



NYE COUNTY SCHOOL DISTRICT
Board of Trustees
Policy Committee Agenda

A Policy Committee of the Board of Trustees of Nye County School District will be held on Thursday, August 21, 2008, beginning at 5:30 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 & ADMINISTRATIVE REGULATIONS, ACTION ITEM
 - A. 1500 - Non-School Use of Buildings, Grounds & Equipment
 - B. 5670 - Graduation Requirements
 - C. 7116 - Homeless Students
5. DISCUSSION/POSSIBLE DECISION REGARDING NEW POLICIES, ACTION ITEM
 - A. 8481 - School Owned Vehicles
 - B. 8482 - Use of Private Vehicles on School District Business
 - C. 8483 - Motor Vehicle Records Check
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 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
June 19, 2008

Present: Dennis Keating, Chair; Harold Tokerud, Tracie Ward and Dr. William Roberts, Members; Mike Floyd, Edna Forsgren, Dale Norton, Jerry Hill, Sam Simatos, Ray Ritchie, Stacie Smith, Lisa Mays and Kerry Paniagua.

The meeting was called to order at 5:30 p.m. in the Pahrump boardroom. There was no public input. Mr. Tokerud made the motion to approve the March 13 minutes. Mrs. Ward seconded, and a unanimous vote was recorded.

0441 & 0442 – Ethical Standards & Contracts with BOT – Mr. Tokerud said he was not sure if he liked the NASB template better than the policies the District already has. Mr. Keating asked if he wanted the entire board to review it. Mr. Tokerud suggested moving it to the next policy committee meeting when he could be prepared with some suggestions. He was amenable to Dr. Roberts' suggestion of combining it with 0442. Ms. Paniagua said the NASB template could also become a regulation. Mrs. Ward thought it would be better as a regulation. Mrs. Ward moved to delete 0442 and make the template a regulation to 0441. Mr. Tokerud seconded, and there was a unanimous vote in favor.

5670 & 5671 – Graduation Requirements & Early Graduation – Mr. Floyd said he would like the following changes made to these policies—that only four-year students would be eligible for valedictorian and salutatorian and that only students who were members of the graduating class for at least two years be eligible for those honors. He said this year's valedictorian at Pahrump High graduated a year early, and it seemed like no one from the class really knew who he was. He thought this was the second time it happened. The student beat out a four-year student by 1/100 of a point. Dr. Roberts said the third paragraph of 5671 could be changed to read “with the exception of valedictorian and salutatorian.” He said life is all about choices; and if a student chooses to graduate early, he would forfeit the right to those honors. Mr. Floyd said he felt it's important for someone to be part of and be known by the class. Mrs. Ward asked if a weight could be added to fourth year classes. Mr. Hill said the aim is to keep kids in school and wondered if they could figure out a formula to give kids more credit for taking more classes in their senior year. Dr. Roberts said they should also separate academic from non-academic classes to weight. Mr. Tokerud made the motion to add the two-year residency requirement to the 5670 regulation and make the changes to Policy 5671 as Dr. Roberts suggested. There was a unanimous vote in favor.

7363 – Student Use of Electronic Communication Devices such as Cellular Telephones or Pagers – Mr. Norton said it's necessary to keep up with changing technology, and now iPods are being used for cheating. Mr. Tokerud questioned why kids would be given four chances before administration really gets serious. Ms. Paniagua said she thought that was a suggestion from Pahrump High security personnel because of parents getting upset over the confiscation of phones. Mr. Norton said it's a headache for office staff to keep track of confiscated items. Dr. Roberts said he believes in the three strikes rule. Mr. Norton said a really serious incident such as

taking photos in the locker room with a cell phone would result in immediate confiscation. Mrs. Ward said some schools have more stringent rules. Mr. Norton said the original policy said cell phones could be left in cars, and the regulation said they could have them on their person. The policy was re-written to cover all kinds of electronic devices. Students were calling home to indicate how they've been mistreated by the teachers. Mr. Tokerud made the motion to approve the changes but changing step 3 to step 2 and changing step 4 to step 3 and changing "the remainder of the student's school career" to "calendar year." Dr. Roberts seconded, and a unanimous vote was cast.

7380 – Searches – Mr. Norton said the three existing policies regarding searches were consolidated into this one, and a section was added for dog searches. Mrs. Ward made the motion for this policy to go forward and to delete 7382 and 7383. Mr. Tokerud seconded, and a unanimous vote was recorded.

7381 – Alcohol Detection Devices – Mr. Norton said this is for students only. He introduced Stacie Smith who demonstrated one of the devices purchased by Nye County Coalition for all middle and high schools. She explained the person who formulated the policy is an education attorney, and she reviewed the regulation as well. Dr. Roberts made the motion to submit 7381 for first reading. Mrs. Ward seconded, and a unanimous vote was cast.

Assignment of Future Policy Research – Mrs. Ward brought up a situation where a bus aide beat himself up and blamed an autistic student who was in jail for a week before the bus tape was reviewed. She asked if the district needed a policy to prevent such occurrences. Mr. Simatos assured her that there are several procedures in place to prevent such things.

Dr. Roberts made the motion to adjourn at 6:18 p.m. Mrs. Ward seconded, and a unanimous vote was registered.

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

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:

- a. First to district-sponsored programs and activities;
- b. Next for non-profit programs and activities solely for youth;
- c. Next for government-sponsored programs and activities solely for youth;
- d. Next for all other programs and activities solely for youth;
- e. 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.

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 canceling the program or activity shall provide a minimum of ninety (90) days' written notice to the other party.

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 \$100,000,000 property damage and \$1,000,000 bodily injury or \$1,000,000 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, scheduled 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 the 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 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. Smoking, intoxicants, narcotics and gambling are prohibited in or about school buildings and premises.
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	\$57.00	per use or maximum of eight hours
High School Gymnasiums	115.00	per use or maximum of eight hours
Middle School Gymnasiums	115.00	per use or maximum of eight hours
High School Cafeteria	78.00	(no food services) per use or maximum of four hours
	19.50	per hour after four hours
High School Kitchen and Cafeteria	98.00	(plus cost of manager and helpers)
	24.50	per hour after four hours
Middle School Cafeteria	53.00	(no food services) per use or maximum of four hours
	13.00	per hour after four hours
Middle School Kitchen and Cafeteria	70.00	(plus cost of manager and helpers)
	17.50	per hour after four hours
Elementary School Cafeteria & Multi-Purpose Room	46.00	(no food services) per use or maximum of four hours
	11.00	per hour after four hours
Elementary School Kitchen, Cafeteria & Multi-Purpose Room	50.50	(plus cost of manager and helpers)
	12.50	per hour after four hours
All Single Classrooms	16.00	per use or maximum of four hours
	4.00	per hour after four hours
High School Athletic Field Daylight Activity	147.00	per use or maximum of four hours plus cost of special items requested
	37.00	per hour after four hours

High School Athletic Field Night Activity	184.00	per use or maximum of four hours plus cost of special items requested
	46.00	per hour after four hours
Custodial Service	27.00	per hour, per employee (if needed)
Cafeteria Supervision	15.50	per hour
Cafeteria Helper	10.50	per hour

References: NRS 387.177 & 393.071 through 393.0719
Revisions: July 30, 2008
Effective Date: September 25, 1996
NEPN/NSBA
Classification: KF

**NYE COUNTY SCHOOL DISTRICT
APPLICATION AND PERMISSION FOR USE OF SCHOOL FACILITIES**

School _____ Date of Application _____

Name of Organization _____, represented officially by:

Name of Owner, Producer or Authorized Agent _____

Mailing Address _____ Zip Code _____ Phone _____

Facility Requested for the Purpose of (check one):

- | | |
|---|---|
| <input type="checkbox"/> Conducting a precinct organizational or election meeting | <input type="checkbox"/> Conducting an election |
| <input type="checkbox"/> Holding personnel examinations (public agencies only) | <input type="checkbox"/> Political rally |
| <input type="checkbox"/> Conducting a (circle one) public, literary, scientific, recreational or educational meeting | <input type="checkbox"/> Adult sports use |
| <input type="checkbox"/> Conducting semi-educational meetings (i.e. parent/staff groups, Boy Scouts, Girl Scouts, etc.) | <input type="checkbox"/> Non-profit latch key programs |
| | <input type="checkbox"/> Religious or sectarian service |

Detail or Purpose _____

Specific Part of Facility Requested _____

Date(s) Requested: From _____ to _____* Hours to be used _____ AM/PM to _____ AM/PM

*or attach detailed list

NOTE: Form will not be approved beyond current school year.

Permit Approved: Yes No Principal's Signature _____

Yes No Superintendent's Signature _____

All NCSD Policies/Administrative Regulations are part of this agreement. Full responsibility for proper care of the property will be assumed by the above-named organization, and any damage will be deducted from the damage deposit. Excess damage will be billed to the Organization.

Applicant hereby agrees to hold the Nye County School District, the Nye County School Board of Education, the individual members thereof, and all District Officers, Agents and Employees free from any loss, damage, liability, cost or expense that may arise during or be caused in any way by such use or occupancy of school property. Failure to comply with the terms will be cause to deny permission.

_____ Signature/Responsible Adult in Charge	_____ Title	_____ Date	_____ Contact # during Event
--	----------------	---------------	---------------------------------

ORGANIZATIONS ARE REQUIRED TO PROVIDE A CERTIFICATE OF LIABILITY INSURANCE WITH LIMITS OF NO LESS THAN \$1,000,000 BODILY INJURY AND \$1,000,000 PROPERTY DAMAGE.

Rental Charges _____ + Custodial Charges _____ = TOTAL _____

PAYMENTS: Attach check payable to Nye County School District when initially submitted and mail to P.O. Box 113, Tonopah NV 89049.

TITLE: 5670 – Graduation Procedures

PURPOSE AND BACKGROUND: To establish guidelines by which a student may obtain a high school diploma and procedures for calculating GPA and ranking students

APPLICABILITY: High School Students

MONITORING RESPONSIBILITY: Building Principal

OUTLINE OF PROCEDURE:

A. Graduation Requirements:

- 1. Twenty First Century Course of Study Expectations for all students who enter ninth grade during or after the 2007-08 academic year. However, the Nevada Standard Diploma will still be effective for graduation. (Students must take, but not necessarily pass, all the courses listed under “21st Century Diploma.” However, students must pass all courses listed under “Standard Diploma.”)**

Required Areas of Study	21st Century Diploma	Standard Diploma	Advanced Diploma
English	4	4	4
Mathematics	4 +	3	4
Science	3 ++	2	3
American History	1	1	1
American Government	1	1	1
World History	1	1	1
Physical Education ^{1 2}	2	2	2
Health Education ²	.5	.5	.5
Use of Computers ³	.5	.5	.5
Art/Humanities & Career-Technical	1	1	1
Electives	4.5	6.5	6
Total Units Required	22.5	22.5	24

+Must include at least Algebra I and Geometry

++Must include 2 lab sciences

¹The district will exempt a student from one (1) credit of the two credit requirement for physical education if the student participates in interscholastic athletics, drill team, marching band, dance team or cheerleading squad if the activity is sponsored by the school and the student actively participates in the activity for at least 120 hours.

²Enrollment in Junior Reserve Officer Training Corps (JROTC) for three (3) years will satisfy two units of physical education and .5 units of health education.

³If a student demonstrates competency in the use of computers, he/she is not required to take the course of study in the use of computers. In this situation, the number of credits required for graduation will be reduced by .5 units. Competency in the use of computers will be determined by passing a one semester course in middle school or by passing a computer competency examination.

OPT OUT PROVISION: A student may be granted an exception to the Twenty First Century Course of Study on a limited, individual basis. A student is not required to enroll in the prescribed number of units of credit in the core academic subjects if the student, the parent or legal guardian, and an administrator or counselor at the school in which the student is enrolled mutually agree to a modified course of study for the student, and that modified course of study satisfies at least the requirements for a standard high school diploma or an adjusted diploma, as applicable.

- a. To receive an Advanced Diploma, each student must complete all requirements listed and achieve a minimum 3.25 unweighted grade point average.
- b. In addition to the earned credits required for graduation, the student must receive a passing score on all sections of the proficiency test as specified by NRS 389.015. For exceptions, see section M below.

2. **Acceptable courses for the satisfaction of 1.0 unit of Arts/Humanities or Career and Technical Education requirement** may be one of the following:

Art	Creative Writing
Music	Modern Literature
Drama/Theater	English Literature
Journalism	American Literature
Mythology	World Literature
History of Man	The Novel
Cultural Anthropology	Shakespearean Literature
Psychology	Short Story
Sociology	Critical Thinking
Any Career and Technical Education course	Foreign Languages (third and fourth years of instruction)

3. Students who enroll in distance learning (**Odyssey, PLATO, etc.**), independent study/correspondence or college/university courses may earn up to six (6) units of high school credit.

B. Dual Credit:

All dual credit classes will be **accepted but will not be weighted**. Each 3 to 5 credit college class is equivalent to .5 (1/2) NCSD credit. (See Appendix A)

C. Students will attend four (4) full years of high school with the following exceptions:

1. Early graduation may be allowed **upon** recommendation of the Principal and approval of the Superintendent. The application must be filed with the Principal no later than the end of the student's first nine weeks' report period during his/her junior (grade 11) year.
2. The student applying for early graduation will meet standards required of all high school graduates in this system.

D. Graduating Seniors:

NRS 388.090 requires that all school districts schedule and provide a minimum of 180 days for school. This legislation does not allow for any variance for graduating seniors; therefore, final week will be held during the last week of school.

E. Class Ranking:

The senior student with the highest GPA (weighted) will be designated as the valedictorian. The senior student with the second highest GPA (weighted) will be designated as the salutatorian. In the case of a tie on GPA, co-valedictorians **and/or** co-salutatorians will be designated.

1. The graduating senior with the highest GPA will deliver the valedictory address.
2. The graduating senior with the second highest GPA will deliver the salutatory address.
3. Honors graduate status will be accorded to those graduating seniors with a weighted GPA of 3.5 or better.
4. Calculation for class rank and valedictory status shall be carried out to the fourth decimal place.

F. Honors Classes:

1. Honors classes will carry a special notation on both the grade reports and the permanent record. Honors classes will be denoted with "*" at the end of the course title.
2. Students enrolled in honors classes are expected to earn only the highest grades. If the quality of work of a student in an honors class falls below the level of B, a conference shall be held with the principal, teacher, student and parents. At this conference, a decision may be made **on** whether the student should remain in the class the following semester.
3. The following classes are designated as honors class subjects and will be weighted when figuring grade point averages at the third quarter of the senior year:

Honors Algebra I
Honors Algebra II

Honors Anatomy/Physiology
Honors Botany/Zoology

Trigonometry	Honors English
Honors Geometry	Honors World Literature
Pre-Calculus	British Literature
Calculus	Honors European History
Physics	Honors U.S. History
Honors Astronomy/Geology	Honors U.S. Government
Honors Biology/Earth Science	Foreign Language (above first year)
Honors Chemistry	

G. The Nevada Uniform Grading Scale will be applicable to all students beginning in the 2008-09 academic year.

1. Letter grades and numerical value are indicated by the chart below:

<u>Course Point Range</u>	<u>Letter Grade</u>	<u>Value</u>
90-100	A	4.0
80-89	B	3.0
70-79	C	2.0
60-69	D	1.0
<60	F	0.0

The grade point average of a student enrolled in grades 9 through 12 must be computed to the fourth decimal place and rounded to the third decimal place. A grade point average that:

- Is less than 0.0005 must be rounded down; or
- Is 0.0005 or higher must be rounded up.

2. The following value added grading scale for successful completion of honors and advanced placement courses:

- Honors classes .025; and
- Advanced placement classes .050.

3. Examples of Nevada Uniform Grading Scale in practice:

<u>Class</u>	<u>Grade</u>	<u>Weight</u>
Algebra II	B	3.0
U.S. History	A	4.0
Honors English 11	A	4.25
AP American Government	A	4.5
Honors Chemistry	B	3.25
Spanish II*	C	2.25
Woods II	B	3.0

- a. Add all grades: $3 + 4 + 4.25 + 4.5 + 3.25 + 2.25 + 3 = 24.25$
- b. Divide 24.25 by 7 (total classes) = 3.6428 (4th decimal place) = 3.643 GPA (rounded up)
- c. Cumulative GPA is weighted in the same manner, using the total classes taken.

H. Religious Prayer at School-Sponsored Events

The Establishment Clause of the First Amendment to the United States Constitution has been interpreted to forbid public prayers at school sponsored events, including graduation ceremonies. This does not mean that student speakers cannot speak about religion or religious faith, if they choose to do so, at school sponsored events (see Lee v. Weisman and Santa Fe Independent School District v. Doe).

I. Baccalaureate:

1. Groups composed of interested students and their families may plan and organize baccalaureate services that are religious in nature. Attendance at such services should be entirely voluntary with students and school personnel acting as private individuals.
2. School district funds, including paid staff time, will not be used for baccalaureate services. Groups planning such services may rent and use school facilities under terms, conditions and rates prescribed by the district.

J. Notification that Senior Student is not Eligible for Graduation:

Parents of 12th grade students who have not passed the proficiency exam or have not earned the credits necessary for graduation will be notified by certified letter at the beginning of the first semester and again at the beginning of the second semester of the student's senior year. The letter will clearly delineate what the student lacks and what he must do in order to merit graduation. If the student was offered remediation for the proficiency exam and refused it, that will also be noted in the letter.

Students who have earned the credits necessary for graduation but have not passed one or more portions of the proficiency examination must be issued a certificate of attendance and will be allowed to participate in commencement exercises. However, students who have not satisfied other requirements for graduation will not be allowed to participate.

A student who passes the proficiency examination during the summer immediately after the completion of his senior year must be issued the appropriate high school diploma. An adult standard diploma must be issued to a pupil who passes each high school proficiency examination that he previously failed to pass.

Parents are encouraged to be pro-active in their child's education and to request a credit audit with the counselor prior to the student's junior year.

The authority to waive any credit requirement rests with the State Superintendent of Public Instruction.

K. Adult High School Diploma Program:

1. Courses for graduation must be initially taken on campus. Should a student want to repeat a course through correspondence, he/she may do so upon written approval of the high school principal and counselor.
2. The maximum allowable credits earned outside the high school program toward high school graduation are six (6), including university courses, community college courses and correspondence courses.
3. Elective correspondence **courses** must be approved in advance by the high school principal or counselor.

L. Credit for community college or university level coursework may be earned toward graduation under the following criteria:

1. Any community college/university level course which corresponds to a high school course may be taken in place of that course for fulfillment of graduation requirements. Any elective course will count.
 2. The maximum allowable high school credits that may be earned outside the high school program are six (6), including university, community college and correspondence courses.
 3. Courses taken at the community college/university level, independent study/correspondence level or distance learning level need not take the student beyond the high school course level, either in academic areas or employability skills.
 4. All college or university classes with a designation of 3 to 5 credits are equivalent to .5 (1/2) NCSD credit.
2. There will be no exceptions to this policy.

M. Exception to passing the writing component of the Nevada High School Proficiency Examination:

1. **The student must have passed both the reading and mathematics components of the High School Proficiency Examinations.**
2. **The student must have failed the writing component of the High School Proficiency Examination not less than three (3) times before beginning grade 12.**
3. **The student must have an overall grade point average of 2.75.**

4. **The student must have satisfied all other graduation requirements.**
5. **A student may still receive a standard diploma by demonstrating writing proficiency through submission of the following:**
 - a. **An essay;**
 - b. **A senior project;**
 - c. **A portfolio of work; or**
 - d. **Any combination of the above that demonstrates writing proficiency.**
6. **The fulfillment of number 5 above must be submitted to the Director of Testing and Accountability by March 15th of the year of graduation. The item(s) will be submitted to the Nevada Department of Education for review and evaluation.**

References: NAC Chapter 389
Revisions: **July 29, 2008**
Effective Date: January 31, 1996
NEPN/NSBA
Classification: IKF

HOMELESS STUDENTS

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

Definition of Homeless Students

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

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

District Liaison for Homeless Students

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

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

School Principals

In writing, will appoint their school counselor as the “Point of Contact” (POC) for homeless students issues at their site. A copy of the appointment letter will be forwarded to the Assistant Superintendent of Student Achievement and the Director of Special Education.

Provide a list of homeless students at their school sites at beginning of each school year (and/or whenever there are any additions/deletions) to the Director of Special Education.

Enrollment Records

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

Placement

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

Transportation

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

Reviewed: June 30, 2005
Adopted: January 21, 2004
Revised:

NEPN/NSBA Classification: JFABD, JLG
Legal Reference: NCLB, McKinney-Vento Homeless Assistance Act

TITLE: 8481 - School-Owned Vehicles

PURPOSE AND BACKGROUND: To provide procedures regarding the use of school-owned vehicles

APPLICABILITY: District Employees

MONITORING RESPONSIBILITY: Transportation Supervisor

OUTLINE OF RESPONSIBILITY: The NCSD will procure and maintain vehicles of all types essential for employee transportation needs in the performance of district business.

A. Procurement of District-Owned Vehicles

All vehicles procured for the district must be coordinated through the Transportation Department. This is necessary to assure that all passenger vehicles meet Federal Motor Carrier Safety Regulations and Nevada Revised Statutes, which may be applicable depending on the intended use of the vehicle.

B. Assignment of District-Owned Vehicles

All district-owned vehicles are available to best serve employee transportation needs of the district, and no vehicle is considered "permanently" assigned to any individual or department unless otherwise directed by the Superintendent.

District-owned vehicles are to be used for official business only. Employees shall not use the vehicle for personal use (e.g., shopping after work hours, transporting family members, or hauling personal items). Should a person have to take a district vehicle to his/her residence during the workday, the person must first notify his/her immediate supervisor. Exceptions may be approved by the Superintendent.

C. Housing of District-Owned Vehicles

All district-owned vehicles will be housed at district locations designated by the Transportation Department. Exceptions will be made only on the basis of demonstrated cost-effectiveness and upon the approval of the Superintendent/designee.

D. Maintenance of District-Owned Vehicles

Employees using district vehicles are responsible for their care and return in good condition. All employees assigned district-owned vehicles are responsible for meeting vehicle maintenance schedules as established by the Transportation Department.

E. Accidents Involving District-Owned Vehicles

When a district-owned vehicle is involved in an accident, the employee/driver will immediately take the following steps:

1. The employee/driver should immediately notify the Transportation Supervisor so that it can be determined if a scene investigation is necessary.
2. The driver should always report the accident to law enforcement officials so a report can be taken.
3. The driver should obtain all information regarding those involved in the accident and any witnesses, including name, address, phone, insurance and vehicle information.
4. The Transportation Supervisor should notify the Risk Management division.

F. Operation of Motor Vehicles for District Purposes

1. Authorization to operate a district-owned or leased vehicle is subject to:
 - a. Administrative department head or site administrator approval;
 - b. Current State of Nevada driver's license; and
 - c. Department of Motor Vehicles driving record check. An employee will not be allowed to transport students in district-owned or leased vehicles if he/she has been:
 - (1) Cited for three moving violations within the past two years, or
 - (2) Convicted of driving while intoxicated or under the influence of drugs or reckless driving within the past five years.
2. Only district employees or board members holding valid driver's licenses will be allowed to operate district-owned or leased vehicles.
3. Drivers and passengers shall wear seat belts at all times when in a district vehicle equipped with seat belts. The number of passengers will be limited to the number of seat belts in the vehicle.
4. In-state and out-of-state transportation of students:
 - a. In-state:
 - (1) District vehicles may be used to transport students to locations in Nevada subject to vehicle and driver availability as determined by the Transportation Department.
 - (2) Commercial transportation may be used to transport students to locations in Nevada according to the Negotiated Agreement.
 - (3) Travel arrangements for all field, activity, or athletic trips and practices to which district or commercial transportation (including rental vans) is used, must be

coordinated through the Transportation Department. Refer to the NCS D Field Trip Handbook for guidelines and a travel request form.

b. Out-of-state:

- (1) District vehicles may be used to transport students to out-of-state locations subject to vehicle and driver availability as determined by the Transportation Department.
- (2) Commercial transportation may be used to transport students to locations in other states according to the Negotiated Agreement.
- (3) Travel arrangements for all field, activity, or athletic trips and practices in which district or commercial transportation is used must be coordinated through the Transportation Department. Refer to the NCS D Field Trip Handbook for guidelines and a travel request form.

G. Use of Personally-Owned Vehicle (Excluding Transportation of Students)

1. Authorization (for employees who receive mileage reimbursement or compensation) to operate a personally-owned vehicle while carrying out the duties and responsibilities as an employee of the district is subject to:
 - a. Current State of Nevada driver's license;
 - b. Valid insurance coverage with minimum limits of \$100,000/\$300,000 bodily injury and \$25,000 property damage.
2. Drivers and passengers shall wear seat belts at all times when the vehicle is being used for district purposes. The number of passengers will be limited to the number of seat belts in the vehicle.
3. When an employee drives his/her personally-owned vehicle on properly authorized school business within the scope of his/her assigned duties, his/her personal insurance would be primary coverage in the event of an accident. The district's insurance would provide secondary coverage.

H. Use of Personally-Owned Vehicles to Transport Students (Employees, Volunteers, Parents and Students)

1. Before personally-owned vehicles may be used to transport students on district-sponsored field, activity, or athletic trips and practices, a request for the use of district and/or commercial transportation must be made to the Transportation Department or site administrator. **Upon** approval, employees, volunteers, parents, and students may transport students in personally-owned vehicles to these events subject to the conditions described in number 3 below.

2. A parent may transport his/her own child in cases in which district or commercial transportation is also being provided if prior written notice has been submitted in person by the parent to the school's principal/designee. The parent would not be subject to the conditions described in numbers 3 or 7 below.
3. Authorization for an employee, volunteer, or parent to transport students on any district-sponsored field, activity, athletic trip or practice in a personally-owned vehicle is subject to:
 - a. Administrative department head or site administrator approval;
 - b. Current State of Nevada driver's license;
 - c. Department of Motor Vehicles driving record check. An employee, volunteer or parent will not be allowed to transport students in his/her personally-owned vehicle if he/she has been:
 - (1) Cited for three moving violations within the past two years, or
 - (2) Convicted of driving while intoxicated or under the influence of drugs or reckless driving within the past five years.
 - d. Valid insurance coverage with minimum limits of \$100,000/\$300,000 bodily injury and \$25,000 property damage.
4. Students injured on district premises or at district-sponsored activities and in need of emergency medical attention should be transported in a manner consistent with NCSD regulations, policies and practices relating to medical emergencies.
5. Drivers and passengers shall wear seat belts at all times when a vehicle is being used for district purposes. The number of passengers will be limited to the number of seat belts in the vehicle.
6. When an employee, volunteer, or parent drives his/her personally-owned vehicle to transport students on properly authorized school business within the scope of his/her assigned duties, his/her personal insurance would be primary coverage in the event of an accident. The district's insurance would provide secondary coverage.
7. In-state and out-of-state travel:
 - a. In-state:
 - (1) Students may be transported in personally-owned vehicles to locations in Nevada subject to the conditions described in number 1 on the preceding page.
 - (2) Travel arrangements for all field, activity, or athletic trips and practices in which personally-owned vehicles are used must be coordinated through the

Transportation Department or principal. Refer to the NCS D Field Trip Handbook for guidelines and a travel request form.

b. Out-of-state:

Students may not be transported on out-of-state trips in any personally owned vehicle unless approved by the **Assistant Superintendent for Character Education** and Supervisor of Transportation.

References: NAC Chapter 392
Revisions: August 10, 2006
Effective Date: April 9, 1998
NEPN/NSBA
Classification: EEBA

8482

USE OF PRIVATE VEHICLES ON SCHOOL DISTRICT BUSINESS

The Board of Trustees authorizes employees, board members, parents, volunteers and students to use privately-owned vehicles while conducting NCSB business when the use of a school-owned vehicle is deemed not to be warranted or economically feasible, and the owner of the privately-owned vehicle agrees to use his/her own vehicle.

Reviewed:

Adopted:

Revised:

NEPN/NSBA Classification:

Legal Reference:

TITLE: 8482 – Use of Private Vehicles on School District Business

PURPOSE AND BACKGROUND:

APPLICABILITY:

MONITORING RESPONSIBILITY:

OUTLINE OF PROCEDURE:

A. Use of Personally-Owned Vehicle (Excluding Transportation of Students)

1. Authorization (for employees who receive mileage reimbursement or compensation) to operate a personally-owned vehicle while carrying out the duties and responsibilities as an employee of the district is subject to:
 - a. Current State of Nevada driver's license;
 - b. Valid insurance coverage with minimum limits of \$100,000/\$300,000 bodily injury and \$25,000 property damage.
2. Drivers and passengers shall wear seat belts at all times when the vehicle is being used for district purposes. The number of passengers will be limited to the number of seat belts in the vehicle.
3. When an employee drives his/her personally-owned vehicle on properly authorized school business within the scope of his/her assigned duties, his/her personal insurance would be primary coverage in the event of an accident. The district's insurance would provide secondary coverage.

B. Use of Personally-Owned Vehicles to Transport Students (Employees, Volunteers, Parents and Students)

1. Before personally-owned vehicles may be used to transport students on district-sponsored field, activity, or athletic trips and practices, a request for the use of district and/or commercial transportation must be made to the Transportation Department or site administrator. On approval, employees, volunteers, parents, and students may transport students in personally-owned vehicles to these events subject to the conditions described in number 3 below.
2. A parent may transport his/her own child in cases in which district or commercial transportation is also being provided if prior written notice has been submitted in person by the parent to the school's principal/designee. The parent would not be subject to the conditions described in numbers 3 or 7 below.

3. Authorization for an employee, volunteer, or parent to transport students on any district-sponsored field, activity, athletic trip or practice in a personally-owned vehicle is subject to:
 - a. Administrative department head or site administrator approval;
 - b. Current State of Nevada driver's license;
 - c. Department of Motor Vehicles driving record check. An employee, volunteer or parent will not be allowed to transport students in his/her personally-owned vehicle if he/she has been:
 - (1) Cited for three moving violations within the past two years, or
 - (2) Convicted of driving while intoxicated or under the influence of drugs or reckless driving within the past five years.
 - d. Valid insurance coverage with minimum limits of \$100,000/\$300,000 bodily injury and \$25,000 property damage.
4. Students injured on district premises or at district-sponsored activities and in need of emergency medical attention should be transported in a manner consistent with NCS D regulations, policies and practices relating to medical emergencies.
5. Drivers and passengers shall wear seat belts at all times when a vehicle is being used for district purposes. The number of passengers will be limited to the number of seat belts in the vehicle.
6. When an employee, volunteer, or parent drives his/her personally-owned vehicle to transport students on properly authorized school business within the scope of his/her assigned duties, his/her personal insurance would be primary coverage in the event of an accident. The district's insurance would provide secondary coverage.
7. In-state and out-of-state travel:
 - a. In-state:
 - (1) Students may be transported in personally-owned vehicles to locations in Nevada subject to the conditions described in number 1 on the preceding page.
 - (2) Travel arrangements for all field, activity, or athletic trips and practices in which personally-owned vehicles are used must be coordinated through the Transportation Department or principal. Refer to the NCS D Field Trip Handbook for guidelines and a travel request form.
 - b. Out-of-state:

Students may not be transported on out-of-state trips in any personally owned vehicle unless approved by the Student Services Director and Supervisor of Transportation.

References:

Revisions:

Effective Date:

NEPN/NSBA

Classification: EEBB

MOTOR VEHICLE RECORDS CHECK

Driving a NCSD vehicle is a privilege. NCSD reserves the right to deny or revoke driving privileges in the event the District determines that an individual's use of a District vehicle poses a risk to the District or the public.

If a new employee's position requires that the employee operate a District vehicle, employment will be contingent upon a satisfactory motor vehicle record. The District may, at any time, review an existing employee's motor vehicle record to determine if the driver retains an acceptable record. The District expects to review driver records at the time of hire and at least annually but may also review them at a more frequent interval if necessary. This also applies to board members who occasionally use district vehicles or use their personal vehicles on District-related business.

Drivers who receive traffic citations while acting as an agent of the District shall be responsible for paying in full any outstanding fines in accordance with all applicable federal, state and local laws.

Employees are required to promptly report to their supervisors any moving violations or accidents that occur during their employment whether the incident occurred while driving on District-related business or on personal time and regardless of any issue of fault.

Violation of District motor vehicle use policies and regulations may subject the employee to progressive discipline, up to and including termination.

Reviewed:

Adopted:

Revised:

NEPN/NSBA Classification: EEBC

Legal Reference: Driver's Privacy Protection Act (DPPA) of 1997, NAC 481.500 through 481.600, NRS 481.063, 483.245, 483.295, 483.916, 485.135, 485.316 & 485.330

TITLE: 8483 – Motor Vehicle Records (MVR) Check

PURPOSE AND BACKGROUND: To safeguard people and equipment, reduce the frequency and severity of accidents, and reduce liability.

APPLICABILITY: All drivers conducting school district business

MONITORING RESPONSIBILITY: Supervisors, Transportation Supervisor & Assistant Superintendent for District Services

OUTLINE OF PROCEDURE:

NCSD may permit driving privileges if the driver meets all criteria set forth in Section A and does not violate any provision of Section B. These provisions also apply to employees driving personally-owned vehicles while performing duties as an agent of the District.

A. Each driver must comply with the following:

1. Maintain a valid State of Nevada driver's license for the class of vehicle required.
2. Have at least three years' driving experience overall and one years' experience with the type of vehicle to be driven or able to demonstrate proficiency.
3. Immediately notify his/her supervisor if his/her driver's license has been suspended or revoked.
4. Meet the insurability standards set by the District's automobile insurance carrier.
5. Observe all applicable federal, state and local motor vehicle laws, ordinances and regulations.
6. Report all incidents in accordance with procedures outlined in policies and regulations and cooperate in any investigation of the incident and any subsequent proceedings.
7. Wear a seat belt at all times and ensure that all passengers do so as well.
8. Operate the vehicle in a courteous and safe manner.
9. Submit a completed MVR release form authorizing the District to check the driver's MVR.
10. Maintain a motor vehicle record that meets NCSD standards set forth in policies and regulations.
11. Submit to post-accident drug/alcohol testing (see Policy 6147a).

B. Drivers operating NCSD vehicles or privately-owned vehicles on District business **may not**:

1. Knowingly operate an unsafe vehicle.
2. Offer rides to hitchhikers or persons unknown to the driver.
3. Use NCSD vehicles for personal use.
4. Permit unauthorized persons to ride in NCSD vehicles.
5. Smoke in District vehicles.
6. Consume, or be under the influence of, alcohol or any substance that may cause impairment.
7. Engage in any activity that poses a risk to the driver, the public or the District.

In order to make a determination that the driver has an acceptable motor vehicle record, the driver must submit a copy of his/her driver's license and a completed MVR release form authorizing the District to obtain the driver's MVR.

The District will determine that a driver has an acceptable motor vehicle record by reviewing the following two categories of violations.

Type 1 (time frame 5 years):

- Driving under the influence of drugs or alcohol (DUI), driving while intoxicated (DWI) or operating a vehicle while impaired within the prior five years
- Vehicular homicide or assault with a motor vehicle
- Reckless driving or driving to endanger (including drag racing)
- Use of a motor vehicle in the commission of a felony
- Driving on a suspended or revoked license
- Any hit and run, eluding a police officer or fleeing the scene of an accident
- Filing a false accident report

Type 2 (time frame 3 years):

- Acquiring more than four violations other than those listed above
- Being involved in two or more at-fault accidents

An employee in a driving-related position is subject to progressive discipline whenever he/she is cited for a traffic violation, is involved in an accident, neglects to self-report traffic violations, refuses to permit the District to perform an MVR check or otherwise fails to comply with policy or procedure. An employee who has incurred minor infractions may be required to attend driver safety training. More serious violations may require removal, suspension or termination from driving-related positions.

Forms are to be submitted to the Transportation Office in Pahrump. The Transportation Department will be responsible for MFR checks and data storage. Personnel involved in conducting or filing MVR checks are required to safeguard a driver's personal information (including name, address and birth date) in locked filing cabinets and secure the keys. For pre-employment checks, the District will request records for the three years immediately preceding the application date. All drivers, regardless of position, are subject to MVR checks.

References: Driver's Privacy Protection Act (DPPA) of 1997, NAC 481.500 through 481.600, NRS 481.063, 483.245, 483.295, 483.916, 485.135, 485.316 & 485.330

Revisions:

Effective Date:

NEPN/NSBA

Classification: EEBC

The Federal Fair Credit Reporting Act provides that anyone who knowingly and willfully obtains information on a consumer from a consumer reporting agency under false pretenses shall be liable for the greater of actual damages or \$1,000, plus punitive damages, court costs, attorney's fees and up to two years' imprisonment.

MVR RELEASE AND ORDER FORM

To be completed by applicant (a legible copy of your driver's license must be attached to this form):

Name _____ Position _____

Department or School _____ Date _____

Driver's License # _____ Issuing State _____ Expiration Date _____

In connection with my application, I understand that investigative background inquiries are to be made on my motor vehicle records. I understand that NCS D may request information from various Federal, State & other agencies. I authorize, without reservation, any party or agency contacted to furnish the above-mentioned information & release all parties involved from any liability & responsibility for doing so. I hereby consent to obtaining the above information from a third party and/or any of their licensed agents. The authorization & consent shall be valid in original, fax or copied form. I have the right to make a request of any consumer reporting agency currently used by NCS D, upon identification & the payment of any authorized fees, for the information files on me at the time of my request. I understand subsequent checks of my motor vehicle record may be required. I further understand that a criminal background check as it relates to my motor vehicle record may be required if information is inconclusive on the MVR record. I further authorize ongoing procurement of the above-mentioned reports at any time during my employment. I certify that I have read the NCS D policy & Administrative Regulation & understand that I am obligated to abide by all terms set forth.

Applicant Signature: _____ Date _____

* * * * *

To be completed by Supervisor:

By signing below, I agree that the employee identified above is required to drive as part of his/her position and that I agree to have my budget charged for the costs associated with the MVR check

Supervisor's Name (print) Date Supervisor's Signature

Department Account Number Telephone

* * * * *

FOR EMPLOYMENT OFFICE USE

In accordance with the Fair Credit Reporting Act, you must:

- Disclose to the applicant, in a separate document, that a consumer report may be obtained.
- Obtain written consent before ordering any reports. Keep the release unless otherwise indicated.
- Advise the applicant of adverse information if used to deny employment, provide applicant with copy of report and give them consumer rights.

Driving Record _____ State _____ Risk Management Approved: Yes No

