Vision, Mission, and Goal

Vision
Every student college ready.

Mission
To support our students, in a college environment, with personal, academic, and social skills.

Goal
To improve the opportunities for pupils to learn in a college environment.

References
Adopted: [9/1/2004], 1/15/2009, 9/1/2014, 1/15/2015, 8/19/2021

Policy Review History: 9/1/2014, 9/1/2021, 9/1/2028

Legal Reference: NRS 388A.246

Vision Building (Procedure)

The school will use this document to give greater detail to the already outlined vision, mission, and goal. See below for more detail on preserving the core and simulating progress.

Preserve the Core

I. Vision: Every student college ready

II. Mission: To support our students, in a college environment, with personal, academic, and social skills.

III. Goal: To improve the opportunities for pupils to learn in a college environment.

IV. Core Values

A. Own It: We take responsibility for our actions

B. Uphold Our Proven Process: We maintain the integrity and expectations of the NSHS program

C. Continually Improve: We are motivated to improve ourselves and others

V. Core Purpose: To provide opportunities for students' success in a real college environment.

VI. Our Niche: A real college experience

VII. Guarantee: We guarantee a real college experience

VIII. Desired Result: 90% of Nevada State High School students will perform successfully at a college level.

Stimulate Progress

I. Vivid Description

A. NSHS will aim to see its students succeed beyond their high school year by providing them multiple opportunities to better themselves in areas they will rely on in the future.

B. NSHS will stay in the National eye as it continues to grow and change the lives of high school students.

C. NSHS students will gain insight for the workforce, become suitable applicants for college, and develop passion for future careers.

D. NSHS will work harder, go above and beyond traditional high schools, give each student an opportunity to live the life they dream of.

II. Big Hairy Audacious Goal (BHAG)

A. Become a Nationally acclaimed agent of change by creating and implementing new standards of college readiness.

References

Adopted: [3/3/2007], 1/15/2009, 1/15/2015, 8/19/2021

Policy Review History: 9/1/2011, 9/1/2014, 9/1/2021, 9/1/2028

Legal Reference: School Policy 0100

ARTICLES OF INCORPORATION

OF

Nevada State High School
(a Nevada non-profit corporation)

I, the undersigned, being the original Incorporator herein named, for the purpose of forming a Non-Profit Corporation under Non-Profit Corporation Law of Nevada (Nevada Revised Statutes Chapter 82), to do business both within and without the State of Nevada, do make and file these Articles of Incorporation, hereby declaring and certifying that the facts herein stated are true:

ARTICLE I
NAME

The name of the corporation is Nevada State High School.

ARTICLE II
REGISTERED AGENT & REGISTERED OFFICE

Section 2.01. Registered Agent. The name and address of the Registered Agent for service of process is Board of Directors of Nevada State High School at 2651 North Green Valley Parkway, Suite 106, Henderson, NV 89014. The Resident Agent may be changed from time to time without the necessity of amending these Articles of Incorporation.

Section 2.02. Registered Office. The address of its Registered Office is 2651 North Green Valley Parkway, Suite 106, Henderson, NV 89014. The Registered Office of the Corporation may be changed from time to time without the necessity of amending these Articles of Incorporation.

Section 2.03. Other Offices. The Corporation may also maintain offices for the transaction of any business at such other places within or without the State of Nevada as it may from time to time determine. Corporate business of every kind and nature may be conducted, and meetings of Trustees and Members held outside the State of Nevada with the same effect as if in the State of Nevada.

ARTICLE III
PURPOSE

The Corporation is organized exclusively for charitable purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

ARTICLE IV
NO PRIVATE BENEFIT

No part of the net earnings of the Corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article Third hereof.

ARTICLE V
NO LEGISLATIVE OR POLITICAL ACTIVITY

No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of in or opposition to any candidate for public office. Notwithstanding any other provision of these articles, this Corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of this Corporation.

ARTICLE VI
DISTRIBUTIONS UPON DISSOLUTION

Upon dissolution of the Corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the Corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE VII
TRUSTEES

Section 7.01. Governing Board. The members of the Governing Board of the Corporation shall be styled as Trustees.

Section 7.02. Initial Board of Trustees. The initial Board of Trustees shall consist of not less than five (5), and not more than nine (9) members. Each Trustee shall serve for two (2) terms of two (2) years or until his or her successor is elected. The names and addresses of the initial members of the Board of Trustees are as follows:

Matthew Fox, Chair
9075 W. Diablo Drive Suite 25
Las Vegas, NV 89148-7674

Michael Pelham, Vice Chair
212 S Minnesota St
Carson City, NV 89703

Nohemi Garcia, Clerk
1148 Aspen Cliff Drive
Henderson, NV 89011

Barbara Graham, Member
801 Sandra Drive
Boulder City, NV 89005

Cathy Sterbentz, Member
1270 Capital Gains Drive
Henderson, NV 89074

Kelly Moxley, Member
634 Beckwourth Drive
Reno, NV 89506

Saul Wesley, Member
7478 Laughing Brook Court
Las Vegas, NV 89131

Beth Christian, Member
333 S. Lisbon Street
Henderson, NV 89015

Section 7.03. Change In Number of Trustees. The number of Trustees may be increased or decreased by a duly adopted amendment to the Bylaws of the Corporation.

ARTICLE VIII
INCORPORATOR

The name and address of the incorporator is 2651 North Green Valley Parkway, Suite 106, Henderson, NV 89014.

ARTICLE IX
PERIOD OF DURATION

The Corporation is to have a perpetual existence.

ARTICLE X
TRUSTEES' AND OFFICERS' LIABILITY

A Trustee or Officer of the Corporation shall not be personally liable to this Corporation or its Members for damages for breach of fiduciary duty as a Trustee or Officer, but this Article shall not eliminate or limit the liability of a Trustee or Officer for (i) acts or omissions which involve intentional misconduct, fraud or a knowing violation of law or (ii) the unlawful payment of distributions. Any repeal or modification of this Article by the Members of the Corporation shall be prospective only, and shall not adversely affect any limitation on the personal liability of a Trustee or Officer of the Corporation for acts or omissions prior to such repeal or modification.

ARTICLE XI
INDEMNITY

Every person who was or is a party to, or is threatened to be made a party to, or is involved in any action, suit or proceeding, whether civil, criminal, administrative or investigative, by reason of the fact that he, or a person of whom he is the legal representative, is or was a Trustee or Officer of the Corporation, or is or was serving at the request of the Corporation as a Trustee or Officer of another Corporation, or as its representative in a partnership, joint venture, trust or other enterprise, shall be indemnified and held harmless to the fullest extent legally permissible under the laws of the State of Nevada from time to time against all expenses, liability and loss (including attorneys' fees, judgments, fines and amounts paid or to be paid in settlement) reasonably incurred or suffered by him in connection therewith. Such right of indemnification shall be a contract right which may be enforced in any manner desired by such person. The expenses of Officers and Trustees incurred in defending a civil or criminal action, suit or proceeding must be paid by the Corporation as they are incurred and in advance of the final disposition of the action, suit or proceeding, upon receipt of an undertaking by or on behalf of the Trustee or Officer to repay the amount if it is ultimately determined by a court of competent jurisdiction that he is not entitled to be indemnified by the Corporation. Such right of indemnification shall not be exclusive of any other right which such Trustees, Officers or representatives may have or hereafter acquire, and, without limiting the generality of such statement, they shall be entitled to their respective rights of indemnification under any by-law, agreement, vote of Members, provision of law, or otherwise, as well as their rights under this Article.

Without limiting the application of the foregoing, the Members or Board Of Trustees may adopt by-laws from time to time with respect to indemnification, to provide at all times the fullest indemnification permitted by the laws of the State of Nevada, and may cause the Corporation to purchase and maintain insurance on behalf of any person who is or was a Trustee or Officer of the Corporation, or is or was serving at the request of the Corporation as Trustee or Officer of another Corporation, or as its representative in a partnership, joint venture, trust or other enterprises against any liability asserted against

such person and incurred in any such capacity or arising out of such status, whether or not the Corporation would have the power to indemnify such person.

The Indemnification provided in this Article shall continue as to a person who has ceased to be a Trustee, Officer, Employee or Agent, and shall inure to the benefit of the heirs, executors and administrators of such person.

ARTICLE XII
AMENDMENTS

This Corporation reserves the right to amend, alter, change, or repeal any provision contained in these Articles of Incorporation or its Bylaws, in the manner now or hereafter prescribed by statute or by these Articles of Incorporation or said Bylaws, and all rights conferred upon the Members are granted subject to this reservation.

Any amendment or restatement of the Articles of Incorporation or the Bylaws shall be approved by a majority of the full Board of Trustees at any regular or special meeting of the Board provided that the notice of such meeting included as one of the items for consideration such amendment or restatement. No amendment or restatement shall be valid if the amendment or restatement would result in the loss of the Corporation's status under Section 501(c)(3) of the Internal Revenue Code.

ARTICLE XIII
POWERS OF TRUSTEES

In furtherance and not in limitation of the powers conferred by statute the Board of Trustees is expressly authorized:

(1) Subject to the Bylaws, if any, adopted by the Members, to make, alter or repeal the Bylaws of the Corporation;

(2) To authorize and cause to be executed mortgages and liens, with or without limit as to amount, upon the real and personal properly of the Corporation;

(3) To authorize the guaranty by the Corporation of securities, evidences of indebtedness and obligations of other persons, Corporations and business entities;

(4) To set apart out of any of the funds of the Corporation available for distributions a reserve or reserves for any proper purpose and to abolish any such reserve;

(5) By resolution, to designate one or more committees, each committee to consist of at least one Trustee of the Corporation, which, to the extent provided in the resolution or in the Bylaws of the Corporation, shall have and may exercise the powers of the Board of Trustees in the management of the business and affairs of the Corporation, and may authorize the seal of the Corporation to be affixed to all papers which may require it. Such committee or committees shall have such name or names as may be stated in the Bylaws of the Corporation or as may be determined from time to time by resolution adopted by the Board of Trustees; and

(6) To authorize the Corporation by its Officers or agents to exercise all such powers and to do all such acts and things as may be exercised or done by the Corporation, except and to the extent that any such statute shall require action by the Members of the Corporation with regard to the exercising of any such power or the doing of any such act or thing.

In addition to the powers and authorities hereinbefore or by statute expressly conferred upon them, the Board of Trustees may exercise all such powers and do all such acts and things as may be exercised or done by the Corporation, except as otherwise provided herein and by law.

APPROVED BY THE GOVERNING BOARD

Matthew Fox	07/20/2021
Michael Pelham	07/20/2021
Nohemi Garcia	07/20/2021
Kelly Moxley	07/21/2021
Barbara Graham	07/21/2021
Cathy Sterbentz	07/23/2021
Saul Wesley	07/25/2021
Beth Christian	8/3/2021

Bylaws

Article I
Introduction

I. Name and Address

The School is a public charter school pursuant to Chapter 388A and is sponsored by the State Public Charter School Authority. The Governing Board of the School is an independent body under the authorization of the Board of Trustees of the State Public Charter School Authority Board. The School's Board plans and directs all aspects of the school's operations.

II. Legal Status

The School is a public charter school pursuant to Chapter 388A and is sponsored by the State Public Charter School Authority. The Governing Board of the School is an independent body under the authorization of the Board of Trustees of the State Public Charter School Authority Board. The School's Board plans and directs all aspects of the school's operations.

III. Formation

The School is created under and shall operate in accordance with Nevada Revised Statutes, Chapter 388A and any other applicable State Statutes.

Article II
Membership

I. Membership Eligibility and Right

A. Membership in this School is, and at all times shall be, considered a privilege and not a right. All of the rights of a member of the School shall cease upon the death of the member, resignation, or other termination of membership. No member may transfer membership or any rights arising therefrom.

B. Any person shall be eligible for membership in this School, provided only that they have a sincere interest and desire to assist in carrying out and fulfilling the purposes for which the School has been created. Candidates for Board membership must successfully complete an application process and be approved by the Board of Directors

C. Nominees for new membership can be presented to the Membership Committee or designee by any member of the Board of Directors. The Membership Committee or designee shall then make a recommendation to the Board on each application it receives and the Board may elect to accept or reject each application for membership as it sees fit.

D. Nominees for new membership can be presented to the Membership Committee or designee by any member of the Board of Directors. The Membership Committee or designee shall then make a recommendation to the Board on each application it receives and the Board may elect to accept or reject each application for membership as it sees fit.

II. Termination of Membership

A. Resignation: A resignation by a Board member shall be effective upon receipt by the Chairperson of a written communication of such resignation.

B. Removal for cause: Any member of the Board may be removed by the affirmative vote of two-thirds (2/3) of the Directors then in office, excluding the member at issue whenever in their judgment such removal would serve the best interests of the School.

III. Membership Fees Dues or Assessments

The Board of Directors shall determine the fees, dues or assessments, if any, associated with the types of members from time to time.

IV. Voting Power

A quorum shall exist when no less than fifty percent (50%) of the Members of the Board of Directors ("Directors") are represented in person. The Board may conduct business by majority vote at any properly noticed regular, annual, or special meeting. The certificate of the secretary that proper notice has been given to each Member shall be conclusive that such notice has in fact been given, and each Member with the exception any ex officio non-voting member shall be entitled to one (1) vote. Every act or decision of a majority of the active Members present in person shall be valid as the act of the Membership; provided, however, that the candidates for the Board of Directors receiving the highest number of votes up to the number of Directors to be elected shall be declared elected. Every person entitled to vote or execute consents shall have the right to do so in person.

V. Time and Place of Meeting

The Board shall establish a schedule for regular meetings that shall occur no less frequently than once a quarter and shall be held in the county in which the School is located. Notice of the meeting must be provided in accordance with Nevada Open Meeting Law. Notice of the time and place of every regular or special meeting shall be given to each member of the Board by first class mail at least three (3) business days before the date fixed for the meeting and to all those individuals who request notice of relevant meetings. The purpose of any regular or special meeting must be specified in the notice of such meeting. Minutes of each Board meeting shall be taken and shall be approved by the Board and kept at the School.

A. An agenda must be produced for each regular and special board meeting in order to provide effective and efficient meeting practice. The agenda shall be prepared in accordance with NRS 241.020(2).

VI. Annual Meeting

The annual meeting of the Board shall be held at the School in January of each year as the Board may determine. The annual meeting shall take the place of the regularly scheduled quarterly meeting. Written notice stating the place, day, and hour of the meeting shall be given personally or mailed to each member of the Board at least three (3) business days prior to the date fixed for the annual meeting. Notice of the meeting must also be provided in accordance with Nevada's Open Meeting Law. The annual meeting shall be for the purpose of electing officers and new Board members and for the transaction of such business as may come before the meeting.

VII. Special Meetings

Special meetings of the Board may be called at any time by the Chairperson or by a majority of the Board. Special meetings shall be held at such time and place as may be designated by the authority calling such meeting and comply with Nevada's Open Meeting Law for posting and the applicable *voting powers and requirements for a quorum* defined herein.

VIII. Participation by Technology

To the extent permitted by law, any member of the Board or committee thereof may participate in a meeting of such Board or committee by means of technology, including but limited to, telephone, Internet, or similar communications method by which all persons participating in the meeting can hear each other, and participation in such a fashion shall constitute presence in person at such meeting.

IX. Proxy Voting

Proxy voting is not permitted.

X. Compensation

To the extent the Law provides, Directors may receive $80 per meeting for attendance.

XI. Orientation/Training

New Board members shall be given an orientation by the Board prior to their first Board meeting. Written materials shall be provided in the form of a Board packet. All Board members shall be offered general board training no less than one time per year.

Article III

Board of Directors

I. Member – Board of Directors

The Board of Directors shall be composed of eight (8) Directors nominated and elected by the Board. Members of the Board of Directors are responsible for setting policy, setting budgets, approving programs and projects, overseeing committees, entering into contracts for the School, representing the School in transacting business, and service to the community. The Board of Directors shall comply with the following

- A majority of Members shall be residents of the county in which the School is sponsored.

- Members of the Board of Directors meet NRS 388A.320: a) two members with a valid teaching license, b) two members who possess knowledge and experience in business, c) one member that is a parent or legal guardian of an enrolled student at the School.

- Officers of the School are elected from this body. Members are elected and removed according to the Bylaws then in effect.

II. Member – Powers of Directors

Subject to the powers of the Members as provided by law or herein set forth, all organizational powers of the School shall be exercised by or under the authority of, and the business and affairs of the School shall be controlled by, the Board of Directors. Without limiting the generality of the foregoing, the Board of Directors shall have powers including:

- To change the principal office for the transaction of the business of the School from one location to another within Clark County; to fix and locate from time to time, one or more subsidiary offices of the School within the State of Nevada; to designate any place within Clark County for the holding of any Directors' or Members' meetings.

- To delegate to the Executive Officers any of the powers and authority of the Board of Directors of the business and affairs of the School, except the power to amend the Bylaws, subject to the control of the Board of Directors.

- To make and change policies, rules, and regulations not inconsistent with law, or with these Bylaws, for the management and control of the School and its affairs, and of its employees, and agents; to lease, purchase, or otherwise acquire, in any lawful manner, for and in the name of the School, any and all real and personal property, rights, or privileges deemed necessary or convenient for the conduct of the School’s purpose and mission

- To enter into agreements and contracts with individuals, groups of individuals, corporations, or governments for any lawful purpose.

- To evaluate the Chief Officer(s) of the School.

- To develop and approve the annual budget and financial planning which shall be monitored and adjusted as necessary.

- To submit a final budget to the state pursuant to statute/regulation.

- To cause an annual audit of the accounts of the School, as well as any other inspection required by law, to be made by an accountant to be selected by the Board, showing in reasonable detail all of the assets, liabilities, revenues and expenses of the School.

- To cause to be kept a record of all the minutes, acts and proceedings of the Board.

- To ensure ongoing evaluation of the School to provide accountability.

- To uphold and enforce all laws related to charter school operations.

- To improve and further develop the School.

- To strive for a diverse student population, reflective of the community.

- To ensure adequate funding for operation.

- To solicit and receive grants and other funding consistent with the mission of the School to raise operating and capital funds.

- To carry out other duties as described in the School's Charter Contract.

III. Member – Board Composition

The eight (8) seats making up the Board of Directors shall comprise the following:

- Seat 1: Parent Director (see NRS 388A.320)

- Seat 2: Parent Director (Ex officio non-voting)

- Seat 3: Teacher Director (see NRS 388A.320)

- Seat 4: Teacher Director (see NRS 388A.320)

- Seat 5: Business Director (see NRS 388A.320)

- Seat 6: Business Director (see NRS 388A.320)

- Seat 7: Community Director

- Seat 8: Community Director

IV. Election

The Board of Directors shall fill vacancies which occur in the elected membership of the Board of Directors at the end of a Directors term in office. The Board of Directors may nominate

individuals to serve as Directors as well as take nominations from the community at large throughout the year. The Board Chair or designee(s) will review nominations and place a sufficient number of candidates to fill vacancies on the Board of Directors at the next regularly scheduled meeting of the Board. The Board may elect to approve the candidate(s) to fill vacancies with a majority vote of the Directors; otherwise, the continue searching for candidates.

V. Term of Office

With respect to the appointment of initial Directors, the terms of office shall be as follows: for Board seats 1 and 2, a term of one (1) year, for Board seats 3 through 5, a term of two (2) years, and for Board seats 6 through 8, a term of three (3) years. Seats will be filled in the following order: 1, 2, 3, 7, 4, 8, 5, 6.

After the initial appointments, Directors, with the exception of Parent Directors, may serve two (2) renewable two (2) year terms, or to serve the remaining portion of the term of a Director who cannot complete their term. Directors shall be elected from the community. Parent Directors may serve two (2) renewable one (1) year terms.

VI. Ex Officio Non-Voting Member

The school shall elect an ex officio non-voting "Parent Member" from the board of a substantially similar school from another county in the state of Nevada. The Board of Directors may determine that such a school or "Parent Member" does not exist and elect an additional parent member from the current School's current community to represent as an ex officio non-voting member on the Board.

VII. Holdover Authority

A Director on the Board may continue to serve after the end of the period prescribed for their maximum term limit until such time that a subsequent member is appointed to the position, but not to exceed 12 months or the Board by a majority vote determines there is a need to maintain board capacity. The maximum number of years any Member can serve is nine years.

VIII. Vacancies

The Board of Directors shall fill vacancies which occur in the elected membership of the Board of Directors between annual meetings for the unexpired term(s) of the elected member(s) causing the vacancy.

IX. Absences

Absences by Directors at Board of Director meetings will be excused with prior notice to the Chairman or designee. The Board may, from time to time, remove a Director from office based on an excessive number of absences from Board Meetings, as determined by the Board in their reasonable discretion. Prior removal from the Board for excessive absences shall not bar the election of a former Director to a new term of office.

X. Quorum

A quorum shall exist when no less than fifty percent (50%) of the Members of the Board of Directors ("Directors") are represented. The Board may conduct business by majority vote at any properly noticed regular, annual, or special meeting. The certificate of the Secretary that proper notice has been given shall be conclusive that such notice has in fact been given, and each Director shall be entitled to one (1) vote with the exception of ex-officio non-voting members. Every act or decision of a majority of the active Directors present in person shall be valid as the act of the Board. Directors person entitled to vote or execute consents shall have the right to do so in person.

XI. Chief Executive Officer and Chief Integrity and Accountability Officer

The Board may retain the services of a Chief Executive Officer (CEO) and/or Chief Integrity and Accountability Officer (CIAO) as either an employee or an independent contractor on such terms and conditions as the Board may approve. The CEO and CIAO shall report to the Board Chair.

Article IV

Officers

I. Chair

The Chair of the Board shall preside at all meetings of the Board and communicate with staff when necessary on developing upcoming agendas. The Chair of the Board shall possess the power to sign all certificates, contracts or other instruments of the School which are approved by the Board. The Chair of the Board shall have the general supervision, direction, and control of the business and affairs of the Executive Committee, and shall exercise and perform such other powers and duties as may be prescribed by the Board from time to time.

II. Vice Chair

In the absence of the Board Chair or in the event of the Chair's disability, inability, or refusal to act, the Vice Chair of the Board shall perform all of the duties of the Chair and, in so acting, shall have all of the powers of the Chair. The Vice Chair shall have such other powers and perform such other duties as may be prescribed from time to time by the Board or by the Chair.

III. Clerk

The Clerk shall keep or cause to be kept a book of minutes at the principal office or at such other place as the Board may order of all meetings of the Board with the time and place of holding, whether regular or special and if special, how authorized, the notice thereof given, the name or names of those present at the Board meetings and the proceedings thereof. The Clerk shall give or cause to be given notice of all the meetings of the Board required by these Bylaws or by law to be given and perform such other duties as may be prescribed by the Board from time to time. The Clerk of the Board shall exercise and perform such other powers and duties as may be prescribed by the Board from time to time.

IV. First Secretary

The First Secretary to the Board is the Chief Executive Officer. This is a paid position as part of the school and this individual has no voting rights and does not sit on the Board. The First Secretary shall handle all communication to and from the Board and shall establish setting up the Board meetings, announcing the meetings to the Members and public, and processing paperwork for Board packets, agendas, meeting minutes.

V. Second Secretary

In the absence of the First Secretary or in the event of the First Secretary's disability, inability or refusal to act, the Second Secretary to the Board shall perform all of the duties of the First Secretary and in so acting, shall have all of the responsibilities and roles of the First Secretary in relationship to the Board.

VI. Election and Term of Office

The Officers of the School shall include a Chair, Vice-Chair, and Clerk. The Board shall elect all officers of the School at the annual meeting of the Board, which officers shall be installed in office at such annual meeting to serve for terms of one (1) year and until their successors have been duly elected and qualified. Should there be more than one (1) nominee for a vacancy, the nominee receiving the greatest number of votes by the Board of Directors shall be declared elected and shall be installed in office at the annual meeting.

VII. Vacancies

A vacancy in any office because of death, resignation, removal, disqualification, or otherwise shall be filled by the Board of Directors.

Article V

Standing and Ad Hoc Committees

The Board may choose to appoint Standing Committees or Ad Hoc Committees from time to time. Whether active or inactive, the permitted Standing Committees shall be: Executive Committee; Development Committee, Personnel Committee, Finance Committee, Public Relations Committee, and Membership Committee. The Board may appoint an Ad Hoc Committee to address any issue or matter designated by the Board and not otherwise within the responsibility of a Standing Committee.

Chairpersons of the Standing Committees shall be appointed by the Board Chair and shall be selected from the Board of Directors. Said appointments shall be for the term of one (1) year, but may be renewed for successive one (1) year terms by the Chair. Members of Standing Committees shall be appointed by the Chairperson of the Standing Committee from the members of the School community. The Chairperson shall ensure that members of any Standing Committee or otherwise shall not constitute enough members of the Board of Directors to represent a quorum. Should the Chairperson of a Standing Committee desire to include a person that is not a member of the School community in the actions or deliberations of that committee, the prior approval of the Executive Committee is required. The Executive Committee may, from time to time, create and abolish such Special Committees as deemed necessary and proper in order to effectuate the purposes of the School.

The purpose of Committees is to make recommendations for effective and efficient operation of the school to the school's administrators as shall be provided in such resolution or in these Bylaws. The Board shall not be permitted to delegate the powers of the Board to any Committee with the exception of the Executive Committee.

Committees and Directors shall not be involved in handling the day-to-day details of running the School, dealing with specific personnel issues, or addressing individual student needs. The Board delegates the responsibility for running the charter school and implementing policies of the Board to the School's Administration and, specifically, the Chief Executive Officer.

Nothing in this Section precludes an individual Director from interacting with members of the public or the School. Members of the Committee are aligned with the how will versus how well philosophy of the Board of Directors. In short, the Directors are responsible for how well things get done; whereas, the School's Administration is responsible for how will things get done.

I. Executive Committee

The Executive Committee shall be composed of the Chair, Vice Chair, and Clerk of the School. Each member of the Executive Committee shall have an equal vote. Meetings of the Executive Committee shall be held at such times and places as determined by the Committee. A simple majority of the number of members of the Executive Committee shall constitute a quorum. The Executive Committee may act for the Board of Directors when a quorum is present and specifically authorized by the Board of Directors or the Bylaws. The Executive Committee shall be responsible for seeing that adequate procedural safeguards are established for School funds

and any action taken by the Executive Committee. Said action, shall require ratification by the entire Board of Directors at the next regularly scheduled or special meeting

II. Finance Committee

The Finance Committee is the planning arm of the School. The Committee is responsible for developing the programs required to acquire capital and project funds needed to fulfill the School's projects. This Committee has the responsibility for overseeing the financial portfolio of the School, and the prudent investment of all assets, in a manner to assure maximum yield, with protection of adequate safeguards. This Committee shall be composed of not less than three (3) members of the school, at least one of which shall be a Director.

III. Integrity and Accountability Committee

The Integrity and Accountability Committee (IAC) supports the Governing Body by providing feedback and recommendations in alignment with the Committee purpose. As a committee, the IAC is uniquely independent and reports directly to the Governing Body. Membership consists of the following:

- Past Governing Body Members (up to 2)
- Past NSHS staff (up to 3)
- Prospective Governing Body Members (up to 2)
- Chief Integrity and Accountability Officer and Chief Executive Officer (up to 2)

IV. Public Relations Committee

The Public Relations Committee shall provide access to the community to communicate the philosophy, purpose, and program of the School in the most understandable manner. This Committee shall be composed of at least three (3) members, at least one of which shall be a Director.

V. Membership Committee

The Membership Committee shall be responsible for recruiting new members from the School, processing the applications, requiring background checks, presentation and recommendation of said applications to the Board of Directors. This Committee shall be composed of at least three (3) members, at least one of which shall be a Director.

VI. Personnel Committee

The Personnel Committee shall be responsible analyzing and overseeing practices and systems for the successful recruitment and retention of staff members at the School. This Committee shall be composed of at least three (3) members, at least one of which shall be a Director.

VII. Development Committee

The Development Committee shall be responsible for creating and overseeing academic and engagement programs offered by the School. This Committee shall be composed of at least three (3) members, at least one of which shall be a Director.

VIII. Removal of Officers

Any officer of the School may be removed, either with or without cause, by a two-thirds (2/3) majority of the Directors then in office at any regular or special meeting of the Board.

IX. Vacancies

A vacancy in any office because of death, resignation, removal, disqualification, or otherwise may be filled by the Board by majority vote for the unexpired portion of the term.

Article VI

Supporting Groups

The Board of Directors may appoint Alumni Members, Honorary Members, and Advisory Members. Members so appointed are not entitled to vote or hold office but may attend Board Meetings and serve on Standing or Special Committees

I. Alumni Members

Graduates from the School in good standing are granted renewable one (1) year term status. Alumni Members may, but are not required to, attend regular Board meetings. Alumni Members shall serve on one or more committees. Alumni Members may be removed from said position by the Chair at the recommendation of the Executive Committee.

II. Honorary Members

A community leader or respected individual who lends their name to legitimize the mission and work of the Board may serve as an honorary member. Honorary Members do not necessarily work actively on programs or projects, but may do so at the request of the Board of Directors. An Honorary Member is invited to serve in this capacity with the approval of and by the Board of Directors and may be removed for cause by a simple majority of the Board. Honorary members may include, but are not limited to, elected officials, celebrities, or respected community leaders.

III. Advisory Members

A highly qualified person, who offers their name and expertise in a field, in an active manner, as needed and accepted by the Board of Directors.

Article VII

Financial Matters

I. Gifts

The Board may accept on behalf of the School any contribution, gift, bequest, etc. for the general purposes or any special purpose of the School.

II. Deposits

All funds of the School not otherwise employed shall be deposited to the credit of the School in such banks, trust companies, or other custodians located in the State of Nevada as the Board may select.

III. Checks, Drafts, and Notes

All checks, drafts, or other orders for payment of money, notes, or other evidence of indebtedness issued in the name of the School shall be signed by such officer or officers, or agents of the School and in such manner as shall be determined by the Board. The Board determines that Chief Executive Officer is authorized and required to sign all checks for the school and succeeds to the Chief Integrity and Accountability Officer in his/her absence. In the absence of both appointed administrators, the responsibility resides with the Chair of the Board or their designee. At any time, the Chair of the Board may revise this Section during public meeting and a majority vote of the Board to require additional signees (officer or officers, or agents of the School) to accompany the signature of the Chief Executive Officer of the school for any or all checks, drafts, or other orders for payment of money, notes, or other evidence of indebtedness issued in the name of the School.

IV. Safeguards

It shall be the responsibility of the Executive Committee, to establish adequate safeguards for the receipt and disbursement of all funds or property contributed or tendered to the School.

V. Annual Review

There shall be an annual review of the affairs of the School by a certified public accountant or firm of public accountants selected by the Board of Directors who shall furnish an annual audit or compilation report, to the extent required by law, to the Board of Directors, and shall review that such federal and state tax returns and reports for filing by the School follows the law.

VI. Contacts

The Board may authorize any officer or officers, agent or agents to enter into any contract or execute and deliver any instrument with reasonable cause and in good faith and progress in the name of and on behalf of the School, and such authority may be general or confined to specific instances.

VII. Loans

No loans shall be contracted for or on behalf of the School and no evidence of indebtedness shall be issued in the name of the School unless authorized by the Board. Such authority shall

be confined to specific instances. No loan shall be made to any officer or Board member of the School.

VIII. Fiscal Year

The fiscal year of the School shall begin on July 1 and end on June 30.

Article VIII

Indemnification

I. Indemnification of Directors, Officers, and Employees

Every person who was or is a party or is threatened to be a party to or is involved in any action, suit or proceedings, whether civil, criminal, administrative or investigative, by reason of the fact that he or a person of whom he is the legal representative is or was a Director or officer of the School or is or was serving at the request of the School or for its benefit as a Director or officer of another School, or as its representative in a partnership, joint venture, trust or other enterprise, shall be indemnified and held harmless to the fullest extent legally permissible under Chapter 82 and 388A of Nevada Law from time to time against all expenses, liability, and loss (including attorneys' fees, judgments, fines and amounts paid or to be paid in settlement) reasonably incurred or suffered by him in connection therewith. The expenses of officers and Directors incurred in defending a civil or criminal action, suit, or proceedings must be paid by the Schools at which they are incurred and in advance of the final disposition of the action, suit, or proceedings upon receipt of an undertaking by or on behalf of the Director or officer to repay the amount if it is ultimately determined by a court of competent jurisdiction that he is not entitled to be indemnified by the School. Such right of indemnification shall be a contract right which may be enforced in any manner desired by such person. Such right of indemnification shall not be exclusive of any other right which such Directors, officers or representatives may have or hereafter acquire and, without limiting the generality of such statement, they shall be entitled to their respective rights of indemnification under any bylaw, agreement, vote of Directors, provision of law or otherwise, as well as their rights under this Article.

II. Policies of Insurance

The Board may cause the School to purchase and maintain insurance on behalf of any person who is or was a Director or officer of the School, or is or was serving at the request of the School as a Director or officer of another School, or as its representative in a partnership, joint venture, trust or other enterprise against any liability asserted against such person and incurred in any such capacity or arising out of such status, whether or not the School would have the power to indemnify such person.

III. Further Amendments

The Board of Directors may from time to time adopt further bylaws with respect to indemnification and may amend these bylaws to provide at all times the fullest indemnification permitted by Chapters 82 and 388A of Nevada Law.

IV. Limited Indemnification

Notwithstanding any other provision of these bylaws, the Corporation shall neither indemnify any person nor purchase any insurance in any manner or to any extent that would jeopardize or be inconsistent with qualification of the School as an organization described in Section 501(c)(3) of the Internal Revenue Code or would result in liability under Section 4941 of the Internal Revenue Code.

Article IX

Amendment of the Bylaws

These Bylaws may be amended, altered, or repealed and new Bylaws may be adopted by the Board of Directors by an affirmative vote of two-thirds (2/3) of all the Directors then in office at any meeting of the Board, provided that the full text of the proposed amendment, alteration, or repeal shall have been delivered to each Director at least three (3) days prior to the meeting. Bylaw amendments are held pending until final ratification from the School's sponsor.

Article X

Property

The property of the School shall be held and applied in promoting the general purposes of the School declared in these Bylaws. No property, including real estate, belonging to the School shall be conveyed or encumbered except by authority of a majority vote of the Board. Any such conveyance or encumbrance shall be executed by the Chair or designee in the name of the School, and such instrument shall be duly approved by the Board.

Article XI

Dissolution

If, at any time and for any reason, the School's charter is revoked or the School is dissolved, all assets of the School, after satisfaction of all outstanding claims by creditors, shall be disposed of or transferred to a nonprofit organization with goals and philosophies consistent with the School. This transfer may occur through the State of Nevada or the School's sponsoring agent to dispose of as they see fit.

Article XII

Purpose of the Bylaws

These Bylaws are adopted for the sole purpose of facilitating the discharge, in an orderly manner, of the purposes of the School. These Bylaws shall never be construed in any such way as to impair the efficient operation of the School.

Certificate of Clerk

I, the undersigned, do hereby certify that I am the duly elected and acting Clerk of the Nevada State High School Board, a Nevada nonprofit corporation, and the foregoing BYLAWS, comprising fourteen (14) pages; constitute the Bylaws of said Corporation as duly adopted at a meeting of the Board of Directors.

DATED this ____ day of _____, 20__.

_____, Clerk

References

Adopted: [9/1/2004], 4/17/2008, 1/15/2009, 8/18/2011, 1/19/2012, 4/19/2012, 1/15/2015, 5/12/2016, 8/19/2021

Policy Review History: 9/1/2021, 9/1/2028

Legal Reference: Chapter 388A

Conflicts of Interest

Purpose and Background

The purpose of the conflict of interest policy is to protect this public Organization's (Nevada State High School) interest when contemplating entering into a transaction or arrangement that might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to governmental, public, nonprofit or charitable organizations.

Definitions

I. Interested Persons

Any director, principal officer, or member of a committee with governing board delegated powers, which has a direct or indirect financial interest, as defined below, is an interested person.

II. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family.

A. An ownership or investment interest in an entity with which the Organization has a transaction or arrangement.

B. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement.

C. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under *Determine whether a Conflict of Interest Exists* (see below *Protocols*), a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee determines that a conflict of interest exists.

Protocols

I. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transactions or arrangement.

II. Determine Whether a Conflict of Interest Exists

An interested person shall disclose a potential conflict of interest at governing board or committee meeting. However, after the presentation, it is the ultimate decision of the interested person to abstain, stay, or leave from any and all discussion and/or vote on the transaction or arrangement involving the possible conflict of interest.

III. Procedures for Addressing the Conflict of Interest

A. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

B. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

C. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

D. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

IV. Violations of the Conflicts of Interest Policy

A. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

B. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the

member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action using one or all of the following: consulting with the Organization's legal counsel, informing the Organizations authorizing sponsor, or the Nevada Commission on Ethics.

Records of Proceedings

I. Meeting Minutes Contents with Boards having Delegated Powers

A. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.

B. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Compensation

I. Voting on Matters involving Compensation

A. A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.

B. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.

C. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Periodic Reviews

I. Consistency with Charitable Purposes

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

A. Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.

B. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

Annual Certification Statements

I. Each Interested Person shall annually sign that they have:

A. Received a copy of the conflicts of interest policy

B. Read and understand the policy

C. Agreed to comply with the policy

D. Understands the Organization is public charter school entity authorized through a written charter through NRS 388A and in order to maintain its charter must engage primarily in activities, which accomplish its strategic framework, mission, and overall purpose of the school.

I hereby certify that I am an interested party of the organization and affirming with my signature below that I have received a copy of the conflict of interest policy.

DATED this ____ day of _____, 20__.

Signature_____

Print Name_____, Title_____

References

Adopted: [3/3/2007], [1/16/2014], 1/15/2009, 1/15/2015, 8/19/2021

Policy Review History: 9/1/2011, 9/1/2014, 9/21/2021, 9/1/2028

Legal Reference: NRS 281A.430

Code of Ethics

Dealing with Issues

I. Guiding Principles to Strive For:

A. Abide by the legislation, code, policies, regulations, procedures, and practices that govern Nevada State High School.

B. Be guided by the strategic framework of the school.

C. Practice the highest level of ethical standards of honesty, integrity, and accountability.

D. Recognize and respect the personal integrity of members in the school community.

E. Openly declare and stay clear from any perceived conflicts of interest.

F. Foster a positive atmosphere in which individuals are able to succeed.

G. Consider the best interest of students, families, staff, and members of the school community.

H. Support decisions of the majority while honoring an individual's right to express opposing views.

I. Uphold the confidential nature of school business and never disclose confidential information.

J. Use appropriate communication channels when questions or concerns arise.

I hereby certify that I am an interested party of the organization and affirming with my signature below that I have received a copy of the adopted code of ethics policy.

DATED this ____ day of _____, 20__.

Signature_____

Print Name_____, Title_____

References

Adopted: 2/25/2016, 8/19/2021

Policy Review History: 9/21/2021, 9/1/2028

Legal Reference: NRS 388A.397

Disputes with Sponsor

Resolving Disputes with Sponsor

I. Guiding Principles to Strive For:

A. The sponsor and the charter school shall first submit disputes to the head Director for the sponsor. Thereafter, the Director and charter school shall meet and attempt in good faith to negotiate a resolution of the dispute. In the event the there is no resolution informal resolution between the charter school and director, then an appeal may be made to the sponsors board and/or to the State Board of Education for consideration.

References

Adopted: [3/3/2007], 1/15/2009, 1/15/2015, 8/19/2021

Policy Review History: 9/1/2011, 9/1/2014, 9/1/2021, 9/1/2028

Legal Reference: NRS 391.3125

Curriculum, Courses, and Textbooks

General Curriculum Statement

The curriculum at the Nevada State High School (NSHS) provides students the opportunity to develop and demonstrate knowledge and skills in English, history, government, science, mathematics, arts/humanities, and computer literacy. This college-level curriculum is aligned to state required coursework for 11th and 12th grade high school students and allows students who enroll at the NSHS to finish their coursework and receive a high school diploma.

College Courses

Nevada State High School uses dual credit college courses and high school courses.

High School Courses

Nevada State High School uses dual credit college courses and high school courses.

I. Introduction to the College Experience (Two-Week Course)

   A. This course exposes students to the culture and expectations of NSHS and assist them in the seamless transition into college. Selected topics include, but are not limited to: writing processes; collaborating and interacting with others; research; data analysis; group presentations; time management; college expectations; organization; critical thinking skills; goal setting; and school policies, rules, and procedures.

      1. Offered at 0.5 high school elective credit.

II. Study Skills

   A. This course develops and refine skills for college preparedness, remedial and proficiency assistance, and academic support based on students' needs. Instructors guide students in becoming independent resourceful learners

      1. Offered at 0.5 high school elective credit. This course is required every semester, and passing each course or fulfilling an exemption is required to earn a diploma from NSHS.

III. Transitions (first and second semester; first year students only)

   A. This course is designed to introduce and expose students to a variety of skills needed for a successful transition into college. These skills are organized into three pillars: personal, academic and social. The course teaches transitioning skills while also developing student's professional habits and exposing them to the school's core values. Passing this course is a requirement for graduation from NSHS.

1. The course is offered as 0.5 high school elective credit. This course is required for all first-year students, and passing each semester is required to earn a diploma from NSHS.

IV. COMPASS (first and second semester; second year students only)

A. This course is for monitoring and communicating with second-year NSHS students to ensure progress toward high school graduation and college transition. Although COMPASS is not a credit bearing class, participation is required and passing it is a requirement for graduation from NSHS.

1. (i) Not for credit. This course is required for all second-year students, and passing each semester is required to earn a diploma from NSHS.

Textbooks

I. High school classes

A. All core high school classes will use state approved textbooks.

II. College classes

A. All college classes will use individual instructor approved textbooks.

References

Adopted: [9/1/2004], 1/15/2009, 1/15/2015, 8/19/2021

Policy Review History: 9/1/2011, 9/1/2014, 9/21/2021, 9/1/2028

Legal Reference: NAC 389.040

Internet Safety

Internet Safety

I. General Information

A. It is the adopted policy of the Nevada State High School to:

1. Prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications.

2. Prevent unauthorized access and other unlawful online activity.

3. Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors.

II. Access to Inappropriate Material

A. To the extent practicable, technology protection measures shall be used to block access to inappropriate information via the Internet or other forms of electronic communications.

B. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene and/or child pornography, or to any material deemed harmful to minors.

C. Subject to staff supervision, technology protection measures shall be disabled upon a request to do so by an adult patron or, in the case of minors, minimized for bona fide research and/or other lawful purposes.

III. Inappropriate Network Usage

A. To the extent practicable, steps shall be taken to promote the safety and security of users of the Nevada State High School online network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

B. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes, but not limited to:

1. Unauthorized access, including so-called 'hacking' and other unlawful activities.

2. Unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

IV. Supervision and Monitoring

A. It shall be the responsibility of all members of the Nevada State High School staff to supervise and/or monitor usage of the online computer network and access to the Internet on NSHS campuses in accordance with this policy and the Children's Internet Protection Act.

B. Adopting procedures for the disabling and/or modifying of any technology protection measures shall be the sole responsibility of the Nevada State High School Governing Body and/or their designated representatives.

V. Training

A. The school shall provide the training of minors about appropriate online behavior, including interacting with other individuals on social networking sites, cyber bullying, etc.

B. The school shall annually collect signed acknowledgements from all students regarding appropriate online behavior in the form of the Internet Acceptable Use Policy (AUP) and Student/Parent Handbook Acknowledgement.

References

Review Responsibility:

Adopted: 1/15/2009, 8/16/2012, 1/15/2015, 8/19/2021

Next Policy Review: 9/1/2014, 9/1/2021, 9/1/2028

Legal Reference: Pub. L. No. 106-554 and 47 USC 254 (h)

English Language Learners

Vision, Purpose, and Philosophy

Nevada State High School's mission is to provide English Learner (EL) students equitable access to curricular and extracurricular programs through language acquisition support services which will promote progress towards mastery of standards and college and career readiness.

Desired Outcomes and Expectations

NSHS is a dual-credit program where students' core classes are taught at local colleges with real college professors in real college classes. The high school focuses on supporting students in a college environment. Through the application process, students take a college placement test in English and the college dictates the English class placement level including classes for English Learners (ELs). Student progress is tracked continually each semester with individual student scorecard reports documenting areas of growth toward the school mission of academic, personal responsibility and social connection toward college readiness. When necessary, the school contracts with a highly certified reading and TESL/ELAD endorsed teacher to supplement college instruction and support progress toward passing state exams (ACT) and other school-wide testing. Interventions are logged in the student intervention tracking program.

References

Adopted: 8/19/2021

Policy Review History: 9/1/2021, 9/1/2028

Legal Reference:

English Language Learners

Process Criterion

Nevada State High School's English Language (EL) Learner policy was reviewed and input provided by staff, administration, and parents. Nevada State High School utilized federal and state resources to update this plan.

Definitions, Terms and Acronyms

The terms and associated acronyms throughout the document are as follows:

- Nevada Department of Education – NDE
- State Public Charter School Authority – SPCSA
- Nevada State High School – NSHS
- Clark County School District – CCSD
- English learner –EL
- School Performance Plan – SPP
- Home Language Survey – HLS
- English Language Proficiency Assessment – ELPA
- English Language Acquisition and Development – ELAD
- Teach English as a Second Language – TESL
- World-Class Instructional Design and Assessment – WIDA

EL Service Delivery Plan and Operation Guide

During the registration process, applicants are given a separate form for the three prompt Home Language Survey.

I. If the student/parent speaks Spanish, they can select their communication preference to be in Spanish and may be directed to staff who speaks Spanish for additional support.

   A. NSHS staff must interview students/parents/guardians whose HLSs indicate there is a language other than English spoken at home with the following exceptions:

      1. Students who were previously classified as ELs and were then reclassified as Former ELs in their previous district;

      2. Students who transferred from another district or another WIDA state who did not qualify as ELs on the English proficiency screening test administered in their previous district or state; and

      3. Students who transferred from another district within Nevada or another WIDA state with ACCESS results from the last calendar year.

II. Once the student is enrolled, NSHS requests all records from their previous school, including ELPA records. If a previous CCSD student selects one or more languages that are other than English and ELPA validation are not received from the school, NSHS will directly contact CCSD for ELPA records.

   A. CCSD records will indicate that the students never had services, had services at one time with exit date, or are still receiving services.

      1. If students are still receiving services, the school will send home the SPCSA/NDE form letter indicating that the students are receiving services with the required information including, but not limited to the following: Reason for identification and placement, level of English Proficiency, how they were assessed, level of academic achievement, type of language program and instructional method, how the program will meet the students strengths and help them obtain English proficiency to work toward graduation, requirements to exit the program, and how the program will meet IEP (if qualified).

III. Student progress is tracked continually each semester with individual student scorecard reports documenting areas of growth toward the school mission of academic, personal responsibility and social connection toward college readiness. When necessary, the school contracts with a highly certified reading and TESL/ELAD endorsed teacher to supplement college instruction and support progress toward passing the State Exams and other school-wide testing. Interventions are logged in the student intervention tracking program.

IV. The school administers the State mandated ELPA assessment annually to current EL students during the State Testing window by a trained licensed teacher who is fluent in oral and written English.

   A. Once the results are received by the school, the results are sent to parents and staff indicating the outcome and continuation of qualification for services.

   B. EL and former EL students participate in all school-wide testing.

   C. If the school were to utilized paraprofessionals, they would be supervised by a highly qualified teacher.

V. The school monitors students for two years after exiting the program.

VI. The school will conduct an annual evaluation of the EL program each year by comparing EL and former EL students against non-EL student progress and adjusts program as needed.

Interim Proficiency Assessments and Evaluation

VII. During the registration process, if the students are not from CCSD or a Nevada school and no records indicate their previous EL status and they select one or more languages on the HLS, they will be given the State mandated screening test for identification and Placement of student within 30 school days; if the student enrolls during the year, the school will give the assessment within two weeks (no parent permission is necessary)

A. Parents will receive the SPCSA/NDE form letter with results including eligibility and placement.

B. Evidence is provided that parents may: 1. Decline services, 2. Ask questions, and 3. Obtain assistance in selecting from available programs.

C. Families are provided resources to improve language skills such as duolingo.com, college resource center, Rosetta Stone, ESL classes or ESL college courses, and others as recommended by the SPCSA and NDE.

1. NSHS will not code the student as EL until the language proficiency screening test is formally administered and results are obtained.

VIII. During the registration process, if a student enrolls with an IEP or is suspected of having a disability (parent informs NSHS staff that student has a disability), then NSHS staff must coordinate with the Special Education staff to complete an EL provisional identification procedure (EL provisional identification procedure consists of a conversational interview consisting of questions of various levels of difficulty, creating an interaction between student and staff so that staff can make an initial determination):

A. If the student arrives with an IEP:

1. An EL procedure must be completed with appropriate accommodations and the results must be interpreted in consultation with Special Education staff.

B. If the student is suspected of having a disability but a determination cannot be made prior to completing the EL provisional identification procedure:

1. An EL provisional identification procedure must be completed with any administrative considerations or accommodations that the ELAD/TESL and Special

2. The student must be placed on an academic plan based on the information available at the conclusion of the procedure.

3. NSHS must notify parents/and/or legal guardians of screening results and provisional placement decision.

a) NSHS will not code the student as EL until the language proficiency screening test is formally administered and results are obtained. Education staff determine as necessary.

Classroom Assessments

Nevada State High School is a dual-credit program where students' core classes are taught at local colleges with real college professors in real college classes. The high school focuses on supporting students in a college environment. Therefore, Nevada State High School does not provide formal classroom assessments. Student progress is tracked continually each semester with individual student scorecard reports documenting areas of growth toward the school mission of academic, personal responsibility and social connection toward college readiness. When necessary, the school contracts with a highly certified reading and TESL/ELAD endorsed teacher to supplement college instruction and support progress toward passing the State

Exams and other school-wide testing. Interventions are logged in the student intervention tracking program.

References

Adopted: 8/19/2021

Policy Review History: 9/1/2021, 9/1/2028

Legal Reference:

Special Education

Addressing Special Education

Nevada State High School (NSHS) universally adopted the State Public Charter School Authority's (SPCSA) guidance manual along with any future updates.

I. The school's sponsor may recommend policy, guidelines, and safeguards that shall be implemented by the school.

II. In the absence of such guidance by the school's sponsor, the administration may fulfill the IEP requirement by using a Nevada licensed special education teacher to provide services, including assessments, IEP team meetings, transition planning and any other required services to include, but not be limited to the following.

   A. Admissions

   B. Identification

   C. Special education teacher staffing

   D. Services to students with disabilities

   E. Parent and guardian access to student records

   F. Parent and guardian involvement

   G. Independent educational evaluation

   H. Prior notice

   I. Procedural safeguards notice

   J. Parental consent

   K. Due process

   L. Sharing special education enrollment with sponsor

   M. Transitioning

   N. Individualized educational plans

References

Adopted: [9/1/2004], 1/15/2009, 1/15/2015, 8/19/2021

Policy Review History: 9/1/2014, 9/21/2021, 9/1/2028

Legal Reference: NRS 388.4354

External Credit Options

I. General Information

A. The maximum number of credits from alternative means that may be applied toward high school graduation shall be six (6). Before a student may enroll for high school credit by alternative means, the student must obtain written permission from the high school administrator or designee.

II. Correspondence Credit

A. Online/correspondence credit to be applied toward graduation shall consist only of units earned through a recognized correspondence.

III. Waivers or Hours for Physical Education Credit

A. NSHS does not award P.E. II waivers, however, students may obtain one through their home zoned school and transfer corresponding records to NSHS for inclusion on the high school transcript.

B. NSHS may offer P.E. I and II credit through completion of a minimum number of hours of active participation through an approved recreational center or gym. Students must obtain written permission from the high school administrator of designee (counselor) prior to accumulating the hours.

IV. Performance on Examinations for Credit

A. Nevada State High School may grant credit to a student who passes an exam for a course at its school or that has been taken from another institution.

V. Summer College Classes for Credit

A. A school administrator may offer school reimbursement for summer courses to new and returning students for those things that include, but are not limited to the following: showing extenuating circumstances, being in remediation, and/or looking to take extra classes.

Reimbursement to students shall follow the minimum requirements including, but not limited to the following: earning a passing grade, earning a grade to enroll in a subsequent course, staying actively enrolled with the school through validation day of the subsequent fall semester, and meeting necessary deadlines set by the school. Nothing in this section prohibits a student from taking college classes and assuming responsibility to pay for such classes on their own.

References

Adopted: [9/1/2004], 1/15/2009, 1/15/2015, 8/19/2021

Policy Review History: 9/1/2011, 9/1/2014, 9/1/2021, 9/1/2028

Legal Reference: NRS 389.171

Grade Promotion and Testing

Credits required for promotion

The information below can be used to determine the number of units of credit required for high school grade promotion.

I. The following units of credit required for grade promotion in high school:

A. To be promoted to the eleventh grade, a student must have earned a minimum of eleven units of credit.

B. To be promoted to the twelfth grade, a student must have earned a minimum of seventeen units of credit.

II. Credit deficient student

A. A credit deficient student is defined as a pupil who has not earned the minimum number of credits in any given year to qualify as a member of the next higher grade in the following year.

III. Evaluation of transcripts

A. Each school administrator or designee shall evaluate the transcripts of high school students who transfer from other schools to determine grade level eligibility.

IV. Waive the credit requirement

A. Administrators may waive the credit requirement for transfer students to be considered eleventh or twelfth graders only if extenuating circumstances exist and with approval of the head of the network or Board of Trustees.

General testing statement

The Nevada State High School aligns its schedule of examinations of achievement with the Nevada Department of Education's annually published testing schedule. Alignment shall occur following the release of the Department's testing schedules for both fall and spring each year and in conjunction with the school's calendar.

I. Nevada State High School agrees to meet the requirements of NRS Chapter 389 and other applicable federal, state, and local laws/regulations.

References

Adopted: [9/1/2004], 1/15/2009, 1/15/2015, 8/19/2021

Policy Review History: 9/1/2011, 9/1/2014, 9/1/2021, 9/1/2028

Legal Reference: NAC 389.659, NAC 389.670

Registration

General Enrollment Information

Enrollment at Nevada State High School is dependent upon completion of the registration process, proof of a confirmed and complete schedule, and the student completing their final enrollment documentation on their first day of instruction. A student may not be enrolled in two schools at the same time with the exception of the taking external credits on a case-by-case basis.

Registration Timelines

I. Upcoming Fall Term

   A. First year or reregistering students to Nevada State High School

      1. Registration timelines are established each year, with consideration of college timelines, by the network administration and communicated out to the public via the school's website.

   B. Second year (returning) students to Nevada State High School

      1. Registration timelines are established each year by the network administration and communicated before the end of each school year to student that have the ability to re-enroll.

II. Upcoming Spring Term

   A. First year or reregistering students to Nevada State High School

      1. Registration timelines are established each year, with consideration of college timelines, by the network administration and communicated out to the public via the school's website.

References

Adopted: [9/1/2004], 1/15/2009, 1/15/2015, 10/15/2020, 8/19/2021

Policy Review History: 9/1/2014, 9/21/2021, 9/1/2028

Legal Reference: NRS 388A.453

School Lottery

Description

I. In accordance with NRS and NAC, Nevada State High School will register pupils for the first 45 days after the start of any registration period.

   A. At the end of the 45th day, if there are more students than the school's maximum capacity, then the school will conduct a random lottery of all applicants up to and including the 45th day. The school will randomly draw the names of all applicants and track them in order in which they were randomly selected. Student names are drawn up to the school's capacity (regardless of which grade level) are given first choice to attend the school meeting the necessary requirements for registration. Subsequent applicants randomly drawn after the school's capacity are tracked on a waitlist in the order they were randomly drawn in addition to any subsequent submissions during the school's entire registration period and tracked on the same waitlist in the order in which they applied. As openings become available from those that withdraw or fail to complete the registration process, the next available student from the waitlist are given an opportunity to fill these openings.

   B. Conversely, if there are less students then the maximum capacity, the school will grant all applicants up to that point at the end of the 45th day a spot in the school and take all subsequent applications in the order in which they applied to the school and track these applicants that successfully complete the registration process as outlined by the school's administration.

References

Adopted: [9/1/2004], 1/15/2009, 1/15/2015, 10/15/2020, 1/14/2021, 8/19/2021

Policy Review History: 9/1/2014, 9/1/2021, 9/2028

Legal Reference: NRS 388A.453, NAC 388A.160

Absences and Truancies

Students are required to attend all their scheduled classes. Nevada State High School staff may monitor student attendance by performing random checks to the extent possible and call the parents of students who are absent from school to check on a student's attendance.

It is understandable that students will get ill or have family emergencies. In the case of an excused absence, students are required to bring in a note from a parent or guardian to the Nevada State High School administrative offices within three school days stating that the student was physically or mentally unable to attend school and on which days.

I. Defining Excused Absence.

   A. Illness

   B. Emergency (family matters)

   C. Unavoidable Dental/Medical Appointments

   D. Religious Observance

   E. Extended Travel (out-of-town)

      1. Students are required to complete make-up work. Students must complete work in a timely manner and in accordance to the individual teacher's classroom policies.

         If a note is not received within three school days the student is considered truant and may be given a notice of truancy. The school may notify the parent or guardian in writing or other means that the student was truant and on which days. After a student has received three truancy notices, a truancy citation may be issued by the Nevada State High School calling law enforcement to investigate the truancy. A truancy referral will be prepared for the officer. When a truancy notice is issued to a student, the student must appear in court and may receive a fine and/or community service.

II. Defining Unapproved Absence

   A. was not approved in writing in advance.

   B. was not due to physical inability of the student to attend school

   C. was not due to mental inability of the student to attend school

   D. was not due to an emergency

E. missing more than 30 minutes on any class period equals an absence

F. the parent/guardian failed to notify the school

1. The parent/guardian shall notify the school within three days after the pupil returned to school of the pupil's absence and inability to attend school.

III. Defining Truancy

Nevada Law does not distinguish between truancy resulting from an action of the student and that of the parent or legal guardian. Any student who has been declared by the school to be a truant three or more times within one school year must be declared by the school to be a habitual truant and must be reported by the school directors to the local law enforcement agency.

A. Any child who has once been declared a habitual truant and who in an immediately succeeding year is absent from school without a valid excuse may again be declared a habitual truant.

References

Adopted: [3/3/2007], 1/15/2009, 1/15/2015, 8/19/2021

Policy Review History: 9/1/2011, 9/1/2014, 9/21/2021, 9/1/2028

Legal Reference: NRS 392.130, NRS 392.142, NRS 392.240(2)

Bullying and Harassment

Bullying, cyber-bullying, harassment, and intimidation of a student or employee by another student or an employee, including sexual harassment, will not be tolerated. All students and staff should be able to attend school in a safe and respectful learning environment and are not required to endure insulting, degrading, harassing, or exploitative treatment. Students, staff, and parents/guardian, need to report issues of harassment to NSHS administration to be investigated. Harassment will be dealt with by school administration and may include disciplinary action.

Bullying, Cyber-Bullying and Intimidation

I. Information Disseminated Annually Through Student Handbook

   A. Each student and parent/guardian sign the student handbook

   B. Each student receives a lesson on the student handbook

   C. Each student receives training and signs a computer Acceptable Use Policy

   D. Parents review and resign the handbook in an annual mandatory parent meeting

   E. NSHS Governing Body approves the handbook each year

   F. The student handbook is posted on the school's website

   G. The student handbook is posted on the school's online management system.

II. Investigations

   A. Not later than one (1) day after receiving notice of a violation, an investigation will be initiated and completed within 10 days to include recommendations and consequences aligned to the school rules for behavior. Parents/guardians have a right to due process for any disciplinary action taken by the school. Law enforcement will be contacted for violation of NRS 388.135 should the violation rise to a criminal level or if the student and/or parent/guardian wish to take legal action.

III. Reporting

A. NSHS administration shall submit to the school's sponsor and/or Governing Body a report on the violations of NRS 388.135 from the previous school semester to include.

1. The number of violations during the reporting period.

2. Any actions taken at the school to reduce the number of incidences of bullying, cyber-bullying, harassment and intimidation, including, without limitation, training that was offered or other policies, practices and programs that were implemented.

IV. Team development

A. Nevada State High School designated staff may meet once per year or more often if specifically requested by the Governing Body to identify and address patterns of bullying, review and strengthen school policies, and to provide information to staff, students and parents on methods to address harassment, etc.

1. Director of Site Administration (Principal) or designee

2. Counselor

3. Teacher

4. Parent/guardian

5. Any other person appointed by the Director of Site Administration

V. Training

A. NSHS staff complete harassment and diversity training annually.

Harassment

I. General Definition

A. Discrimination adversely affects employee morale and productivity. Nevada State High School will, therefore, prohibit harassment of any person on the basis of that person's actual or perceived race, color, national origin, gender (including non-conformity to gender stereotypes), sexual orientation, age, disability, and/or religious preference, as harassment is defined by this policy and associated procedures. NSHS will also prohibit harassment of individuals who are believed to have a relationship with persons who are protected on the basis of actual or perceived race, color, national origin, gender, sexual orientation, age, disability, and/or religious preference. Such behavior is just cause for disciplinary action. NSHS will act promptly on formal and informal reports, complaints, and grievances of harassment, sexual harassment, and intimidation, that come to the school's attention. The school will immediately report harassing conduct that is violent or criminal in nature to local law enforcement officials

II. Retaliation

A. Forms of prohibited retaliation include, but are not limited to, adverse educational or employment actions, threats, bribes, unfair treatment or grades, continued harassment, ridicule, pranks, taunting, bullying, malicious spreading of rumors, dissemination of false information, and organized ostracism regarding the student's actual or perceived race, color, national original, age, gender (including non-conformity to gender stereotypes), sexual orientation, disability, and/or religious preference.

B. Because parents, educators, and members of the public share the goal of making school experiences rewarding for students, it is in the best interest of all parties to resolve school-related concerns as quickly and effectively as possible. The best solutions are those that involve input from those closest to the concern, typically, the students, the parent, and/or guardian, teacher, and administrator.

C. At any time, a student may choose to initiate a complaint using the process in Article I herein, along with having the legal right to file a grievance with the Office of Civil Rights or a court of competent jurisdiction at any time.

III. Confidentiality

A. A report of harassment, sexual harassment, discrimination, or intimidation and the investigation are to be kept in strictest confidence, where practical, for the protection of all parties involved.

1. The school's obligation to investigate and take corrective action may supersede an individual's right of privacy.

IV. False Accusations

A. Persons perpetrating false or fabricated accusations shall be held responsible for their actions, and may be subject to disciplinary action including, but not limited to termination.

References

Adopted: 4/18/2013, 1/15/2015, 8/19/2021

Policy Review History: 9/1/2014, 9/1/2021, 9/28/2021

Legal Reference: NRS 388.121 to 388.139, NAC 392.301 to 392.360, 392.029, NRS 392.850

Bullying and Harassment (Procedure)

General Information

I. Bullying, cyber-bullying, harassment, and intimidation of a student or employee by another student or an employee, including sexual harassment, will not be tolerated. All students and staff should be able to attend school in a safe and respectful learning environment without having to endure insulting, degrading, harassing, or exploitative treatment. To be clear, NSHS does not define consequences, disciplinary actions, directness, or constant reminders under any of these terms even if these make a student/parent uncomfortable. Getting in trouble or direct answers often make people uncomfortable, but it is not harassment and will not be treated as such. Students, staff, and parents/guardian, may report issues of harassment to the NSHS site administrators in writing to be investigated. Violations of school policy will be dealt with by school administration and may include disciplinary action including, but not limited to suspension, schedule changes, or removal from the school, and reporting to local police in accordance with State law. Due process procedures apply. Students have the opportunity to receive training and sign off on the Acceptable Use Policy (see protocols on the school's website). Parents/guardians who threaten, intimidate, or use profane language with NSHS staff will be dealt with under this policy and may be trespassed from coming onto school grounds or school related activities.

   A. Note: Regarding the school's communication to parents and students on the school's position on bullying:

      1. Students receives a lesson on the student/parent handbook
      2. Students receive training and sign off on a computer Acceptable Use Policy
      3. Students receive training on dealing with others, especially in a college environment
      4. Students receive training on the school's handbook at the beginning of the year
      5. Students and parent/guardian sign off on the school's handbook
      6. Parents receive handbook training at an annual mandatory parent meeting
      7. NSHS Governing Body approves the handbook each year
      8. The handbook is posted on the school's website and online learning management system

II. Definitions

A. (a) Bullying: a willful act which is written, verbal or physical, or a course of conduct on the part of one or more persons which is not authorized by law and which exposes a person repeatedly and over time to one or more negative actions which is highly offensive to a reasonable person.

1. Intendeds to cause or actually causes the person to suffer harm or serious emotional distress.

2. Exploits an imbalance in power between the person engaging in the act or conduct and the person who is the subject of the act or conduct.

3. Poses a threat of immediate harm or actually inflicts harm to another person or to the property of another person.

4. Places the person in reasonable fear of harm or serious emotional distress.

5. Creates an environment which is hostile to a pupil by interfering with the education of the pupil.

B. Cyber-bullying: bullying through the use of electronic communication. The term includes the use of electronic communication to transmit or distribute a sexual image of a minor. As used in this section, “sexual image” has the meaning ascribed to it in NRS 200.737.

C. Electronic communication: the communication of any written, verbal or pictorial information through the use of an electronic device, including, without limitation, a telephone, a cellular phone, a computer or any similar means of communication

III. Bullying Behavior Training

A. NSHS provides training to students about cyber-bullying and online safety each year with the Acceptable Use Policy presentation. Students sign an acknowledgment & parents have online access, handbook, and information at annual parent/academic success meetings.

B. NSHS provides lessons on appropriate student interactions including face to face and online discussions for classes. Lessons cover interacting with others who may express ideas radically different and sometimes offensive to theirs, and how to handle them in the college setting and look for ways to improve the intellectual conversations.

C. Students are provided with information on reporting incidents of bullying and cyber-bullying through the handbook

D. NSHS provides training to their staff and administrators.

IV. Prohibition of Bullying and Cyber-Bullying:

A. A member of the Governing Body, any employee of NSHS, including, without limitation, an administrator, principal, teacher or other staff member, a member of a club or organization which uses the facilities of any public school, regardless of whether the club or organization has any connection to the school, or any pupil shall not engage in bullying or cyber-bullying on the premises of any public school, at an activity sponsored by NSHS.

B. Staff member required to report violation to principal; written notice of reported violation to parent of each pupil involved; time period for initiation and completion of investigation; authorization for parent to appeal disciplinary decision.

1. Any NSHS staff member who witnesses a violation of NRS 388.135 or receives information that a violation of NRS 388.135 has occurred shall report the violation to the principal or his or her designee on the day on which the teacher or other staff member witnessed the violation or received information regarding the violation.

2. The principal or his or her designee shall initiate an investigation not later than 1 day after receiving notice of the violation. The principal or the designee shall provide written notice of a reported violation of NRS 388.135 to the parent or legal guardian of each pupil involved. The notice must include, without limitation, a statement that the principal or the designee will be investigating the reported violation and that the parent or legal guardian may discuss with the principal or the designee any counseling and intervention services that are available to the pupil. The investigation must be completed within 10 days after the date on which the investigation is initiated and, if a violation is found to have occurred, include recommendations concerning the imposition of disciplinary action or other measures to be imposed as a result of the violation, in accordance with the policy governing disciplinary action adopted by NSHS.

3. The parent or legal guardian of a pupil involved in the reported violation of NRS 388.135 may appeal a disciplinary decision made against the pupil as a result of the violation to the principal or his or her designee, in accordance with the policy governing disciplinary action adopted by the Governing Body of NSHS. Any appeal made to the Governing Body shall have been attempted remediation by the Chief Executive Officer or designee from the executive leadership team before being brought to the Governing Body under a formal complaint

References

Adopted: 7/15/2015, 8/19/2021

Policy Review History: 9/1/2021, 9/28/2021

Legal Reference: NRS 388.121 to 388.139, NAC 392.301 to 392.360, 392.029, NRS 392.850

Freedom of Expression

Student Freedom of Expression

I. Commitment to Protect

A. Nevada State High School shall be committed to encouraging, protecting, and ensuring the student right to exercise freedom of speech, press, and expression, subject to the laws of the land. The school will recognize the intrinsic value of educating students in the reasonable exercise of these fundamental rights in order to become responsible citizens of the State of Nevada and the United States of America.

1. Free exercise of speech, press, and expression includes, but is not limited to:

a) The use of designated student bulletin boards

b) The distribution of printed materials or petitions

c) The performance of school assemblies, theatrical, and musical events

d) Opinions and expressions in school-sponsored publications

e) Student election campaigns

f) Student club activities

B. The undifferentiated fear or apprehension of disturbance or the mere desire to avoid the discomfort associated with an unpopular viewpoint is not enough to restrain the student right to exercise free speech, press, and expression. Included in the students' right of free expression is the right to disclose or discuss their sexual orientation and issues related to sexual orientation.

Nevada State High School maintains the right to adopt reasonable processes, procedures, practices, plans, and provisions for the time, place, and manner of exercising freedom of speech, press, and expression activities. Such provisions include, but are not limited to, provisions for the screening of student publications prior to distribution to ensure that distributed materials do not violate this policy.

1. No student shall be denied the right to exercise freedom of speech, press, and expression unless such speech, writing, or expression

a) Causes a substantial disruption of, or material interference with, school activities

b) Infringes upon the rights, or endangers the health and welfare of others

c) Is libelous or slanderous

d) Is vulgar, lewd, obscene, or plainly offensive

e) Is school sponsored and has no valid educational purpose

f) Incites students as to create a clear and present danger of the commission of unlawful acts on school premises or the violation of lawful school regulations

C. If any dispute arises over the implementation of this policy shall follow the complaint process.

D. No expression made by students in the exercise of free speech, press, or expression shall be considered to be an expression of Nevada State High School.

References

Adopted: [9/1/2004], 1/15/2009, 1/15/2015, 8/15/2019, 8/19/2021

Policy Review History: 9/1/2014, 9/21/2021, 9/1/2028

Legal Reference: NAC 392.301 to 392.360, 392.029, 392.850

Questioning of Students

Representatives of recognized agencies find it necessary or convenient to interview or question students during school hours on school grounds and it is charter school policy to assist and cooperate with such agencies.

Questioning of Students

I. Agencies Permitted to Question Students

A. (a) A student may be interviewed or questioned by representatives of the following agencies during school hours on school grounds provided the representative contacts the student's administrator, or his/her appointed representative, prior to the questioning. Agencies include the following:

1. Local, state, and federal law enforcement agencies and probation departments

2. Local and regional fire departments

3. Recognized welfare agencies

4. Any branch of the armed forces

5. Other appropriate governmental agencies, including educational institutions

II. Parental Permission Requirement

A. Permission from the parent(s) or guardian(s) shall be obtained prior to the questioning, except no permission shall be required in the following:

1. Continuing interviews conducted by a probation department of a student on probation

2. Cases involving crimes allegedly committed by a student's parent(s) or guardian(s) where the student is the victim

3. Child abuse cases

4. Emergency situations where the health or safety of another person is at issue

5. Emergency situations where the identity or apprehension of a criminal offender other than the student being questioned or a member of his or her family is at issue

6. Situations where the student is the victim of a crime

7. Situations in which the student is a witness and not a suspect

8. Cases involving referrals made by the school.

III. Requirement of a School Administrator to be Present

A. When students are questioned by a representative of such an agency, the administrator, or his/her appointed representative, shall be present at all times unless the administrator feels that such presence is unnecessary or inappropriate. The only exception hereto is when the investigator invokes the provision of NRS 432.B.270(1) (child abuse/neglect).

References

Adopted: [9/1/2004], 1/15/2009, 1/15/2015, 8/19/2021

Policy Review History: 9/1/2011, 9/1/2014, 9/1/2021, 9/1/2028

Legal Reference:

Student Searches

The primary function of the public schools is education. In order to serve this function, the schools must maintain discipline and order, and the schools must provide students with physical safety and security.

School officials and teachers act "in loco parentis" to the students during the time students are under their supervision.

Student's Rights and Responsibilities

I. General Information

A. To provide an orderly and safe school environment, the school must control the behavior of students and prevent the introduction by students of harmful, damaging, unlawful, or deleterious items onto the school premises. The law, therefore, permits school authorities to search students, their personal possessions, their desks, and lockers under appropriate circumstances.

A decision to search a student, their possessions, or any school property or area assigned for their individual use shall be made in accordance with the following guidelines.

1. The student has a right of privacy in their person, their personal belongings and effects, and their personal automobile parked on school grounds; but that right is limited by the needs of all students for a safe, calm, and orderly school environment.

2. Students shall not carry, conceal, or bring onto the school premises any material that is prohibited by law, published school rules, regulations, or policies; nor shall they carry, conceal, or bring onto the school premises any material that will detract from the maintenance of a calm, orderly, and safe school environment.

References

Adopted: [9/1/2004], 1/15/2009, 1/15/2015, 8/19/2021

Policy Review History: 9/1/2011, 9/1/2014, 9/21/2021, 9/1/2028

Legal Reference: NRS 392.4633

Student Searches (Procedure)

Searches

I. A teacher, administrator, or other school employee designated by an administrator may search the person of any student, the personal effects in the student's possession, or the student's automobile parked on school grounds, under any of the following circumstances:

   A. The search is made in connection with a lawful arrest.

   B. The search is made with the voluntary consent of the student.

   C. The search is conducted on the reasonable suspicion that the student is:

      1. Engaged in an activity that violates a law or published charter school rule, regulation, or policy; or

      2. Carrying, concealing, or sequestering material the possession of which is prohibited by law or by published charter school rule, regulation, or policy.

II. If the search is made with the consent of the student, there should be a witness to the obtaining of the consent and to the search.

   The teacher, administrator or other designated school employee making the search shall be of the same gender as the student searched, unless the need for an immediate search requires a search by a teacher, administrator, or school employee of the other gender. When the search is made by someone of a different gender than the student searched, there should be a witness to the search.

   The search of a desk or locker assigned to a student may be done at any time pursuant to either of the following rules:

   A. The search is made to maintain discipline and protect the students from the introduction into the school of offensive or undesirable materials, or

   B. The search is made on the reasonable suspicion that the student is:

      1. Engaged in an activity that violates a law or a published charter school rule, regulation, or policy; or

      2. Using the school property in the form of a locker or desk for illegal or wrongful purposes or to sequester material the possession of which is prohibited by law or by published charter school rule, regulation, or policy.

C. In all other cases, a search warrant should be obtained before a search is conducted.

Reasonable Suspicion

I. In those cases, requiring a reasonable suspicion as the basis for the search, the school official, or employee authorizing the search, shall have a reasonable suspicion that the fruits or implements of a crime or unlawful act will be found, or that a weapon or other material the possession of which is prohibited by law or by charter school rules, regulations, or policies will be found. A reasonable suspicion is a subjective, good faith belief supported by objective facts which may include, but are not limited to: the student's age, history, and record in the school, the reliability of the information giving rise to the suspicion and the seriousness, and prevalence of the problem in the school. The required "reasonable suspicion" must be based on facts relating to a particular student whose person, belongings, or automobiles to be searched and such suspicion must arise immediately prior to the proposed search.

Canine Searches

I. The school may conduct canine searches of school hallways, classrooms, buildings, parking lots, and other school property through the use of a canine unit. A canine unit consists of a qualified handler and a dog specially trained to detect illegal or prohibited substances, weapons, or bombs.

II. If a teacher, administrator, other school official, employee, school police, or security personnel, have a reasonable suspicion to believe that a student or students have in his/her/their possession a weapon or a controlled substance or material that is prohibited by law or charter school rules, regulations, or policies, a search may be conducted of a student by the canine unit on campus. Such a search of a student may only be conducted on reasonable suspicion, described above under REASONABLE SUSPICION.

Role of Law Enforcement Agencies

I. School personnel should call for assistance from local law enforcement authorities when there is reason to believe the situation is dangerous.

II. If a search by school personnel results in the discovery of materials the possession of which law prohibits, local law enforcement officials shall be notified and the materials shall be turned over to the officers.

References

Adopted: [9/1/2004], 1/15/2009, 1/15/2015, 8/19/2021

Policy Review History: 9/1/2011, 9/1/2014, 9/1/2021, 9/1/2028

Legal Reference: NRS 392.4633

Student Records

Designation of a Person for Records

The school's administration is responsible for designating a person in charge of student records. By default, that will be the Director of Site Administration of the school.

Access to Educational Records

I. Determining the Release of Educational Records

   A. Schools may release information on students as provided in the Family Educational Rights and Privacy Act and related statutes of the State of Nevada.

II. Access to Directory Information

   A. Directory information is defined as: student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards, and the most recent educational agency attended by the student.

   B. Directory information relating to any student may be released to any person, entity, or agency without the prior written consent of the parent(s) or guardian(s) or student.

   C. A parent, guardian, or student, if eighteen years of age or older, may by written request ask that directory information not be released.

III. Confidentiality of Health and Welfare Information

   A. School personnel involved in observation, examination, or evaluation of students or in making related reports, shall not disclose to any person the name or address of a student with physical, mental, educational, or social disabilities; nor data resulting from such observation, examination, or evaluation, except where such disclosure is duly authorized by school procedures or by a valid written request of the student's parent or guardian. Information in student personnel folders and in the health records shall be regarded as confidential, as well as all information deposited in school files regarding transportation, research and development, special education, and psychological services.

Family Educational Rights and Privacy Act (FERPA)

The School shall not release the educational records of a pupil to a person or an agency of a federal, state, or local government without the written consent of the parent or legal guardian of the pupil.

I. Parental Rights Under FERPA

A. (a) Upon enrollment a parent/guardian will sign documentation consenting to the reasonable exchange of education records of their pupil with higher educational institutions and previous/future high schools for records retrieval/transfer. This will advise parents/students that their rights under FERPA will be affected by enrolling in Nevada State High School including:

1. Parents have rights to access all of their student's educational records with respect to their K-12 education. Students who take college classes have sole access to their own records. Parents do not have a right to their student's records while enrolled at institutions of higher education. Under this premise, no faculty or staff of the institutions of higher education can share information with the parent or the Nevada State High School without the student's written consent.

2. Alternatively, the Nevada State High School cannot share information with the institutions of higher education without the permission of the parent. To ensure that the student obtains dual credit and that the parents are fully informed of their student's progress while enrolled at the Nevada State High School, both the parents and the student will be required to sign a release of information for educational records. The release of information will be kept confidential and restricted to only the Nevada State High School and the institution of higher education, the parent, and the student.

Storage and Retention of Educational Records

Nevada State High School shall follow specific state law and administrative code for the retention of records. In the case where information is not available, the school shall follow the "Local Government Records and Retention Schedules" as amended and adopted through NRS 239.125 and NAC 239.155

I. Determining the Release of Educational Records

A. The Director of Site Administration or designee will be responsible for keeping the information confidential and secure in a fireproof filing cabinet. Records may include, but are not limited to the following:

1. Records for Registration and Enrollment at the School:

    a) Registration Application and Forms (these forms may be stored in a temporary online portal until such time that the student actually enrolls with the school)

    b) Health Records

    c) Birth Certificate

2. Records from Originating School:

    a) Transcripts

    b) Statewide testing scores

    c) IEP/504 information (if applicable)

B. Location of Records

1. It is the decision of the school's Director of Site Administration to decide on the most practical location for the storage of any digital or hard copy records.

References

Adopted: [9/1/2004], 1/15/2009, 1/15/2015, 8/19/2021

Policy Review History: 9/1/2014, 9/21/2021, 9/1/2028

Legal Reference: NAC 392.301 to NRS 392.360, NRS 392.029, NRS 392.850, NRS 239.125, and NAC 239.155

Conduct and Discipline

Student Conduct

As a high school student attending college classes, students are responsible for following the rules of conduct at the respective colleges and Nevada State High School which include, but is not limited to the following

I. General Conduct

A. Honoring academic integrity (not cheating) as outlined in college and high school handbooks;

B. Attending and arriving on time for all classes;

C. Completing coursework as directed and on time with quality;

D. Respecting yourself and others by not interrupting the educational setting;

E. Dressing in appropriate attire that does not distract from the educational setting;

F. Exhibiting conduct that respects the rights of others and their personal opinions;

G. Prohibiting drugs, cigarette/e-cigarette/vape, drug, or alcohol possession, use, or influence on any location or at school functions;

H. Prohibiting weapons of any sort on any location or at school functions;

I. Prohibiting bullying, cyberbullying, harassment, or intimidation at any time on/off school location

College Behavior

If a student is removed from or disciplined by a college or college representative for any reason, the student is subject to the college's discipline process including permanent removal from current or future college attendance. If a student is withdrawn from the college class for any reason, including being late or absent, he/she runs the risk of falling under the required number of classes mandated by state law and may be withdrawn from NSHS. NSHS has no authority over the college and will follow the recommendation of the college for disciplinary action, including expulsion, as listed in each college handbook. The student may also be subject to NSHS consequences.

Progressive Discipline

NSHS practices vertical equity, meaning that a fair system is one that treats people who display responsible behavior with more freedom and flexibility than those who consistently display a lack of responsibility. Progressive discipline will be enacted for all students. It is important to understand a student with great grades and years of excellent personal responsibility who forgets one deadline will not have the same consequence as a student who misses the same deadline, but has repeatedly missed other deadlines and has progressed little academically.

I. NSHS has an intervention system that has students and parents suggest consequences and develop plans for resolution with the guidance and approval of NSHS staff.

II. If the student's plan does not remedy the issue or more issues persist, the situation is escalated to the next level of intervention with more consequences and an NSHS directed plan for resolution that will include a negative change in the student's standing with the school (see School Standing).

III. Students earn privileges and freedoms at NSHS by meeting outlined expectations;

Temporary Removal from Class

Teachers and administrators may remove students from high school classes if they are interfering with the educational setting. The reason for removal will be clearly explained to the parents within 24 hours of the removal by the NSHS administrative designee. A meeting with the parent, student, NSHS designee, and the teacher must be held within 3 days. If the school does not take steps to hold a meeting within 3 days, the student returns to class. If the parent refuses to attend, the school will take more thorough action through the progressive discipline model. Temporary placement will be provided under appropriate personnel, and the student is prohibited from school activities and/or other action. The student has the opportunity to respond to temporary removal. Expellable offenses are not eligible for temporary removals.

Expellable Offenses

I. Arson

II. Battery (bodily injury)

III. Controlled Substance

IV. Robbery/Extortion

V. Weapons

VI. Habitual Discipline Problem

Due Process

If a student is suspended or expelled from NSHS, The Governing Body shall provide, on the same day that the student is suspended or expelled, a notice of the policy for appealing the suspension or expulsion pursuant to NRS 392.4671. The notice shall:

- Include information regarding the timelines for appealing the suspension or expulsion;
- Be written clearly and in a manner that allows a student and parent or legal guardian to understand each provision of the policy; and
- Be provided in as many languages as possible, to the extent practicable.

The student and/or parent/guardian has five school days to file an appeal to the Governing Body.

Not later than five school days after receiving notification of the appeal of a suspension or expulsion, the Governing Body shall schedule a hearing.

The student who is suspended or expelled or is being considered for suspension or expulsion will continue to be provided education services to prevent the student from losing academic credit during the period of suspension or expulsion; and may be considered for temporary alternative placement, if, in the judgment of the CEO or designee after consideration of the seriousness of the acts which were the basis for the discipline of the student.

The temporary alternative placement will serve as the least restrictive environment possible, pursuant to NRS 392.4673; and the student does not pose a serious threat to the safety of the school.

References

Adopted: 8/19/2021

Policy Review History: 9/1/2028

Legal Reference: NRS 392.4645, NRS 392.4655

Restorative Discipline

In accordance with Nevada Revised Statutes NRS 392.4644 which ensures that each public school establishes and provides for restorative discipline of pupils and on-site review of disciplinary decisions, NSHS has adopted the following:

Restorative Interventions and Explanation

I. NSHS has an intervention system that has students and parents suggest consequences and develop plans for resolution with the guidance and approval of NSHS staff.

II. If the student's plan does not remedy the issue or more issues persist, the situation is escalated to the next level of intervention with more consequences and an NSHS directed plan for resolution that will include a negative change in the student's standing with the school (see School Standing).

III. Students earn privileges and freedoms at NSHS by meeting outlined expectations.

References

Adopted: 8/19/2021

Policy Review History: 9/1/2021, 9/28/2028

Legal Reference: NRS 392.4644

Restorative Discipline (Procedure)

In accordance with Nevada Revised Statutes NRS 392.4644 which ensures that each public school establishes and provides for restorative discipline of pupils and on-site review of disciplinary decisions, NSHS has adopted the following:

Community Support

I. Students with behavioral issues will have regular meetings with the site administration. The DSA and the student will log these meetings on the NSHS Student Situation Report (SSR), which includes a description of the situation, as well as a plan of action by the student. As needed, or if requested by the student, the student may request additional meetings.

II. NSHS selected this intervention with the goal of building, strengthening, and restoring relationships on campus. This is intended to empower the student to take personal responsibility with a voice, respect, and acceptance.

Social & Emotional Learning Support

I. After establishing a plan, the students may receive additional personal interventions, mentorship and/or lessons tailored to [his/her] needs, starting with a lesson on respect (towards others and themselves). The student will complete the assignment and participate in a debriefing with the teacher, or, counselor. The EAC and/or counselor, and the student will log these interventions on an SSR, which includes a description of the situation, as well as a plan of action by the student.

II. This intervention was selected to intentionally teach self-awareness, self-management, social awareness, relationship skills, and making responsible decisions. Students will need these skills to navigate life as successful adults, so NSHS must assist the students with developing them.

Reintegration by Accountability

I. The student will participate in restorative conversations with the site administrator, teacher or counselor, to discuss the events leading up to the incident, how the student was thinking and feeling at the time of the incident, who [s/he] impacted with [his/her] choices, and what [s/he] needed to do to make things right. Staff and student will document the situation and plan of action on an SSR each time it is done, and reviewed progress towards completion of the plan of action.

II. NSHS sets high expectations and provides support to hold students accountable for repairing and learning from the impact of [his/her] actions. Students must understand the impact of [his/her] choices, take responsibility, and work to repair [his/her] harm

Reintegration by Accountability

I. The student will participate in restorative conversations with the site administrator, teacher or counselor, to discuss the events leading up to the incident, how the student was thinking and feeling at the time of the incident, who [s/he] impacted with [his/her] choices, and what [s/he] needed to do to make things right. Staff and student will document the situation and plan of action on an SSR each time it is done, and reviewed progress towards completion of the plan of action.

II. NSHS sets high expectations and provides support to hold students accountable for repairing and learning from the impact of [his/her] actions. Students must understand the impact of [his/her] choices, take responsibility, and work to repair [his/her] harm.

Restoration by Healing and Repairing Harm

I. Student will complete the plan of action to address the situation, and may sign a release to share with the other party involved in the situation. Staff will check to see if the plan of action was sincere and addressed the situation thoroughly. If a release was signed, the plan may be shared with the other party involved in the situation, (i.e.: staff, student, etc.].

II. The student was offered the opportunity to sit down with the other party involved (if the other party agrees).

III. NSHS must identify the needs of all parties involved, attempt to identify the root cause of the behavior, attempt to address these needs to rebuild impacted relationships/communities, and provide opportunities for students to reflect on, heal, fix, and learn from [his/her] actions.

How Interventions Work Together: Providing Student Support for Success

I. XIII.NSHS clearly explains rules and behavior expectations to the student. The student will have the opportunity to reflect on their actions and see the impact their choices have had on the educational environment. The student may talk about alternate ways of handing a similar situation in the future and has developed a plan to be better prepared for similar situations in the future. In addition, by providing the student with access to multiple NSHS staff members and opportunities to seek assistance, NSHS will help the student see that they have supports and multiple staff who care about them and their success. NSHS wants to ensure that the student knows that they feels comfortable and understands that any NSHS staff member can help with any struggles.

II. The use of restorative justice can be used in conjunction with progressive discipline as needed at the administrator's discretion

References

Adopted: [9/1/2004], 1/15/2009, 1/15/2015, 8/19/2021

Policy Review History: 9/1/2011, 9/1/2014, 9/1/2021, 9/1/2028

Legal Reference: NRS 388.229, NRS 388.261, NRS 388.229 through NRS 388.261

Corporal Punishment

Corporal punishment may not be administered in schools. NRS 392.4633, which prohibits corporal punishment, states in part: "… does not prohibit any teacher, principal or other licensed person from defending himself if attacked by a pupil." Further, it does not prohibit the use of reasonable and necessary force.

Reasonable Force

I. Instances that May Require Reasonable Physical Force

   A. To quell a disturbance that threatens physical injury to any person or the destruction of property

   B. To obtain possession of a weapon or other dangerous object within a pupil's control

   C. For the purpose of self-defense or the defense of another person

   D. To escort a disruptive pupil who refuses to go voluntarily with the proper authorities

II. Employees Requirement to Use Force

   A. No employee shall be required to perform any duty or act that unreasonably threatens an employee's or student's physical safety or wellbeing.

   B. The school shall assist any employee who is assaulted while acting within the scope of his or her employment in accordance with school policies and direction. Administrative leave may be authorized by the administrator, upon request, without deductions to the employee's regular leave time.

   C. Criminal charges or civil complaints filed against an employee shall not be the basis of disciplinary action by the school where the employee is acquitted or found not guilty of the allegations contained in the court documents.

References

Adopted: [3/3/2007], 1/15/2009, 1/15/2015, 8/19/2021

Policy Review History: 9/1/2011, 9/1/2014, 9/21/2021, 9/1/2028

Legal Reference: NRS 392.4633

Health Services

General

Nevada State High School will arrange for consultation with a nurse to dispense medication, maintain cumulative immunization records, and deliver services of which the school's administration in and of itself cannot execute without proper training. This will include training on the storage and use of epinephrine for pupils believed to be experiencing anaphylaxis during school hours.

Services

Nevada State High School will use this policy to define required items for each service. This will be a general guideline for the services and the school may elect to use certain procedures and process to give more clarification to each item

I. Manner of Providing Services

A. Bloodborne pathogens procedures may have the following:

1. Universal precautions
2. Engineering and workplace controls
3. Personal protective equipment (PPE)
4. Housekeeping

B. School health services procedures may have the following:

1. Role of employees or designees
2. Maintenance of records
3. Health and welfare
4. Allergic reaction/anaphylaxis
5. Asthma
6. Care for burns
7. Diabetes insulin shock
8. Drug or alcohol
9. Head or spine injuries

10. Heat emergencies
11. Seizure disorder

C. Safety conditions where procedures may have the following:

1. General emergencies
2. Fire drills
3. Shelter-in-place
4. Student abduction/missing child
5. Security plan
6. Emergency security
7. Aircraft accident
8. Bomb threat
9. Chemical spill/explosion
10. Earthquake/tornado
11. Civil unrest/disturbance
12. Weapons
13. Medical emergencies

D. Medication during school hours where procedures may have the following:

1. Parental guidance on when to medicate
2. Parent requesting administration of student medication by school staff
3. Administration of over-the-counter medications
4. Storage of medication
5. Medication available at any time
6. Ability to comply
7. Students self-medicating

Health Records

I. Review of Records

A. Upon student enrollment at Nevada State High School the student's immunization records will be reviewed by an administrator or designee to ensure that immunization records are up to date and compliant to state law.

II. Cumulative Folder

A. An administrator will maintain cumulative immunization records of all students in the administrative office of the school. An administrator will be responsible for a semiannual review of all student immunization records. Finally, the storage of these records will be put in a fire-proof filing cabinet located in the administrative offices of the school.

III. Prescription

A. Students requiring medication will bring a note from their doctor or parent and present this note and the prescription to an administrator at the Nevada State High School. The administrator will keep the prescription locked in a safe place while distribution the correct dosage to the student requiring the medication.

References

Adopted: [9/1/2004], 1/15/2009, 1/15/2015, 8/19/2021

Policy Review History: 9/1/2014, 9/1/2021, 9/1/2028

Legal Reference: NRS 392.435

Health Services (Procedure)

Situations Regarding Health Services

I. Role of Employees

The school health services program is dedicated to helping students gain the most they can from their educational experience by eliminating health related barriers to learning. This is accomplished through the work of a school nurse and the site administrator.

A. School Nurse

The school nurse is a registered professional nurse who holds a minimum of a Bachelor's degree, and is licensed by the Nevada State Board of Nursing. The school nurse may be a contract consultant.

1. The primary role of the school nurse is:

    a) to provide a variety of services to students including the identification of health programs, referral, follow-up, health education and supervision of emergency care.

    b) to serve as a consultant to administrators, teachers, parents, and community health agencies on student health.

2. Responsibilities of the school nurse may include:

    a) Identification of health problems, referral and follow-up

    b) Medically Fragile Students

    c) Health Education

    d) Emergency Care/Medication Assistance

II. Maintenance of Records

A. The site administrator at each location will receive training in first aid and cardiopulmonary resuscitation.

1. Responsibilities of the site administrator and or designee may include:

    a) First Aid Emergency Care and Medication Administration

    b) Student Health Record Maintenance

c) The Health Office: The health office is available to students referred for health problems and for emergencies. The following suggestions will help meet the student's health needs and minimize the loss of valuable classroom instruction time.

d) Emergency Care Procedure

The primary responsibilities of the site administrator and or designee are to render first aid to ill and injured students, assist students receiving medications at school, and to assist the school nurse with the daily maintenance of the Health office.

III. Health and Welfare

A. Non-Serious accidents and Illnesses: The school is responsible for the day-to-day management of injuries and illnesses. A well-stocked first aid kit must be readily available to all staff and faculty. Staff shall follow universal precautions.

1. If a student is not seriously ill or injured, follow best practice for handling injury.

B. Serious accidents and Illnesses

1. Call emergency dispatch or local number, as appropriate.

2. If situation warrants, call site administrator in addition to emergency services.

3. Attempt to reach the parent/guardian and, if situation warrants, allow parent/guardian to make the decision of where and how to transport the student. In cases of severe injury, the severity of the student's condition should dictate whether or not time can be taken to reach the parent/guardian.

C. Religious Objections Regarding Medical Treatment: In an emergency situation, the procedures set forth in previous sections must be followed in cases involving students whose parents/guardians object to medical care for religious reasons.

Medication on Campus

I. Student Medication

A. Parental guidance on when to medicate:

1. Parents should make every effort to avoid the necessity of medicating students during school hours. Where possible, medication schedules should be developed which provide for the administration of medication before or after school hours. Parents are encouraged to keep students with short-term illnesses home until they no longer require medication. When there is no other reasonable alternative, school personnel may assist with the self-administration of medication.

B. Parent requesting administration of student medication by school staff:

1. Any parent/guardian requesting that school personnel assist with the administration of medication (includes over-the counter medications) by their child must provide to

the school health office a signed and witnessed Medication Release form and a copy of the prescription or order from an appropriate health care provider directing the use of the medication by the student. Separate Medication Release forms and separate prescriptions or orders are required for each medication. Any change in type, frequency or dosage of medication will require a new Medication Release form and a new prescription or order.

C. Administration of over-the-counter medications:

1. Except as provided herein, school employee may assist with the administration of medication that has not been prescribed or ordered by an appropriate health care provider. This prohibition applies to over-the-counter medications.

D. Storage of medication:

1. Any medication to be administered under this section shall be stored in a secured location. The medication shall be kept at all times in a labeled container which sets forth the name of the student to receive the medication, the name and dosage of the medication, the name of the prescribing practitioner, and the instruction for administration.

E. Medication available at any time:

1. If the student's condition requires that medication be immediately available at all times, the student may personally maintain possession of the medication. The student's health records must contain a health practitioner's statement reflecting this need. The medication shall be kept at all times in a labeled container which sets forth the name of the student to receive the medication, the name and dosage of the medication, the name of the prescribing practitioner, and the instruction for administration. The school is not liable for the loss or misuse of such medication. Under no circumstances may a student provide medication to any other student.

F. Students self-medicating:

1. With the permission of a parent/guardian, students may self-medicate, except for controlled medications. Students self-medicating may possess medication on school property. Medication must be properly labeled at all times. Students must be able to produce, upon request, written evidence that their parent/guardian has authorized self-medication. These medications are not monitored by the health office personnel.

Annual Training for Staff

I. Staff will receive annual training on the signs/symptoms and interventions for each of the following:

A. Allergic reaction/anaphylaxis

B. Asthma

C. Care for Burns

D. General Care for Burns

E. Chemical Burns

F. Diabetes insulin shock (Hypoglycemia) Low Blood Sugar

G. Drug or alcohol

H. Fractures

I. Head or spine injuries

J. Heat emergencies

K. Heat stroke or sunstroke

L. Seizure disorder

References

Adopted: [3/3/2007], 9/1/2009, 1/15/2015, 8/19/2021

Policy Review History: 9/1/2011, 9/1/2014, 9/1/2021, 9/1/2028

Legal Reference:

Child Abuse or Neglect

Nevada law requires school personnel who know, or have reasonable cause to believe, that a child under the age of 18 years has been abused or neglected must report such information as soon as reasonably practicable, not later than 24 hours after there is reason to believe that a child has been abused or neglected.

I. Immune from Liability

A. Persons making such reports in good faith are immune from civil and criminal liability.

1. When a School employee knows of, or suspects, child abuse that employee must make a report to an agency that provides child welfare services or to a law enforcement agency according to NRS 432B.220. To fulfill this obligation a charter school employee should make a verbal report of the incident to the Division of Child and Family Services of the Nevada Department of Human Resources, 775-687-4943 or notify local law enforcement officials.

II. Reporting elements, if obtainable

A. The name, address, age, and gender of the child;

B. The name and address of the child's parents or other person responsible for his care;

C. The nature and extent of the abuse or neglect of the child;

D. Any evidence of previously known or suspected abuse or neglect of the child or the child's siblings;

E. The name, address, and relationship, if known, of the person who is alleged to have abused or neglected the child; and

F. Any other information known to the person making the report that the agency that provides child welfare services considers necessary.

III. Notification

A. The employee, after notifying the appropriate state agency or local law enforcement officials, will immediately notify the administrator of the school where the child is enrolled.

B. The Department of Education, public schools, and Nevada State High School employees are not empowered to investigate suspected instances of child abuse or neglect.

C. All Nevada State High School employees will cooperate fully with the agency conducting the investigation of suspected child abuse or neglect.

References

Adopted: [9/1/2004], 1/15/2009, 1/15/2015

Policy Review History: 9/1/2011, 9/1/2014, 9/21/2021

Legal Reference: NRS 432B.220, NAC 389.040

Safety and Emergency Action

Planning for Safety and Emergency Action

I. General Information

A. Protect students, staff and the facility from outsiders who do not belong on this campus.

B. Prevent needless accidents and to substantially reduce the frequency and severity of injuries at all levels.

C. Provide an organizational structure for managing resources used to minimize loss from disaster or peril and to provide general procedures for protecting the welfare of students, staff and citizens during an emergency.

D. In the case of Shelter-in-Place, protect students and staff in a situation that involves an area-wide release of toxic gas when a timely means of evacuation is not possible.

E. In the case of Fire Drill, protect students and staff in the event of fire or other emergency that requires immediate and efficient evacuation of the building.

F. These procedures do not cover every condition that might develop, and it may not always be possible to follow every procedural step. Often the situation only provides an opportunity for instinctive actions.

References

Adopted: [9/1/2004], 1/15/2009, 1/15/2015, 8/19/2021

Policy Review History: 9/1/2011, 9/1/2014, 9/1/2021, 9/1/2028

Legal Reference: NRS 388.229, NRS 388.261, NRS 388.229 through NRS 388.261

Safety and Emergency Action (Procedure)

Annual Review

I. Nevada State High School will annually review the school's crisis management plan.

II. Security plan

A. We can no longer assume that disasters will not occur in our schools. It is important to consider the "what ifs" of security and to prepare with the assumption that the worst might happen. Thinking the unthinkable and preparing for it might save lives and property. Planning from insight is much easier than planning from hindsight. Good security is a positive approach to a negative problem. It is a cooperative function requiring a full commitment on the part of everyone in the school and community. In order for a plan to be effective, the following components must be in place:

1. Command Center

a) In the event of an emergency/crisis, the front office will serve as the command center. Information, directions, and strategies will be disseminated from this point. If the site needs to be evacuated, the administrators have cell phones for communication.

2. School Security Response Team

a) The school security response team consists of:

(1) Member from the marketing office or designee (media and rumors)

(2) Member from the academic office or designee (supervising students), (calling appropriate people)

(3) Coordinators or designees (student supervision)

3. Warning Signals/Procedures

a) Classes will be informed of emergency situations when the administrators come to classrooms and discuss the situation and procedures with teachers

Annual Training

I. Staff will receive annual training on the signals and actions for each of the following.

A. Fire drills

B. Shelter-in-place

C. Student abduction/missing child

D. Emergency security

E. Aircraft accident.

F. Bomb threat

G. Chemical spill/explosion

H. Earthquake/tornado

I. Civil unrest/disturbance

J. Weapons

K. Medical emergencies

References

Adopted: [9/1/2004], 1/15/2009, 1/15/2015, 8/19/2021

Policy Review History: 9/1/2011, 9/1/2014, 9/1/2021, 9/1/2028

Legal Reference: NRS 388.229, NRS 388.261, NRS 388.229 through NRS 388.261

Fees, Stipends, and Fines

College Fees

I. Fees Covered

A. Nevada State High School covers the full cost of college tuition, distance education, technology, application, and general fees as set forth and imposed by the colleges for courses to be taken and approved by Nevada State High School.

II. Fees Not Covered

A. Nevada State High School is not responsible for any costs incurred through adding course through late registration or dropping courses. This will be the responsibility of the student to reimburse Nevada State High School for any such incident.

Stipends

I. Textbooks.

A. It is a student's responsibility to obtain the necessary textbooks for each class. NSHS curriculum provides lessons to identify textbook resources. Financial support is available through the Income Verification Form (FRL) collection process to assist in offsetting college textbook costs through a reimbursement stipend to eligible students. Final stipend amounts are determined on an annual basis in alignment with the school's budget. Nevada State High School will purchase the textbooks for students that show a financial need and cannot afford the cost of purchasing textbooks upfront. Nevada State High School uses the Federal "Free and Reduced" lunch matrix to determine eligibility.

Fines

II. School Property and Liability.

A. (a) Nevada State High School may issue a student fines for destruction or lost school property. Students may also receive a fine putting the school in a financially libelous situation with the school's partners. These situations are dealt with by the school administration and it is required that prior notification (signed forms, student handbook, informational sessions) be given to students and families on those things that would constitute the liability.

References

Adopted: [9/1/2004], 1/15/2009, 1/15/2015, 8/19/2021

Policy Review History: 9/1/2014, 9/1/2021, 9/28/2028

Legal Reference: NRS 393.170

Complaints

Complaint Process

Any student, family, or community member who believes he or she has valid complaint regarding situations, circumstances, or positions shall file a complaint with the appropriate school administrator.

I. Types of Complaints: These may include, but are not limited to the following:

   A. Academic Issues

   B. Student Records

   C. Access to Programs

   D. Ethical Standards

   E. Freedom of Expression

   F. Harassment (sexual or otherwise)

   G. Intimidation

II. Unsatisfied with Administrative Decision

If the complainant is not satisfied with the administrator's decision, he or she must, within ten (10) working days of receiving the decision, file an appeal with the Nevada State High School's Campus Instructional Director or designee. If the complainant is not satisfied with the Executive Director's decision, he or she must, within ten (10) working days of receiving the decision, file an appeal with the Chief Executive Officer for review of the written complaint, arguments, and evidence If the complainant is not satisfied with the Chief Executive Officer's decision, he or she must, within ten (10) working days of receiving the decision, file an appeal with the chair of the Governing Body for a review by the Governing Body of the written complaint, arguments, and evidence. The chair may ask for the school's legal counsel to attempt resolution. If no resolution is made, then the Governing Body shall review the information on or before their next regularly scheduled meeting. The Governing Body may decide at the same meeting or may decide at their next regularly scheduled meeting. The Governing Body's decision shall be in writing and delivered to the complainant by registered mail. The Governing Body's decision shall be final.

References

Adopted: [9/1/2004], 1/15/2009, 1/15/2015, 8/15/2019, 8/19/2021

Policy Review History: 9/1/2014, 9/21/2021, 9/1/2028

Legal Reference: NAC 392.301 to 392.360, 392.029, 392.850

Complaint Submission (Procedure)

Submitting a Compliant

Any person who believes that Nevada State High School (NSHS) has engaged in discrimination and/or harassment on the basis of race, color, religion, creed, sex, national origin, age, disability, veteran status, sexual orientation or otherwise may submit a complaint to the contacts below:

I. Complaint Contacts

A. Students and Employees

Nevada State High School, Campus Instructional Director

2651 North Green Valley Parkway, Suite 106
Henderson, NV 89014; or

www.help.earlycollegenv.com

The complaint procedures outlined below establish how complaints will be investigated and resolved. These grievance procedures are intended to provide for a prompt and equitable resolution of complaints. These grievance procedures may be used by employees, students, parents, or third parties. These grievance procedures do not bar individuals from filing claims in other forums to the extent permitted by state or federal law.

NSHS encourages individuals to discuss their concerns with appropriate school officials before resorting to a formal complaint. However, individuals are not required to do so before filing a formal complaint.

NSHS will not retaliate against any person who files a complaint in accordance with these procedures.

II. Steps to File a Formal Complaint

A. Step 1

1. Within 90 days of the alleged discrimination or harassment, written notice of the complaint must be filed with the individual designated above. Complainants may use the complaint form (reference 4220F). The written notice must include the nature of the complaint, the date(s) of the occurrence, the desired result, and must be signed and dated by the person making the complaint.

2. Upon receipt of the written notice of the complaint, the designated individual to whom the complaint was submitted will immediately initiate an adequate, reliable and impartial investigation of the complaint. Each investigation will include, as necessary, interviewing witnesses, obtaining documents and allowing parties to present evidence. All documentation related to the investigation will remain confidential to the extent practicable from public consumption.

3. Within thirty (30) business days of receiving the written notice of the complaint, the individual investigating the complaint will respond in writing to the complainant. The response will summarize the course and outcome of the investigation, and identify an appropriate resolution. If, as a result of the investigation, it is determined that discrimination or harassment have occurred, appropriate corrective and remedial action will be taken.

B. Step 2

1. If the complainant wishes to appeal the decision from Step 1, he/she may submit a signed statement of appeal to the Chief Executive Officer at Nevada State High School, within ten (10) business days after receipt of the response. The Chief Executive Officer will review all relevant information and meet with the parties involved, as necessary. Within twenty-one (21) business days of receiving the statement of appeal the Chief Executive Officer will respond in writing to the complainant summarizing the outcome of the appeal and any corrective or remedial action to be taken.

C. Step 3

1. In accordance with school policy for complaints and items outlined herein with step 3, if the complainant is not satisfied with the decision of the Chief Executive Officer, he/she may appeal through a signed written statement to the school Governing Body within ten (10) business days of the receipt of the Chief Executive Officer's response to request a hearing at the next public Governing Body Meeting provided the request is made in accordance with public meeting laws as public agendas are required to be posted 3 days in advance. In an attempt to resolve the grievance, the Governing Body shall review all relevant information and hear the information provided by the concerned parties and their representatives in accordance with the public meeting dates. A copy of the Board's disposition of the appeal shall be sent to each concerned party within fifteen (15) business days of this meeting.

III. Filing a Civil Rights Complaint

A. The complainant may file a complaint with the Office for Civil Rights at any time before or during the grievance procedures. The regional office for the District of Columbia is located at 400 Maryland Avenue, SW, Washington, DC 20202 and can be reached at (202) 453-6020 (ph), (202) 453-6021 (fax).

References

Adopted: [9/1/2004], 1/15/2009, 1/15/2015, 8/19/2021

Policy Review History: 9/1/2011, 9/1/2014, 9/21/2021, 9/1/2028

Legal Reference:

Personnel Hiring

The school will comply with all applicable state and federal laws and base all hiring decisions on individual qualifications and the school's needs. All school employees shall be selected based on merit. The candidate's merit will be determined by an evaluation of the candidate's experience, performance, educational attainment employment background, maturity, and potential for maintaining and improving educational service in the school. All applicants shall receive full consideration without discrimination on the basis of race, religion, gender, sexual orientation, disability, national origin, ancestry, color, creed, or age.

I. Misstatements

   A. Any employee's misstatement of fact for employment or the determination of salary shall be considered by the administration to constitute grounds for immediate dismissal.

II. Recruiting

   A. When recruiting staff, every effort will be made to seek and encourage applicants from diverse backgrounds. Diversity, in the context of hiring, means differences in age, experience/training, gender, cultural/ethnic background, and physical ability. Final employment decisions shall be based upon the professional qualifications and merit of the applicant for the position.

III. Administrative Hiring

   A. The Governing Body shall be responsible for the selection of the Chief Officers. Administration shall be responsible for the selection and recommendation for employment of all other school employees. The Governing Body may disapprove any recommendation made by administration. The process of staff selection shall be free from pressures considered detrimental to the best conduct of the public schools and shall judge each candidate's qualifications by job related standards.

References

Adopted: [3/3/2007], 1/15/2009, 1/15/2015, 8/19/2021

Policy Review History: 9/1/2011, 9/1/2014, 9/1/2021, 9/1/2028

Legal Reference: NRS 391.271

Personnel Hiring (Procedure)

Advertising

I. General Process

A. Vacant positions will be filled through a public announcement that includes, but is not limited to:

1. Job bulletin boards (electronic or otherwise)

2. Electronic means (via the Internet)

B. The announcement will include important information such as:

1. The manner in which applicants will apply

2. Minimum qualifications and a description of the duties for the position

3. Range of pay

4. A statement of all necessary information that will be required including:

a) Resume

b) References

c) Signed application form

d) Proof of teaching license and/or college transcripts (where applicable)

C. If applicable, a team of staff from the Nevada State High School (NSHS) will review all applications. Upon finishing the review of applications, the team of staff will select no more than five (5) applicants per each open position to be interviewed.

D. The consideration of the applicant will depend on previous job performances, recommendations from references, and the ability to work within the system at NSHS.

E. Following the interview process, the team of staff will select the name of the applicant who will be made an offer to continue in the hiring process which may include a cultural fit project.

F. The school may extend an offer of employment at any time after the formal interview process, cultural fit project, and/or core values speech.

G. This offer may take place over the phone. The successful candidate will be informed with a brief description of their required responsibilities, rate of pay, and expected starting date.

H. After the contract has been accepted and signed by the chosen applicant, the other candidates may be notified that the position has been filled. The candidates who were not chosen may have their application saved for one year for future employment consideration.

I. Applicants not receiving an offer of employment can be placed on a reserve list for up to twelve months after their last interview with the school. If within that twelve-month time period there becomes an opening, then the applicant may be considered without having to resubmit an application:

Qualifications

I. Licensed staff

A. Will have necessary licensed qualifications as determined by the State of Nevada and other qualifications as determined by the needs at Nevada State High School and identified on the job description.

II. Non-licensed staff

A. Will have necessary qualifications as determined by the needs at Nevada State High School and identified on the job description.

Negotiate Contracts

I. Responsibility to Negotiate

A. Contracts are only negotiated with those individuals employed or offered employment at Nevada State High School.

1. The Governing Body will use the administrators at the charter school for negotiating contracts with staff, in good faith, with final approval of the Chief Executive Officer.

2. The Governing Body will be responsible for approving administrative contracts of the Chief Officers on an annual basis or as identified by the agreement of the employee. An administrator's contract must be submitted to the governing board for approval.

3. The Governing Body does NOT allow for the negotiated agreement with an employee(s) to transfer sick leave, personal leave, vacation, or any such accrual of time credited to the employee from the employee's former organization, district, or charter school.

Fingerprinting

I. Employee Impacted

A. Employees able to show a valid Nevada teaching license will satisfy the requirements of being fingerprinted.

B. The school shall fingerprint all employees that do not have a valid teaching license. Staff may begin working at the school and their employment is contingent upon receiving approval from the designee reviewing all confidential background checks as a result of being fingerprinted.

References

Adopted: [3/3/2007], 1/15/2009, 1/15/2015, 8/19/2021

Policy Review History: 9/1/2011, 9/1/2014, 9/21/2021, 9/1/2028

Legal Reference: NRS 388A.515

Harassment

I. General Definition

A. Discrimination adversely affects employee morale and productivity. Therefore, Nevada State High School (NSHS) will prohibit harassment of any person on the basis of that person's actual or perceived race, color, national origin, sex (including non-conformity to gender stereotypes), sexual orientation, age, disability, and/or religious preference, as harassment is defined by this policy and associated procedures. NSHS will also prohibit harassment of individuals who are believed to have a relationship with persons who are protected on the basis of actual or perceived race, color, national origin, sex, sexual orientation, age, disability, and/or religious preference. Such behavior is just cause for disciplinary action. NSHS will act promptly on formal and informal reports, complaints, and grievances of harassment, sexual harassment, and intimidation, that come to the school's attention. The school will immediately report harassing conduct that is violent or criminal in nature to local law enforcement officials.

II. Retaliation

A. Retaliation against any employee because he or she has made a report of alleged harassment or sexual harassment, or against any employee who has testified, assisted, or participated in the investigation of a report is prohibited. Such retaliation is itself a violation of law prohibiting discrimination and will lead to disciplinary or other appropriate action against the offender.

B. This policy applies to harassment or sexual harassment by any individual of any employee on school property, or while on school business.

III. Confidentiality

A. A report of harassment, sexual harassment, or intimidation and the investigation are to be kept in strictest confidence, where practical, for the protection of all parties involved.

1. The school's obligation to investigate and take corrective action may supersede an individual's right of privacy.

IV. False Accusations

A. Persons perpetrating false or fabricated accusations shall be held responsible for their actions, and may be subject to disciplinary action including, but not limited to termination.

References

Adopted: [9/1/2004], 1/15/2009, 1/15/2015, 8/19/2021

Policy Review History: 9/1/2011, 9/1/2014, 9/21/2021, 9/1/2028

Legal Reference: NRS 200.571

Negotiations

Negotiable Personnel Issues

Contracts are negotiated individually and documented in individual employment folders. These contracts supersede school policy and previous agreements should there be a conflict between the negotiated contract and policy, as long as it complies with State Law.

I. Negotiated Items

A. The subjects of bargaining may include but are not limited to the following: salary or wage rates or other forms of direct monetary compensation, sick leave, vacation leave, holidays, other paid or non-paid leaves of absence, insurance benefits, total hours of work required of an employee on each workday or workweek, total number of days' work required of an employee in a work year, discharge and disciplinary procedures, recognition clause, performance incentives, docking pay, etc.

Equal Opportunity in Employment

I. Commitment

A. (a) Nevada State High School (NSHS) shall be committed to equal opportunity in employment. NSHS shall seek to employ the individual who is best qualified for a particular position regardless of race; color; religion; national origin; sex; age; marital status; disability; or the presence of any sensory, physical, or mental handicap, unless the disability disqualifies an applicant because of a position requirement.

References

Adopted: [9/1/2004], 1/15/2009, 1/15/2015, 8/19/2021

Policy Review History: 9/1/2011, 9/1/2014, 9/21/2021, 9/1/2028

Legal Reference: Public Law 92-261

Evaluations

Evaluation of Employees

I. Staff Evaluations

A. Staff are considered to be any individual, licensed or non-licensed, qualifying for benefits at the school. Individuals that work more than 90 days before May 1 of each year will be issued a written evaluation. Evaluations are based on progress and quality of work at the school as determined by the administration.

II. Administrative Evaluations

A. Administrative evaluations for the Chief Officers are self-written by administrators identifying progress towards the school's goals, progress with staff, and the Governing Body's administrative identified objectives each year. Evaluations are presented to the Governing Body not later than June 1 of each year.

References

Adopted: [3/3/2007], 1/15/2009, 1/15/2015, 8/19/2021

Policy Review History: 9/1/2011, 9/1/2014, 9/1/2021, 9/1/2028

Legal Reference: NRS 391.3125, NRS 388A.199

Personnel Records

An employee shall on his or her request, and by appointment, be permitted to examine his or her personnel file, which shall be kept in a secure location at the school. Personnel information, whether positive or negative, shall be maintained in this file and not in a separate file that can be presented later. An employee must be given a copy of any material in his or her file upon request.

Personnel Files

I. Ability to Write a Response

A. No material derogatory to an employee shall be placed in his or her personnel file unless a copy of that material is provided to the employee. The employee shall be given ten (10) days to write a response that will be attached to and filed with the derogatory material.

II. Removal of Documents

A. An employee may request removal of certain documents from their file. The supervising administrator shall decide with the approval of the Chief Executive Officer whether or not to remove the documents. An employee may appeal to the Governing Body.

B. Evaluations are not such documents that may be removed as described above.

Evaluations

I. Employees Evaluated

A. Unlicensed teachers and administrators hired under the provisions of NRS 388A.199 shall be evaluated as if they were certified employees.

Written evaluations of classified employees will be done annually assessing work performance based upon individual employees' job descriptions and job related behavior.

II. Evaluation Appeal

A. If an employee believes that his or her evaluation is not fair, the employee may submit in writing to his or her supervisor any information and/or statements relevant to the evaluation, and those materials shall be attached to the evaluation before it is placed in the employee's personnel file. The employee shall also discuss the evaluation with the employee before it is placed in the employee's personnel file.

B. As a result of any materials submitted by the employee and discussions with the employee, the supervisor may choose to revise the employee's evaluation and present a revised evaluation to the employee. Any such revised evaluation will be treated as the initial evaluation is treated, allowing the employee to provide written input, that will accompany the evaluation if it is placed in the employee's personnel file.

Duty to Report

I. Unlicensed Employees

A. Unlicensed employees including without limitation teachers and administrators (NRS 388A.5336) shall report arrests for or convictions of a crime. Within 15 days of the arrest or conviction, the unlicensed employee shall report to their direct supervisor and human resource manager any arrest or conviction including:

1. Larceny
2. Theft
3. Burglary
4. Assault
5. Battery
6. Rape
7. Sexual misconduct
8. Murder
9. Manslaughter

B. Within 15 days from receiving information on the incident, the Executive Leadership Team will decide if any action is necessary towards the employee which may result in immediate dismissal.

References

Adopted: [3/3/2007], 1/15/2009, 1/15/2015, 8/19/2021

Policy Review History: 9/1/2011, 9/1/2014, 9/21/2021, 9/1/2028

Legal Reference: NRS 388A.199, NRS 388A.5336

Personnel Records (Procedure)

Criminal History Reports

It is allowed under NRS 388.A515 that the school shall fingerprint non-licensed applicants for review of criminal history. Below is Nevada State High School's procedure for requesting an applicant's criminal history, review and determination of employment based on criminal history, and destruction of the applicant's criminal history hard copy report.

Requesting Applicants get Fingerprinted

I. As a condition of employment an applicant will complete the following:

   A. Read and sign the Nevada Department of Public Safety "Fingerprint Background Waiver" before getting fingerprinted.

   B. Deliver a fingerprint application provided to the applicant by Nevada State High School to attend a fingerprint agency/vendor to complete LiveScan fingerprints and return proof to NSHS that fingerprints were completed.

Determination of Employment Based on Criminal History

I. Confidentiality of criminal history report:

   A. Criminal history reports are confidential and only opened and reviewed by an NSHS authorized liaison sanctioned by the Nevada Department of Public Safety.

   B. The authorized liaison will follow the procedure outlined in NRS 388A.515 when determining employment at the school.

Destruction of Criminal History Hard Copy Reports

I. Destroy Hard Copy Criminal History Reports

   A. Immediately after reviewing the hard copy, the authorized liaison will personally destroy by shredding the hard copy of the criminal history report.

   B. ACKNOWLEDGEMENT: As of 3/1/2017, NSHS no longer uses any physical or digital space for storage of Criminal History Reports.

References

Adopted: [3/3/2017], 8/19/2021

Policy Review History: 9/1/2021, 9/28/2028

Legal Reference: NRS 388A.515

Complaints and Conduct

Employee Complaints

Any employee of Nevada State High School who believes he or she has valid complaint regarding situations, circumstances, or positions shall file a written complaint with their supervising administrator or through human resources with the finance and operations office.

I. Complaints may include, but are not limited to the following:

   A. Personnel Issues

   B. Equal Opportunity in Employment

   C. Ethical Standards

   D. Harassment, Sexual Harassment, or Intimidation

II. Unsatisfied with Supervisor's Decision

   A. If the complainant is not satisfied with the investigator or supervising administrator's decision, he or she must, within ten (10) working days of receiving the decision, appeal the decision to the next person of authority. Subsequent appeals must be submitted within ten (10) working days to the next person of authority. Should the decision reach the Chief Executive Officer and the complainant is not satisfied with the decision, he or she must, within (10) working days of receiving the decision, file a request with the Chair of the governing body for a review by the governing body of the written complaint, arguments, and evidence. The Chair may ask for the school's legal counsel to attempt resolution. If no resolution is made, then the governing body shall review the information on or before their next regularly scheduled meeting. The governing body may make a decision at the same meeting or at their next regularly scheduled meeting as allowed under NRS 241.020. The governing body's decision shall be in writing and delivered to the complainant by registered mail. The governing body's decision shall be final.

Ethical conduct and fraudulent activities

I. The following will serve as a guide for ethical conduct of all employees:

   A. No official or employee shall accept gifts to influence their decisions.

   B. No official or employee shall use their position to gain privileges.

C. No official or employee shall ask for a vote without properly disclosing any financial interest or otherwise from members of the Governing Body.

D. Each official or employee shall report safety hazards immediately to their supervisor.

E. Each official or employee shall maintain a high level of integrity with his or her assigned duties and responsibilities

II. Recovering losses from possible dishonest or fraudulent activities including:

A. Intentional alteration or misstatement of school reports and records.

B. Forgery or alteration of checks, drafts, promissory notes, securities, etc.

C. Any misappropriation or misapplication of funds, assets, supplies, etc.

D. Any irregularity in the handling or reporting of money transactions.

E. Unauthorized sale or other disposal of school furniture, fixtures, or equipment

References

Adopted: [3/3/2007], 1/15/2009, 1/15/2015, 8/19/2021, 12/14/2022

Policy Review History: 9/1/2014, 9/1/2021, 9/1/2028

Legal Reference: NRS 241.020, 288.040 to 288.060, 288.140, 288.150

Complaints and Conduct (Procedure)

Conducting an investigation

Any employee of Nevada State High School may initiate a complaint following School policy 5270. Individuals wishing to have their complaint investigated must provide a written complaint of the incident to their supervisor with details of the complaint and actions they are requesting to resolve the issue. The supervisor shall acknowledge receipt of the complaint in writing within two (2) business days. The supervisor shall follow the process below to investigate a written complaint.

I. Investigation

A. The supervisor (investigator) with an ability to investigate objectively without bias shall consult with the complainant to discuss the nature of the concern. If the Chief Executive Officer determines that a supervisor cannot maintain objectivity without bias, then another investigator will be assigned to the complaint.

B. The investigator shall provide interim protection by separating the alleged complainant from the accused respondent to guard against continued harassment, retaliation, or further misconduct.

C. The investigator will develop a plan to conduct a proper investigation that includes:

1. Outlining the incidents/issues;

2. Generating a list of potential witnesses;

3. Identifying sources of information and evidence;

4. Interviewing questions targeted to elicit crucial information and details;

5. Creating a process for retaining notes, emails, evidence, and other information;

D. The investigator shall protect confidentiality and share information on a “need to know” basis.

E. The investigator will meet individually with the complainant(s), respondent(s) and witness(es) and may have a witness present, such as the HR Manager. If the investigator is the respondent, the next person of authority will conduct the interview.

F. The investigator shall request a written statement from all individuals interviewed as part of the investigation.

II. Documentation

A. The investigator will keep detailed notes of the investigation.

B. The investigator will safely store and digitally protect notes, written statements, emails, and other artifacts as part of the investigation the School network.

III. Decision

A. The investigator will develop a memorandum summarizing the details of the complaint and findings based upon the results of the investigation.

B. The investigator will respond to the complainant with their administrative decision within eight (8) business days.

IV. Communication

A. The investigator will develop a memorandum summarizing the details of the complaint and findings based upon the results of the investigation.

B. The investigator will notify the complainant and respondent, in writing, of the results of the investigation and inform the complainant of their right to appeal the result of the investigation in accordance with NSHS Policy 5270 if they are not satisfied with the investigators decision.

References

Adopted: [12/14/2021]

Policy Review History: 9/1/2028, 12/14/2022

Legal Reference: NRS 241.020

Family, Medical, and Maternity Leave

Nevada State High School upholds the provisions of the Family and Medical Leave Act of 1993.

Eligible Employees

I. Minimum number of months worked

A. Employees are eligible under the Family and Medical Leave Act if they have worked for NSHS for at least 12 months and for at least 1,250 hours during the 12 months before the time leave is taken under the Family and Medical Leave Act. Subject to the conditions in this policy, eligible employees may request up to 12 weeks family and medical leave during a twelve-month period.

B. Any employee who works principally in an instructional capacity who would be on leave for greater than 20% of the total number of working days in the period during which the leave would extend, may be required to take leave for periods of particular duration or transfer temporarily to an alternative equivalent position that better accommodates the leave.

C. Any employee who works primarily in an instructional capacity, and who requests a period of leave near the conclusion of the academic term, may be required to continue the leave until the end of the term.

Permissible Purposes of Family and Medical Leaves

II. An eligible employee may request a family and medical leave for any of the following:

A. The birth of the employee's child.

B. The placement of a child with the employee in connection with adoption or foster care.

C. To care for a child, parent, or spouse who has a serious health condition.

D. Due to a serious health condition that prevents the employee from performing the functions of his or her position.

In a situation where both spouses are employed by the school, the family unit is only entitled to an aggregate 12-week maximum leave period. If one spouse is ineligible for FMLA leave, the eligible spouse is entitled to the full leave period. If each spouse is entitled to the full leave period and if each spouse has used less than the 12-week leave for qualified purposes, each would be entitled to the unused portion of the 12-week entitlement.

Any leave of absence that is granted to an employee under this policy or any other policy for a purpose specified above shall be credited against the 12-week limit contained in this policy.

Leave taken to care for a newborn or newly-adopted child must be completed within 12 months after the birth or adoption. Leave taken to care for a terminally ill child may be taken only once for any given child. The school may require confirmation by a health care provider of the employee's need for family leave.

"Child" is defined as a biological, adopted, or foster child, a stepchild, a legal ward who is under 18 years of age or incapable of self-care due to a mental or physical disability. A "serious health condition" is one caused by injury, illness, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health care provider.

Benefits During Leave

I. Use of Accrued Time Off

A. An employee who is granted a family and medical leave of absence must utilize any accrued leave time off during the period of the absence. Any portion of a leave that occurs after all vacation and other applicable paid time off have been exhausted shall be without pay. For purposes of this policy's 12-week limitation, any paid and unpaid portions of the leave of absence shall be added together whether or not they are taken consecutively.

Any health insurance benefits ordinarily provided by the School, and for which the employee is otherwise eligible, will be continued during the period of the leave. The School will continue to pay its share of the premiums for the period of the leave, up to a maximum of 12 weeks. The cost of dependent coverage normally borne by the employee will remain the sole responsibility of the employee. The employee must pay his or her share of the premiums for dependent coverage by making timely payments to the School by the same times as such payments would be made if they were paid via payroll deductions.

Notification Rules

I. Thirty Days Advance Notice

A. An employee must provide proper notification as a condition of eligibility for this leave. The employee must notify the administrator in writing of the need for such a leave, the date it will commence, and the anticipated duration of the leave. The employee must provide 30 days advance notice, unless the family leave is not foreseeable, in which case the employee must notify the administrator of the expected leave within one (1) working day of the beginning of the leave. A failure to comply with these notice rules may result in denial or postponement of the requested leave. However, if the need for a family and medical leave results from an emergency or is otherwise unforeseeable, the leave will not be denied simply because an employee fails to provide advance notice.

Certification by Health Care Provider

I. Process for Validation Serious Health Condition

A. If an employee requests a leave due to a serious health condition of the employee or a family member, the employee must support the request with a certification issued by the health care provider of the individual with the serious health condition. The certification should include the following information.

1. The date, if known, on which the serious health condition commended.

2. The probable duration of the condition.

3. An estimate of the amount of time that the health care provider believes that the employee needs to care for the individual requiring the care.

4. A statement that the serious health condition warrants the participation of a family member to provide care during a period of the treatment or supervision of the individual requiring care.

B. If an employee requests intermittent leave for planned medical treatment, the certification should specify the dates on which such treatment is expected to be given and the duration of such treatment. If the time estimated by the health care provider (see above “benefits during leave”) above expires, the employee must submit a recertification if the employee desires additional leave. In addition, extensions will not be granted that cause the total period of the leave to exceed the 12-week limitation identified above.

Reemployment Privileges

I. Leave Does Not Exceed Twelve Weeks

A. (a) An employee who complies with the provisions of this policy will be guaranteed reemployment upon expiration of an approved leave, provided that the total period of the leave does not exceed 12 weeks. The employee will be reemployed in the same position or an equivalent position to the one he or she occupied when the leave commenced. An employee who takes a leave because of his or her own serious health condition must provide a medical certification verifying that he or she is able to return to work in the same manner as employees who return from other types of medical leave. If an employee fails to return for work immediately following the expiration of the approved leave, the employee will be considered to have voluntarily separated from NSHS.

References

Adopted: [3/3/2007], 1/15/2009, 1/15/2015, 8/19/2021

Policy Review History: 9/1/2011, 9/1/2014, 9/21/2021, 9/1/2028

Legal Reference: Public Law 103-3

Budget Development

Budget Planning and Implementation

I. Fiscal Year

A. The school fiscal year begins on July 1 each year and continues through June 30th of the next calendar year.

II. Budget Preparation and Approvals

A. On or before the third week of April in each year, Nevada State High School will prepare the budget for the upcoming fiscal year and the final amended budget for the current fiscal year.

B. The budget development process shall include estimates of funding necessary to maintain the continued cost of operations and projection of contract obligations

C. Budgets shall be posted for a public workshop with the governing body in April followed by a public hearing for final approval in May.

III. Budget Implementation

A. Once adopted the Governing Body may place the responsibility on the Chief Executive Officer to execute and implement the programs set forth in the budget.

References

Adopted: 8/19/2021

Policy Review History: 9/1/2021, 9/1/2028

Legal Reference: NRS 387.720, NAC 387.720/NAC 387.725

Internal Controls

Accounting Policies

I. General ledger and accounts payable reporting shall conform to generally accepted accounting principles (GAAP) and align with the Nevada Department of Education chart of accounts.

II. Purchase Orders and Expenditures

A. The Finance Department shall be responsible for recording invoices, completing transaction data entry, and processing purchase orders submitted by department heads.

B. The Department head is responsible for preparing and submitting purchase order requests to the Finance Department prior to any expenditure.

C. The Chief Executive Officer or designee shall review and authorize purchase orders submitted by the Finance Department.

D. Expenditures shall be tracked by the Finance Department within established accounting systems, included in the general ledger report, and reconciled monthly.

III. Service Orders and Materials Receipt

A. The Department head is responsible for receipt of materials and verifying that the contents, packing slip, and purchase order match.

B. The Department head is responsible for ensuring that services provided align with outlined quotes and purchase orders and confirming quality completion.

C. Any discrepancies with materials received or services provided must be communicated to the Finance Department by the Department head.

IV. Accounts Payable

A. Department heads must submit final invoices to the Finance Department for processing, confirming receipt of goods or services.

B. The finance department will confirm invoice amounts conform with existing purchase orders prior to issuance of payment.

C. Payments by check, ACH, or direct wire may be endorsed by the Chief Executive Officer, or designee, or the Finance Director.

Cash Management

I. To the extent possible, processes should minimize or eliminate the collection of physical cash in lieu of electronic payments using the schools' established payment collection system(s). In instances where cash payments are accepted, an individual receipt must be generated for each purchase. Upon completion of the activity, two staff members shall complete a Cash Payments for Events Form (NSHS-615.2), confirming the totals received and signing and dating the form. The Finance Department shall be responsible for preparing and submitting cash deposits and journal entry into the established accounting systems.

Contract Authority

I. The Chief Executive Officer and the school's Executive Leadership Team members are authorized to approve contracts, subject to limitations established in board policies. Contract approval requests by other staff must be forwarded to appropriate department heads for approval.

Purchasing Cards

I. The Chief Executive Officer shall designate and manage employees with access to a school purchasing card. Any employee issued a purchasing card must follow the outlined processes and guidelines as outlined in the Employee Right to Know Handbook, including completing and signing the purchasing card agreement.

II. Purchases made using a purchasing card must follow the established requirements outlined for purchase orders and must be approved by the Department head. A copy of the receipt must be saved to the school's network drive for processing by the Finance Department, including monthly reconciliation and entry into the general ledger.

References

Adopted: [1/15/2009], 1/15/2015, 8/19/2021, 10/17/2024

Policy Review History: 9/1/2014, 9/21/2021, 9/1/2021

Legal Reference: NRS 332, C.F.R. §200.302, C.F.R. §200.306, C.F.R. §200.400

Accounts Receivable

Revenues and Checks

I. Recording Revenues

A. Revenues will be recorded and tracked. Review and reconciliation will be conducted on a monthly basis and collections of these revenues reported through monthly reconciliation reports.

II. Depositing Funds

A. Money collected within school buildings will be taken to the school's designated depository or administrative office when the sum accumulated in any one day or total of days by individuals at any location exceeds $500. The accumulation of cash/checks maintained in school buildings for longer than two weeks must be under $100.

B. Checks received for deposit will be endorsed with a school official signature or stamped with a for deposit only designation for the appropriate checking account.

C. Checks deposit records will be maintained in a level adequate to reconcile deposits were made timely on a monthly basis.

D. Receipt is required for any cash/check transaction.

References

Adopted: [3/3/2007], 1/15/2009, 1/15/2015, 8/19/2021

Policy Review History: 9/1/2011, 9/1/2014, 9/1/2021, 9/1/2028

Legal Reference:

Purchases and Contracts (Procedure)

General Purchases

I. Approved Uses

A. Purchases of $10,000 or less can be made with the approval of the Chief Executive Officer with an appropriate purchase order. These purchases shall come under one of the previously approved line items in the approved school's budget.

1. Micro-purchases may be awarded without soliciting competitive price or rate quotations if the recipient or subrecipient considers the price reasonable based on research, experience, purchase history, or other information; and maintains documents to support its conclusion. Purchase cards may be used as a method of payment for micro-purchases.

B. For purchases of more than $10,000, the school employee shall submit a purchase order for approval to the person in charge to draw on orders for the school which, at minimum, will seek ratification by the Governing Body. The Governing Body may seek more active participation in the approval of purchase orders and may be done at the discretion of the Governing Body chair or a change in policy by the entire Governing Body.

C. Noncompetitive procurement method may only be used if one of the following circumstances applies:
1. The aggregate amount of the procurement transaction does not exceed the micro-purchase threshold;
2. The procurement transaction can only be fulfilled by a single source;
3. The emergency for the requirement does not permit a delay resulting from providing public notice of a competitive solicitation;
4. A written request is submitted and approved by the Federal agency or pass-through entity provides to use a noncompetitive procurement method;
5. After soliciting several sources, competition is determined inadequate.

II. Purchase Orders

A. Purchase orders must be submitted for all payment requests over $2000. This includes all purchases and should be submitted as soon as practicable.

B. Purchase orders issued shall be ratified by the governing body at each governing body meeting.

III. Accounts Payable

A. Payments to vendors will be processed through the Finance Department once per week.

B. Weekly accounts payable will include vouchers and all necessary backup documentation. Final approval by the Chief Executive Officer or designee.

C. Checks processed for amounts over $25,000 shall receive two (2) signatures.

IV. Office Supplies

A. Office and classroom supplies may be purchased using the school's approved supplier portals with the charge account. The Finance Department shall maintain an ordering schedule. Best efforts should be made to procure supplies at the lowest price. Items purchased outside the contracted vendors will need to follow purchasing procedure and obtain the proper purchase order.

V. Selection of Contractors

A. Selection of contractors for goods and services will be based primarily on, but not limited to: cost, qualifications and performance history, financial and technical resources, availability, expertise, knowledge, creativity, and the ability to exercise sound professional judgment.

B. All contracts for goods and services shall be based on demonstrated qualifications and competence to perform the required services, encourage competition, discourage favoritism, and obtain services at a fair and reasonable price.

C. Contracts in excess of $10,000 shall require governing body approval or final ratification.

D. A formal procurement method, including competitive bids and public notice is required where the estimated annual amount required to perform the contract is more than $25,000. Solicitations must include a clear and accurate description of the material, product, or service, including essential characteristics.

1. The Chief Executive Officer or designee shall ensure that records of selection process are maintained including the contractor selection or rejection and criteria used to determine selection.

E. Companies providing goods or services through state or federal grant funds are required to provide a Drug-Free Workplace certification and verify eligibility to participate in state and federal awards via SAM.gov.

References

Adopted: [3/3/2007], 1/15/2009, 1/15/2015, 8/19/2021, 10/17/24, 4/10/25

Policy Review History: 9/1/2011, 9/1/2014, 9/1/2021, 9/1/2023

Legal Reference: NRS 332, C.F.R. §200.214, C.F.R. §200.318-324

Purchases and Contracts

Purchasing Authorization and Control

I. General Information

A. The Chief Executive Officer or designee is allowed to direct expenditures and purchases within the limits of the approved annual budget for that school year.

II. Authorized Purchasing Card Users

A. The school shall establish requisition and purchase order procedures as a means to monitor expenditure of funds.

B. The school may elect to have credit cards and develop procedures.

III. Unauthorized Use of School Monies

This may include, but is not limited to the following:

A. Personal items shall not be charged to the school;

B. The purchase of alcoholic beverages is strictly prohibited. The purchase of gasoline for a privately-owned vehicle is also prohibited without prior authorization;

C. Leaving a gratuity that exceeds 15% is prohibited.

Professional Services and Other Contracts

I. General Information

A. The school may enter into personal services contracts with qualified professionals.

References

Adopted: [9/1/2004], 1/15/2009, 1/15/2015, 8/19/2021

Policy Review History: 9/1/2021, 9/1/2028

Legal Reference:

Authorization and Control

Designation of Staff

I. Administrative Head

A. The Chief Executive Officer will designate a person at the school level and network level to be the administrative head. The name of this person shall be given to the school's sponsor upon request.

B. In the case of a vacancy, the governing body may designate an administrative head.

II. Designee to Draw on Orders

A. The Chief Executive Officer will designate a person at the school to draw on all orders. The name of this person shall be given to the school's sponsor upon request.

B. In the case of a vacancy, the governing body man designate an administrative head.

References

Adopted: [9/1/2004], 1/15/2009, 1/15/2015, 8/19/2021

Policy Review History: 9/1/2021, 9/1/2028

Legal Reference: NRS 388A.5334

Reimbursement Requests (Procedure)

Expense Reimbursements

I. Travel Request Form

A. Upon completion of travel for official school business, employees must submit a signed, completed travel request form (NSHS-601.1). The form must be accompanied by itemized receipts and backup documentation to support the costs incurred. Travel costs may include airfare, vehicle rental, mileage, lodging, meals, tolls, and/or parking costs.

II. Per Diem

A. Overnight travel assignments, meals, and incidental expenses shall be reimbursed at the per diem allowance established by the U.S. General Services Administration (GSA) at the rate in effect for the primary destination. Current rates can be found online at www.gsa.gov.

B. To be reimbursed for meals while attending a conference, a detailed copy of the conference registration must be attached. Per diem allowances must be reduced if meals are included as part of the conference program.

References

Adopted: [9/1/2004], 1/15/2009, 1/15/2015, 8/19/2021, 10/17/24

Policy Review History: 9/1/2011, 9/1/2014, 9/1/2021, 9/1/2028

Legal Reference: C.F.R. §200.475

Reimbursement Requests

Expense Reimbursements

I. Seeking Reimbursements

A. The governing body recognizes that certain expenses are incurred by school employees in carrying out authorized duties and shall allow administration the discretion to approve reasonable reimbursements.

B. Staff planning to travel for school related business shall request written approval and submit a reimbursement form with proper backup.

C. Reimbursement requests exceeding the amount of $300 must be approved by the supervising administrator.

References

Adopted: [9/1/2004], 1/15/2009, 1/15/2015, 8/19/2021, 10/17/2024

Policy Review History: 9/1/2021, 9/1/2028

Legal Reference: C.F.R. §200.475

Investment

Investment of Funds

I. The investment of funds held by Nevada State High School (NSHS) must follow federal, state, and local laws as well as prudent financial practices. All regulations and procedures shall be in accordance with Nevada Revised Statutes (NRS) Chapters 350, 355, and 356. NSHS will strive to make investment decisions consistent with guidelines of the Uniform Prudent Investor Act.

Investment Objectives

II. NSHS primary investment objective shall be to maintain a balance of safety and liquidity of its funds. The primary objectives of NSHS investment activities shall be:

   A. Safety. The safety and preservation of its principal is the foremost objective of the NSHS investment program. The goal is to ensure that principal funds are protected from losses whether they be from securities defaults, erosion of market, or other risks.

   B. Liquidity. The investment portfolio shall maintain sufficient liquidity to enable NSHS to meet necessary cash flow and operating requirements.

   C. Return on Investments. The investment portfolio shall be designed with the objective of attaining a market rate of return over the course of budgetary and economic cycles, taking into account the risk constraints, the cash flow characteristics of the portfolio, and legal restrictions for return on investments.

   D. Maintaining the Public's Trust. The investment officers shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence while conforming to all applicable statutes and regulations governing the investment of public funds.

Responsibilities

III. Management responsibility for the investment program is hereby delegated by the Governing Body to the Chief Executive Officer (CEO), as deemed appropriate or necessary, who shall thereafter assume full responsibility for those transactions until the delegation of authority is revoked.

IV. The CEO may delegate the day-to-day operations of investing to his/her designee(s) but not the responsibility for the overall investment program. The CEO and/or his/her designee(s) shall make all investment decisions and transactions in strict accordance with state law and this Policy.

V. The Governing Body shall ensure that its fiduciary responsibilities concerning the proper management of NSHS's funds are fulfilled through appropriate investment structure, internal and external management, consistent with applicable policies and procedures, and based on the advice and recommendations of its financial advisor(s) and the CEO and/or his/her designees.

VI. The Governing Body, CEO, and the CEO delegate are authorized to purchase and sell investments, allow wire transfers and to execute any documents required. The documents include, but are not limited to: Wire Transfer Agreement, Depository Agreement, Safekeeping Agreement, and Custody Agreement.

VII. The CEO shall establish a system of internal controls and operational procedures designed to prevent losses of funds that might arise from fraud, employee error, misinterpretation by third parties, or imprudent actions by employees of the entity. No person may engage in any investment transaction except as provided for under the terms of this policy.

VIII. The Governing Body, its Officers and Staff of NSHS, and professionals retained by NSHS, are not held liable for less than desirable outcomes, so long as they are acting in accordance with this investment policy and exercise due diligence.

Ethics and Conflicts of Interest

IX. Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Further, no officer involved in the investment process shall have any interest in, or receive any compensation from, any investments in which NSHS is authorized to invest, or the sellers, sponsors, or managers of those investments.

References

Adopted:

Policy Review History:

Legal Reference: Nevada Revised Statute 350, 355, and 356; Uniform Prudent Investor Act

Federal Expenditures

Allowability

I. Costs on federal grants must be compliant with the specific federal program and adhere to the cost principles outlined in the Uniform Grant Guidance. The school administration may approve reasonable reimbursements for expenses incurred by school employees in carrying out authorized duties. To be allowable under federal awards, except where otherwise authorized by statute, costs must:

A. Be necessary, reasonable, allocable

B. Conform to cost principles or federal award as to types or amount of cost items

C. Comply with policies and procedures that apply uniformly to federal and non-federally funded activities

D. Ensure consistent treatment as direct or indirect cost

E. Be made in accordance with generally accepted accounting principles (GAAP)

F. Not be included as a cost to meet cost sharing or matching requirements of any other federally financed program, and

G. Be adequately documented

II. The Finance Department, with input from the Support Services Department, shall create the budget for federal grants. The Finance Department is responsible for:

A. Entering the budget into the Grant Management System or other platform

B. Ensuring alignment of the budget with the general ledger

C. Submitting budget amendments based on program or cost changes within established grant amendment windows and timelines as established by the grant authorizer

D. Verifying allowability of costs under each federal program and the uniform grant guidance, including costs submitted through grant amendments and determining if purchases are allowable costs based upon grant parameters

E. Maintaining documentation and communication regarding budget reviews for federal grants on the school's network drive

F. Annually determining the cost objective(s) of employees funded in part or in total

through federal grants

G. Ensuring that expenditure claims are filed by no later than September 30 following the fiscal year ended on June 30 and determining if amounts claimed have been liquidated with 90 days of year end, and

H. Preparing claims for expenditure reimbursement and ensuring that costs submitted are in alignment with the submitted budget

III. The Support Services Department, with support from the Finance Department, shall identify the programming for federal grants. The Support Services Department is responsible for:

A. Verifying that goods and services have been budgeted within the federal grant prior to any associated expenditures

B. Identifying program or cost changes within the program and notifying the Finance Department

C. Generating and providing supporting documentation on the school's network drive regarding reasonableness, need, and allowability of costs.

Time and Effort

II. All employees shall maintain daily records of time and effort in the school's established system to allow for the Finance Department to submit costs allocable to federal programs in alignment with outlined grant budgets, as applicable.

III. The Human Resources Manager shall produce and save time and effort reports monthly on the school's network drive, including electronic signatures by supervisors to ensure effective controls.

III. The Finance Department will utilize time and effort records to allocate personnel costs to federal grants, as applicable.

Records Retention

I. Documentation regarding grant applications, budgets, and expenditures must be saved by the Finance Department to the designated, secure location on schools' network drive and saved in alignment with federal and state record retention requirements or three years after final disposition, whichever is greater.

References

Adopted: [10/17/2024]

Policy Review History: 10/17/2024

Legal Reference: C.F.R. § 76.730-76.731, C.F.R. §200.302-200.303, C.F.R. §200.334-200.338, C.F.R. §200.403, C.F.R. §200.405, C.F.R. §200.430

Audit Requirements

General Information

I. For any fiscal year in which the school receives more than $1,000,000 in federal funds, a program specific or single audit must be conducted.

II. An independent audit must be conducted annually, and the audit concluded, and the report submitted not later than four (4) months after the close of the fiscal year for which the audit is conducted. The opinion and findings of the auditor contained in the report of the audit must be presented at a meeting of the governing body held not more than 30 days after the report is submitted to the governing body.

III. The governing body may, without requiring competitive bids, designate the auditor or firm annually. The audit firm must be changed every six (6) years, however, the audit partner in charge of the audit must be changed every three (3) years.

Audit Preparation, Response, and Resolution

I. The Finance Department shall commit to a letter of engagement with the selected independent auditor within two (2) months of the end of the fiscal year and provide requested items and access to systems to the auditor and/or other officials in order to complete the audit.

II. The Chief Executive Officer or designee must provide requested documentation to the independent auditor and other officials. The audit must be presented to the Governing Body by no later than October 31 annually and ratified in a public meeting by November 15 annually.

III. The Chief Executive Officer or designee shall review any audit findings and identify personnel or outside contractors responsible for resolving identified items and the timelines for completion of and progress reporting on resolution actions.

IV. Audit resolution policies and procedures must align with federal guidelines, including stipulated in 2 CFR. Including adherence to reporting requirements, documentation standards, and any specific criteria for resolution actions.

V. A copy of the audit report must be submitted to the Federal Audit Clearinghouse (FAC) and SPCSA by the required deadlines.

References

Adopted: 10/17/24, 4/10/25

Policy Review History: [10/17/24]

Legal Reference: NRS 354.624, C.F.R. §200.332, C.F.R. §200.501- C.F.R. §200.517

Universal Precautions

Methods of Control

I. Bloodborne Pathogens

A. Nevada State High School (NSHS) will observe universal precautions. This method of infection control requires the employer and employees to assume that all human blood and specified human body fluids are infectious for HIV, HBV, HCV and other bloodborne pathogens. Where differentiation of types of body fluids is difficult or impossible, all body fluids are to be considered as potentially infectious.

References

Adopted: [9/1/2004], 1/15/2009, 1/15/2015, 8/19/2021

Policy Review History: 9/1/2011, 9/1/2014, 9/1/2021, 9/1/2028

Legal Reference:

Universal Precautions (Procedure)

Engaging in Precautionary Measures

I. Engineering Workplace Controls

A. Nevada State High School (NSHS) will engineer workplace controls to prevent occupational transmission of HBV, HCV and HIV. Personal protective clothing and equipment will be used when occupational exposure to bloodborne pathogens remains even after instituting these controls.

Engineering and work practice controls reduce employee exposure in the workplace by either removing or isolating the hazard or isolating the worker from exposure.

1. Personnel will wash their hands immediately or as soon as feasible after removal of gloves or other personal protective equipment.

2. Personnel will wash hands and any other skin with soap and water, or flush mucous membranes with water immediately or as soon as feasible following contact of such body areas with blood or other potentially infectious materials.

3. Eating, drinking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is a reasonable likelihood of occupational exposure.

4. All procedures involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splashing, spraying, spattering, and generation of droplets of these substances.

5. Personnel will discard sharps in puncture-resistant sharps disposal containers. Contaminated needles and other contaminated sharps shall not be bent, recapped, or removed.

II. Personal Protective Equipment

A. Personal protective equipment will be used in NSHS if occupational exposure remains after instituting engineering and work practice controls, or if those controls are not feasible.

The use of personal protective equipment helps prevent occupational exposure to infectious materials. Such equipment includes, but is not limited to gloves, gowns, plastic aprons, masks, and eye protection. Personal protective equipment is considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach employee's work clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used. Supervisors will determine the appropriate PPE for tasks assigned to their employees.

All personal protective equipment used in NSHS will be provided, without cost, to employees. The sharps engineered products provided to NSHS employees will be reviewed via committee annually to determine the approval of specific products and to document how employees and input were used to select these products.

NSHS employees will observe the following precautions for safely handling and using personal protective equipment:

1. Remove protective equipment before leaving the work area and after a garment becomes contaminated. If personal protective equipment is disposable, discard in a plastic-lined container.

2. Place used protective equipment in appropriately designated areas or containers when being stored, washed, decontaminated, or discarded (label items if necessary).

3. Wear appropriate gloves when it can be reasonably anticipated that the employee may have contact with blood or other potentially infections materials and when handling or touching contaminated items or surfaces. Replace gloves if torn, punctured, contaminated, or their ability to function as a barrier is compromised.

4. Never wash or decontaminate disposable gloves for reuse.

5. Wear appropriate face and eye protection such as mask and goggles when splashes, sprays, spatters, or droplets of blood or other potentially infectious materials pose a hazard to the eye, nose or mouth.

Each Site Administrator or Supervisor will be responsible for ensuring that all departments and work areas have appropriate personal protective equipment available to employees.

Plastic aprons, extra-large disposable gloves, latex-free gloves, powder-free gloves and biohazard labels may be ordered by the office manager.

III. Cleanliness and Housekeeping

A. Nevada State High School will be kept clean and sanitary. The following housekeeping procedures will be followed.

1. All equipment and work surfaces that have been contaminated with blood or other potentially infectious materials will be cleaned with soap and water and an application of District Authorized Germicidal Detergent #CF9264, an EPA approved disinfectant, and Virex TB #CFI030, an EPA approved tuberculocidal. Products used for cleanup, disinfecting and decontamination must be issued through NSHS. Tuberculocidal sprays, used after a blood spill, are maintained in the custodian's closet and in the school's health office.

2. Material Safety Data Sheets (MSDS) for NSHS-approved products can be found in the "Red Hazard Communication Manual" at each work location.

3. Reusable receptacles such as bins, pails, and cans will be inspected daily. When contamination is visible, receptacles will be decontaminated using the procedures described in section one above.

4. Mechanical means, such as tongs, forceps, or a lobby broom and dustpan will be used to pick up broken glass and sharps. A vacuum cleaner will not be used to pick up broken glass. NEVER PICK UP BROKEN GLASS OR SHARPS WITH BARE HANDS.

5. Upon finding broken glass, or being notified that broken glass needs to be discarded, Staff will place the broken glass in a trash liner and immediately place the liner in the trash dumpster. Appropriate gloves will be worn when disposing of glass. BROKEN GLASS IS NEVER TO BE MIXED WITH REGULAR TRASH.

6. Non-biohazard waste products will be wrapped in paper toweling and placed in a plastic lined receptacle.

7. Discarded contaminated sharps will be placed in sharps containers that are closeable, puncture-resistant, color-coded, and leak proof on the sides and bottom.

8. Sharps containers will be easily accessible to personnel and located as close as is feasible to the immediate area where sharps are used. Sharps containers must be kept upright throughout use, replaced routinely, closed when moved, and not allowed to overfill. Sharps containers will be disposed of as regulated waste when the container is greater than 50% full.

9. Employees will not open, empty, or clean sharps containers.

10. Laundry contaminated with blood or other potentially infectious materials will be handled as little as possible and with a minimum of agitation. NSHS utilizes Universal Precautions in the handling of all soiled laundry (i.e. all laundry is assumed to be contaminated).

References

Adopted: [3/3/2007], 9/1/2009, 1/15/2015, 8/19/2021

Policy Review History: 9/1/2011, 9/1/2014, 9/1/2021, 9/1/2028

Legal Reference:

Transportation Alternatives and Assistance

Transportation

I. Responsibility

A. Nevada State High School leaves the responsibility to parents and/or students to get to and from the high school each day of operation. The school may work with the parent and guardian of pupils enrolled in the school to develop a plan for transportation.

II. Planning for Alternatives

A. Students who cannot get transportation to and from school will have a transportation plan individually developed in consultation with parents, students, and school administration. Some of these methods include, but are not limited to the following:

1. Using the city bus service

2. Arranging car pools

3. Finding business sponsors for transportation

III. Financial Assistance

A. (a) Students qualifying for financial assistance through annual income verification form, may request their local school to purchase or reimburse for student bus passes.

References

Adopted: [3/3/2007], 1/15/2009, 1/15/2015, 8/19/2021

Policy Review History: 9/1/2011, 9/1/2014, 9/1/2021, 9/1/2028

Legal Reference:

Inventory Management

Definitions

I. Fixed assets are defined as all equipment with a historical cost of $5,000 or greater, and with a useful like of greater than one year (e.g. buildings, machinery, and vehicles).

II. A capital asset is defined as a tangible or intangible asset that is used in operations and that has a useful life of more than one year.

Inventory

I. The Grant Manager shall maintain an equipment inventory of all fixed and capital assets for all NSHS locations. A physical inventory of the property must be completed, and the results reconciled with the inventory records at least once every two years. At a minimum, this inventory must include the following:

- A unique inventory number
- A description of the property
- A Serial number or other identification number
- The source of funding, including the FAIN number, if applicable
- The acquisition date
- The cost per unit of the property
- A denotation if the property was purchased fully or partially using federal funds
- The site/location of the property
- The condition of the property, and
- Final disposition data, if applicable

II. The Finance Department shall ensure that capital assets exceeding $250 in value are permanently tagged upon receipt with the following:

- Inventory number
- Source of funding, if purchased using federal funds
- The site/location of the property
- The acquisition date

III. The Campus Instructional Director shall be responsible for physical inventory safeguards, including campus security, access control, and secure storage for high-value items. The Human Resources Manager shall be responsible for employee training on inventory control procedures.

Loss, Theft, or Damage

I. In the event of the loss, theft, or damage to equipment, staff must first notify the site

administrator. The site administrator will notify the Finance Department so that the equipment inventory can be properly updated, and any additional actions can be taken to replace, repair, or update the condition of the property on the inventory.

II. In the event of stolen property, the Chief Executive Officer or designee must contact law enforcement to file a report and for potential police action for recovery.
III. In the event of lost or damaged property, Chief Executive Officer or designee may contact law enforcement, conduct an internal investigation, and/or take necessary progressive steps to mitigate current and future loss.

Obsolete or Beyond Economical Repair Equipment

I. Identification

A. Equipment may be designated as obsolete or beyond economical repair by the site administrator, Finance Department, or Chief Executive Officer. Criteria for making this determination may include, but is not limited to the following:
- Outdated information
- Poor condition or significant damage
- Incompatibility with current systems
- Cost of repair exceeding the equipment's current value

B. Equipment identified as obsolete or beyond economical repair must be updated on the equipment inventory with a final disposition.

II. Removal

A. Equipment designated as obsolete or beyond economical repair may be disposed of by any manner, including but not limited to the following:
- Return to vendor for trade-in or credit
- Recycling
- Donation to another school or non-profit organization
- Sale at current value to another school, non-profit organization, or employee

References

Adopted: [4/28/2011], 1/15/2015, 8/19/2021, 10/17/24

Policy Review History: 9/1/2014, 9/1/2021, 9/1/2023

Legal Reference: NRS 332.185, C.F.R. §200.313 – 200.314