

MINERAL COUNTY SCHOOL DISTRICT  
751 A. STREET  
Hawthorne, Nevada 89415  
POLICY COMMITTEE MEETING  
*Friday, September 2, 2022*

REC'D MINCNTY CLERK  
AUG 29 '22 PM 1:57

LOCATION OF MEETING: **Arlo K. Funk District Services Center**  
**751 A Street**  
**Hawthorne, Nevada**

*I would like to acknowledge that this meeting is being held on traditional lands of the Paiute People, and pay our respect to elders both past and present.*

**Board and Staff will utilize an online presence as well as social distancing for this meeting.**

Please Note: The Board reserves the right: (1) to take agenda items in a different order, (2) to combine two or more agenda items for consideration, and (3) to remove an item from the agenda or delay discussion relating to an item on the agenda at any time, in order to accomplish the business on the Agenda in the most efficient manner.

**CALL TO ORDER: 1:30 to 3:00 PM**

1. Certification of Public Notice, Roll Call, and Pledge of Allegiance

**ACTION ITEMS: (FOR POSSIBLE ACTION)**

There will be an opportunity for public comment on each **Action Item** following Board discussion on the item and before the Board makes a motion on the item. You may request to speak by raising your hand during the Public Comment period or by completing a **Request to Address the MCSD Board** form prior to the Public Comment period. Those who submit the form will normally be called on first. Speaking time will be limited to a maximum of 3 minutes. The President may allow additional time to a given speaker as time allows and in his/her discretion.

1. Review of the following Policies:
  1. **GBC7 – Sick Bank Policy**
  2. **KBB – Public Records Request Fees**
  3. **JFCF – Safe and Respectful Learning**
  4. **DJ – District Purchasing**
  5. **GCE-Benefits – Confidential Employees Policy**

**GENERAL PUBLIC COMMENT:**

It is the School Board's intention to listen and be responsive to the public's concerns. Comments from the public regarding topics not on the agenda are invited at this time. You may request to speak by raising your hand during the General Public comment period or by completing a Request to Address the MCSD Board form prior to the General Public Comment period. The Board may discuss items that are introduced, however, by law, the Board cannot take any action, reach a consensus or hear personal attacks at this time. Those who submit the form will normally be called on first. Speaking time will be limited to a maximum of 3 minutes. The President may allow additional time to a given speaker as time allows and in his/her discretion.

**ADJOURNMENT:**

The Agenda of this meeting has been posted at the following locations: 1) Administration Office, 2) Hawthorne Post Office, 3) Mineral County Independent News Office, 4) Schurz Post Office, 5) Mina Post Office, 6) County Courthouse 7) School Offices. Mineral County School District is pleased to provide accommodations for individuals with disabilities. If you have a disability, please let us know, and we will provide assistance or accommodate you in any way that we possibly can. Copies of agenda and supporting material may be picked up at the Mineral County School District Arlo K. Funk District Services Center, 751 A. Street, Hawthorne, Nevada, or by contacting Crystal Sasser at (775) 945-2403, prior to the scheduled meeting.

**GBC7**

## **Sick Leave Bank Policy**

### **1. PURPOSE**

1.1 The Sick Leave Bank is provided to help MCSD employees, who are unable to perform their job duties due to a diagnosed debilitating illness or catastrophic injury and have exhausted all their available leave. Also covered is the care of an immediate family member who has a diagnosed debilitating illness or catastrophic injury.

1.2 The Sick Leave Bank is not a maternity leave bank, a repository for those who have expended the sick leave for undocumented medical concerns, blanket coverage for other than employee's immediate family, for personal business or for elective surgery.

1.3 Any employee who has been diagnosed with a debilitating or catastrophic injury or illness pre-existent to within six months of membership shall not draw from the Bank within the first year of membership.

### **2. SICK LEAVE BANK COMMITTEE**

2.1 The MCSD Sick Leave Bank will consist of two members of the MC Teachers Association, two members of the MC Classified Association, and one member of the MC Administrators Association.

2.2 Human Resources will serve as the Sick Leave Bank Chairperson. This person will track all time donated and used by Sick Leave Bank members. The Sick Leave Bank Chairperson will not be a voting member of the committee. They will present requested allowed information to the Committee. They will communicate the decision of the Committee to the employee.

### **3. ELIGIBILITY**

3-1 Employees may become members of the Sick Leave Bank by contributing three (3) sick leave days to start. To become an active member an employee who has accumulated 264 hours of leave may donate up to three (3) sick leave day during an open enrollment period. Any employee that has contributed at least one (1) sick leave day in the past 3 years is an automatic member upon the verification of this updated policy.

3-2 At the beginning of each school year there will be an open enrollment period during the beginning of the school year until September 30th and again on March 1st to March 31st. Eligible staff must notify the District in writing of their desire to participate in the Bank. Membership is maintained by donating at least one day every three years from the date of their original membership.

3.3 The maximum number of hours which may be transferred by an employee in any 1 calendar year is 120. The minimum number so hours which may be transferred in any 1 calendar year is 8. NRS 284.3621 (5)

3.4 When the number of days in the Bank falls below two hundred (200) days, the committee will request the Bank members to donate a minimum of 1 sick day to replenish the days available that a special assessment of one (1) sick leave day per

member will be made to replenish the days available. (Team needed to meet and think on this one.

3-5 An employee who chooses to withdraw membership from the Sick Leave Bank must notify the Sick Leave Bank Chairperson in writing. Any employee who withdraws from the Sick Leave Bank will not be reimbursed for their sick leave already contributed to the bank.

#### **4. REQUIREMENTS**

4.1 Membership of the Sick Leave Bank give authorization to the Sick Leave Bank to review the employee's last two years of all district leave to help in the determination of grant days from the sick leave bank.

4.2 The member applying must complete the MCSD Sick Leave Bank Application completely and provided requested documentation BEFORE their request will be heard by the committee. In case an employee's illness prevents him/her from personally applying for the Sick Leave Bank, his/her designated representative or a member of his/her family on his/her behalf may submit his/her application to the Sick Leave Committee Chairperson.

4.3 The maximum number of days which may be granted from the Bank at any one time shall be thirty (30) days. Additional days may be granted only after additional application and review. The maximum number of days which any one person can be granted from the Bank during any 1 calendar year is 1040 hours (NRS 284.3633).

4.4 An employee who has received and used 20 twenty or more days in a year shall reimburse the Bank when his/her accumulated leave exceeds 264 hours. Upon leaving the District, an employee shall reimburse the Bank the remaining balance of days if his accumulated balance is above 480 hours.

Mineral County School District  
**SICK LEAVE BANK APPLICATION**

Please read and complete the enclosed Sick Leave Bank Application for assistance and include:

1. A statement from your physician including diagnosis (nature of your illness), prognosis (recovery), the expected length of time you will be off work, and if surgery is indicated, whether it is elective, required, or was an emergency.
2. **YOU MUST INCLUDE ALL ITEMS, OR YOUR APPLICATION WILL NOT BE PROCESSED DUE TO LACK OF INFORMATION. Failure to include any of the requested information may delay review of your application. All information submitted is confidential within the committee.**
3. To expedite your request and meet payroll time limits your application must be turned in for committee consideration 10 days prior to pay day. Please allow enough time for the application to be processed so you don't go into an unpaid status. **Sick Leave Bank is not paid retroactively.**

**SICK LEAVE BANK ASSISTANCE APPLICATION**

Employee Name: \_\_\_\_\_ School/Location \_\_\_\_\_

Home Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Position/Title: \_\_\_\_\_ Number of days requesting: \_\_\_\_\_

Is surgery required? Yes \_\_\_ No \_\_\_ Elective? Yes \_\_\_ No \_\_\_ Emergency? Yes \_\_\_

No \_\_\_ Statement from physician (**MANDATORY**) must be attached. Description of illness/accident (attach additional pages if necessary):

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Workers Comp Claim (on the job injury): Yes \_\_\_ No \_\_\_

Number of days anticipated away from work because of illness/accident: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Information from MCSD HUMAN RESOURCES**

Employee's Name \_\_\_\_\_ Position/Site \_\_\_\_\_

Hours per day \_\_\_\_\_ Months per year \_\_\_\_\_ MCSD hire date \_\_\_\_\_

Date eligible to begin accruing sick leave bank contribution: \_\_\_\_\_

Date Contributed to the Sick Bank: \_\_\_\_\_

Number of hours used in the past two years in the following areas:

Sick leave : \_\_\_\_\_ Hours

Personal Leave: \_\_\_\_\_ Hours

Annual leave: \_\_\_\_\_ Hours

Any lengthy absences in the past two years? Yes \_\_\_\_\_ No \_\_\_\_\_

Dates (s): \_\_\_\_\_ Number of hours used: \_\_\_\_\_

Date (s): \_\_\_\_\_ Number of hours used: \_\_\_\_\_

4. An official printout from Human Resources showing sick leave and vacation usage for the past 2 years. **ALL SICK, VACATION, and COMP TIME MUST BE USED BEFORE SICK LEAVE BANK BEGINS.**

END OF POLICY

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Legal Reference(s):

**KBB**

## Public Records Request Fees

Pursuant to Nevada Revised Statutes (“NRS”) Chapter 239 and Mineral County School District (MCSD) Regulation 1211, the following is the District’s public records request fee schedule. This fee schedule is subject to change.

### I. Fees for Providing a Public Record

A. Black and white or color copies (in hard copy format or in electronic format if there were actual costs involved in the provision of the record)

- Copy costs \$10.00 or under No fee
- Copy costs over \$10.00 \$0.05 per page

B. DVD, CD or Flash Drive

- One (1) DVD, CD or Flash Drive No fee
- Two (2) DVDs, CDs or Flash Drive \$5.00/each

C. Under NRS 239.052, MCSD “may charge a fee for providing a copy of a public record. Such a fee must not exceed the actual cost to the governmental entity to provide the copy of the public record”.

D. NRS 239.005(1) provides: “Actual cost” means the direct cost incurred by a governmental entity in the provision of a public record, including, without limitation, the cost of ink, toner, paper, media and postage.”

E. A fee may be charged for the provision of a record in hard copy format or in electronic format if there were actual costs involved in the provision of the record. For example, an actual cost may be incurred in the provision of an electronic record if MCSD needs to print a hard copy of the record to review and determine whether the records are confidential or privileged.

### II. Cost Estimate and Advance Payment

A. The requestor will be advised of the cost estimate to MCSD in advance. Payment in full of the estimated amount will be required prior to processing the request.

### III. Exceptions to Fees

A. Fees may differ for documents that the law, collective bargaining, or another applicable agreement requires must be copied at a specified cost or at no cost.

B. Multiple requests for documents, which individually would fall within the cost-free limit, may be combined in order to determine cost

END OF POLICY

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Legal Reference(s): Nevada Revised Statutes (“NRS”) Chapter 239

**JFCF**

## SAFE AND RESPECTFUL LEARNING ENVIRONMENT PURPOSE

Through this Board Policy, the Board of Trustees (Board) seeks to create a safe and respectful learning environment free from race discrimination, bullying, and cyber-bullying in order for students to achieve success. This Board Policy establishes the procedures necessary to create a safe and respectful learning environment, to promptly investigate accusations of bullying, to implement remedies and interventions for all who are involved, and to provide training to employees and students on the prevention and remediation of such behaviors.

## DEFINITIONS

- **“Bullying”** means written, verbal or electronic expressions or physical acts or gestures, or any combination thereof, that are directed at a person or group of persons, or a single severe and willful act or expression that is directed at a person or group of persons, and:
  - a. Have the effect of physically harming a person or damaging the property of a person; or placing a person in reasonable fear of physical harm to the person or damage to the property of the person; or
  - b. Interfere with the rights of a person by: creating an intimidating or hostile educational environment for the person; or substantially interfering with the academic performance of a pupil or the ability of the person to participate in or benefit from services, activities or privileges provided by a school; or
  - c. Are acts or conduct described in paragraph (a) or (b) and are based upon the: actual or perceived race, color, national origin, ancestry, religion, gender identity or expression, sexual orientation, physical or mental disability of a person, sex or any other distinguishing characteristic or background of a person; or association of a person with another person having one or more of those actual or perceived characteristics.
  - d. The term “bullying” includes, without limitation: Repeated or pervasive taunting, name-calling, belittling, mocking or use of put-downs or demeaning humor regarding the actual or perceived race, color, national origin, ancestry, religion, gender identity or expression, sexual orientation, physical or mental disability of a person, sex or any other distinguishing characteristic or background of a person; Behavior that is intended to harm another person by damaging or manipulating his or her relationships with others by conduct that includes, without limitation, spreading false rumors; Repeated or pervasive nonverbal threats or intimidation such as the use of aggressive, menacing or disrespectful gestures; Threats of harm to a person, to his or her possessions or to other persons, whether such threats are transmitted verbally, electronically or in writing; Blackmail, extortion or demands for protection money or involuntary loans or donations; Blocking access to any property or facility of a school; Stalking; and Physically harmful contact with or injury to another person or his or her property.
- **“Cyber-bullying”** means 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<sup>AK1</sup> ascribed to it in [NRS 200.737](#).
- **“Race discrimination”** means any single or repeated or pervasive act or acts, whether targeted to a specific person or targeted in general to any demographic regarding the race, color, culture, religion, language, ethnicity, or national origin of a person that causes harm or creates a hostile work or learning environment, which may include, without limitation, jokes, threats, physical altercations, or intimidation.

- a. That occurs in person, online or in any other setting including, without limitation, in a course of distance education<sup>[AK2]</sup>.
- The provisions of the discrimination based on race, bullying, or cyberbullying laws do not apply to a violation<sup>[AK3]</sup> committed by:

A student who was determined to have previously violated the discrimination based on race, bullying, or cyberbullying law as a result of their disability, and who subsequently displays the same or similar behavior if the behavior is address in the student's individualized education program (IEP) and the school takes measures to protect the safety of the alleged victim and provide parent/guardian notification.

### Time Line for Reporting

**NRS 388.1351** Staff member required to report violation to administrator; required actions and investigation; notification to parent or guardian; written report of findings and conclusions of investigation; follow-up with victim; list of resources to be provided to parent or guardian; appeal of disciplinary action; reassignment of pupil who is victim; reports.

1. Except as otherwise provided in NRS 388.13535, a teacher, administrator, coach or other 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 administrator or his or her designee as soon as practicable, but not later than a time during the same day on which the teacher, administrator, coach or other staff member witnessed the violation or received information regarding the occurrence of a violation.

2. Except as otherwise provided in this subsection, upon receiving a report required by subsection 1, the administrator or designee shall immediately take any necessary action to stop the discrimination based on race, bullying or cyber-bullying and ensure the safety and well-being of the reported victim or victims of the discrimination based on race, bullying or cyber-bullying and shall begin an investigation into the report. If the administrator or designee does not have access to the reported victim of the alleged violation of NRS 388.135, the administrator or designee may wait until the next school day when he or she has such access to take the action required by this subsection.

3. The investigation conducted pursuant to subsection 2 must include, without limitation:

(a) Except as otherwise provided in subsection 4, notification provided by telephone, electronic mail or other electronic means or provided in person, of the parents or guardians of all pupils directly involved in the reported discrimination based on race, bullying or cyber-bullying, as applicable, either as a reported aggressor or a reported victim of the discrimination based on race, bullying or cyber-bullying. The notification must be provided:

(1) If the discrimination based on race, bullying or cyber-bullying is reported before the end of school hours on a school day, before the school's administrative office closes on the day on which the discrimination based on race, bullying or cyber-bullying is reported; or

(2) If the discrimination based on race, bullying or cyber-bullying was reported on a day that is not a school day, or after school hours on a school day, before the school's administrative office closes on the school day following the day on which the discrimination based on race, bullying or cyber-bullying is reported.

(b) Interviews with all pupils whose parents or guardians must be notified pursuant to paragraph (a) and with all such parents and guardians.

4. If the contact information for the parent or guardian of a pupil in the records of the school is not correct, a good faith effort to notify the parent or guardian shall be deemed sufficient to meet the requirement for notification pursuant to paragraph (a) of subsection 3.

5. Except as otherwise provided in this subsection, an investigation required by this section must be completed not later than 2 school days after the administrator or designee receives a report

required by subsection 1. If extenuating circumstances prevent the administrator or designee from completing the investigation required by this section within 2 school days after making a good faith effort, 1 additional school day may be used to complete the investigation. The time for completing an investigation into a report of cyber-bullying may also be extended to not more than 5 school days after the report is received with the consent of each reported victim of the cyber-bullying or, if a reported victim is under 18 years of age and is not emancipated, the parent or guardian of the reported victim.

6. An administrator or designee who conducts an investigation required by this section shall complete a written report of the findings and conclusions of the investigation. If a violation is found to have occurred:

(a) The report must 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 the governing body. Subject to the provisions of the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g, and any regulations adopted pursuant thereto, the report must be made available, not later than 24 hours after the completion of the written report, to all parents or guardians who must be notified pursuant to paragraph (a) of subsection 3 as part of the investigation; and

(b) Any action taken after the completion of the investigation to address the discrimination based on race, bullying or cyber-bullying must be based on restorative disciplinary practices and carried out in a manner that causes the least possible disruption for the victim or victims. When necessary, the administrator or his or her designee shall give priority to ensuring the safety and well-being of the victim or victims over any interest of the perpetrator or perpetrators when determining the actions to take.

7. If a violation is found not to have occurred, information concerning the incident must not be included in the record of the reported aggressor.

8. Not later than 10 school days after receiving a report required by subsection 1, the administrator or designee shall meet with each reported victim of the discrimination based on race, bullying or cyber-bullying to inquire about the well-being of the reported victim and to ensure that the reported discrimination based on race, bullying or cyber-bullying, as applicable, is not continuing.

9. To the extent that information is available, the administrator or his or her designee shall provide a list of any resources that may be available in the community to assist a pupil to each parent or guardian of a pupil to whom notice was provided pursuant to this section as soon as practicable. Such a list may include, without limitation, resources available at no charge or at a reduced cost and may be provided in person or by electronic or regular mail. If such a list is provided, the administrator, his or her designee, or any employee of the school or the school district is not responsible for providing such resources to the pupil or ensuring the pupil receives such resources.

10. The parent or guardian of a pupil involved in the reported violation of NRS 388.135 may appeal a disciplinary decision of the administrator or his or her designee, made against the pupil as a result of the violation, in accordance with the policy governing disciplinary action adopted by the governing body. Not later than 30 days after receiving a response provided in accordance with such a policy, the parent or guardian may submit a complaint to the Department. The Department shall consider and respond to the complaint pursuant to procedures and standards prescribed in regulations adopted by the Department.

11. If a violation of NRS 388.135 is found to have occurred, the parent or guardian of a pupil who is a victim of discrimination based on race, bullying or cyber-bullying may request that the board of trustees of the school district in which the pupil is enrolled to assign the pupil to a different school in the school district. Upon receiving such a request, the board of trustees shall, in consultation with the parent or guardian of the pupil, assign the pupil to a different school.

12. A principal or his or her designee shall submit a monthly report to the direct supervisor of the principal that includes for the school the number of:

- (a) Reports received pursuant to subsection 1 concerning incidents of bullying or cyber-bullying;
- (b) Reports received pursuant to subsection 1 concerning incidents of discrimination based on race;

(c) Times in which a violation of NRS 388.135 is found to have occurred; and

(d) Times in which no violation of NRS 388.135 is found to have occurred.

13. A direct supervisor who receives a monthly report pursuant to subsection 12 shall, each calendar quarter, submit a report to the Office for a Safe and Respectful Learning Environment that includes, for the schools for which the direct supervisor has received a monthly report in the calendar quarter and categorized by types of incidents and the demographics identified in subsection 1 of NRS 388.1235, the:

(a) Total number of reports received pursuant to subsection 1 concerning bullying or cyber-bullying;

(b) Total number of reports received pursuant to subsection 1 concerning incidents of discrimination based on race;

(c) Number of times in which a violation of NRS 388.135 is found to have occurred; and

(d) Number of times in which no violation of NRS 388.135 is found to have occurred.

14. The Office for a Safe and Respectful Learning Environment, in consultation with the direct supervisor of a principal, shall, after reviewing a report submitted pursuant to subsection 12 or 13, as applicable, make any recommendations based on identified trends and patterns the Office determines to be appropriate regarding interventions or training to address discrimination based on race, bullying and cyber-bullying at the school.

15. School hours and school days are determined for the purposes of this section by the schedule established by the governing body for the school.

16. The provisions of this section must not be construed to place any limit on the time within which an investigation concerning any alleged act that constitutes sexual assault must be completed.

- "Retaliation" is adverse action (e.g., payback, retribution, revenge) taken against an individual for engaging in legally protected activity such as making a complaint of harassment or participating in workplace or school site investigations.

## **POLICY**

1. The Mineral County School District (District) is committed to:

a. Mineral<sup>AK4</sup> County School District is committed to providing all students and employees with a safe and respectful learning environment in which persons of differing beliefs; characteristics and backgrounds can realize their full academic and personal potential.

b. The belief that all persons are entitled to maintain their own beliefs and to respectfully disagree without resorting to or being subjected to bullying;

c. Ensuring that all students, administrators, faculty, and other District employees demonstrate appropriate behavior by treating other persons, including students, with civility and respect and by refusing to tolerate bullying;

d. By declaring the above, the Board is not advocating or requiring the acceptance of differing beliefs in a manner that would inhibit freedom of expression. The Board does require that persons with differing beliefs be free from bullying. ~~;~~ ~~and~~

e. All District/school properties shall be maintained as safe and respectful learning environments, and no form of bullying will be tolerated.

2. For the purposes of this Board Policy:

a. The prohibition against bullying applies to any individual on District property, to include District-provided transportation, at District-sponsored activities and events, and/or while acting on behalf of the District. This includes outside entities renting/using District facilities.

3. Civil Rights Compliance Department. The District, through the Office of the General Counsel's Civil Rights Compliance Department, shall:

- a. Establish and maintain reporting mechanisms, to include an internet website, through which any person can report an allegation of bullying;
- b. Create and distribute information about anti-bullying efforts;
- c. Provide outreach and anti-bullying education and training for students, employees, and parents/guardians; and
- d. Protect the rights of gender non-conforming students.
- e. Provide training and professional learning for the Board, District employees, volunteers, students, and their families to include, but not be limited to:
  - i. Methods to promote a positive learning environment and facilitate positive relationships between students;
  - ii. Methods for recognizing bullying behaviors;
  - iii. Requirements and methods for reporting bullying allegations to include the mandatory reporting requirements for employees and volunteers;
  - iv. Requirements concerning the needs of students with disabilities and students with autism spectrum disorder;
  - v. Requirements and methods for addressing the rights and needs of persons with diverse gender identities or expressions; and
  - vi. Information on and referral to available resources regarding suicide prevention and the relationship between bullying and suicide.
- f. Provide site-school administrators further training and guidance in:
  - i. Bullying investigation requirements and procedures;
  - ii. Effective intervention and remediation strategies;
  - iii. The prevention of violence and suicide associated with bullying as well as appropriate methods to respond to such incidents;
  - iv. Employing strategies to improve the climate of schools and the overall District environment in a manner that will facilitate respectful positive human relations among students, families, and employees; and
  - v. Establishment of a site-based school safety team to develop, foster and maintain a school environment which is free from bullying.

4. Reporting a. Students, their family members, and members of the community who have knowledge or concerns of potential bullying are encouraged to report potential incidents of bullying of a student to school administration or their **designee** ~~and/or school police~~ immediately to ensure incidents are investigated and harmful behavior stopped.

b. Employees and volunteers are required to report bullying and shall promptly report when they know or have reasonable reason to believe that an incident of bullying may have occurred.

Except as otherwise provided in [NRS 388.13535](#), a teacher, administrator, coach or other 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 administrator or his or her designee as soon as practicable, but not later than a time during the same day on which the teacher, administrator, coach or other staff member witnessed the violation or received information regarding the occurrence of a violation.<sup>(AKS)</sup>

c. The District shall maintain an online reporting website to allow for the expedient reporting of incidents to the school principal/designee.

d. Reports of student discrimination based on race, national origin, disability, sex, or religion may also be filed with the U.S. Department of Education's Office for Civil Rights.

5. Retaliation. The District prohibits retaliation against any person who reports an act of race discrimination, bullying, cyber-bullying, harassment, or discrimination, or against any person who testifies, assists, or participates in the investigation of a report. Such retaliation is itself a violation of law and may lead to disciplinary or other appropriate action against the offender.

### **LEGAL REQUIREMENTS AND ASSOCIATED DOCUMENTS**

1. This Board Policy complies with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC) to include:

- a. Chapter 200, Crimes Against the Person;
- b. Chapter 200.900, Bullying by Use of Electronic Communication Device;
- c. Chapter 388, System of Public Instruction, and specifically: i. NRS 388.121 – 388.1459, inclusive, Provision of Safe and Respectful Learning Environment;
- d. Chapter 392, Students, and specifically: i. NRS 392.461 – 392.4675, inclusive, Behavior and Discipline; and  
ii. NRS 392.900 – 392.920, inclusive, Unlawful Acts.

3. This Board Policy complies with federal laws and regulations, to include: a. Section 504 of the Rehabilitation Act, as amended;

b. The Civil Rights Act of 1964; and

c. Title IX of the Education Amendments of 1972.

**DJ**

Code: DJ  
Adopted: June 24, 2006

## **District Purchasing**

The function of district purchasing is to serve the educational program by providing the necessary supplies, equipment and services. Items commonly used in the various schools and their subdivisions will be standardized whenever consistent with educational goals and in the interest of efficiency or economy.

The superintendent is appointed by the Board to serve as purchasing agent. S/he will be responsible for developing and administering the district's purchasing program.

No obligation may be incurred by any officer or employee of the Board in any program unless that expenditure has been authorized by the Superintendent. In all cases calling for the expenditure of district money, except payrolls, a requisition and purchase order system must be used.

Unless authorized by the Superintendent, no purchase with the exception of a petty cash purchase will be authorized unless covered by an approved purchase order. No bills will be approved for payment unless purchases were made on approved orders.

The superintendent or designee is authorized to enter into and approve payment on contracts obligating district funds not to exceed \$25,000 for products, materials, supplies, capital outlay and services that are within current budget appropriations. The Board shall approve all contracts that are collective bargaining agreements or service contracts that include the provision of labor performed by district employees, such as custodial, food service and transportation services.

The superintendent and finance manager will review bills due and payable for the purchase of supplies and services to determine if they are within budget amounts. After appropriate administrative review, the superintendent will direct payment of the just claims against the district. The superintendent and finance manager are responsible for the accuracy of all bills and vouchers.

No Board member, officer, employee or agent of this district shall use or attempt to use his/her official position to obtain financial gain or for avoidance of financial detriment for him/herself, a relative or for any business with which the Board member or a relative is associated. Acceptance of any gratuities, financial or otherwise, from any supplier of materials or services to the district by any Board member, officer or employee of the district is prohibited.

END OF POLICY

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Legal Reference(s): NRS 332

**GCE**

Code: GCE  
Adopted: June 2010

## **Benefits – Confidential Employees**

The District shall identify confidential employees as: the Payroll Clerk, the Finance Manager, the Executive Secretary and the Working Maintenance Supervisor and will extend benefits in accordance with NRS 288.17.4 which states that “Confidential employees of the local government employer must be excluded from any bargaining unit but are entitled to participate in any plan to provide benefits for a group that is administrated by the bargaining unit of which they would otherwise be a member,” to those employees. Benefits shall include: designated holiday pay, health insurance, life insurance, PERS, sick and annual leave accrual, and participation in early retirement.

END OF POLICY

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Legal Reference(s): NRS 288.170