



Churchill County School District

Board Policy Committee Meeting

Monday, September 24, 2018 1:00 PM

Agenda of Board Policy Committee Meeting

Churchill County Board of School Trustees

A Board Policy Committee Meeting of the Churchill County Board of School Trustees will be held September 24, 2018, beginning at 1:00 PM in the **Churchill County School District Administration Office, Old High School, 690 South Maine Street, Fallon, Nevada 89406.**

Notes:

1. These meetings are subject to the provisions of Nevada Open meeting Law (NRS Chapter 241). Except as otherwise provided for by law, these meetings are open and public.
2. Action may be taken on all agenda items, unless otherwise noted.
3. The agenda is a tentative schedule. The Churchill County Board of School Trustees may act upon agenda items in a different order than is stated in this notice –so as to effect the people’s business in the most efficient manner possible.
4. Public comment will be allowed prior to the vote on all action items. Public comment will also be allowed for matters not listed on the agenda, usually at the beginning and end of the meeting, although it may be returned to at any time during the meeting. No action will be taken on any item until it is properly agendaized. In the interest of time, the Churchill County Board of School Trustees reserves the right to impose uniform time limits on each person providing public comment.
5. Any statement made by a member of the Churchill County Board of School Trustees during the public meeting is absolutely privileged and does not impose liability for defamation or constitute a ground for recovery in a civil action.
6. The Churchill County Board of School Trustees may combine two or more agenda items for consideration.
7. The Churchill County Board of School Trustees may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.
8. The Board may discuss all items on the agenda, including those that are described on the agenda as "report," "presentation," or "update."

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. VERIFICATION OF POSTING OF AGENDA

4. PUBLIC COMMENT

Public comments will be heard on matters not listed on the agenda.

5. APPROVAL OF MINUTES

A. Approval of January 23, 2018, Policy Committee Minutes

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6. NEW BUSINESS

- A. For Discussion and Possible Action: Policy 4117.0 - Evaluation of School District Employees 7
 - 1. For Review Only: Regulation 4117.0 - Evaluation of School District Employees 8
- B. For Discussion and Possible Action: Policy 4138.0 - Complaints Concerning School Personnel 12
 - 1. For Review Only: Regulation 4138.0 - Complaints Concerning School Personnel 15
- C. For Discussion and Possible Action: New Policy 4850.0 - Whistleblower Protection 20
- D. For Discussion and Possible Action: Policy 5050.0 - Homeless Children Educational Services 21
 - 1. For Review Only: Regulation 5050.0 - Homeless Children Educational Services 22
- E. For Discussion and Possible Action: New Policy 5905.0 - Educational Services Plan for Students in Foster Care 25
- F. For Discussion and Possible Action: New - Social Media Policy for Staff
- 7. Discussion regarding policies to be reviewed at the next Policy Committee meeting.
- 8. Discussion regarding the next Policy Committee meeting date.
- 9. PUBLIC COMMENT
Public comments will be heard on matters not listed on the agenda.
- 10. ADJOURNMENT

LITIGATION CONFERENCE WITH LEGAL COUNSEL

The Board will meet in Litigation Conference to receive information from Legal Counsel regarding potential or existing litigation.

To request supporting materials for the meeting, members of the public can contact Debra Shyne (Executive Assistant to the Superintendent/Board of Trustees) at the District's Administration Office, 690 South Maine Street, Fallon, Nevada (775-423-5184).

Members of the public who are disabled and require special accommodations or assistance at the meeting are requested to contact Debra Shyne, Executive Assistant to the Superintendent/Board of Trustees, by calling 775-423-5184 prior to the meeting date.

State of Nevada)
 :
 County of Churchill)

*I, **Debra Shyne**, Executive Assistant to the Superintendent, do hereby affirm that I posted or caused to be posted, a copy of this notice of public meeting, on or before the 19th Day of September, 2018, at the following locations in Churchill County, Nevada.*

*City Hall;
Churchill County Law Enforcement Facility;
Churchill County Administration Offices;
Churchill County School District Administration Office;
Fallon Paiute-Shoshone Tribe Administration Office;
Churchill County School District website: www.churchillcsd.com;
State of Nevada website: <https://notice.nv.gov/>*

*Debra Shyne, Executive Assistant
to the Superintendent/Board of Trustees*

Subscribed and Sworn to before me this 19th Day of September, 2018

Notary Public

CHURCHILL COUNTY BOARD OF SCHOOL TRUSTEES

Fallon, Nevada

POLICY COMMITTEE MEETING

January 23, 2018

1. CALL TO ORDER

Trustee Whitaker called to order the Policy Committee Meeting of the Churchill County Board of School Trustees at 8:02 a.m. at the Churchill County School District Administration Office, 690 South Maine Street, Fallon, Nevada.

Board Attendees:

Carmen Schank, Trustee

Kathryn Whitaker, Trustee

Phil Pinder, Trustee

Staff Attendees:

Sandra Sheldon, Superintendent

Kimi Melendy, Director of Educational Services

Debra Shyne, Secretary

2. PLEDGE OF ALLEGIANCE

Kimi Melendy led the pledge of allegiance.

3. VERIFICATION OF POSTING OF AGENDA

Trustee Whitaker confirmed the posting of the agenda, pursuant to NRS.

4. PUBLIC COMMENT

There were no public comments.

5. APPROVAL OF MINUTES

A. Approval of December 12, 2017, Policy Committee Minutes

Copies of the minutes were provided to Trustees at the meeting. Trustee Pinder moved to accept the December 12 Policy Committee minutes, seconded by Trustee Schank. The motion passed unanimously.

6. NEW BUSINESS

A. For Discussion and Possible Action: Policy 5244.12 – Alternative Education

Trustee Schank moved to approve Policy 5244.12, Alternative Education, with minor changes. Trustee Pinder seconded the motion. The motion passed unanimously.

B. For Discussion and Possible Action: Policy 5244.13 – Distance Education

Trustee Pinder moved to approve Policy 5244.13, Distance Education, with minor changes. Trustee Schank seconded the motion. The motion passed unanimously.

C. For Discussion and Possible Action: Policy 5411.0 – Equal Educational Opportunity: Prohibition Against Discrimination

Trustee Schank moved to approve Policy 5411.0, Equal Educational Opportunity: Prohibition Against Discrimination, with minor changes. Trustee Pinder seconded the motion. The motion passed unanimously.

D. For Discussion and Possible Action: Policy 5420.0 – Prevention of Sexual Misconduct Towards Students

Dr. Sheldon reported that Sharla Hales, legal counsel, suggested that this policy and regulation be moved to the Personnel section. Trustee Pinder moved to approve Policy 5420.0, Prevention of Sexual Misconduct Towards Students. Trustee Schank seconded the motion. The motion passed unanimously.

1. For Review Only: Regulation 5420.0 – Prevention of Sexual Misconduct Towards Students

This regulation was reviewed and will go to the Board for review.

7. Discussion regarding policies to be reviewed at the next Policy Committee Meeting.

The next agenda will include the remainder of the policies and regulations from the “Students” section and several policies from the next section to review.

8. Discussion regarding the next Policy Committee meeting date.

The next committee meeting is scheduled for February 20 at 8:30 a.m.

9. PUBLIC COMMENT

There were no public comments.

10. ADJOURNMENT

The committee meeting adjourned at approximately 9:44 a.m.

Minutes prepared by Debra Shyne

BOARD OF TRUSTEES
CHURCHILL COUNTY SCHOOL DISTRICT

EVALUATION OF SCHOOL DISTRICT EMPLOYEES

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Staff evaluation is a process that must be utilized in the improvement of the instruction and services provided for students and families, with focus on increased student achievement. Systematic performance evaluation gives mutual support to the individual employee in pursuit of his/her employment objectives and to the school system in the attainment of educational accountability. A shared concern for successful performance helps to clarify what the employment situation entails, establishes expected criteria for personnel, and jointly assigns responsibility for needed action. It is through the evaluation process that the school system demonstrates its belief that ultimate success in the achievement of educational goals is attained only when individual members have developed the capacity to execute their range of responsibility with clarity, insight, and precision.

Evaluation is a very necessary process in the school district. The major purposes for evaluation of personnel should be to improve learning conditions for students and to facilitate administrative decisions. Evaluative techniques, therefore, should emphasize a program and procedures to enhance the competency and effectiveness of employees.

Contributing to these purposes, the ~~D~~district ~~administration shall establish guidelines and regulations that conform to will follow~~ the requirements of state statute regarding evaluation of licensed and classified personnel, that provide for a continuing process, and that strengthen the administrative and supervisory service provided to all personnel employed by the school district.

~~Specific to licensed personnel, a policy of objective teacher evaluations in narrative form has been developed in consultation with and involvement of elected representatives of the Churchill County Education Association. In accordance with NRS 391.3125, the means/ criteria by which a licensed employee's overall performance may be determined satisfactory or unsatisfactory shall be contained in administrative regulation relating to the employee's specialty.~~

~~* For the 2014-2015 school year all schools shall comply with the policies for the evaluation of teachers and administrators prescribed by NRS 391.31214 (pertaining to teachers) and NRS 391.31215 (pertaining to administrators).~~

ADOPTED: 10/24/85
REVIEWED: 12/18/08
REVISED: 8/25/11, 09/11/14
~~LEGAL REFERENCE: NRS 391.3125~~
REVIEW RESPONSIBILITY: Board of Trustees / Superintendent

BOARD OF TRUSTEES
CHURCHILL COUNTY SCHOOL DISTRICT

EVALUATION OF SCHOOL DISTRICT EMPLOYEES

LICENSED PERSONNEL

The primary purpose of the evaluation procedure herein set forth shall be the improvement of professional performance to ensure quality education in Churchill County Schools.

~~The evaluation form shall be mutually developed by representatives of the Churchill County Education Association and the Board or their designees.~~

~~All teachers shall, within the first week of the school year or at the time of employment if after school has begun, be thoroughly advised as to the evaluative procedures which are provided by this policy and to the administrator/evaluator's criteria, expectations, and objectives concerning future evaluations. At this time, teachers shall be made aware of the current method of evaluation and form that will be used.~~

All licensed staff will be evaluated following the requirements of state statute regarding evaluation in NRS 391.465.

~~All monitoring or observation of the teacher's activities shall be conducted openly and with teacher's full knowledge and awareness. The administrator/evaluator is encouraged to give prior notice to observe or evaluate. However, the administrator/evaluator is not precluded from conducting unannounced observations.~~

Probationary teachers will remain probationary for 3 years. The number of observation cycles and deadlines for observations will follow NRS 391.685 depending on which year of probation and the teacher rating on their previous evaluation.

Post probationary teachers complete one observation cycle a year. Teachers who received a designation of developing or ineffective must participate in three (3) observation cycles in the subsequent school year as described in NRS 391.690. Post probationary teachers that have received the designation of highly effective will participate in the observation cycle but will not have a summative evaluation until the following school year.

~~Probationary teachers shall be evaluated at least three (3) times yearly. The observations and evaluations shall be made no later than:~~

~~1. December 1;~~

~~2. February 1;~~

~~3. April 1,~~

~~of the school year. Post probationary teachers shall be evaluated at least once, with the observation and evaluation made no later than April 9.~~

33 If necessary, the evaluation shall include recommendations for improvement in teaching
34 performance and a reasonable effort shall be made to assist the teacher to correct any
35 deficiencies noted in the evaluation.

36 No later than fifteen (15) days after the observation or evaluation, a conference shall be
37 scheduled to discuss the observation or evaluation. The administrator/evaluator shall have a
38 written evaluation and written copies of any and all notes taken during the observation upon
39 which the evaluation was based. If any deficiencies were noted, the evaluator shall present
40 specific reasons or explanation. Furthermore, reasonable, specific ways for the teacher to
41 improve shall be included. Any use of these recommendations will be noted on subsequent
42 evaluations. The conference will be held in a private setting and pre-scheduled between the
43 evaluator and teacher.

44 ~~The principal and teacher will acknowledge in writing the exchange of any documents presented~~
45 ~~in the evaluation process.~~

46 ~~It is understood the evaluation or observation conference shall not be used as a meeting to~~
47 ~~reprimand or discipline a teacher (NRS 391.313). The District reserves the right to use the~~
48 ~~conferences to warn a teacher of possible consequences if noted deficiencies persist during the~~
49 ~~evaluation process.~~

50 If summary evaluations are to be conducted by any other administrator/evaluator than the one
51 designated at the beginning of the school year, an explanation shall be given before such
52 summary evaluations take place.

53 ~~The evaluator shall have prepared the evaluation or observation report by hand or typewritten~~
54 ~~personally.~~

55 The teacher shall have no more than five (5) working days to read the observation report or
56 evaluation before signing and returning it.

57 ~~Administrators in the District will be required to conduct a minimum number of classroom~~
58 ~~observations with accompanying post-conferences. Probationary teachers will be observed a~~
59 ~~minimum of four (4) full class periods for the first two (2) summary evaluations. Deviation from~~
60 ~~this schedule for the subsequent two (2) evaluations for probationary teachers must have the~~
61 ~~approval of the superintendent or his/her designee. Post-conferences will follow each~~
62 ~~observation. Post-probationary teachers will be observed a minimum of two (2) times during the~~
63 ~~year with post-observation conferences to follow each observation.~~

64 All procedures, documents and meetings in this provision shall be held in confidence.

65 **Professional Practice**

66 ~~• The Danielson Evaluation tool will be used for the evaluation of licensed personnel.~~

67 **Student Performance**

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- ~~• The Nevada School Performance Framework star rating system, which measures student outcomes in status, growth and gap reduction, will be used to determine student performance.~~
 - ~~• An average of the District's star rating from the past three school years will be rounded up to the nearest whole number to determine a score from 1 to 5.~~
- * ~~Licensed personnel deemed "unsatisfactory" shall be afforded appropriate assistance based on individual need and in accordance with NRS 391 and the applicable negotiated agreement.~~

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REVIEWED: 12/11/08
REVISED: 10/24/85, 9/29/89, 10/12/09, 10/10/13, 10/8/14
LEGAL REFERENCE: NRS.391.311 - 391.361
REVIEW RESPONSIBILITY: Director of Human Resources

BOARD OF TRUSTEES
CHURCHILL COUNTY SCHOOL DISTRICT

COMPLAINTS CONCERNING SCHOOL PERSONNEL

The Board recognizes that parents have the right and the responsibility to represent their children and that other citizens have an interest in the District. The Board welcomes sincere complaints, concerns and constructive criticism by encouraging parent and citizen participation while protecting the rights of District employees and students. Therefore, it is the policy of Churchill County School District that complaints and concerns of parents and members of the public be researched, reviewed and responded to.

The primary purpose objective of this procedure this policy and the accompanying regulation is to secure at the earliest level possible, an equitable solution to complaints and concerns. The Board recognizes that the best solutions are those that involve input from those closest to the concern—typically, the student, the parent or guardian, the teacher and the principal.

The complaint process in this policy and regulation is not for work-related concerns of employees or their associations. Complaints by employees or associations are to be made through grievance and other processes. The complaint process in this policy and the accompanying regulation is not a substitute for the processes set forth in the regulations governing student discipline.

~~,including e~~Complaints alleging discrimination based on race color, religion, sex, sexual orientation, age, disability or national origin should be submitted to the superintendent, who is the Equal Opportunity Officer (EOO) for the Churchill County School District ~~is the Superintendent~~, 690 S. Maine Street, Fallon Nevada, telephone number: (775) 423-5184.

~~For purposes of this policy and the accompanying administrative regulation, “days” means working days the District Office is open. “Student” means the student himself/herself or the parent/guardian on his/her behalf.~~

~~All complaints, criticisms and/or problems relating to personnel shall be processed in the following manner:~~

- ~~1. Whenever possible, the processing of personnel matters is to be handled by the building principal or immediate supervisor. Those matters involving allegations of immorality, physical or mental incapacity, dishonesty, gross misconduct, and conviction of a felony or of a crime involving moral turpitude or dishonesty will be referred directly to the superintendent. Any member of the Board of Trustees who receives a complaint regarding personnel shall direct the complainant to the superintendent who shall direct the complainant to the immediate supervisor except as otherwise specified.~~
- ~~2. If the immediate supervisor feels that grounds for suspension, dismissal or refusal to reemploy exist, the applicable procedures outlined in NRS 391 and applicable negotiated agreement provisions will be followed.~~
- ~~3. Persons with complaints against employees of the school district shall direct complaints to the principal or immediate supervisor of the person about whom the complaint is registered. The principal or immediate supervisor shall notify the employee of the nature of the complaint. If the principal or immediate supervisor is the person against whom the complaint is made, the complainant may contact the EOO (see above).~~

- 40 ~~4. The immediate supervisor or principal will attempt to resolve the problem by reaching a~~
41 ~~reasonable solution. The principal or immediate supervisor will respond to the parties~~
42 ~~involved in writing within **ten business days** of receiving the complaint or of receiving the~~
43 ~~last complaint in situations of multiple complaints relating to the same matter.~~
- 44 ~~5. If a satisfactory solution to the problem is not reached at the level of the principal or~~
45 ~~immediate supervisor, the complainant or person about whom the complaint is registered~~
46 ~~may appeal to the superintendent in writing on the form provided in Administrative~~
47 ~~Regulation R4138 within **ten business days** of the receipt of the principal's or immediate~~
48 ~~supervisor's decision. The principal or immediate supervisor will provide the~~
49 ~~superintendent with all information related to the problem. Allegations of unlawful~~
50 ~~discrimination by school district employees must be investigated regardless of whether a~~
51 ~~formal reporting form is submitted.~~
- 52 ~~6. The superintendent will notify the employee or complainant, in writing, of the information~~
53 ~~contained in the appeal. The superintendent will acknowledge the complaint of the~~
54 ~~appealing party within **three days** of receiving the complaint. The superintendent will~~
55 ~~investigate the complaint and give all involved parties a reasonable opportunity to be~~
56 ~~heard. The superintendent will render his or her decision in writing with supporting reasons~~
57 ~~to all parties involved within **fifteen business days** of receiving the complaint or of receiving~~
58 ~~the last complaint in situations of multiple complaints relating to the same matter.~~
- 59 ~~7. If the superintendent is unable to reach a solution satisfactory to all parties, the~~
60 ~~superintendent's decision may be appealed to the Board of Trustees provided this step is~~
61 ~~not contrary to the procedures outlined in NRS 391. The appeal must be made, in writing,~~
62 ~~by the party within **ten days** from the receipt of the superintendent's decision.~~
- 63 ~~8. The decision as to whether hearings shall be held in open or closed session shall be at the~~
64 ~~discretion of the employee against whom the complaint was filed, provided that the~~
65 ~~decision to hold the hearing in closed session must be in compliance with the Open~~
66 ~~Meeting Law.~~
- 67 ~~9. Within one month of receipt of the appeal, the Board of Trustees shall review the relevant~~
68 ~~information and decisions previously rendered. The board may render a decision. The board~~
69 ~~president shall provide a written notice based on the board's hearing and possible action no later~~
70 ~~than **ten business days** following the hearing.~~

71 **Representation**

72 ~~All parties involved may be represented at all levels by a person or persons of their own~~
73 ~~choosing.~~

74 **Designation by Superintendent**

75 ~~The Superintendent may designate a qualified administrator to carry out his/her~~
76 ~~responsibilities under this Policy and the accompanying Administrative Regulation.~~

77 **Failure to Observe Time Limits**

78 ~~In the event the complainant fails to exhaust his/her remedies under this discrimination~~
79 ~~procedure or to abide by the time limits with respect to each step, the discrimination~~

80 ~~complaint shall be presumed to be abandoned and the matter shall be settled in accordance~~
 81 ~~with the district's last response. In the event the district fails to give its answer at any step~~
 82 ~~within the time limits prescribed, the complainant shall have the right to proceed immediately~~
 83 ~~to the next step. Any time limit may be extended by written mutual agreement of the~~
 84 ~~complainant and the district representative.~~

85 **Effect of Settlement**

86 ~~Any settlement of a discrimination complaint shall be applicable to that complaint only and~~
 87 ~~shall not be authority for the disposition of any other complaint. The process outlined in this~~
 88 ~~policy and the accompanying regulation should not be construed to be related in any way to~~
 89 ~~the grievance procedures outlined in negotiated agreements covering alleged contract~~
 90 ~~violations.~~

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92 **Privacy**

93 ~~The School District will respect the privacy of the complainant, the individual(s) against whom~~
 94 ~~the complaint is filed and the witnesses as much as possible, consistent with the School~~
 95 ~~District's legal obligations to investigate, to take appropriate action, and to conform to any~~
 96 ~~discovery or disclosure obligations.~~

97 **Final and Binding**

98 ~~All decisions made by the Board of Trustees will be final and binding to the extent that no~~
 99 ~~rights of the complainant to further legal action be abrogated.~~

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119 REVIEWED: 4/27/07, 10/10/07, 5/22/08, 7/8/11
 120 REVISED: 1/22/81; 8/13/81, 4/27/00, 10/10/07, 6/26/12, 4/24/14
 121 REVIEW RESPONSIBILITY: Board of Trustees / Superintendent

**BOARD OF TRUSTEES
CHURCHILL COUNTY SCHOOL DISTRICT**

WRITTEN FORM FOR COMPLAINTS CONCERNING DISTRICT PERSONNEL

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All complaints, criticisms and/or problems relating to personnel shall be processed in the following manner:

1. Whenever possible, the processing of personnel matters is to be handled by the building principal or immediate supervisor. Any member of the Board of Trustees who receives a complaint regarding personnel shall direct the complainant to the superintendent who shall direct the complainant to the immediate supervisor (unless otherwise specified). Matters involving allegations of immorality, physical or mental incapacity, dishonesty, gross misconduct, and conviction of a felony or of a crime involving moral turpitude or dishonesty will be referred directly to the superintendent. Complaints about the superintendent will be referred directly to the president of the board of trustees.
2. If the immediate supervisor feels that grounds for suspension, dismissal or refusal to reemploy exist, applicable procedures outlined in NRS 391 and negotiated agreement provisions will be followed.
3. Persons with complaints against employees of the school district shall first direct complaints to that employee. If a resolution satisfactory to the complainant is not reached, he or she may direct the complaint to the principal or immediate supervisor of the person about whom the complaint is registered. The principal or immediate supervisor shall notify the employee of the nature of the complaint. If the principal or immediate supervisor is the person against whom the complaint is made, the complainant may contact the superintendent.
4. The immediate supervisor or principal will attempt to resolve the problem by reaching a reasonable solution. The principal or immediate supervisor will respond to the parties involved in writing within a reasonable time.
5. If a satisfactory solution to the problem is not reached at the level of the principal or immediate supervisor, the complainant or person about whom the complaint is registered may appeal to the superintendent in writing on the form provided in Administrative Regulation R4138. The principal or immediate supervisor will provide the superintendent with all information related to the problem. Allegations of unlawful discrimination by school district employees must be investigated regardless of whether a formal reporting form is submitted.
6. The superintendent will notify the employee or complainant, in writing, of the information contained in the appeal. The superintendent will investigate the complaint and give all involved parties a reasonable opportunity to be heard. The superintendent will render his or her decision in writing with supporting reasons to all parties involved within a reasonable time.
7. If the superintendent is unable to reach a solution satisfactory to all parties, the superintendent's decision may be appealed in writing to the Board of Trustees.
8. Within a reasonable time of receipt of the appeal, the Board of Trustees shall place the matter on an agenda and review the relevant information and decisions previously

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rendered. The board may render a decision. The board president shall provide a written response to the complainant based on the board's hearing and possible action.

9. The decision as to whether hearings shall be held in open or closed session shall be at the discretion of the employee against whom the complaint was filed, provided that the decision to hold the hearing in closed session must be in compliance with the Open Meeting Law.

Representation

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All parties involved may be represented at all levels by a person or persons of their own choosing.

Designation by Superintendent

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The Superintendent may designate a qualified administrator to carry out his/her responsibilities under this Policy and the accompanying Administrative Regulation.

Effect of Settlement

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Any settlement of a complaint shall be applicable to that complaint only and shall not be authority for the disposition of any other complaint.

Privacy

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The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed and the witnesses as much as possible, consistent with the School District's obligations to provide due process, to investigate, to take appropriate action, and to conform to any discovery or disclosure obligations.

Disciplinary action against employees is a confidential personnel matter and will not be disclosed to complainants or others.

Final and Binding

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All decisions made by the Board of Trustees will be final and binding within the District.

Because parents, educators, and members of the public share the goal of making school experiences rewarding for children, it is in the best interests 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 student, the parent and/or guardian, the teacher and/or principal.

With that in mind, the district has established a process for resolving concerns which provides opportunities for resolution at several levels. This process is set forth in Policy 4138.

The form provided with this Administrative Regulation is to be used for complaints made to the superintendent or the board of trustees when the complaint is not resolved with the employee involved, the principal or the immediate supervisor.

If you have questions regarding this process, please feel free to contact the district at (775) 423-5184.

ADOPTED: 08/25/95
REVIEWED: 4/27/07, 5/22/08, 7/8/11
REVISED: 05/01/99, 05/28/14
REVIEW RESPONSIBILITY: Board of Trustees / Superintendent

Written Complaint Concerning School District Personnel

This form is to be completed ONLY IF THE COMPLAINT HAS NOT BEEN RESOLVED

- during the informal steps of this procedure which include
(1) discussing the issue with the district employee involved, and then if there is no resolution,
(2) discussing the issue with the building principal or immediate supervisor.

CONFIDENTIALITY SHALL BE MAINTAINED TO THE FULLEST EXTENT ALLOWED BY LAW RESPECTED, ALTHOUGH THE DISTRICT IS REQUIRED TO PROVIDE A COPY OF THIS COMPLAINT TO THE EMPLOYEE AND MAY NEED TO DISCLOSE INFORMATION DURING INVESTIGATIONS.

Table with 3 columns: Name of Parent/Guardian/Member of Public, Home Phone, Work Phone; Name of your child/student (if applicable), School, Date; Address, City, Zip Code.

Please list/indicate what steps you have already taken to resolve this concern:

Table with 5 columns: Yes, No, N/A, Date. Rows include: I talked with the teacher, I talked/met with the principal or immediate supervisor, I talked/met with other CCSD employees.

Comments:

Blank area for comments.

These are the facts related to this complaint, including the steps I have already taken to resolve this issue and the responses given: (Please attach additional information as necessary)

Blank area for facts related to the complaint.

If this complaint is based on an allegation of equal opportunity discrimination, this is the specific equal opportunity I allege has been violated:

Blank area for specific equal opportunity allegation.

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BOARD OF TRUSTEES
CHURCHILL COUNTY SCHOOL DISTRICT

WHISTLEBLOWER PROTECTION

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When a Churchill County School District employee, student, parent or volunteer has a good faith and reasonable belief an employee of the District has violated any federal, state, District or school site law, rule, policy or regulation; has engaged in mismanagement, gross waste of funds or abuse of authority; or created a substantial and specific danger to public health and safety by his or her actions or inactions (when he or she has a duty to act), and the employee, student, parent or volunteer then discloses or plans to disclose such information, District employees must not retaliate against the person disclosing or attempt to prevent the disclosure. District employees must not:

- Discharge, demote, transfer, reassign or take disciplinary action against the person disclosing or threaten any of these actions.
- Withhold work or suspend the person disclosing.
- Discriminate or retaliate against the person disclosing with regard to promotion, compensation or other terms conditions or privileges of employment.
- Direct the person disclosing to not disclose or discourage the person from disclosing.
- Prohibit the person disclosing from discussing, either specifically or generally, the employee’s activities with a District administrator or member of the Board of Trustees.

Employees who make a disclosure in bad faith or without reasonable belief in the truth of the disclosure may be subject to discipline for dishonesty or bad faith complaints.

Other whistleblower protections against retaliation are included in Regulation 4143.0 (Prohibition Against Harassment) and Policy 4139.0 (Safe and Respectful Learning Environment Free from Harassment, Bullying, Intimidation and Violence).

REVIEWED:
REVISED:
LEGAL REFERENCE:
REVIEW RESPONSIBILITY: Board of Trustees/Director of Human Resources

BOARD OF TRUSTEES
CHURCHILL COUNTY SCHOOL DISTRICT

HOMELESS CHILDREN-~~EDUCATIONAL SERVICES~~

The Board of School Trustees of the Churchill County School District recognizes that it has responsibility for educating all students in the ~~d~~District regardless of ability, race, color, religion, nationality, sex, or if not living at home. The Board also recognizes that the home is the most important factor in shaping the personality, health, and character of students. Therefore, the identification of students who are homeless or in transition is the key to providing the same educational opportunities as all other students.

The ~~superintendent~~Superintendent will appoint a homeless ~~district~~District liaison, who will record and report ~~district~~homeless student information as required to the Nevada Department of Education.

The ~~district~~District liaison or designee will contact and collaborate with agencies to identify homeless youth and contact the school site for student information. A school site homeless liaison will be appointed at each school in the ~~district~~District to advocate for the student and family at the school. The school liaison will ensure that the homeless students are included in the statewide assessments, and that students have equal access to services.

The ~~district~~District liaison will provide staff development and training for school site homeless advocates to ensure all provisions of N.R.S. 385.080, N.A.C. 392.225, NCLB Title I are followed and utilize the definitions of Federal Registry 11302, Title X, Part C, Sect. 1032. Title VII-B. McKinney-Vento Homeless Assistant Act (42 USC 11431 et.seg.).

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ADOPTED: 3/8/01
REVIEWED: 1/7/08, 3/10/09, 3/6/13, 5/14/15
REVISED: 1/7/08, 6/18/10, 4/11/11, 5/12/16
LEGAL REFERENCE: N.R.S. 385.080, N.A.C. 392.205, Federal Registry 11302, NCLB Title I, McKinney-Vento Homeless Assistance Act (42 USC 11431 et. Seg.)
REVIEW RESPONSIBILITY: Board of Trustees / Director of Educational Services

BOARD OF TRUSTEES
CHURCHILL COUNTY SCHOOL DISTRICT

HOMELESS CHILDREN ~~EDUCATIONAL SERVICES~~

In support of Policy 5050.0, the Superintendent assigns the homeless liaison duties to the Director of Educational Services. It is the duty of the Director of Educational Services to implement the plan for homeless (students in transition), designate duties as appropriate, submit reports to the Department of Education as required, and ensure compliance with all regulations, including NRS and Titles I and X.

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

- Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations; are living in emergency or transitional shelters; are abandoned in hospitals;
- Residing in a public or private place not designed for or ordinarily used as regular sleeping accommodation for human beings;
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Living in a migratory situation that qualifies as homeless because a child lacks a fixed, regular, and adequate nighttime residence.

HOMELESS PLAN

- The Students in Transition form is the key to identifying students that are homeless or are in transition and will be completed by the department or person of discovery including the school principal, nurse, teacher, counselor, resource center, transportation, student registration center, or child nutrition program. The form is to be completed and sent to the Educational Services office. Educational Services will ensure that the above listed departments are notified for appropriate services.
- Where available, the Local Education Agency liaison can engage the local homeless task force, homeless coalition, and homeless assistance “Continuum of Care” as partners in the identification of students who are homeless. Liaisons can develop relationships with truancy officials or other attendance officers and train them on how to recognize school absences that may be the result of homelessness.
- Schools can request basic services with a completed Title I McKinney-Vento Homeless Educational Services Programs Assistance form. Title I/McKinney-Vento Homeless Education assistance can be in the form of basic needs: immunizations, clothing, shoes, glasses; educational needs: book replacement fees, class fees, school supplies, backpacks,

- 36 instrument fee or enrichment needs: sports registration fees and other items deemed
37 necessary to give homeless students the same educational and enrichment opportunities
38 as other students. Basic needs to be provided through community resources or the school
39 counselor as deemed appropriate.
- 40 • A Homeless Liaison will be appointed at each school by the ~~superintendent~~
41 Superintendent and will have the responsibility to identify and advocate for homeless
42 students at the school. In most cases this person will be the school counselor. The school
43 homeless liaison will ensure that the student receives a class assignment with
44 introduction to teacher, secretary, nurse, and other students. The school homeless liaison
45 will also ensure that the student is included in the statewide assessment, receives equal
46 services, including supplemental services, as other students and is not isolated or
47 stigmatized.
 - 48 • The information from the Students in Transition form will be entered into the ~~district~~
49 District homeless data-base that is used to collect data to report to the Nevada
50 Department of Education Homeless Liaison in compliance with Title I McKinney-Vento
51 Homeless Education requirements on quarterly bases. The report will include the number
52 of homeless children by school, grade level, and their primary nighttime residence.
 - 53 • Students identified as being in transition will remain in the system and monitored for the
54 remainder of the school year and re-evaluated at the beginning of the following school
55 year.
 - 56 • Funds will be allocated from Title I/McKinney-Vento Homeless Education Grant annually
57 to support educational needs of homeless or students in transition.
 - 58 • Homeless or students in transition will be enrolled in the ~~district-District~~ schools
59 immediately without records from other agencies, states or districts including
60 immunizations, birth certificate, or school records. Registration center staff will assist
61 families in requesting school information and immunizations records.
 - 62 • Upon request from a new school or district, schools will make student records available in
63 a timely fashion.
 - 64 • Homeless or students in transition will be awarded full or partial credit for coursework
65 satisfactorily completed at a previous school. Churchill County School District will prorate
66 credits to award student's partial credit if they enter the district late or leave early.
 - 67 • Preschool age children will have the opportunity to attend their appropriate preschool
68 age class.
 - 69 • Transportation will be provided ~~to any student in the district to any school as assigned for~~
70 all students in transition to their grade level school. Churchill County School District does
71 not have neighborhood schools.

Homeless Children ~~Educational Services~~

- 72 • Food will be provided through the Child Nutrition Program. Homeless or students in
73 transition are qualified for the free and reduced meal program for the remainder of the
74 school year and the first 30 days of the following school year. The student’s situation will
75 be re-evaluated at the beginning of the new school year.

- 76 • Schools are responsible to see that homeless or students in transition are assessed with
77 appropriate state and district assessments, receiving services as appropriate for ESL,
78 special education or GATE and records are requested and received from other school
79 districts or states.

- 80 • The homeless liaisons can refer families and students to community service agencies,
81 such as shelters, soup kitchens, food banks, transitional living programs, drop-in centers,
82 (especially in rural areas, where there may be no shelters), welfare departments, housing
83 departments, public health departments, and faith-based organizations.

- 84 • Information will be made available to students in transition through the District’s student
85 handbook, school handbooks, and the District website.

- 86 • Informational letter and brochure will be provided to the parents/guardians of students
87 in transition upon enrollment or change in living status.

- 88 • Information will be provided to local agencies through brochures or posters to share with
89 students and families in transition.

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ADOPTED: 3/1/08
 REVIEWED: 2/28/09, 5/15/15, 6/16/16
 REVISED: 4/21/10, 4/11/11, 3/27/13
 REVIEW RESPONSIBILITY: Director of Educational Services

**BOARD OF TRUSTEES
CHURCHILL COUNTY SCHOOL DISTRICT**

1 **EDUCATIONAL SERVICES PLAN FOR STUDENTS IN FOSTER CARE**

2 Churchill County School District recognizes that students in foster care experience mobility in
3 and out of the foster care system and from one home placement to another that disrupts their
4 education, thereby creating barriers to academic success and on-time graduation. Through
5 collaboration with state, local, and tribal child welfare agencies, the District will strive to
6 minimize or eliminate educational barriers for students in foster care, particularly with regard
7 to enrollment, transfer of student records, and transportation to their school of origin.

8 **Point of Contact**

9 The Superintendent will designate an appropriate staff member to serve as the District’s point
10 of contact for local and tribal child welfare agencies. The point of contact will work with
11 appropriate state, local, and tribal child welfare agencies to receive notifications and share
12 information regarding the status and progress of students in foster care. The point of contact
13 will also work collaboratively with the District’s Title I coordinator to provide supports for
14 students in foster care that are enrolled or seeking to enroll in the District.

15 **Enrollment**

16 Students in foster care will be immediately enrolled. Immediate enrollment means the school’s
17 legal requirement to immediately enroll the student into the new school regardless if the new
18 school has received all the student’s educational records; school transfer records,
19 immunization records or any other unmet educational or academic requirements. Enrollment
20 for a student in foster care cannot be denied or delayed. Churchill County School District will
21 immediately contact the previous school to obtain relevant academic and other records. Those
22 records will be promptly transferred when requested.

23 A foster student is not bound by zoning requirements. No matter where the student is
24 currently residing, the foster student may attend his/her school of origin.

25 **Best Interest Determination**

26 The local educational agency (LEA) and Department of Child and Family Services (DCFS) will
27 collaboratively identify whether it is in the best interest of the foster student to remain in their
28 school of origin. If a dispute arises about the best interest determination, DCFS will make the
29 final decision regarding the student’s school which will be subject to court approval if any party
30 objects.

31 **Transportation**

32 In addition to Every Student Succeeds Act (ESSA) and Fostering Connections, AB 491 provides
33 guidance on addressing school transportation in the rural school districts. The LEA and DCFS
34 will regularly monitor compliance with ESSA, Fostering Connections, and state law.

35 When a child’s foster home placement is outside of the boundary of his/her school of origin,
 36 DCFS will notify the LEA within one school day and collaborate with the LEA to convene a best
 37 interest determination meeting within five (5) school days. If it is determined that remaining in
 38 the school of origin is in the student’s best interest, the LEA and DCFS will collaborate to
 39 establish the most cost-effective method of transportation available for the student. While the
 40 student’s transportation plan is being finalized, DCFS and the LEA will immediately identify and
 41 provide temporary transportation for the child to ensure that there is no disruption in the
 42 child’s educational programming.

43 Transportation will be provided for the duration of the child’s time in foster care if it continues
 44 to be in the child’s best interest.

45 **Transportation Dispute Resolution**

46 If any dispute arises between DCFS and the LEA related to the transportation of the child in
 47 foster care to the school of origin and is not resolved within five (5) business days, the matter
 48 should be submitted to the juvenile or family court with jurisdiction over the child for a
 49 resolution by court order within five (5) business days. During any dispute between DCFS and
 50 the LEA regarding transportation, DCFS and the LEA must provide the child with transportation
 51 to the school of origin until the dispute is resolved.

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63 ADOPTED:

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65 REVISED:

66 LEGAL REFERENCE: Every Student Succeeds Act (ESSA), AB 236 (Educational Records), AB 491 (Foster Child School
 67 Transportation), PL 110-351 Fostering Connections Act

68 REVIEW RESPONSIBILITY: Director of Educational Services