibility for any loss, damage, liability, cost or expense that may arise during usage and/or occupancy. If the organization does not take reasonable and proper care of the facilities, further use may be denied.
11. There shall be no smoking in or about school buildings and premises, except in designated areas, nor shall intoxicants, narcotics or gambling be permitted.
12. Use of decorations or scenery, moving of furniture or the storing of any property is prohibited unless special permission is given.
13. Nothing shall be sold, given, exhibited or displayed without permission.

#### PERMITTED USAGE

1. Facilities may be free of charge under the following conditions:
  - a. To the County Clerk's Office for the conducting of elections;
  - b. To a public agency for the purpose of holding personnel examinations;
  - c. To organizations for public, literary, scientific, recreational or educational meetings, or for the discussion of matters of general or public interest, provided:
    - (1) The public is invited;
    - (2) No admissions, contributions or charges are collected; and
    - (3) Such use does not require extra services of school personnel for which extra salaries would have to be paid.
  - d. To semi-educational organizations such as parent and staff groups, Boy Scouts, Girl Scouts and Campfire if the meetings are properly supervised and chaperoned; and
  - e. Non-profit latch key programs, provided there is no conflict with school programs or course offerings of the school district and the facility is used when additional custodial services are not required.

2. Facilities are subject to payment for use under the following conditions:
  - a. To organizations for public, literary, scientific, recreational, political, religious, sectarian or educational meetings or for the discussion of matters of general or public interest;
  - b. When admissions, contributions or charges are collected or accepted from participants or those admitted;
  - c. When the use requires extra salaries must be paid; or
  - d. For regularly occurring adult sports use.

COMMUNITY USE OF SCHOOL FACILITIES RENTAL SCHEDULE

USE OF FACILITIES CHARGE

Little Theaters and Auditoriums	\$50.00	per use or maximum of eight hours
High School Gymnasiums	100.00	per use or maximum of eight hours
Middle School Gymnasiums	100.00	per use or maximum of eight hours
High School Cafeteria	68.00	(no food services) per use or maximum of four hours
	17.00	per hour after four hours
High School Kitchen and Cafeteria	85.00	(plus cost of manager and helpers)
	21.25	per hour after four hours
Middle School Cafeteria	46.00	(no food services) per use or maximum of four hours
	11.50	per hour after four hours
Middle School Kitchen and Cafeteria	61.00	(plus cost of manager and helpers)
	15.25	per hour after four hours
Elementary School Cafeteria & Multi-Purpose Room	40.00	(no food services) per use or maximum of four hours
	9.50	per hour after four hours
Elementary School Kitchen, Cafeteria & Multi-Purpose Room	44.00	(plus cost of manager and helpers)
	11.00	per hour after four hours
All Single Classrooms	14.00	per use or maximum of four hours
	3.50	per hour after four hours

High School Athletic Field Daylight Activity	128.00	per use or maximum of four hours plus cost of special items requested
	32.00	per hour after four hours
High School Athletic Field Night Activity	160.00	per use or maximum of four hours plus cost of special items requested
	40.00	per hour after four hours
Custodial Service	26.00	per hour, per employee (if needed)
Cafeteria Supervision	14.50	per hour
Cafeteria Helper	9.60	per hour

References:

Revisions: November 12, 2007  
Effective Date: September 25, 1996  
NEPN/NSBA  
Classification: KF

**TEXTBOOK SELECTION AND ADOPTION**

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

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

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

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

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

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

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

Reviewed: June 30, 2005  
Adopted: October 13, 1998  
Revised: January 21, 2004

NEPN/NSBA Classification: IJJ

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

**PROMOTION, RETENTION AND ACCELERATION OF STUDENTS****Promotion**

A **pupil** must be in attendance at school for the following amount of time in order to obtain credit to be promoted to the next higher grade: 162 days in a school year of 180 days, 130 days in a school year of 144 days, or 90% of the total minutes of instructional time for any school year.

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

**Retention**

Before any **pupil** may be retained in the same grader, the **pupil**'s teacher and principal must make a reasonable effort to arrange a meeting and to meet with the **pupil**'s parents or guardian to discuss the reasons and the circumstances.

The teacher and principal in joint agreement have the final authority to retain a **pupil** in the same grade for the succeeding school year.

No **pupil** may be retained more than one time in the same grade, except as provided for the promotion of the **pupil** into high school.

The Board of Trustees shall not promote a **pupil** to high school if the **pupil** does not complete the course of study or credits required for promotion. **Programs may be provided for pupils to complete the courses of study required. A pupil who has not completed the courses of study or credits required for promotion to high school may be placed on academic probation and enrolled in high school and allowed to earn the credits required in high school while the pupil completes the requirements for promotion to high school. The criteria for a pupil to be placed on academic probation are:**

- 1. The pupil has met the 90% attendance requirement;**

2. **The pupil has completed a program of remediation; and**
3. **The Assistant Superintendent for Student Achievement has approved the pupil's promotion.**

**A parent/guardian may elect not to place his child on academic probation, in which case the child will remain in Grade 8.**

The Board of Trustees shall adopt a procedure for evaluating the course of study or credits completed by a **pupil** who transfers to a junior high or middle school in this State or from a school outside of this State.

### **Acceleration**

At the elementary and middle school level, a **pupil** already enrolled may be placed at a higher grade level if formal and informal test scores indicate skills in academic areas substantially above grade level, the **pupil** has sufficient social and physical development skills to allow the **pupil** to function comfortably at the proposed grade level, and there is no other way to provide for the **pupil's** needs. The decision to accelerate a **pupil** will be made by the school principal after consulting with parents or legal guardian, classroom teachers and professional staff. The parents or legal guardian must agree with the decision to accelerate a **pupil**.

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

Reviewed: June 30, 2005  
Adopted: October 13, 1998  
Revised: August 11, 2003

NEPN/NSBA Classification: IKE  
Legal Reference: NRS 392.033, 392,122 & 392.125

**EMPLOYEE DRESS**

As citizens, employees have certain rights of personal expression and academic freedom. While Nye County School District recognizes and respects these rights and freedoms, the district reserves the right under Nevada statute to insist that in matters related to dress and grooming, all its employees strive to maintain an appropriate professional image within the limits of generally accepted community and professional standards.

Professional Image

Employee dress and appearance play a vital part in the projection of a professional image. This image contributes to a positive learning environment; enhances administrator, teacher and support staff effectiveness in working with students; allows the employee to model for students appropriate dress and appearance in the workplace; and enhances the professional image of school personnel with the community at large.

Community Standards

Community standards related to dress and grooming constantly evolve and depend upon many factors, including trends in fashion; weather; and local ethnic, cultural and religious traditions. Acceptable standards of dress will reflect our local cultures.

Professional Standards

Professional dress does not disrupt the educational process. The rights of a school employee never take precedence over a student's right to learn. To meet professional standards, an individual must:

- Be personally clean and neatly groomed; and
- Wear clothing that is neat, clean and modestly limits body exposure.

Examples of acceptable clothing include: suits, dresses, walking shorts or culottes, dress slacks, nice jeans (not faded) with professional looking tops, dress shirts or collared shirts. The district considers attire (such as uniforms and safety equipment) that accommodates the special job requirements of vocational teachers, JROTC instructors and employees in Maintenance and Operations, Transportation, Technical Support or Food Service Departments appropriate.

Examples of unacceptable clothing include: unsafe clothing or jewelry, clothing considered obscene or distracting such as see-through blouses, offensive T-shirts, stiletto heels, tank tops or clothes with holes.

The site administrator or employee's supervisor **will** ensure that employees under his/her supervision maintain standards of dress and grooming that fall within the norms of professional standards and image. Special circumstances such as safety issues, job requirements, special celebrations or traditions permit certain individuals or groups to temporarily or permanently dress outside the norms established for other employees. The site administrator will give approval for variances as deemed appropriate.

Reviewed: May 9, 2005  
Adopted: June 16, 2004  
Revised:

NEPN/NSBA Classification: GBEBA  
Legal Reference:

7621

**PHYSICAL EXAMINATION**

The school nurse shall ~~conduct~~, or supervise qualified health personnel in ~~conducting, the~~ observations and examinations of ~~pupils enrolled in the District required by NRS 392.420.~~

**Deleted:** plan for and carry out

**Deleted:** carrying out

**Deleted:** a separate and careful

~~School authorities shall provide notice to parents/guardians before performing the examinations required by law and shall notify parents/guardians that any child shall be exempt from the examination if his/her parents/guardians file with the school office a written statement objecting to the examination.~~

**Deleted:** 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

~~Each school nurse shall report the results of examinations to the State Health Officer, excluding any identifying information relating to a particular child.~~

**Deleted:** Parents/guardians

**Deleted:** be notified

Reviewed: August 12, 2005  
Adopted: December 10, 1997  
Revised: September 9, 2005

NEPN/NSBA Classification: JLCA  
Legal Reference: NRS 392.420

**5060****EMPOWERMENT SCHOOLS**

The Board of Trustees may approve public schools to operate as empowerment schools. An empowerment school is a public school operating under an empowerment plan. The Board may accept gifts, grants and donations from any source for the support of empowerment schools. A person who gives a gift, grant or donation may designate all or part specifically to carry out the incentive pay structure of the school. Each empowerment school, each person employed by an empowerment school and each pupil enrolled in an empowerment school shall comply with the applicable requirements of state law, including the standards of content and performance prescribed pursuant to NRS 389.520 and the examinations administered pursuant to NRS 389.015 and 389.550.

Reviewed:

Adopted:

Revised:

NEPN/NSBA Classification:

Legal Reference: NRS Chapters 288 & 386, NRS 385.357, 385.3721, 388.700, 388.720, 389.015, 389.550 & 389.520

**TITLE:** 5060 – Empowerment Schools

**PURPOSE AND BACKGROUND:** To provide a process by which empowerment schools are created.

**APPLICABILITY:** Schools designated as empowerment schools

**MONITORING RESPONSIBILITY:** Superintendent/Designee

**OUTLINE OF PROCEDURE:**

Design Team

The Board of Trustees may create a design team, the purpose of which is to recommend policies and procedures relating to empowerment schools to the Board and to advise the Board on issues relating to empowerment schools. If a design team is created, membership must consist of:

- At least one representative of the Board of Trustees;
- The Superintendent or his designee;
- Parents/legal guardians of pupils enrolled in District schools;
- Teachers and other educational personnel employed by the District, including, without limitation, school administrators;
- Representatives of unions that represent teachers and other educational personnel;
- Representatives of the community;
- Representatives of businesses within the community; and
- Such other members as the Board of Trustees deems necessary.

Policies and Procedures

The Board **shall** adopt policies and procedures which provide for:

- Accountability measures designed to ensure that pupils are achieving certain goals and standards relating to academic achievement;
- The process for the selection of empowerment schools and the approval of empowerment plans for those schools;
- The process for renewal of empowerment plans;
- The criteria for revocation of an empowerment plan and the procedure by which the plan is revoked; and
- The time period for which empowerment plans will be approved.

The Board **may** establish policies and procedures for empowerment schools which may provide for:

- The process by which a school may convert to an empowerment school, including the development of an empowerment plan;

- Autonomy for the principal of each empowerment school to decide issues relating to the operation of the school, including the school schedule, governance, incentives for employees, staffing, budgeting and the provision of instruction;
- The opportunity to offer an alternative schedule, including a longer school day, a longer school year, or both, and to offer school during the summer; and
- Other matters deemed necessary by the Board.

#### Duties of Board of Trustees

- On or before September 1 of each year, notify the Department of Education the number of schools approved to operate as empowerment schools for that school year.
- Designate a person to review each proposed empowerment plan and recommend approval or denial of the plan to the full board.
- Approve or deny the empowerment plan. Approval or denial must be based solely upon the contents of the plan and may not consider the amount of money required to carry out the plan if the plan is within the limits of the total apportionment to the school.
- Forward approved plan for review of requests for waivers from statute or regulation. If the State Board approves the request for a waiver, written notice of the approval shall be provided to the Board of Trustees. If the State Board denies a request for waiver, a written statement will be sent to the Board of Trustees including the reasons for denial; and the empowerment team will be provided a reasonable opportunity to correct any deficiencies identified before resubmission by the school district. A request for waiver may not be resubmitted more than once in a school year.
- Conduct a financial audit of each empowerment school annually and more frequently if determined necessary by the Board of Trustees.
- On or before July 1 of each year, compile the reports and audits required and forward the compilation to the Governor, Department of Education and Legislative Committee on Education.

#### Duties of Central Office Administration

- Provide a process for a pupil who resides in the District to attend an empowerment school regardless of the school which the pupil is otherwise zoned to attend or a school that is not an empowerment school if the pupil is zoned to attend a school that converts to an empowerment school.
- Provide a procedure for an empowerment school to obtain a waiver from the requirements and regulations of the Board of Trustees. The Board may not waive requirements of State or federal law or regulations or a policy or regulation relating to safety, including hiring security personnel and following procedures designed to ensure the safety of the school, the personnel employed there, and the pupils.

The District is not required to provide transportation to a pupil who attends a school which the pupil is not zoned to attend.

### Duties of the Principal

- Enroll first those pupils zoned to attend that school.
- If space is available, next enroll pupils not zoned to attend the school on the basis of a lottery system.
- May establish an empowerment team, which must consist of: the principal, at least two but not more than four teachers and other licensed educational personnel employed at the school and selected by their union, at least two but not more than four employees other than licensed personnel who are employed at the school and selected by their union, at least two but not more than four parents/guardians of pupils enrolled and selected by an association of parents established for the school, at least two but not more than four representatives of the community or businesses, the facilitator of a school support team if one has been established pursuant to NRS 385.3721, and such other persons necessary to meet the requirements set forth.

Of the total number of members on the empowerment team, at least one member must have at least five years' experience in school finance, at least one member must have at least five years' experience in school administration or human resources, at least one member must have at least five years' experience in overseeing academic programs and curriculum for a public school, and at least one member must have at least five years' experience in the collection and analysis of data.

- Establish an empowerment plan in consultation with the empowerment team (if established) and the school support team, if a team has been established for the school pursuant to NRS 385.3721.
- Carry out the responsibilities and duties assigned to the empowerment team if a team is not established.

### Duties of the Empowerment Team

- Select a Chairman and Vice-Chairman from among its members.
- Assist the principal in the development of the empowerment plan.
- Assist in the development of the proposed budget and provide ongoing advice to the principal concerning the expenditure of money apportioned to the school.
- Provide continued oversight of the school and assist in management decisions.
- Submit the empowerment plan to the designee of the board of trustees appointed above for review and approval.

- Ensure that a report is submitted to the Board of Trustees on a quarterly basis that includes the financial status of the school and a description of the school's compliance with each component of the empowerment plan.

### Empowerment Plan

Each empowerment plan must:

- Set forth the manner by which the school will be governed
- Set forth the proposed budget including the cost of carrying out the empowerment plan and the manner by which the money apportioned to the school will be administered
- If a school support team has been established for the school, require the principal and the empowerment team to work in consultation with the school support team
- Prescribe the academic plan for the school including the manner by which the courses of study will be provided to the pupils enrolled and any special programs that will be offered for pupils
- Prescribe the manner by which the achievement of pupils will be measured and reported for the school including the results on examinations administered pursuant to NRS 389.015 and 389.550
- Prescribe the manner by which teachers and other licensed educational personnel will be selected and hired, which must be determined and negotiated pursuant to NRS Chapter 288
- Prescribe the manner by which all other staff will be selected and hired, which must be determined and negotiated pursuant to NRS Chapter 288
- Indicate whether the empowerment plan will offer an incentive pay structure for staff and a description of that pay structure, if applicable
- Indicate the intended ratio of pupils to teachers, designated by grade level, which must comply with NRS 388.700 or 388.720, as applicable
- Provide a description of the professional development that will be offered to teachers and other licensed educational personnel
- Prescribe the manner by which the empowerment plan will increase the involvement of parents/guardians of pupils enrolled
- Comply with the plan to improve the achievement of pupils enrolled prepared pursuant to NRS 385.357
- Address the specific educational needs and concerns of pupils enrolled
- Set forth the calendar and schedule for the school

If the empowerment plan includes an incentive pay structure, that pay structure must provide an incentive for all staff employed at the school, set forth the standards that must be achieved by the pupils enrolled and any other measurable objectives that must be met to be eligible for incentive pay, and be in addition to the salary or hourly rate of pay negotiated that is otherwise payable to the employee.

An empowerment plan may request a waiver from a statute contained in this title or a regulation of the Department of Education; and identify the services of the school district which the school

wishes to receive including professional development, transportation, food services and discretionary services. Upon approval of the empowerment plan, the school district may deduct from the total apportionment to the empowerment school the costs of such services.

The approved plan will be signed by the Board President, the Principal and the Chairman of the Empowerment Team, if the principal is not the Chairman. The plan is not effective nor will a school operate as an empowerment school unless the plan is signed by all parties. The plan is effective for three years unless the team determines that the school will no longer operate under the plan or the board of trustees revokes the plan. If an empowerment plan includes a request for a waiver from a statute or regulation as explained above, a public school may operate under the approved the plan, but the requested waivers are not effective unless approved by the State Board of Education. The empowerment team may submit a written request to the board of trustees for an amendment to the empowerment plan, including an explanation of the reason for the amendment. An amendment must be approved in the same manner as the empowerment plan was approved.

If the board denies an empowerment plan, the plan will be returned to the empowerment team with a written statement indicating the reason for denial and providing the team with a reasonable opportunity to correct any deficiencies identified in the written statement. A plan may be not be resubmitted more than once in a school year.

#### Budget

For purposes of determining the budget, the empowerment team shall have discretion of 90% of the total amount of money from the state financial aid and local funds that the school district apportions for the school, without regard to any line-item specifications or specific uses determined advisable by the school district, unless the empowerment team determines that a lesser amount is necessary to carry out the empowerment plan.

References: NRS Chapters 288 & 386, NRS 385.357, 385.3721, 388.700, 388.720, 389.015, 389.550 & 389.520

Revisions:

Effective Date:

NEPN/NSBA

Classification:

**5401****SMALL LEARNING COMMUNITIES**

Any NCS D high school with an enrollment of at least 1200 pupils is required to:

1. Provide a program of small learning communities;
2. Designate a separate geographic area within the school where pupils enrolled in ninth grade attend classes;
3. Collect and maintain information relating to pupils enrolled in ninth grade, including, without limitation,
  - a. Credits earned;
  - b. Attendance;
  - c. Truancy; and
  - d. Indicators that a pupil may be at risk of dropping out of high school.
4. Based upon the information collected above, timely identify any special needs of a pupil enrolled in ninth grade, including, without limitation, any need for programs of remedial study for a particular subject area and appropriate counseling and methods to increase the parental involvement of pupils enrolled in ninth grade in the education of their children; and
5. Assign guidance counselors, at least one school administrator and appropriate adult mentors, specifically for pupils enrolled in ninth grade.

The principal of a high school with an enrollment of 1200 pupils will submit an annual report no later than November 30 to the Board of Trustees that sets forth the strategies, programs and methods that are used to focus on pupils enrolled in ninth grade.

Reviewed:

Adopted:

Revised:

NEPN/NSBA Classification:

Legal Reference: NRS Chapter 388

**ACADEMIC PLANS**

Each school in which ninth grade pupils are enrolled will develop a four-year academic plan for each pupil in consultation with the pupil, the pupil's parent or legal guardian and a school counselor. The plan will serve as a guide for the pupil and parent/legal guardian to plan, monitor and manage the pupil's educational and occupational development. The plan may include designation of a career pathway and enrollment in dual credit, career/technical education, advanced placement and honors courses. The plan will include specific educational goals that the pupil intends to achieve before graduation. If the pupil does not satisfy all the goals contained in the plan, the pupil will still be eligible for a diploma if he/she otherwise satisfies requirements for a diploma.

Each pupil enrolled in ninth grade and the pupil's parent/guardian must:

- Work in consultation with a school counselor to develop an academic plan for the pupil;
- Sign the academic plan; and
- Review the academic plan at least once each school year in consultation with a school counselor and revise the plan if necessary.

If a pupil enrolls in a high school after ninth grade, an academic plan must be developed for the pupil with appropriate modifications for the pupil's grade level.

Reviewed:

Adopted:

Revised:

NEPN/NSBA Classification:

Legal Reference: NRS Chapter 388

**6239**

**EXCHANGE TIME**

Overtime-exempt personnel are generally expected to work eight to ten-hour days and, by nature of their positions, are considered to be available for work assignments within their salary at times other than their regularly scheduled hours. However, there are circumstances under which it is in the District's interest to utilize such personnel for extra assignments with additional remuneration.

Exchange time is considered discretionary time off with pay in recognition of extraordinary or excessive time worked over an extended period or for work on a scheduled day off when required by the employer. Exchange time is only available to overtime-exempt employees and carries no entitlement.

Reviewed: March 29, 2007

Adopted:

Revised:

NEPN/NSBA Classification:

Legal Reference: Fair Labor Standards Act

**ADMINISTRATORS IN THE CLASSROOM**

Each NCS D administrator employed at the District level are required to annually participate in classroom instruction, observation and other activities in a manner that is appropriate for his responsibilities, position and duties at a school of his choosing within the District.

If the administrator holds a teaching license, he must provide instruction in a core academic subject (as defined in NRS 389.018) in a classroom for at least one regularly scheduled full instructional day. A full instructional day is 240 minutes for grades 1 to 2, 300 minutes for grades 3 to 6 and six of seven periods for grades 7 to 12. The administrator must be assigned as a substitute teacher for the full instructional day.

If the administrator does not hold a teaching license, he must:

1. Personally observe a classroom for at least one half of a regularly scheduled full instructional day in each school year; or
2. Otherwise participate in activities with pupils in the classroom in each school year, including, without limitation, serving as a guest speaker, reading to elementary pupils and participating in career day.

This requirement of law does not apply to administrators employed at the school level.

The Board of Trustees shall submit a copy of the program to engage administrators in annual classroom instruction, observation and other activities to the Legislative Committee on Education and to the Director of the Legislative Counsel Bureau on or before February 1, 2008.

Reviewed:

Adopted:

Revised:

NEPN/NSBA Classification:

Legal Reference: NRS 389.018 & Chapter 391