MINERAL COUNTY SCHOOL DISTRICT
751 A. STREET
Hawthorne, Nevada 89415
BOARD OF TRUSTEES MEETING
Tuesday, April 8, 2025

RECEIVED MINERAL CO. CLERK
2025 APR -3 PM 5:05

LOCATION OF MEETING: **Arlo K. Funk Building**
751 A Street
Hawthorne, NV 89415

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

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: 5:30 PM

1. Certification of Public Notice, Roll Call, and Pledge of Allegiance
2. Approval of a flexible agenda. (For Possible Action)
3. Person or Group Recognition- **Cristoper Bodiongan, Larry and Vicki Jackson, and the Technology Department**
4. Presentations

CONSENT ITEMS: (FOR POSSIBLE ACTION)

1. Minutes: February 18, 2025
2. Payroll Vouchers: 1100,1101
3. Payroll Checks: 902206-90254
4. Warrants: 29332-29416
5. AR's:
   - GBB1-AR - Fair Employment Practices
   - GBB1-AR-EX1 - Investigation Checklist
   - GBB1-AR-EX2 - Investigation Report Template
   - GBB2-AR - Prevention of Sexual Misconduct Towards Students Mandatory Reporting of Child Abuse, Child Neglect and Corporal Punishment: Addressing Inapproriate Conduct in a School Environment
   - GBB2-AR-EX1 - Suspected Child Abuse Reporting Form
   - GBB4 - Employee Bullying
   - GBB26-AR- Social Networking (Social Media)
   - GBB27-AR - Nondiscrimination on the Basis of Sex Under Title IX
   - GBB28-AR - Discrimination Based on Race, Student Bullying, and Cyberbullying - Safe and Respectful Learning Environment
6. Personnel Report – Information Only

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. **Recommendation:** Discussion and Possible Approval of Questions for the Board Survey.
Supporting Information: Approval of the Survey questions brought forward by the board members.
Budget Consideration: NONE

2. Recommendation: Discussion and Possible Approval of a Critical Need Position for the Nurse's position at Mineral County School District.
Supporting Information: The reemployment of a retired public employee is limited to positions of extreme need pursuant to NRS 286.523. A retired public employee can fulfill the open Nurse position until a full time Nurse is hired. However, the Critical Need Designation is required for the Nurse position.
Budget Consideration: NONE AT THIS TIME

3. Recommendation: Discussion and Possible Action to approve the following Policies:

1. GBB/GBB1 - Fair Employment Practices
2. GBB2 - Prevention of Sexural Misconduct Toward Students, Mandatory Reporting of Child Abuse, Child Neglect, ~~or Violence~~ and Corporal Puinshment
3. GBB4 - Employee Bullying
4. GBB26 - Social Networking (Social Media)
5. GBB27 - Nondiscrimination on the Basis of Sex Under Title IX
6. GBB28 - Discrimination Based on Race, Student Bullying, and Cyberbullying - Safe and Respectful Learning Environment
7. DJC - Bidding Requirements

4. Recommendation: Discussion and Possible Approval of the "Let's Go Learn" SPED Curriculum 3 - year subscription.
Supporting Information: Approval of the "Let's Go Learn" SPED Curriculum 3 - year subscription.
Budget Consideration: Total Budget Amount: $34,080.00 out of Special Education - IDEA B

5. Recommendation: Discussion and Possible Approval in regards to Superintendent Keuhey's annual evaluation..
Supporting Information: Discussion and Possible Approval relative to the annual performance review of Stephanie Keuhey, Superintendent, for possible action including, but not limited to, termination, suspension, demotion, reduction in pay, reprimand, promotion, endorsement, retention, or "no action". Pursuant to NRS 241.031(1)(b) discussion may ensue which considers the character, alleged misconduct, professional competence, or physical or mental health of Ms. Keuhey in relation to her performance as Superintendent.

6. Recommendation: Discussion and Possible Action to approve Superintendent Keuhey's annual evaluation.

7. Recommendation: Discussion and Possible Approval for Mercedes Krause to travel to Denver, Colorado for UnboundEd Standards Institute.
Supporting Information: Approval for Mercedes Krause to travel to Denver, Colorado for UnboundEd Standards Institute from June 22, 2025 to June 27, 2025.
Budget Consideration: Total Amount $10,000.00 from the PCFP-ELL General Fund

8. Closed Session: Pursuant to Nevada Revised Statute (NRS) 241.015(2)(b)(2) and Nevada Revised Statute (NRS) 288.220 to receive information from legal counsel relative to general pending litigation and to discuss negotiations.

9. Open Session: Discussion and possible action relative to pending litigation and/or negotiations.

10. OLD BUSINESS: Next Board Workshop - May 3, 2025

11. Future Agenda Topics: Next meeting scheduled: **April 22, 2025 Schurz**

COMMUNICATIONS AND REPORTS: (FOR DISCUSSION ONLY)

1. Correspondence & Announcements
2. Board Members
3. Superintendent
4. Principals

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.

MINUTES

PAYROLL VOUCHERS

MINERAL COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 1100 **Voucher Date:** 03/07/2025 Prepared By: Spring Blazewick

Printed: 03/05/2025 05:48:53 PM

MINERAL COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against MINERAL COUNTY SCHOOL DISTRICT funds for the sum of $189,631.31 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Kristin Reeves	School Board Clerk
Tyler Viani	School Board President
Vacant	School Board Member
Candice Birchum	School Board Member
Juanita Diede	School Board Vice President
Stephanie Kenney	Superintendent

MINERAL COUNTY SCHOOL DISTRICT

Fund		Amount
100	General Fund	$136,579.74
208	PCFP At-Risk (Restricted Funding)	$1,095.56
220	SB 231	$10,953.09
230	Adult Education	$800.79
240	State Grants	$4,539.12
250	Special Education	$11,720.91
280	Federal Funds	$20,258.14
290	Food Service Funds	$3,683.96
		$189,631.31

Payroll EFT

Direct Deposit

Created By: 394645.sblazewick **Posted By:** 394645.sblazewic **Date:** 03/05/2025 14:20:59 Page: 1

MINERAL COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 1101 **Voucher Date:** 03/07/2025 Prepared By: Sbrina Blazewick

Printed: 03/05/2025 05:52:12 PM

MINERAL COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against MINERAL COUNTY SCHOOL DISTRICT funds for the sum of $35,044.81 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Kristin Reeves	School Board Clerk
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Vacant	School Board Member
Candice Birchum	School Board Member
Juanita Diede	School Board Vice President
Stephanie Keuhey	Superintendent

MINERAL COUNTY SCHOOL DISTRICT

Fund		Amount
100	General Fund	$25,460.36
206	PCFP English Learner (Restricted Funding)	$16.02
208	PCFP At-Risk (Restricted Funding)	$89.49
220	SB 231	$1,673.94
230	Adult Education	$346.00
240	State Grants	$392.42
250	Special Education	$3,121.13
280	Federal Funds	$3,368.16
290	Food Service Funds	$577.29
		$35,044.81

Payroll EFT
Federal Taxes

Created By: 394645.sblazewick **Posted By:** 394645.sblazewic **Date:** 03/05/2025 14:22:02 Page: 1

PAYROLL CHECKS

MINERAL COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 23 **Voucher Date:** 03/07/2025 Prepared By: Sbrenda Blazewick

Printed: 03/05/2025 04:35:25 PM

MINERAL COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against MINERAL COUNTY SCHOOL DISTRICT funds for the sum of $37,989.19 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Kristin Reeves	School Board Clerk
Tyler Viani	School Board President
Vacant	School Board Member
Candice Birchum	School Board Member
Juanita Diede	School Board Vice President
Stephanie Keuhey	Superintendent

MINERAL COUNTY SCHOOL DISTRICT

Fund		Amount
100	General Fund	$24,956.60
206	PCFP English Learner (Restricted Funding)	$355.82
208	PCFP At-Risk (Restricted Funding)	$513.86
220	SB 231	$2,426.33
230	Adult Education	$0.00
240	State Grants	$0.00
250	Special Education	$5,476.35
280	Federal Funds	$2,731.58
290	Food Service Funds	$1,528.65
		$37,989.19

Payroll Checks
90226 - 90253

Created By: 394645.sblazewick **Posted By:** 394645.sblazewic **Date:** 03/05/2025 16:08:38 Page: 1

MINERAL COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 1102 **Voucher Date:** 03/07/2025 Prepared By: Spring Blazewick

Printed: 03/05/2025 04:38:23 PM

MINERAL COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against MINERAL COUNTY SCHOOL DISTRICT funds for the sum of $172,321.90 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Kristin Reeves	School Board Clerk
Tyler Viani	School Board President
Vacant	School Board Member
Candice Birchum	School Board Member
Juanita Diede	School Board Vice President
Stephanie Kelley	Superintendent

MINERAL COUNTY SCHOOL DISTRICT

Fund		Amount
100	General Fund	$119,916.51
206	PCFP English Learner (Restricted Funding)	$245.58
208	PCFP At-Risk (Restricted Funding)	$829.88
220	SB 231	$8,720.94
240	State Grants	$3,810.91
250	Special Education	$16,171.57
280	Federal Funds	$19,207.33
290	Food Service Funds	$3,419.18
		$172,321.90

Payroll Check #90254

Created By: 394645.sblazewick **Posted By:** 394645.sblazewic **Date:** 03/05/2025 14:20:43 Page: 1

WARRANTS

MINERAL COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 1103 **Voucher Date:** 03/10/2025 Prepared By:

Printed: 03/10/2025 04:49:30 PM

MINERAL COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against MINERAL COUNTY SCHOOL DISTRICT funds for the sum of $90.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Kristin Reeves	School Board Clerk
Tyler Viani	School Board President
Vacant	School Board Member
Candice Birchum	School Board Member
Juanita Diede	School Board Vice President
Stephanie Kelley	Superintendent

MINERAL COUNTY SCHOOL DISTRICT

Fund		Amount
100	General Fund	$90.00
		$90.00

29332

Created By: 394645.TVinson **Posted By:** 394645.TVinson **Date:** 03/10/2025 14:40:30 Page: 1

MINERAL COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 1104 **Voucher Date:** 03/12/2025 Prepared By:

Printed: 03/12/2025 11:00:13 AM

MINERAL COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against MINERAL COUNTY SCHOOL DISTRICT funds for the sum of $40,819.78 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Kristin Reeves	School Board Clerk
Tyler Viani	School Board President
Vacant	School Board Member
Candice Birchum	School Board Member
Juanita Diede	School Board Vice President
Stephanie Keuhey	Superintendent

MINERAL COUNTY SCHOOL DISTRICT

29333
29373

Fund		Amount
100	General Fund	$25,769.56
206	PCFP English Learner (Restricted Funding)	$480.80
230	Adult Education	$40.75
240	State Grants	$1,197.55
250	Special Education	$5,202.78
280	Federal Funds	$4,144.78
290	Food Service Funds	$3,983.56
		$40,819.78

MINERAL COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 1105 **Voucher Date:** 03/19/2025 Prepared By: Susie

Printed: 03/19/2025 11:16:07 AM

MINERAL COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against MINERAL COUNTY SCHOOL DISTRICT funds for the sum of $82,341.43 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Kristin Reeves	School Board Clerk
Tyler Viani	School Board President
Vacant	School Board Member
Candice Birchum	School Board Member
Juanita Diede	School Board Vice President
Stephanie Kerney	Superintendent

MINERAL COUNTY SCHOOL DISTRICT

29374-
29414

Fund		Amount
100	General Fund	$47,417.00
230	Adult Education	$51.81
240	State Grants	$484.40
250	Special Education	$4,163.70
280	Federal Funds	$18,311.95
290	Food Service Funds	$11,912.57
		$82,341.43

AR'S

GBB1-AR

Code: GBB1-AR
Adopted: April 8, 2025

Fair Employment Practices

This policy applies to all persons involved in the operation of the District and prohibits harassment, discrimination, and retaliation by any employee, including supervisors and coworkers, volunteers, customers or clients of the District, and any vendor or other service provider with whom the District has a business relationship. The District will not tolerate instances of harassment, discrimination, or retaliation whether or not such behavior meets the threshold of prohibited conduct/behavior(s). While single incidents of alleged harassment, discrimination, or retaliation may not be sufficiently severe or pervasive to rise to the level of being a violation of the law, the District nevertheless prohibits such conduct/behavior(s) and may impose appropriate disciplinary action, up to and including termination.

If the alleged discrimination could constitute sexual harassment under Title IX, the *Nondiscrimination on the Basis of Sex Under Title IX* policy and administrative regulations apply rather than the *Fair Employment Practice* policy and administrative regulations.

1. Equal Employment Opportunity Officer Designated

   The primary responsibility for ensuring fair employment practices for the District are promoted and adhered to is assigned to the District's designated Equal Employment Opportunity (EEO) Officer. The District's designated EEO Officer will also serve as the Americans with Disabilities Act (ADA) Coordinator, unless otherwise noted, and as such, also has responsibility for coordinating the District's compliance with federal and state disability laws. The designated EEO Officer for the District is the Human Resources (HR) Manager. The name and work telephone number of the individual designated will be posted at District work sites. In the event the designated EEO Officer is unavailable, the Chief Financial Officer is designated as the alternative EEO Officer.

2. Anti-Harassment

   a. Definition

      District promotes a productive work environment and does not tolerate verbal, physical, written, or graphical conduct/behavior(s) that harasses, disrupts, or interferes with another's work performance or that creates an intimidating, offensive, or hostile environment based on that protected class membership.

   b. Prohibited Conduct/Behavior(s)

      The District will not tolerate any form of harassment based on protected class membership, including any conduct/behavior(s) on the part of employees, volunteers, clients, customers, vendors, contractors, etc., that impairs an employee's ability to perform assigned duties. Examples of prohibited conduct/behavior(s) include, but are not limited to:

      - *Offensive verbal communication* including slurs, jokes, epithets, derogatory comments, degrading or suggestive words or comments, unwanted sexual advances, invitations, or sexually degrading or suggestive words or comments.

- *Offensive written communication* including notes, letters, notices, emails, texts, or any other offensive message sent by electronic means.
- *Offensive gestures, expressions and graphics* including leering, obscene hand, finger, or body gestures, sexually explicit drawings, derogatory posters, photographs, cartoons, drawings, or displaying sexually suggestive objects or pictures.
- *Physical contact* when the action is unwelcomed by recipient including brushing up against someone in an offensive manner, unwanted touching, impeding or blocking normal movement, or interfering with work or movement.
- *Expectations, requests, demands, or pressure for sexual favors.*

3. Dealing with Allegations of Prohibited Conduct/Behavior(s)

   a. Process

   Employees or applicants who believe they are being subjected to any form of prohibited conduct/behavior(s) as described in this policy/regulation by another (e.g., employee, student, parent, volunteer, vendor, contractor of the District) based on their protected class membership, as well as those who believe they have witnessed another employee, client, or member of the public being subjected to prohibited conduct/behavior(s), have an affirmative duty to bring the situation to the attention of the District. Employees covered by a collective bargaining agreement (CBA) may opt to use the process described in this policy/regulation or in an applicable grievance procedure delineated by their CBA, but may not use both.

   b. Employee Responsibilities

   Employees who believe they personally are being or have been subjected to prohibited conduct/behavior(s) and/or are the target of any form of prohibited conduct/behavior(s), or have witnessed any other employee being subjected to these behaviors should immediately:

      i. Identify the offensive behavior to the alleged harasser and request that the behavior cease.

      ***Note**: An employee is NOT required to talk directly to the alleged harasser or to the employee's supervisor. It is critical, however, that employees who believe they have been targeted or have witnessed what the employee believes to be prohibited conduct/behaviors(s) directed to or committed by another, contact one of the individuals listed in sections 2 or 3 below.*

      ii. If the employee feels uncomfortable in speaking directly to the alleged harasser or if the employee requested the prohibited conduct/behavior(s) to cease, but the request did not produce the results desired, the employee should report the prohibited conduct/behavior(s) as soon as possible to any administrator or manager/supervisor, District's designated EEO Officer (Human Resources (HR) Manager.

iii. Employees who believe the EEO Officer has engaged in prohibited conduct/behavior(s) should bring such concerns to the attention of the alternate EEO Officer or to the Superintendent who will designate an objective person to conduct an investigation of such allegations. Employees may also report the prohibited conduct/behavior(s) to the District Attorney.

iv. An employee who witnesses or obtains information regarding prohibited conduct/behavior(s) by the immediate supervisor is required to report the incident to the administrator, EEO Officer.

Applicants who have concern regarding violations of this policy are encouraged to contact the designated EEO Officer or the alternate.

c. Administrator or Manager/Supervisor Responsibilities

Regardless of whether the employee involved is in the administrator's or manager's/supervisor's department and regardless of how the manager/supervisor became aware of the alleged prohibited conduct/behavior(s), all administrators or managers/supervisors must immediately report all allegations, complaints or observations of such prohibited conduct/behavior(s) to the EEO Officer, Department Head, or Superintendent. The report shall contain all known information including:

- The persons(s) involved.
- A written record of any specific conversations held with the complainant(s) and other person(s) involved as applicable.
- All known pertinent facts, including date(s), time(s), and locations(s).

An administrator's or manager's/supervisor's failure to immediately report such activities, complaints, or allegations will result in discipline, up to and including possible termination.

Note: *Supervisors/Managers shall not investigate nor conduct further factfinding without authorization from the EEO Officer or Superintendent.*

d. Investigation

Upon being made aware of allegations or complaints of prohibited conduct/behavior(s), the District will ensure that such allegations or complaints are investigated promptly. The District treats all allegations of complaints seriously and requires all employees to be candid and truthful during the investigation process. The EEO Officer or Superintendent will identify the appropriate individual(s) to conduct the investigation.

The District will make efforts to ensure that all investigations into complaints of harassment or bullying are kept as confidential as reasonably possible. Employees will be required to refrain from discussing the subject content of the alleged harassment or bullying with other employees or persons who may have information pertinent to the investigation throughout the course of the investigation. Employees shall be required, upon request, to provide information to regulatory agencies. The District will release information obtained only to those individuals involved in the investigation and the administration of the complaint with

a business need-to-know, or as required by law per the District's *Confidential Information* policy.

The District will communicate to the individual who made the initial complaint, as well as the individual against whom the complaint was made, that the investigation is completed and appropriate action, if any, has been taken.

If evidence arises that a participant in the investigation made intentionally false statements, that employee may be disciplined, up to and including possible termination.

If it is determined that a violation of this policy/regulation has occurred, the District will take corrective action against the violator commensurate with the severity of the offense. Such corrective action may include, but is not limited to, counseling, verbal warning, written reprimand, transfer, demotion, suspension without pay, or termination. The District will also initiate action to deter any future prohibited conduct/behavior(s) from occurring.

With regard to disability-related complaints, the EEO Officer (when appropriate, working with the supervisor and/or the complainant) shall propose a resolution to the complaint based upon the findings of such investigation. Such resolution will include reasonable accommodation when the District determines that such a reasonable accommodation can be provided.

e. Training

The District will periodically provide training to all employees on the prevention of discrimination and prohibited conduct/behavior(s) in the workplace. The District will provide new employees a copy of this policy/regulation upon hire and discuss the contents during the new hire orientation process. New employees will participate in training on the prevention of discrimination and prohibited conduct/behavior(s) within 90 days of hire. A copy of this policy/regulation will be made available to applicants upon request.

f. Prohibition against Retaliation

Retaliation is adverse treatment which occurs because of opposition to prohibited conduct/behavior(s) in the workplace. The District will not tolerate any retaliation by administrators/supervisors or coworkers against an employee who exercises rights under this policy. An employee who believes they have been harassed, retaliated, or discriminated against in any manner as a result of having filed a complaint, assisted another employee in filing a complaint, or participated in an investigative process should immediately notify the EEO Officer or the alternate. The District will promptly investigate and deal appropriately with any allegation of retaliation.

Related Forms

GBB1-AR-EX1 MCSD Investigation Checklist

GBB1-AR-EX2 MCSD Investigation Report Template

GBB1-AR-EX1

Mineral County School District

Hawthorne, Nevada 89415

"We All Learn/Teach"
"No'oko numu tunedooe'"

Investigation Checklist
Internal Use Only

1. Define the scope of the investigation.
   - Who will conduct the investigation?
   - Does an outside investigator need to be brought in?
   - Who will assist in the investigation?
   - What are the issues?
   - Create a timeline prior to the interviews.
   - Has the entity attorney been notified so as to protect attorney-client privileges?
   - Does law enforcement need to be notified?
   - Fifth Amendment issues?
   - Parents informed?
   - Does evidence need to be immediately preserved?
   - Does the accused need to be separated from the complaining party during the investigation?
   - Acknowledge in writing to reporting party that an investigation will be conducted; address retaliation issues.

2. Identify the policies at issue.
   - What entity policies are at issue?
   - Harassment and discrimination? What basis?
   - Workplace violence?
   - Hostile work environment?
   - Student code of conduct?
   - Other issues?

3. Review the policies.
   - Identify the specific policies which have been raised or could potentially be implicated.
   - Review the policies to be sure you are familiar with what constitutes a violation and what does not.

4. Are there other issues pending with any of the involved parties?
   - Do any of the involved employees or witnesses have pending or recent disciplinary action?
   - Pending/recent EEOC/NERC?
   - Pending/recent workers' comp?
   - Pending/recent other investigations?
   - Pending/recent litigation or union grievance?

Mineral County School District

Hawthorne, Nevada 89415

"We All Learn/Teach"
"No'oko numu tunedooe"'

- Pending/recent OCR complaints or grievances?

5. Interviewing the witnesses.
   - Prepare questions ahead of time.
   - Use the same basic questions for witnesses if they witnessed the same situation.
   - To record or not to record?
   - Explain confidentiality.
   - Interview the accuser first.
   - Witnesses should review statements and notes, comment in separate colors, sign, and date, or write their statements.
   - Advise all about prohibitions against protection and retaliation.
   - Weingarten/Garrity issues.
   - Interview the accused next.
   - Ask each who else should be interviewed.
   - Identify and interview other witnesses.

6. What questions should be asked?
   - What happened?
   - When did it happen?
   - How did it make you feel?
   - What did you see?
   - Who was there?
   - What have they told you?
   - What did you tell them?
   - Has it happened before? Details?
   - Who else have you told?
   - Any written records?
   - Any employer records, memos, expense reports, or payroll records?
   - Anyone else with similar concerns?
   - Any other issues you want to discuss or that you think are important for the investigator to know?
   - Description of the physical layout of the areas where offensive actions took place?
   - If there was a delay in reporting the conduct, explain the delay.
   - Similar incidents in the past not reported? Why?

Mineral County School District

Hawthorne, Nevada 89415

"We All Learn/Teach"
"No'oko numu tunedooe"'

- Did the victim tell the accused to stop? What was the reaction?
- Ask the reporting party and the accused in their opinion whether the investigator conducted the investigation fairly and objectively.

7. Keeping the victim and the accused informed.
   - Has the victim/reporting party been informed that an investigation is underway?
   - Has the accused been informed that an investigation is underway?
   - Has the victim/accused been updated as the investigation progresses?
   - Delays explained?
   - Be sensitive to sharing confidential personnel information.
   - Inform all witnesses of your contact information to provide additional information they may have forgotten. Give them a time frame.
   - Share information based on "need to know."

8. End of the interview.
   - Notation of the interviewee's credibility
     - Demeanor?
     - Argumentative?
     - Nervous?
     - Uncomfortable?
     - Hostile?
     - Overly agreeable?
   - Consistency of timelines and chronology?
   - Reasons for bias of witnesses?
   - No promises of confidentiality.

9. What goes in the report?
   - Do not reach legal conclusions.
   - Does the conduct violate a policy?
   - Which policy(s) were violated?
   - No conclusions as to state or federal law.
   - Attach a copy of the relevant policy(s).
   - Who received the complaint? When?
   - Department of the reporting party.
   - Department of the accused.

Mineral County School District

Hawthorne, Nevada 89415

"We All Learn/Teach"
"No'oko numu tunedooe'"

- Summary of the issue raised.
- Date investigation started and concluded.
- Who conducted the investigation?
- Names and dates of people interviewed.
- Identify relevant policies and guidelines in personnel policies.
- Summarize key facts. Organize in chronological order per witness.
- Attach relevant documentation.
- Identify key findings of fact, including inconsistent information, credibility of individual witnesses, how they assessed, and reasons for credibility or lack of credibility.
- Identify how policies apply to the situation.
- Conclude whether violation occurred or not (or unable to conclude).
- Identify unresolved issues or additional information needed, which may change conclusions.

10. Communicating the results.
    - Results and conclusions should be reported generally to the reporting party, accused, and victim. It will be an exhibit.
    - A thorough and exhaustive investigation has been concluded.
    - Explain issues raised, steps taken, including dates of interviews of reporting party, victim, accused, responses, and subsequent interactions.
    - Identify factual conclusions reached, including finding or no finding of violation of policy.
    - Encourage providing additional information.
    - Contact information to provide additional information.
    - Inform of retaliation policy.
    - Periodically check on the complainant to see how they are doing after the investigation, and ensure no retaliation.

GBB1-AR-EX2

Mineral County School District

Hawthorne, Nevada 89415

"We All Learn/Teach"
"No'oko numu tunedooe"'

Investigation Report Template

Background

Complainant: *Name (division, department, school of complainant)*

Subject of Complaint: *Name (division, department, school of person(s) accused)*

Filing of Complaint: *This complaint was received by (name) on (date) through (e.g., correspondence from X to Y, submission of grievance directed to X, email from X to Y)*

Nature of Complaint: *Summarize the issue(s) raised and/or information received from complainant.*

Investigation Summary

Dates When Investigation Started/Completed: *This investigation was commenced on (date) and concluded on (date).*

Investigator: *Name of Individual(s) who conducted the investigation.*

Person(s) Interviewed: *List names of person(s) interviewed and the interview dates.*

Guidelines/Policies

Identify any policy, procedure, rule, or standard of conduct relevant to the investigation of alleged misconduct. State that the purpose of the investigation was to determine whether a violation of these policies, has occurred.

Findings of Fact

Summarize key facts (avoid any conclusions). Organize chronologically with identification of witnesses or documents that provided a key fact, or list key facts provided per witness.

Identify any inconsistent information. Describe credibility determinations and how credibility was assessed. Explain why the complainant and/or alleged wrongdoer (or other witnesses) were or were not believed in whole or in part.

Conclusions

State, "The (organization name) has conducted a prompt, thorough, and impartial investigation of the matters raised in this complaint."

Describe how the policy, procedure, rule, or standard of conduct applies to the situation (e.g., "Because this situation concerns…, the employee is required to comply with the agency's policy for professional conduct."). Repeat what the policy requires (e.g., "Policy #101 requires that employees…"). Then, based on the specific and relevant facts, conclude whether, under these circumstances, the alleged wrongdoer complied or did not comply with the policy, procedure, rule, or standard of conduct (e.g., "Because the evidence showed that the employee…, the employee has/has not violated Policy #101.").

Avoid legal definitions if possible and rely on POLICY language. Avoid inflammatory or inappropriate comments.

Identify any issues not resolved in the investigation and explain why they were not.

Attachments

List attachments, including copies of the relevant policy, procedure, rule, or standard of conduct.

GBB2-AR

Code: GBB2-AR
Adopted: March 19, 2019
Revised: April 8, 2025

Prevention of Sexual Misconduct Toward Students Mandatory Reporting of Child Abuse, Child Neglect, ~~or Violence~~ and Corporal Punishment

1. Sexual misconduct as used in this regulation is:

   a. Any sexual conduct that meets the definition of prohibited conduct/behavior as described below or in any other District policy.

   b. Any conduct or communication that explicitly or implicitly conditions a student's participation in an educational program or activity on submission to sexual conduct.

   c. Any conduct or communication that explicitly or implicitly indicates that an ~~employment or~~ educational decision will be based on the ~~person's~~ student's submission to sexual conduct.

   d. Any bullying, cyberbullying, harassing, or intimidating conduct or communication, of a sexual nature, that creates an environment which is hostile to a ~~reasonable person~~ student by interfering with their ~~employment or~~ education.

   e. Any conduct or communication of a sexual nature that is sufficiently severe, persistent, or pervasive and objectively offensive that it limits a ~~person's~~ student's ability to participate in or benefit from an ~~employment or~~ educational program or activity or creates a hostile or abusive educational environment.

   f. Any conduct or communication that is considered immorality within the meaning of NRS 391.650 including but not limited to sexual assault, statutory sexual seduction, incest, commission of certain sexual acts in public, open or gross lewdness, indecent exposure, or lewdness with a minor.

   Note: *The District acknowledges the applicability of criminal statutes relating to sexual conduct toward a student, including:*

   - *NRS 201.540, which indicates that it is a felony for a person 21 years and older, who is or was employed or is or was a volunteer at a public or private school in a position of authority, from engaging in sexual conduct with students who are 16 years of age or older.*
   - *NRS 201.230 states it is a felony for a person to conduct lewdness with a child under the age of 16.*
   - *Other criminal statutes which are pertinent to this policy include, but are not limited to, NRS 200.366, sexual assault; NRS 200.368, statutory sexual seduction; NRS 201.560, using a computer to lure children.*

2. Examples of behavior which constitute sexual misconduct include, but are not limited to:

   a. Making sexual advances or gestures toward a student;

b. Coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act with a~~nother person~~ student;

c. Engaging in sexual intercourse or any sexual act with any student;

d. Touching oneself sexually or talking about one's sexual activity in front of ~~others~~ students;

e. Spreading rumors about or discussing administrators, teachers, officials, volunteers, or other school employees, or students' sexual activity;

f. Sexually motivated or inappropriate touching, patting, grabbing, or pinching ~~another person's~~ student's body, whether that student is of the same or the opposite sex; ~~*Note: This prohibition does not preclude legitimate, non-sexual physical conduct which may include, but is not limited to, the use of necessary restraints to avoid physical harm to persons or property or conduct such as a teacher's consoling or congratulatory hug of a student or the demonstration of an athletic move by a teacher or student requiring contact with another student.*~~ and

g. Other sexual behavior or communication, including requests for sexual favors, whether or not accompanied by implied or overt threats concerning a~~nother person's employment or~~ student's educational status or implied or overt promises of preferential treatment.

Note: *This prohibition does not preclude legitimate, non-sexual physical conduct which may include, but is not limited to, the use of necessary restraints to avoid physical harm to persons or property or conduct such as a teacher's consoling or congratulatory hug of a student or the demonstration of an athletic move by a teacher or student requiring contact with another student.*

3. Sexual Misconduct Reporting

Any teacher, administrator, official, volunteer, or other school employee who witnesses or has or receives information that a ~~person~~ student has been subjected to sexual misconduct including sexual harassment under Title IX shall report the alleged acts ~~as provided in Section 9 of this policy~~ to the Title IX Coordinator as soon as practicable, but not later than a time during the same day on which the person became aware of the sexual misconduct, including sexual harassment or allegations of sexual harassment. Reports by District employees must be made in person, by telephone, and/or by email to the District's Title IX Coordinator. Failure to make this report as prescribed will result in disciplinary or other appropriate action against the teacher, administrator, official, volunteer, or other school employee.

4. Investigation

The District shall promptly investigate all complaints or allegations of sexual misconduct. If a violation is found to have occurred, the investigation shall include recommendations concerning the incorporation of disciplinary action and other measures to be imposed. The District will keep all investigations confidential to the extent possible. The District will release information

obtained only to those individuals with business need-to-know or involved in the investigation and the administration of the complaint or as required by law. The District will inform the individual filing the complaint, as well as the individual against whom the complaint was made, of the final determination. All employees and students questioned as part of an investigation will be requested to refrain from discussing the matter with anyone except District or legal representatives or their own union or legal representatives.

The initial investigation will be conducted by a qualified and objective school official not named in the complaint or by an outside investigator. The investigator will act with due regard for the rights of all individuals requesting representation during questioning, and, in particular, to ensure the rights of ~~any person requesting representation during questioning.~~ students to have their parent(s)/guardian(s) present during questioning. If the initial investigation indicates that a criminal act may have occurred, the investigator shall immediately notify the Superintendent, who will in turn immediately report the matter to the law enforcement agency having jurisdiction.

The District treats all complaints or allegations of sexual misconduct seriously and expects all employees and students to be candid and truthful during the investigation process. If credible evidence indicates that a participant in the investigation has made intentionally false or malicious statements, the District may discipline or take other appropriate action against that participant.

5. Retaliation

   The District will not tolerate any form of retaliation toward any person who reports alleged sexual misconduct in good faith, assists another in filing a complaint, or provides truthful statements during an investigation.

   The District will discipline or take other appropriate action against individuals for threatening, intimidating, or interfering with any person who complains of sexual misconduct, or reports sexual misconduct, or who testifies or participates in a proceeding, investigation, or hearing related to a complaint of sexual misconduct.

6. Training

   All District employees, volunteers, officials, and administrators will participate in an initial training session and in periodic training updates on the prevention of sexual misconduct, will be given a copy of the District's policy, and will sign an acknowledgment of receipt of such policy. The District will provide all new employees with a copy of this policy and afford employees an opportunity to discuss the orientation.

7. Dissemination of Policy

   The District will make this policy available to all employees, volunteers, parents or guardians and all students, as appropriate, during annual registration. The District will also publish the policy in student handbooks and post the policy in the District administrative offices and in school offices. At least annually, the District will publicize this policy in school newsletters or other publications used to communicate District policies to parents and guardians.

8. Mandatory Reporting of Child Abuse or Neglect and Corporal Punishment

   Under NRS 432B, all employees and volunteers who, in their professional or occupational capacities, know or have reasonable cause to believe that a child under age 18 has been abused, neglected, or subjected to corporal punishment must report the abuse, neglect, or corporal punishment to an agency which provides child welfare services or law enforcement agency.

   Employees and volunteers required to report the abuse, neglect, or corporal punishment of a child must be provided notice, in writing or electronically, of their duty as a mandatory reporter. The employee and volunteer must sign acknowledgment of this notice which is to be filed in his/her master personnel file. (This requirement is not necessary if the employee is licensed, certified, or endorsed by a board in the state.)

9. Reporting Procedures

   If a District employee or volunteer knows or has reasonable cause to believe that a child has been subjected to sexual misconduct, abused, neglected, or subjected to ~~violent actions~~ corporal punishment, the employee or volunteer must take the following steps:

   a. ***Notification to principal/designee/supervisor.*** The employee or volunteer must immediately notify the principal/designee/supervisor of the school ~~or department where the person is employed or enrolled~~ where the child is enrolled, **and**

   b. ***Mandatory report to child welfare agency and a law enforcement agency; timing of report.*** The employee or volunteer must report to the local child welfare agency ~~(for students) or~~ and a law enforcement agency ~~(adults)~~ as soon as reasonably practicable but not later than 24 hours after the employee or volunteer knows or has reasonable cause to believe that a ~~person~~ child has been subject to sexual misconduct, abuse, or ~~violent actions~~ neglect.

      - If an employee or volunteer has knowledge of or reasonable cause to believe that abuse, neglect, sexual misconduct, luring of a child, or violent actions have occurred **by another employee or volunteer,** they are required to make a report to child welfare services and law enforcement.
      - If an employee or volunteer has knowledge of or reasonable cause to believe that the use of corporal punishment or aversive intervention on a child has occurred by another employee or volunteer, they are required to make a report to child welfare services. Reports of corporal punishment are to be made to the principal/designee and local child welfare agency. Reports of aversive intervention are to be made to the principal/designee, special education director, and the superintendent.

      The employee or volunteer shall notify an administrator/designee and may request that a representative an administrator/designee be present when a report is made, but any delay in making such an arrangement does not excuse a failure to report directly to the local child welfare agency ~~(students) or~~ and a law enforcement agency as soon as reasonably practicable but not later than 24 hours after the employee or volunteer knows or has reasonable cause to believe that a ~~(person)~~ student has been subject to sexual misconduct, abuse, neglect or corporal punishment.

c. *Form of report.* The employee or volunteer may make a report by telephone or, in light of all the surrounding facts and circumstances which are known or which reasonably should be known to the person at the time, by any other means of oral, written or electronic communication that a reasonable person would believe, under those facts and circumstances, is a reliable and swift means of communicating information to the person who receives the report. SEE GBB2-AR-EX-1 ~~ATTACHED FORM~~

d. *Contents of report.* The report must contain the following information, if obtainable:

- The name, ~~and~~ address, age and sex of the ~~victim~~ child;
- The name and address of the child's parents or other person responsible for the care of the child;
- The nature and extent of the sexual misconduct, abuse, neglect, or ~~acts of violence of the person~~ corporal punishment of the child;
- Any evidence of previously known or suspected:
  - Sexual misconduct, abuse, neglect or ~~acts of violence of the person~~ corporal punishment of the child or the child's siblings; or
  - The name, address and relationship, if known, of the person who is alleged to have abused or neglected the ~~victim~~ child, including sexual misconduct or subjected the victim to ~~acts of violence~~ corporal punishment if other than parents; and
  - Any other information known to the person making the report that the agency which provides child welfare services considers necessary.

The local child welfare office may be contacted at:

Division of Child and Family Services
Child Protective Services
(833) 571-1041

The local law enforcement agency to be contacted at:

Mineral County Sheriff's Office
105 A Street
Hawthorne, NV 89415
(775) 945-2434

Walker River Paiute Tribe
1029 Hospital Road
Schurz, NV 89427
(775) 773-2544

e. On the same day a verbal report is made to the local child welfare agency and a law enforcement agency, or as soon thereafter as reasonably practicable, the employee or volunteer, in conjunction with the principal/designee if available, must complete the "MCSD Suspected Child Abuse Reporting Form" and provide the original to the agency where the verbal report was made.

f. A copy of the completed Child Abuse and Neglect Reporting Form must be forwarded to the Superintendent to be maintained in the Superintendent's confidential files. Records of written reports, or copies of reports, are not to be maintained within an individual school.

g. Investigating Reports of Sexual Misconduct, Abuse, Neglect or ~~Acts of Violence~~ Corporal Punishment

No District employee is expected or authorized to contact non-school district individuals or agencies in order to investigate or obtain additional information or to verify report information.

h. Failure to Report

Any employee or volunteer who fails to report sexual misconduct, abuse, or neglect as provided by this regulation will be subject to discipline. Any employee or volunteer who knowingly and willfully violates the provisions of NRS 432B.220 concerning reports of sexual misconduct, abuse, or neglect is guilty of a misdemeanor (see NRS 432B.240).

i. Immunity from Civil and Criminal Liability

Immunity from civil or criminal liability extends to District employees and volunteers who in good faith make mandatory reports ~~on behalf of a victim of acts of abuse, neglect or violence~~ or perform other acts set forth under NRS 432B. See NRS 432B.160 for details and exceptions.

GBB2-AR-EX1

Mineral County School District

Hawthorne, Nevada 89415

"We All Learn/Teach"
"No'oko numu tunedooe"'

SUSPECTED CHILD ABUSE REPORTING FORM (NRS 432B.220)

A REPORTING PARTY	Name and Title:	School:	School Address:
	Phone Number:	Date of Report:	
	Signature of Reporting Party:		

B REPORT SENT TO	☐ (NAME OF AGENCY) (ADDRESS) (ADDRESS) (PHONE) Official Contact: _____ Date/Time:	☐ (NAME OF AGENCY) (ADDRESS) (ADDRESS) (PHONE) Official Contact: _____ Date/Time:	☐ (NAME OF AGENCY) (ADDRESS) (ADDRESS) (PHONE) Official Contact: _____ Date/Time:

C VICTIM	Name (Last, First, Middle)		DOB
	Address		Sex
	Present Location of Child		Phone Number
SIBLINGS	*Name*	*School*	*DOB*
	1.		
	2.		
	3.		

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PARENT/GUARDIAN	D	Name	Relationship	Phone Number
		Address		
		Name	Relationship	Phone Number
		Address		

INCIDENT INFORMATION	E	☐ If necessary, attach extra sheet. Check box if there are additional attachments.		
		Alleged Perpetrator	Place of Incident	Phone Number
		Relationship	Address	
		Check One: ☐ Occurred ☐ Observed	If child was out of home care at time of incident, check one: ☐ Group Home Institute ☐ Foster Care ☐ Other:	Type of abuse, check one: ☐ Physical ☐ Mental ☐ Sexual Assault ☐ Neglect ☐ Other:
		Narrative Description:		
		Note: (e.g., other relatives, persons who can help, other family problems, employment, etc.)		
		Summarize what the child said happened:		
		Explain known history of similar incident(s) for this child:		

**Attach IC Summary Page to report

GBB4-AR

Code: GBB4-AR
Adopted: April 8, 2025

Employee Bullying

1. Implementation of Policy

The District will not tolerate any form of bullying. The District defines bullying as repeated mistreatment of one or more persons by one or more perpetrators that takes one of the following forms:

- Verbal abuse or mistreatment;
- Offensive conduct/behaviors (including nonverbal, physical, and cyber-bullying) which are threatening, humiliating, or intimidating, or
- Work interferences, such as sabotage, which prevents work from getting done.

2. Purpose

The purpose of this policy is to communicate to all employees, including supervisors and managers, that the District will not tolerate bullying behavior. Employees found in violation of this policy will be subject to disciplinary action, up to and including termination.

3. Prohibited Behaviors/Conduct

The District considers the following types of behavior/conduct examples of bullying (this list is not all-inclusive):

- Verbal Bullying including slandering, ridiculing or maligning an employee or an employee's family; persistent name calling which is hurtful, insulting, or humiliating; yelling, screaming, and cursing; chronic teasing; belittling opinions or constant criticism.
- Physical Bullying including pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to an employee's work area or property.
- Nonverbal Bullying including nonverbal threatening gestures or glances which convey threatening messages; threatening actions; socially or physically excluding or disregarding a person in a work-related activity.
- Cyber-bullying including repeatedly tormenting, threatening, harassing, humiliating, embarrassing, or otherwise targeting an employee using email, instant messaging, text messaging, social media, or any other type of digital technology.
- Workplace Interference including sabotaging which prevents work from getting done; deliberately tampering with a person's work area or property; unreasonably assigning menial tasks outside of a person's normal job duties.

If the alleged bullying could constitute sexual harassment under Title IX, the GBB27 policy and administrative regulations apply rather than the GBB4 policy and administrative regulations.

4. Dealing with Allegations of Bullying

- Process

  Employees or applicants who believe they are being bullied by another (e.g. employee, volunteer, customer, vendor, contractor, etc.), as well as those who believe they have witnessed another employee, volunteer, customer, or member of the public being subjected

to bullying behavior, have an affirmative duty to bring the situation to the attention of the administrator/supervisor.

- Administrator/Supervisor Responsibilities

An administrator/supervisor is required to report this information to the District's Human Resources Manager, or Superintendent immediately.

- Investigation

Upon being made aware of allegations or complaints of bullying, the District will ensure that such allegations or complaints are investigated where deemed necessary.

The District will make efforts to ensure that all investigations are kept as confidential as reasonably possible. The District will release information obtained only to those individuals with need-to-know business or involved in the investigation and the administration of the complaint, or as required by law.

The individual who made the initial complaint, as well as the individual against whom the complaint was made, will be made aware that the investigation is completed and appropriate action, if any, has been taken.

If it is determined that bullying has occurred, the District will take appropriate action. The District will also initiate action to deter any future prohibited conduct/ behavior(s) from occurring.

5. Prohibition Against Retaliation

The District will not tolerate any retaliation by management or by any other employee against employees who exercises rights under this policy. Any employees who believe they have been retaliated or discriminated against in any manner whatsoever as a result of having filed a complaint, assisted another employee in filing a complaint, or participated in an investigative process should notify the Human Resources Manager or Superintendent immediately. The District will promptly investigate and deal appropriately with any allegation of retaliation.

GBB26-AR

Code: GBB26-AR
Adopted: April 8, 2025

Social Networking (Social Media)

Social media includes all means of communicating or posting information or content of any sort on the Internet, including but not limited to employee's own or District's video or website posting, social networking sites such as Facebook, LinkedIn, personal blogs, personal websites, or other similar forms of online communication journals, diaries, or personal newsletters not affiliated with the District.

Unless specifically instructed, employees are not authorized and, therefore, restricted to speak on behalf of the District. Employees are expected to protect the privacy and well-being of the District, its employees, and students. Employees are prohibited from disclosing confidential student, employee, and non-employee information as outlined in *Confidential Information* policy and any other non-public information to which employees have access to the extent such discussion or disclosures are not protected under state or federal law.

1. Social Media Post Disclaimer

   Social media postings by employees from District email addresses should contain the following disclaimer stating that the opinions expressed are strictly their own and not necessarily those of District, unless the posting is in the course of business duties: *Any views or opinions presented in this message are solely those of the author and do not necessarily represent those of District.* Employees of District are expressly required not to make defamatory statements and not to infringe or authorize any infringement of copyright or any other legal right by electronic communications.

   Any such communication is contrary to District policy and outside the scope of the employment of the individual concerned. The District will not accept any liability in respect of such communication, and the employee responsible will be personally liable for any damages or other liability arising.

2. District Monitoring

   Employees are cautioned there is no expectation of privacy while using District's Internet, equipment, or facilities for any purpose, including authorized posting or editing to social networking sites. Employee's posting can be viewed by anyone, including the District. The District reserves the right to monitor its Internet, equipment, and facilities that are used to post comments or discussions about the District or its employees on social networking sites. The District may use search tools and software to monitor use of its Internet, equipment, and facilities, including for posting to social networking sites.

   The District reserves the right to use content management tools to monitor, review, or block content on District Internet, equipment, and facilities including social networking sites that violate this policy. Employees consent to such monitoring by acknowledgment of this policy and use of the District's IT resources and systems.

3. Reporting Violations

   Employees should report any actual or perceived violations of this policy to one's immediate supervisor, manager, human resources, or Superintendent.

   Employees must report any suspected phishing attempts, ransomware infections, or social engineering attempts through the Phish Alert Button (PAB) on their email app, and/or to the IT department immediately.

4. Discipline for Violations

   The District will investigate promptly and respond to all reports of violations of the *Social Networking* policy and other related policies. Violation of the District's *Social Networking* policy may result in disciplinary action, up to and including termination. The District reserves the right to take legal action against employees who engage in prohibited or unlawful conduct.

5. Authorized District Social Networking

   The goal of authorized social networking is to become a part of the community conversation and promote web-based sharing and exchange of District information and feedback from members of the public. Authorized social networking is used to convey information about District operations and services; promote and raise awareness of the organizational culture; search for potential new equipment and training tools; communicate with other employees, parents, members of the public, and interested parties; issue or respond to breaking news or other matters of public interest; and discuss organization-specific activities and events.

   When social networking, the District must ensure that use of these communication paths maintain honesty, integrity, courteousness, and reputation while minimizing actual or potential legal risks, whether used inside or outside the workplace.

6. Rules and Guidelines

   The following rules and guidelines apply to entries made on all District-related social networking sites:

   - Only authorized employees can prepare and modify content for the District's social networking sites. If an employee is required to use social media as part of assigned job duties, for District's marketing, public relations, recruitment, communications, or other business purposes, the content must be relevant, add value, and be approved by the District in advance of posting. If uncertain about any information, material, or conversation, the employee shall contact the supervisor, or manager, human resources, or superintendent to discuss the content.

   - All social media accounts created for district activities, clubs, teams, and classes must be established, maintained, and periodically audited by the district, using official district email addresses. These accounts must not be linked to or administered through personal employee social media accounts to ensure proper oversight, continuity, and compliance with district policies.

   - The District owns all social media accounts used on behalf of District or otherwise for business purposes, including any and all log-in information, passwords, and content, regardless of the employee that opens the account or uses it, and will retain all such information and content regardless of separation of any employee from employment with District. If an employee's job duties require one to speak on behalf of District in a social media environment, the employee must still seek approval for such communication from the site administrator who may require the employee to receive training before posting and may impose certain requirements and restrictions regarding the employee's social media activities.

   - All employees must identify themselves as employees of the District when posting comments or responses on the District's social networking sites. If an employee is contacted to comment about the District for publication, including any social media outlet, the request should be directed to

the site administrator or superintendent who will then determine the response to be provided on behalf of the District.

- Any copyrighted information where written reprint authorization has not been obtained in advance cannot be posted.
- All employees of the District are responsible for ensuring all social networking information complies with the District's written policies. Management is authorized to remove any content posted on a District social media site that does not meet the rules and guidelines of this policy, any other District policy, or that may be illegal, prohibited, or offensive. Removal of such content will be done at the discretion of the District without permission or advance warning.
- The District expects all District-authorized guests of social networking sites to abide by all rules and guidelines of this policy. The District reserves the right to remove, without advance notice or permission, all guest content considered malicious, defaming, obscene, threatening, or intimidating. The District also reserves the right to take legal action against guests who engage in prohibited or unlawful conduct.
- Employees must not expose themselves or the District to legal risk by using a social media site in violation of its terms of use. Review the terms of use of all social media sites visited to ensure compliance with those terms of service.

7. Personal Social Networking Sites

The District respects the right of employees to use social networking sites and does not want to discourage employees from self-publishing and self-expression. However, employees are expected to follow the rules and guidelines as set forth in this policy to provide a clear line between the employee as the individual and/or as an employee of the District. In accordance with provision of NRS 613.135, the District will not request usernames and passwords for personal social media accounts. This policy applies to all board members, management, employees, and volunteers.

The District does not discriminate against employees who use these sites for personal interests and affiliations or other lawful purposes.

Commenters are personally responsible for their commentary on social networking sites, and can be held personally liable for commentary that is considered malicious, defamatory, obscene, threatening, intimidating, or libelous by any offended party, not just the District. Remember that what is published might be available to be read by the masses (e.g., the District, future employers, social acquaintances) for a long time. Employees should keep this in mind before posting content.

Employees are prohibited from using District equipment, including computers, licensed software or other electronic equipment, or facilities on work time to conduct personal social networking activities. Employees are prohibited from using their work email address to register on social networking sites utilized for personal use.

Employees shall not use social networking sites to harass, threaten, discriminate, or disparage against employees, students, or anyone associated with or doing business with the District. Social media should never be used in a way that violates any other District policies or employee obligations. If an employee's social media activity would violate any of the District's policies in another forum, it will also violate them in an online forum.

If an employee chooses to identify oneself as an employee of District, note that some readers may view the employee as a spokesperson for the District. Because of this possibility, the employee is required to comply with the *Social Media Post Disclaimer (Any views or opinions presented in this message are solely those of the author and do not necessarily represent those of District)* policy.

Employees should use good judgment about what is posted on social media and remember that anything posted can reflect on the District, even if a disclaimer is used. Employees should always strive to be accurate in their communications about District and remember that posted statements and materials have the potential to result in liability for the employee and the District. District encourages professionalism and honesty in social media and other communications.

Employees cannot post the name, trademark, or logo of the District or any business with a connection to the District. Employees cannot post District-privileged information, including copyrighted information or District-issued documents.

Authorized employees posting to District-owned social media accounts may not post photographs of other employees, volunteers, members of the public, vendors, suppliers, students on the District premises, nor can employees post photographs of persons engaged in District business without prior authorization by immediate supervisor, manager, human resources, or superintendent. Any sharing of student images must comply with the Family Education Rights and Privacy Act (FERPA) and district policies, and should only be done through authorized district-managed platforms with appropriate permissions.

Employees cannot post any advertisements or photographs of District products and services, nor use the District in advertisements without disclosing the employees' connection to the District.

Employees cannot link from a personal social networking site to the District's internal or external websites without proper authorization.

This policy is not intended to restrict communications or actions protected or required by state or federal law.

8. Media Contacts

   If contacted by the media, press, or any other public news source about employees' post that relates to District business, employees are required to obtain written approval from the immediate supervisor, manager, human resources, or superintendent prior to responding, on behalf of the District.

9. Prohibition Against Retaliation

   The District will not tolerate any retaliation by management or by any other employee against an employee who reported a violation of this policy or cooperating with an investigation. Employees who believe they have been retaliated against in any manner whatsoever, should immediately notify the Human Resources Manager/EEO Officer. The District will promptly investigate and deal appropriately with any allegation of retaliation.

GBB27-AR

Code: GBB27-AR
Adopted: April 8, 2025

Nondiscrimination on the Basis of Sex Under Title IX

The District has established a grievance process to provide prompt and equitable resolution of reports and complaints of sexual harassment in violation of Title IX.

Any individual who is unsure about whether sexual harassment in violation of Title IX has occurred and/or which complaint procedure applies is encouraged to contact the Title IX Coordinator:

Hope Blinco, Human Resource Manager/Title IX Coordinator
Mineral County School District
751 A Street
P.O. Box 1540
Hawthorne, NV 89415
775-945-2403
www.nvmcsd.org

1. Definitions

For purposes of this Title IX grievance process, the following definitions apply:

a. "Actual knowledge" means notice of sexual harassment or allegations of sexual harassment to the District's Title IX Coordinator, or to any official of the recipient who has authority to institute corrective measures on behalf of the District, or to any employee of an elementary or secondary school in the District. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual notice. This standard is not met when the only official of the District with actual knowledge is the respondent. The mere ability or obligation to report sexual harassment or to inform a student about how to report sexual harassment, or having been trained to do so, does not qualify an individual as one who has authority to institute corrective measures on behalf of the District.

"Notice" as used in this paragraph includes, but is not limited to, a report of sexual harassment made verbally or in writing to the Title IX Coordinator.

b. "Complainant" is an individual who is alleged to be the victim of conduct that could constitute sexual harassment. The District treats a person as a complainant and refers to a person as a complainant any time the District has notice that the person is alleged to be the victim of conduct that could constitute sexual harassment, regardless of whether the person reported, or a third party reported the sexual harassment, and irrespective of whether the complainant ever chooses to file a formal complaint.

c. "Education program or activity" includes locations, events, or circumstances over which the District exercises substantial control over both the respondent and the context in which the sexual harassment occurs.

d. "Formal complaint" is a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the District investigate the allegation of sexual harassment. There is no time limit or statute of limitations on a complainant's decision to file a formal complaint.

At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the District with which the formal complaint is filed.

The phrase "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the District) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.

Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under Title IX regulations.

e. "Respondent" is an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

f. "Sexual harassment" means conduct on the basis of sex that satisfies one or more of the following:

- A school employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in welcome sexual conduct (i.e., *quid pro quo*); or
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
- Sexual assault as defined in the federal Clery Act, or dating violence, domestic violence, or stalking as defined in the federal Violence Against Women Act (VAWA).

"Sexual assault" as defined in the Clery Act means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

"Dating violence" as defined in the VAWA means violence committed by a person (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship will be determined based on a consideration of the following factors: (i) The length of the relationship. (ii) The type of relationship. (iii) The frequency of interaction between the persons in the relationship.

"Domestic violence" as defined by the VAWA includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family laws of the jurisdiction.

"Stalking" as defined by the VAWA means engaging in a course of conduct directed at a specific person that would cause a reasonable person to – (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

g. "Supportive measures" means:

- Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, without fee or charge, to the complainant or respondent, before or after the filing of a formal complaint or where no formal complaint has been filed.
- Supportive measures are designed to restore or preserve access to the District's education program or activity, without unreasonably burdening the other party; protect the safety of all parties and the recipient's educational environment; or deter sexual harassment.
- Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of campus, and other similar measures.
- The District will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the District to provide the supportive measures.
- The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

2. Title IX Grievance Procedures

a. Reporting Sexual Harassment, Including Allegations of Sexual Harassment

- District employees who have reason to believe that a student or employee has been subjected to sexual harassment, including allegations of sexual harassment, are required to promptly make a report to the District's Title IX Coordinator. The report must be made as soon as practicable, but not later than a time during the same day on which the employee became aware of an incident of sexual harassment, or an allegation of sexual harassment. Reports by District employees must be made in person, by telephone, and/or by email to the Title IX Coordinator. Failure to report such incidents may result in disciplinary action.
- Any person may report sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sexual harassment) in person, by mail, by telephone, or by email, using the contact information listed above for the District's Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.
- A report of sexual harassment may be made at any time, including during non-business hours.
- Title IX complaints may also be made directly to the Regional Civil Rights Director, U.S. DOE, Office for Civil Rights, Region X, 915 Second Ave., Room 3310, Seattle, WA 98174-1099.
- Individuals will not be retaliated against for reporting sexual harassment or for participating in an investigation. Retaliation is illegal under Title IX and any retaliation

will result in disciplinary actions, up to and including termination for employees or expulsion for students.

b. Addressing Supportive Measures

If the individual making the report is the complainant[1] or if the complainant is identified by the individual making the report, the Title IX Coordinator will meet with the complainant to discuss supportive measures that may be appropriate in the particular circumstances and explain the process for filing a formal complaint.

- Supportive measures are individualized measures designed to ensure the complainant (alleged victim) can continue to access educational program and activity, including employment (such as requiring no contact between individuals or changing classes)
- Supportive measures may be continued even if the complainant chooses not to file a formal complaint, if appropriate under the circumstances

c. Filing a Formal Complaint

- A complainant may file a formal written complaint requesting investigation of alleged Title IX sexual harassment with the Title IX Coordinator. A formal written complaint may be filed by the parent/legal guardian of a student complainant. The written complaint must include basic information concerning the allegation of sexual harassment, including date, time, location, individual(s) who allegedly engaged in sexual harassment, and a description of the allegation. Students or employees who need assistance in preparing a formal written complaint should contact the District's Title IX Coordinator.
- In certain circumstances, the Title IX Coordinator may file a formal complaint even when the complainant chooses not to file. Examples include if the respondent (person alleged to have engaged in sexual harassment) has been found responsible for previous sexual harassment or there is a safety threat within the school. In such cases, the complainant (alleged victim) is not a party to the case, but will receive notices as required by the Title IX regulations at specific points in the complaint process.
- The Title IX Coordinator must dismiss a formal complaint under this procedure if: (a) the conduct alleged in the formal complaint does not constitute sexual harassment under the Title IX regulations and this policy; or (b) if the conduct alleged did not occur within the scope of the District's education program and activity, or (c) the conduct did not occur in the United States.
- The Title IX Coordinator may dismiss a formal complaint under this procedure if: (a) a complainant withdraws the formal, or withdraws particular allegations within the complaint; (b) the respondent is no longer employed by or enrolled in the District; or (c) there are specific circumstances that prevent the District from gathering evidence sufficient to reach a determination regarding the formal complaint. However, if the conduct potentially violates other policies or laws, it may be addressed through the applicable Board policy/procedure.

[1] A "complainant" is defined under Title IX as an individual who is alleged to be the victim of conduct that constitute sexual harassment, regardless of whether that person is the person who makes a report of sexual harassment, and regardless of whether the complainant ever chooses to file a formal complaint.

- If a formal complaint is dismissed under this procedure, the Title IX Coordinator will promptly and simultaneously send written notices to the parties explaining the reasons. Parties may appeal dismissals in accordance with the *Appeals Procedure* below.

d. Emergency Removal or Administrative Leave

- The Superintendent or designee will undertake an individualized safety and risk analysis to determine whether there is an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment. Examples may include, but are not limited to, a continued threat of violence against a complainant by a respondent, or a respondent's threat of self-harm due to the allegations.
- If the Superintendent or designee determines that an immediate threat exists, a respondent may be immediately removed from the education program or activity. The Superintendent or designee will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. This is an opportunity to be heard, not a hearing.
- The District may place a non-student employee respondent on administrative leave during the pendency of the grievance process.
- Any decision to remove a respondent from an education program or activity, or to place a non-student employee on administrative leave, must comply with District policies and administrative regulations, CBAs, and applicable federal or state law, including but not limited to student discipline laws and the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act.

e. Notice to Parties of Formal Complaint

- Within five business days after the filing of a formal complaint (filed by the complainant or signed by the Title IX Coordinator), the Title IX Coordinator will provide to the parties written notice of the formal complaint and allegations of sexual harassment potentially constituting prohibited conduct under Title IX. The notice will include:

  i. Notice regarding the complaint procedure and the availability of an informal resolution process if the Title IX Coordinator believes the circumstances are appropriate.

  ii. Sufficient details known at the time (including identities of parties, if known; the conduct alleged; and the date and location of the alleged incident, if known), with sufficient time to prepare before any initial interview. No interview will be conducted until at least five business days after the date notice has been provided to the parties.

  iii. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination of responsibility will be made at the conclusion of the grievance process.

  iv. Notice that the parties may each have an advisor of their choice (who may be an attorney), and that the parties may inspect and review evidence.

  v. Notice that knowingly making false statements or submitting false information during the grievance process is prohibited and may result in disciplinary action.

vi. Notice of the name of the investigator, with notice that parties must raise concerns of conflict of interest or bias within two business days after the date notice has been provided to the parties. The Title IX Coordinator will resolve concerns of conflict of interest or bias within two business days after receipt of a party's objections.

- If additional allegations become known at a later time, notice of the additional allegations will be provided to the parties.
- The Title IX Coordinator will initiate or continue discussions with the complainant and the respondent regarding the provision of supportive measures.

f. Informal Resolution Process

After a formal complaint has been filed, if the Title IX Coordinator believes the circumstances are appropriate, the Title IX Coordinator may offer the parties the opportunity to participate in an informal resolution process to resolve the complaint without completing the investigation and determination process. Informal resolutions cannot be used to resolve a formal complaint where a student is the complainant, and the respondent is an employee.

Informal resolutions can take many forms, depending on the particular case. Examples include, but are not limited to, facilitated discussions between the parties; mediation; restorative justice; acknowledgment of responsibility by a respondent; apologies; or supportive measures.

If the Title IX Coordinator determines that informal resolution is available to the parties, the Title IX Coordinator will provide the parties a written notice disclosing the allegations in the formal complaint, and stating the following:

1. The Title IX Coordinator has determined that informal resolution is available to the parties.
2. The parties must voluntarily agree in writing to participate in an informal resolution process.
3. At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.
4. If an informal resolution agreement is reached, it must be signed by both parties and the Title IX Coordinator.
5. Any such signed agreement is final and binding according to its terms. Once an agreement has been reached, the District will not resume the formal complaint process, nor initiate or allow either party to initiate another formal complaint process addressing any allegations resolved in the informal resolution process or arising out of the same facts or circumstances as any allegations resolved in the informal resolution process.
6. If an informal resolution process does not resolve the formal complaint, nothing from the informal resolution process will be considered as evidence in the subsequent investigation or determination.

g. Investigation

1. The formal complaint will be investigated by a trained internal or external individual designated by the Title IX Coordinator. Any complaint about an employee who holds a supervisory position will be investigated by a person who is not subject to that supervisor's authority. Any complaint about the Superintendent will be submitted to the Chair of the Board, who will consult with legal counsel concerning the handling and investigation of the complaint.
2. The investigator will consult with the Title IX Coordinator as necessary during the investigation process.
3. If the complaint is against an employee of the District, rights conferred under an applicable CBA will be applied, to the extent they do not conflict with the federal Title IX regulatory requirements.
4. Privacy rights of all parties to the complaint will be maintained in accordance with applicable state and federal laws.
5. The investigator will:

- Meet with each party after they have received appropriate notice of any meeting and its purpose, with sufficient time to prepare.
- Allow parties to have their advisor at all meetings related to the complaint, although advisors may not speak on behalf of a party or interfere with the process.
- Allow parties a reasonable opportunity to identify witnesses and submit favorable and unfavorable evidence.
- Interview witnesses and conduct such other activities that will assist in ascertaining facts (e.g., site visits, review of documents).
- Consider the evidence that is relevant and directly related to the allegations in the formal complaint.
- During the course of the investigation, provide both parties with an equal opportunity to inspect and review any evidence that is obtained in the investigation that is directly related to the allegations in the formal complaint (including evidence which the District does not intend to rely upon in reaching a determination of responsibility), and favorable and unfavorable evidence.
- Within 10 business days of resolving any objection to the investigator, and prior to the completion of the investigation report, provide each party and advisor (if any) the evidence subject to inspection and review, and provide the parties with 10 business days to submit a written response. The evidence subject to inspection and review includes any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the District does not intend to rely in reaching a determination regarding responsibility, and inculpatory or exculpatory evidence whether obtained from a party or other source.
- Consider the parties' written responses to the evidence prior to completing the investigation report.

- Within ten business days of receiving the parties' written responses to the evidence, create an investigative report that fairly summarizes relevant evidence and send the report to the parties and advisors (if any) for them to review and provide written responses within 10 business days of receipt of the investigative report.
- After receipt of the parties' written responses (if any), forward the investigation report and party responses to the assigned decision-maker.

6. The investigation report and party responses will be forwarded to the assigned decision-maker within 60 business days of the date a formal complaint is filed, if practicable. A temporary, short-term delay or extension of time for good cause will be allowed.

h. Determination of Responsibility

1. The decision-maker cannot be the investigator or Title IX Coordinator.
2. Within five business days of receiving the investigation report and party responses, the decision-maker will provide notice to the parties that they have five business days to submit written, relevant questions that the party wants asked of another party or witness.
3. Within five business days of receipt of all questions, the decision-maker will provide relevant questions to parties/witnesses for response. A party/witness will be given five business days to respond to the relevant questions asked by another party. If the decision-maker excludes a question as not relevant, the decision-maker will explain that decision to the party who proposed the question.
4. Within five business days of receipt of all responses, the decision-maker will provide the responses to the parties. A party will be given an additional five business days to ask limited written, relevant follow-up questions that the party wants asked of another party or witness.
5. Within five business days of receipt of all follow-up questions, the decision-maker will provide relevant questions to parties/witnesses for response. A party/witness will be given five business days to respond to the follow-up questions asked by another party. The decision-maker will send each party a copy of the responses to any follow-up questions.
6. The decision-maker will review the investigation report, the parties' responses and other relevant materials, and apply the preponderance of the evidence standard ("more likely than not") when making a determination.
7. Within five business days of receipt of the responses to follow-up questions, the decision-maker will issue a written determination, which will include the following:
   - Identification of all the allegations potentially constituting sexual harassment as defined in the Title IX regulations and this policy;
   - A description of the procedural steps taken from receipt of the formal complaint through the determination, including notifications to the parties, interviews with the parties and witnesses, site visits, methods used to gather evidence, and meetings held;

- A determination regarding responsibility as to each allegation and findings of fact supporting the determination;
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and whether remedies designed to restore or preserve equal access to the District's program and activity will be provided to the complainant; and
- The District's appeal procedure and permissible bases for the parties to appeal the determination.

8. The written determination will be provided to the parties simultaneously. The determination concerning responsibility becomes final either on the date that the District provides the parties with the written determination of the results of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which the appeal would no longer be considered timely.
9. The written determination will be provided to the parties within 45 business days of the date the investigation report was provided to the decision-maker. A temporary, short-term delay or extension of time for good cause will be allowed.

i. Remedies, Discipline and Other Actions

It is the intent of the Board that appropriate corrective action will be taken by the District to stop sexual harassment, prevent its recurrence and address negative consequences. The age and maturity of any student(s) involved and other relevant factors will be considered in determining appropriate action.

Any school employee or student that is found to have violated this policy will be subject to action including, but not limited to, warning, remedial training, education or counseling, suspension, exclusion, expulsion, transfer, or termination. Students who violate this policy will be disciplined in accordance with District policies and procedures for discipline, suspension, and expulsion.

Any remedy, discipline, or other action imposed on a student or employee will comply with District policies and administrative regulations, CBAs, and applicable federal or state law.

1. Remedies

   Remedies are measures used to ensure that the complainant has equal access to the District's education program and activity following the decision-maker's determination. Such remedies may include supportive measures, and may include other appropriate measures, depending upon the determination and the needs of the complainant. The Title IX Coordinator is responsible for implementing remedies and providing any needed assistance to the complainant.

2. Discipline and Other Actions – Students

   Following are the types of discipline and other actions that may be imposed on a student when there is a determination that the student is responsible for one or more violations involving sexual harassment:

   - In-school or out-of-school suspension
   - Expulsion

- Restorative justice
- Requirement to engage in education or counseling program

3. Discipline and Other Actions – Employees

   Following are examples of the types of disciplinary actions that may be imposed on an employee when there is a determination that the employee is responsible for one or more violations involving sexual harassment:

   - Written warning
   - Probation
   - Demotion
   - Suspension without pay
   - Dismissal
   - Performance improvement plan
   - Counseling
   - Training
   - Loss of leadership/stipend positions

j. Appeals

The person deciding an appeal cannot be the decision-maker, investigator, or Title IX Coordinator.

The parties may appeal a determination regarding responsibility, and from dismissals of formal complaints. Appeals are allowed on the following grounds:

1. A procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal of the formal complaint was made, that could affect the outcome of the matter; or
3. The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against complainants or respondents generally, or the individual complainant or respondent, that affected the outcome of the matter.

An appeal must be filed in writing within five business days of receiving the determination, stating the grounds for the appeal and including any relevant documentation in support of the appeal. Appeals submitted after this deadline are not timely and will not be considered.

Appeals must be filed with the Superintendent, who will consider the appeal.

Within five business days of receipt of the appeal, the Superintendent will notify the other party in writing of the appeal and will allow both parties to submit a written statement in support of, or challenging, the determination of the decision-maker. Parties will be given five business days to submit statements.

The Superintendent will conduct an impartial review of the appeal, including consideration of the written record of the matter, and may consult with legal counsel or other District officials in making the decision.

Within 15 business days of receipt of the appeal, the Superintendent will issue a written decision describing the result of the appeal and rationale for the result, and provide the written decision simultaneously to the parties. The decision will either deny the appeal; grant the appeal and remand to the decision-maker for further consideration; or grant the appeal by revising the disciplinary or other action(s). A temporary, short-term delay or extension of time for good cause will be allowed.

k. Records

Records in connection with sexual harassment reports and the grievance process will be maintained for a minimum of seven years, including:

1. Any disciplinary sanctions imposed on the respondent and any remedies provided to the complainant designed to restore or preserve equal access to the District's education program or activity;
2. Any appeal and the result therefrom;
3. Any informal resolution and the result therefrom; and
4. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The training materials will be made publicly available on the District's website.

GBB28-AR

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Adopted: April 8, 2025

Discrimination Based on Race, Student Bullying, and Cyberbullying – Safe and Respectful Learning Environment

1. Discrimination Based on Race

   Discrimination based on race is defined in state law as follows:

   "Discrimination based on race" means any single or repeated or pervasive act or acts, whether targeted to a specific person or targeted in general 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 that occurs in person, online or in any other setting including, without limitation, in a course of distance education.

2. Bullying

   Bullying is defined in state law as follows (NRS 388.122):

   "Bullying" means written, verbal, electronic expressions, or physical, acts or gestures, or any combination thereof, directed at a student or group of students, or a single severe and willful act or expression, directed at a student or a group of students and

   a. Have the effect of:

      i. Physically harming a student or damaging the property of a student; or

      ii. Placing a student in reasonable fear of physical harm to the student or damage to the property of the student; or

   b. Interfere with the rights of a student by:

      i. Creating an intimidating or hostile educational environment for the student; or

      ii. Substantially interfering with the academic performance of a student 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:

      i. 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 student; or

      ii. Association of a student with another student having one or more of those actual or perceived characteristics.

   The term 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 student (if the behavior is directed towards a District employee, it may be covered in the Fair Employment Practices section);

- Behavior that is intended to harm another student by damaging or manipulating 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 student, to a student's possessions or to other students, whether such threats are transmitted verbally, electronically, or in writing;
- Blackmail, extortion, 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 student or property.

The term does not include expressions, acts, or gestures which are engaged in as part of a mutual disagreement or conflict.

3. Cyberbullying

   Cyberbullying is defined in state law as follows (NRS 388.123):

   "Cyberbullying" 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.

   Electronic communication means 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 (NRS 388.124).

   Sexual image means any visual depiction, including without limitation, any photograph or video, of a minor simulating or engaging in sexual conduct or of a minor as the subject of a sexual portrayal (NRS 200.737).

   Sexual portrayal means the depiction of a student in a manner which appeals to the prurient interest in sex and which does not have serious literary, artistic, political, or scientific value (NRS 200.700).

4. Requirements and Methods for Reporting Violations of NRS 388.1351

   Any District employee who witnesses or receives information, formal or informal, written or oral, that discrimination based on race, bullying and/or cyberbullying has occurred at school, at a school-sponsored event, or on a school bus in respect to a student, shall report the incident(s) to the principal or the principal's designee as soon as practicable, but not later than the close of business on the same day. If the report involves a school principal, the District Superintendent, or a member of the Board of Trustees, the reporter shall make a report directly to the Human Resources Manager. **The report of a violation must be made to the principal or designee noted above on the day which the employee witnessed the violation or received information regarding the occurrence of a violation.** Each school principal shall advise employees of the means by which the principal may be contacted on any day when an employee witnesses a violation or receives information that a violation of NRS 388.135 has occurred.

Knowingly or intentionally failing to report a violation of NRS 388.1351 is a basis for which a teacher may be suspended, dismissed, or not reemployed and an administrator may be demoted, suspended, dismissed, or not reemployed under NRS 391.750.

5. If the alleged bullying or cyberbullying based on sex could constitute sexual harassment under Title IX, the *Nondiscrimination on the Basis of Sex Under Title IX* policy and administrative regulations apply rather than the *Discrimination Based on Race, Student Bullying, and Cyberbullying – Safe and Respectful Learning Environment* policy and administrative regulations.

6. Investigation Requirements

   Upon receiving a report of a violation, the principal or designee shall immediately take any necessary action to stop the discrimination based on race, bullying, or cyberbullying, and ensure the safety and well-being of the reported victim or victims of the bullying or cyberbullying and shall begin an investigation immediately into the report. If the principal or designee does not have access to the reported victim, they may wait until the next day when they have such access to take action. The investigation required must be completed, to the greatest extent practicable, within five school days after the principal or designee receives a report of a violation. If extenuating circumstances prevent the administrator or designee from completing the investigation within five school days after making a good faith effort, two additional school days may be used to complete the investigation. This timeline can be extended if there are alleged acts that constitute sexual assault.

   If a law enforcement agency is investigating a potential crime involving an alleged violation of discrimination based on race, bullying, or cyberbullying, the principal or designee may, after providing notification to the parents or guardians of all students directly involved in the reported discrimination based on race, bullying, or cyberbullying, defer their investigation until the completion of the criminal investigation by the law enforcement agency.

   If the administrator or their designee defers an investigation, they shall:

   - Immediately develop a plan to protect the safety of each student directly involved in the alleged violation; and
   - To the extent that the law enforcement agency has provided the administrator or designee with information about the projected date for completion of its investigation, provide the parents or guardians of each student directly involved in the alleged violation with that information.

7. Notification to Parents

   The principal or designee shall provide notification by telephone, electronic mail or other electronic means or in person to the parents or guardians of all students directly involved in the reported discrimination based on race, bullying, or cyberbullying. The notification must be provided:

   Before the school's administrative offices close on the day on which the bullying or cyberbullying is reported, if the discrimination based on race, bullying, or cyberbullying or discrimination based on race is reported before the end of school hours on a school day, or

Before the school's administrative offices close on the school day following the day on which the discrimination based on race, bullying, or cyberbullying is reported, if the discrimination based on race, bullying, or cyberbullying was reported on a day that is not a school day or after school hours on a school day.

To the extent that information is available, the principal or designee shall provide to each parent or guardian of a student directly involved a list of any resources that may be available in the community to assist the student as soon as practicable. Such a list may include, without limitation, resources available at no charge or at a reduced cost. The list may be provided in person or by electronic or regular mail. If such a list is provided, the principal, designee, or any employee of the school or the District is not responsible for providing such resources to the student or ensuring the student receives such resources.

8. Investigation Report

The principal or designee shall complete a written report of the findings and conclusions of the investigation. If a violation is found to have occurred, 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 board of trustees of the District. The report must be made available, not later than 24 hours after the completion of the written report, to all parents or guardians of students directly involved. If a violation is found not to have occurred, information concerning the incident must not be included in the record of the reported aggressor.

Not later than 10 school days after receiving the initial report of bullying or cyberbullying, the principal or designee shall meet with each reported victim of the bullying or cyberbullying to inquire about the well-being of the reported victim and to ensure that the reported discrimination based on race, bullying, or cyberbullying, as applicable, is not continuing.

The board of trustees, if requested by the parents or guardians, will assign a student who is a victim of bullying or cyberbullying to a different school in the District.

The provisions of NRS 388 do not apply to a violation of discrimination based on race, bullying, or cyberbullying committed by:

- A student with a disability whose Individual Education Program (IEP) addresses same or similar behaviors.
- A student who is enrolled in prekindergarten if the behavior is addressed through measures intended to modify the behavior of the student.
- An employee of a school or school district against another employee of a school or school district.
- An adult who is not a student or employee of a school or school district against another such adult.

9. Professional Development

The superintendent or designee shall develop methods of discussing the meaning and substance of the regulation with staff in order to help prevent discrimination based on race, bullying and cyberbullying. In addition to informing staff and students about the District policy, the

superintendent shall assure that the following professional development is provided to all administrators, principals, teachers, Board of Trustees, and other personnel employed by the District:

- Training in the appropriate methods to facilitate positive human relations among students by eliminating the use of discrimination based on race, bullying and cyberbullying so that students may realize their full academic and personal potential;
- Training in methods to prevent, identify, and report incidents of discrimination based on race, bullying, and cyberbullying;
- Training concerning the needs of students with disabilities and students with autism spectrum disorder;
- Methods to promote a positive learning environment;
- Methods to improve the school environment in a manner that will facilitate positive human relations among students; and
- Methods to teach skills to students so that the students are able to replace inappropriate behavior with positive behavior.

10. Reporting Requirements

The principal or designee will submit a monthly report to the superintendent that includes the number of:

- Reports received concerning incidents of bullying or cyberbullying;
- Reports received concerning incidents of discrimination based on race;
- Times in which a violation is found to have occurred; and
- Time in which no violation is found to have occurred.

PERSONNEL REPORT

Open Positions	*New Hire*	*Start Date*
MCHS SPED Teacher - Critical Shortage		
SES Teacher - Critical Shortage PreK		
Transportation Supervisor Critical Shortage		
OT - District Wide		
SLP - District Wide		
DO APEP/ISS		
MCHS/HJH Science	Alyssa Richmond*	
MCHS GEARUP	Kaiti Gentry	
MCHS/HJH PE	James Banken*	
SES - EL Para PT		
SES - At Risk Para Pro - new 2024-2025		
HES 6th Grade Teacher		
HES - SPED Para Pro		
LT Sub HES	Karen Watson	4/7/25
Transfer/Extra Duty	***Employee Name***	***Effective Date***
Resignations/Terminations	***Employee Name***	***Effective Date***
ALT ED	Tricia Schumann	EOS
MCHS/HJH PE	Warren Wood	EOS
SPED Teacher	Christy Romero Grant	EOS
Nurse	Holly Pellett	EOS
MCHS/HJH Para Pro	Kiara Jiminez	2/13/2025
SPED Teacher	Vici Cooper	3/25/2025
SES Custodian	Quenton McMasters	2/14/2025

Last updated 4/4/2025

Start of School (SOS)

End of School (EOS)

* pending NDE licensure

ACTION ITEM #2

Public Employees Retirement System of Nevada
693 W. Nye Lane, Carson City, NV 89703 (775) 687-4200 Fax (775) 687-5131
5740 S. Eastern Ave. Suite 120, Las Vegas, NV 89119 (702) 486-3900 Fax (702) 678-6934
Toll Free 1-866-473-7768 Website: www.nvpers.org Email: nvpers@nvpers.org

Critical Need Position Designation Form

Reemployment of a retired public employee pursuant to NRS 286.523 is limited to positions of extreme need. An employer who desires to employ a retired public employee to fill a position for which there is a critical labor shortage must make the determination of reemployment based upon appropriate and necessary delivery of services to the public. The critical need designation must be made by the designating authority of the agency in an open meeting. The designated authority shall not designate a position for more than 2 years. To be redesignated, the designating authority must consider and make new findings in an open public meeting as to whether the position continues to meet the criteria established by law. PERS will compile the forms received from each designating authority and provide a biennial report to the Interim Retirement and Benefits Committee (IRBC) of the Legislature.

Agency Contact: Hope Blinco Agency Phone: (775) 945-2403

Agency Name: Mineral County School District

Critical Need Position Title: Teacher

Effective Date of Critical Need Designation: 8/12/2025

In an open meeting the designating authority shall make findings based upon the below criteria that supports the designation using this form provided by PERS. Before making a designation, the designating authority shall consider all efforts made by the public employer to fill the position through other means. The written findings to be made by the designating authority must include:

History of the rate of turnover for the position: MCSD has maintained the current school nurse for 24 years - we have posted for additional PT in the past with no applicants

Number of openings for the position and the number of qualified candidates for those openings after all other efforts of recruitment have been exhausted: 1

Length of time the position has been vacant: Posted 4 months ago

Difficulty in filling the position due to special circumstances, including special education or experience required for the position: NDE Licensure with Nursing certificate - only a few candidates entering the field

History and success of the efforts to recruit for the position, including advertising, out-of-state recruitment and all other efforts made (include copies of advertising or electronic recruitment notices, specifying targeted geographic areas): advertised in house, local paper, DETR website, NV Rural jobs website local community board, fliers in businesses around town, job fairs in & out of state, word of mouth, Facebook, Linkedin, NDE website, District website & Frontline

ACTION ITEM #3

GBB/GBB1

Code: GBB/GBB1
Adopted: 03/10
Revised: April 8, 2025

GBB EMPLOYEE RELATIONS

Fair Employment Practices

The District recognizes the fundamental rights of applicants and employees to be assessed on the basis of merit. Recognition of seniority and current employment with the District may also be considered. Therefore, it is the policy of the District to provide equal employment opportunity for all applicants and employees. The District does not sanction or tolerate discrimination in any form on the basis of any protected class including race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, genetic information, veteran status, domestic partnership, political affiliation, membership in the Nevada National Guard, victims of domestic violence or sexual assault, or any other class that becomes protected by federal and/or state law.

If the alleged discrimination could constitute sexual harassment under Title IX, the *Nondiscrimination on the Basis of Sex Under Title IX* policy and administrative regulations apply rather than the *Fair Employment Practices* policy and administrative regulations.

The District will:

1. Recruit, hire, train, ~~and~~ promote for all job classifications, discharge, and discipline without regard to protected class membership ~~to race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, veteran status, genetic information, domestic partnership, or disability,~~ as well as to ensure that all compensation, benefits, transfers, layoffs, return from layoffs, District sponsored training, social, and recreation programs will be administered in conformance with the District's policy.

2. Comply with all applicable laws prohibiting discrimination in employment including Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Equal Employment Opportunity Act of 1972, the Immigration Reform and Control Act of 1986, the Americans with Disabilities Act, as amended, the Genetic Information Nondiscrimination Act of 2008, the applicable Nevada Revised Statutes on Equal Employment Opportunity (NRS 613), and any other applicable federal, state, and local statutory provisions.

3. Provide reasonable accommodation wherever the need for such is known by the District and/or the applicant or employee indicates a need for such reasonable accommodation, provided that the individual is otherwise qualified to perform the essential functions of the assigned job and the employee's performance of the assigned job duties does not pose a threat to the safety of him/herself or others as required by law or statute.

4. Hold all administrators or managers/supervisors responsible for ensuring personnel policies, guidelines, practices, procedures, and activities are in compliance with federal and state fair employment practices, statutes, rules, and regulations.

~~**Reference: NRS 613**~~

GBB2

Code: GBB2
Adopted: March 5, 2019
Revised: April 8, 2025

Prevention of Sexual Misconduct Toward Students, Mandatory Reporting of Child Abuse, Child Neglect, ~~or Violence~~ and Corporal Punishment

The District prohibits and will not tolerate any form of sexual misconduct (including lewdness, sexual abuse, sexual molestation, ~~and~~ sexual harassment, and luring of ~~other persons,~~ a child) child abuse, child neglect, or ~~violence~~ corporal punishment toward ~~any person (adults or~~ students (regardless of age) on the part of district employees, administrators, officials, volunteers, or third parties.

This policy expands upon, and is established in addition to, the District policy on anti-harassment. Because the District has a particular interest in maintaining ~~both adult and~~ student safety and well-being, it has established this additional policy to specifically address sexual misconduct, child abuse, child neglect, ~~or violence toward any person adults or~~ and corporal punishment toward students.

If the alleged discrimination could constitute sexual harassment under Title IX, the *Nondiscrimination on the Basis of Sex Under Title IX* policy and administrative regulations apply rather than the *Prevention of Sexual Misconduct Toward Students, Mandatory Reporting of Child Abuse, Child Neglect, and Corporal Punishment* policy and administrative regulations.

GBB4

Code: GBB4
Adopted: 12/08
Revised: April 8, 2025

Employee Bullying

~~GBB4. Employee, Board Member, Public Bullying (Revised 12/08)~~

~~The District defines bullying as repeated, inappropriate behavior, either direct or indirect, verbal, physical or otherwise, conducted by one or more persons against another or others, in the course of employment.~~

~~The purpose of this policy is to communicate to all employees, including supervisors and managers, that the District will not tolerate bullying behavior. Employees found in violation of this policy may be subject to disciplinary action. Members of the public found to be violating this policy may be removed from premises and subject to trespass orders.~~

~~Prohibited Conduct:~~

~~The District considers the following types of behavior examples of bullying (this list is not all-inclusive):~~

~~a. *Verbal Bullying*: Slandering, ridiculing or maligning an employee or his/her family; persistent name calling which is hurtful, insulting, or humiliating; yelling, screaming, and cursing; chronic teasing; belittling opinions or constant criticism.~~

~~a. *Physical Bullying*: Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to an employee's work area or property.~~

~~b. *Nonverbal Bullying*: Nonverbal threatening gestures or glances which convey threatening messages; threatening actions; socially or physically excluding or disregarding a person in a work related activity.~~

~~c. *Cyber Bullying*: Repeatedly tormenting, threatening, harassing, humiliating, embarrassing or otherwise targeting an employee using email, instant messaging, text messaging, or any other type of digital technology.~~

~~d. *Workplace Interference*: Sabotaging which prevents work from getting done; deliberately tampering with a person's work area or property; assigning menial tasks outside of a person's normal job duties.~~

The District is committed to a safe and respectful learning and work environment free from bullying. The District prohibits a member of the board of trustees, any employee of the District, including, without limitation, an administrator, principal, teacher, or other staff member or volunteer from engaging in bullying. The District will promptly investigate the allegations and will take disciplinary action when appropriate.

If the alleged bullying could constitute sexual harassment under Title IX, the GBB27 policy and administrative regulations apply rather than the GBB4 policy and administrative regulations.

It is the intent of this policy that all employees and volunteers of the District are entitled to maintain their own beliefs and to disagree respectfully without resorting to violence or bullying. This policy does not advocate nor require the acceptance of differing beliefs in a manner that would inhibit the freedom of expression, but does require that all persons with differing beliefs be free from harassment and abuse.

The superintendent shall use all reasonable means to inform employees that the District will not tolerate bullying. The superintendent will provide for the appropriate training of all employees employed by this District.

The District prohibits retaliation against any employees or volunteers because they made a report of bullying or because they testified, assisted, or participated in the investigation of such a report. Such retaliation is a violation of this policy prohibiting bullying and the District will take disciplinary action when appropriate. This policy applies to all employees, including full-time, part-time, casual/temporary/seasonal, elected officials, as well as volunteers and contract employees, and anyone else on the District's property.

GBB26

Code: GBB26
Adopted: November 20, 2018
Revised: April 8, 2025

Social Networking (Social Media)

The District takes no position on an employee's decision to start or maintain a blog or participate in other social networking activities. However, employees' use of social media can pose risks to District's confidential and proprietary information and reputation, can expose District to discrimination and harassment claims, and can jeopardize District's compliance with business rules and laws. To minimize these business and legal risks, to avoid loss of productivity and distraction from employees' job performance, and to ensure that the District's information technology (IT) resources and communications systems are used appropriately as explained ~~below~~ in GBB26-AR, District ~~expects its~~ employees ~~to~~ must adhere to the following guidelines and rules regarding social media use. The District's social networking policy includes rules, guidelines, and best practices for District-authorized social networking and personal social networking and applies to all District personnel policies.

GBB27

Code: GBB27
Adopted: April 8, 2025

Nondiscrimination on the Basis of Sex Under Title IX

1. Notice of Nondiscrimination on the Basis of Sex Under Title IX

   The District does not discriminate on the basis of sex in the education program and activity it operates. Title IX prohibits sex-based discrimination, including sexual harassment, in violation of Title IX of the Education Amendments of 1972. Title IX provides that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any school district education program or activity. The school district is required by Title IX not to discriminate in such a manner. Title IX applies to any school district education program or activity, whether such program or activity occurs on-campus or off-campus. The requirement not to discriminate in the school district's program or activity extends to employment.

   Sexual harassment by school employees is considered grounds for disciplinary action, up to and including termination. Sexual harassment by students is considered grounds for disciplinary action, up to and including expulsion.

2. Sexual Harassment Defined Under Title IX

   Sexual harassment is defined under the federal Title IX regulations as conduct on the basis of sex that satisfies one or more of the following:

   - A school employee, agent, or other person authorized by the District to provide an aid, benefit or service under the District's education program or activity explicitly or impliedly conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct (i.e., *quid pro quo*); or
   - Unwelcome sex-based conduct determined by a reasonable person to be so severe, or pervasive, and is subjectively and objectively offensive that it limits or denies a person's ability to participate in or benefit from equal access to the District's education program or activity; or
   - Sexual assault as defined in the federal Clery Act, or dating violence, domestic violence, or stalking as defined in the federal Violence Against Women Act (VAWA).

3. Reports and Complaints of Sexual Harassment

   The District must respond whenever any employee has notice of sexual harassment, including allegations of sexual harassment. Notice to a Title IX Coordinator or notice to an official with authority to institute corrective measures on the District's behalf or notice to any District employee charges a school with actual knowledge and triggers the District's response obligations.

   Because the District must respond whenever any employee has notice of sexual harassment, including allegations of sexual harassment, all District employees are required to report possible incidents of sexual harassment involving students and/or employees directly to the District's Title IX Coordinator as soon as practicable, but not later than a time during the same day on which the employee became aware of an incident of sexual harassment, including

allegations of sexual harassment. Reports by District employees must be made in person, by telephone, and/or by email. Failure to report such incidents may result in disciplinary action.

Any person other than a District employee may report sexual harassment including allegations of sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sexual harassment) in person, by mail, by telephone, or by email, using the contact information listed below for the District's Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

A report of sexual harassment may be made at any time, including during non-business hours, by using the telephone number or email address, or by mail to the office address, listed for the Title IX Coordinator.

The District has designated the following employee to coordinate its efforts to comply with Title IX. The District's Title IX Coordinator is:

Human Resource Manager/Title IX Coordinator
Mineral County School District
751 A Street
P.O. Box 1540
Hawthorne, NV 89415
775-945-2403
www.nvmcsd.org

The District notifies applicants for employment, parents or legal guardians of elementary and secondary school students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the District, of the name or title, office address, email address, and telephone number of the District's Title IX Coordinator.

The contact information for the Title IX Coordinator will be prominently displayed on the District's website and on the websites for each school in the district.

Inquiries about the application of Title IX to the District may be referred to the District's Title IX Coordinator, or to the Assistant Secretary for Civil Rights of the U.S. DOE, 400 Maryland Ave., S.W., Washington, D.C. 20202, or both.

4. Title IX Sexual Harassment Mandatory Response Obligations

The District will respond promptly to Title IX sexual harassment in a manner that is not deliberately indifferent, which means a response that is not clearly unreasonable in light of the known circumstances. The District has the following mandatory response obligations:

- The District will offer supportive measures to the person alleged to be the victim (referred to throughout as the "complainant" whether or not that is the person who reported the sexual harassment or allegation of sexual harassment).
- The Title IX Coordinator will promptly contact the complainant confidentially to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures

with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

- The District will follow a grievance process that complies with Title IX regulations before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent.
- The District will not restrict rights protected under the U.S. Constitution, including the First Amendment, Fifth Amendment, and Fourteenth Amendment, when complying with Title IX.
- The District will investigate sexual harassment allegations in any formal complaint, which can be filed by a complainant, or signed by a Title IX Coordinator.
- A complainant's wishes with respect to whether the District investigates will be respected unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the wishes of the complainant is not clearly unreasonable in light of the known circumstances.
- If the allegations in a formal complaint do not meet the definition of sexual harassment under Title IX, or did not occur in the District's education program or activity against a person in the United States, the District will dismiss such allegations for purposes of Title IX but may still address the allegations in any manner the District deems appropriate under the Districts code of conduct.

5. Title IX Sexual Harassment Grievance Process

The District has adopted a grievance process that provides for the prompt and equitable resolution of student and employee complaints alleging any action that would constitute sexual harassment under Title IX, and a grievance process for resolving formal complaints of sexual harassment. The grievance process incorporates these requirements:

- The District treats complainants equitably by providing remedies any time a respondent is found responsible, and treats respondents equitably by not imposing disciplinary sanctions without following the grievance process.
- The District provides remedies, which are required to be provided to a complainant when a respondent is found responsible, that are designed to maintain the complainant's equal access to education and may include the same individualized services described as supportive measures; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.
- The District requires objective evaluation of all relevant evidence, inculpatory and exculpatory, and avoids credibility determinations based on a person's status as a complainant, respondent, or witness.
- The District requires Title IX personnel (e.g., Title IX Coordinator, investigators, decision-makers, people who facilitate any informal resolution process) to be free from conflicts of interest or bias for or against complainants or respondents.
- The District provides training of Title IX personnel to include training on the definition of sexual harassment in Title IX regulations, the scope of the District's education program or activity, how to conduct an investigation and how to conduct hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

- The District provides training of decision-makers and investigators to include training on issues of relevance, including how to apply the rape shield protections provided only for complainants.
- The District includes a presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
- The District posts materials used to train Title IX personnel on its website.
- The District includes reasonably prompt time frames for concluding the grievance process, including appeals and informal resolutions, with allowance for temporary, short-term, good cause delays or extensions of the time frames.
- The District describes the range, or list, of the possible remedies that may be provided to a complainant and disciplinary sanctions that may be imposed on a respondent, following determinations of responsibility.
- The District has chosen to use the preponderance of the evidence standard for all formal complaints of sexual harassment (including where employees are respondents).
- The District has described its appeal procedures, and the range of supportive measures available to complainants and respondents.
- The District's grievance process does not use, rely on, or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.
- Any provisions, rules, or practices other than those required by Title IX regulations that the District has adopted as part of its grievance process for handling formal complaints of sexual harassment apply equally to both parties.

All reports and complaints of sexual harassment in violation of Title IX will be addressed through the grievance process described below. See, *Nondiscrimination On The Basis Of Sex Under Title IX – Administrative Regulation.*

6. Related Policies and Administrative Regulations

This policy and administrative regulation address sexual harassment as that term is defined under Title IX. The District also prohibits bullying and cyberbullying as those terms are defined under Nevada Revised Statutes (NRS) 388.121 *et seq.* ("Provision of Safe and Respectful Learning Environment"). The prohibitions on bullying and cyberbullying and procedures to address conduct that does not include sexual harassment as defined under Title IX are addressed in *Discrimination Based on Race, Student Bullying, and Cyberbullying – Safe and Respectful Learning Environment* policy and *Employee Bullying* policy.

The district also prohibits employee bullying, harassment, sexual harassment, intimidation, discrimination and/or retaliation. The prohibitions and grievance procedures for this conduct that does not include sexual harassment as defined under Title IX are addressed in *Fair Employment Practices* policy and *Prevention of Sexual Misconduct Toward Students Mandatory Reporting of Child Abuse or Neglect, and Corporal Punishment* policy.

If an employee or volunteer has reasonable cause to believe that sexual harassment in violation of Title IX arises to abuse or neglect under NRS 432B and/or NRS 392.275 *et seq.*, such misconduct will be reported to law enforcement officials and/or Child Protective Service agency personnel in accordance with the procedures set forth in Board policies and regulations concerning mandatory reporting. These procedures are addressed in *Prevention of Sexual Misconduct Toward Students Mandatory Reporting of Child Abuse or Neglect, and Corporal Punishment* policy.

GBB28

Code: GBB28
Adopted: April 8, 2025

Discrimination Based on Race, Student Bullying, and Cyberbullying – Safe and Respectful Learning Environment

The District is committed to a safe and respectful learning environment free from bullying and cyberbullying. The District prohibits a member of the board of trustees, any employee of the board of trustees, including, without limitation, an administrator, principal, teacher, or other staff member, volunteer, or any student from engaging in discrimination based on race, bullying, or cyberbullying of a student on the premises of any public school, at an activity sponsored by a public school or on any school bus. The District will promptly investigate allegations of such misconduct in accordance with state law and will take disciplinary action when appropriate.

If the alleged bullying or cyberbullying based on sex could constitute sexual harassment under Title IX, the *Nondiscrimination on the Basis of Sex Under Title IX* policy and administrative regulations apply rather than the *Discrimination Based on Race, Student Bullying, and Cyberbullying – Safe and Respect Learning Environment* policy and administrative regulations.

It is the intent of this policy that all students in the District are entitled to maintain their own beliefs and to disagree respectfully without resorting to violence, discrimination based on race, bullying, or cyberbullying. This policy does not advocate nor require the acceptance of differing beliefs in a manner that would inhibit the freedom of expression, but does require that all students with differing beliefs be free from harassment and abuse.

The superintendent shall use all reasonable means to inform students, employees, and parents/guardians that the District will not tolerate discrimination based on race, bullying, or cyberbullying. The superintendent will provide for the appropriate training of all administrators, principals, teachers, and all other personnel employed by this District. The superintendent will provide for age-appropriate methods of discussing the meaning and substance of this policy with students.

The District prohibits retaliation against any employees or students because they made a report of discrimination based on race, bullying, or cyberbullying, or because they testified, assisted, or participated in the investigation of such a report. Such retaliation is a violation of this policy prohibiting discrimination based on race, bullying, and cyberbullying, and the District will take disciplinary action when appropriate.

No cause of action may be brought against a student or an employee or volunteer of a school who reports a violation of NRS 388.135 unless the person who made the report acted with malice, intentional misconduct, gross negligence, or intentional or knowing violation of the law.

DJC

Code: DJC
Adopted: June 24, 2006
Revised: May 16, 2023
Revised: April 8, 2025

Bidding Requirements

The Purposes of this policy, a "bid" refers to the formal process to solicit estimates from vendors based on a specified set of criteria. The District may seek less formal estimates through phone calls, catalogs, sales literature, requests for written estimates or quotes, or more formal means if necessary.
Unless otherwise excluded by NRS 332.115 the District or its authorized representative shall follow the following criteria with respect to bid requirements:

Purchases from $0 to $49,999
No bid requirements
District authorized representatives must seek to purchase items through the most economical means.
Superintendent has authority to purchase items up to ~~$25,000~~ $49,999.
(Please see Federal Purchasing Requirements)

Purchases of $50,000 or more
The District will follow bid requirements pursuant to NRS 332.063 and other provisions of NRS. 332 that apply.

Purchases of $100,000 or more
The District will follow bid requirements pursuant to NRS 332.065 and other provisions of NRS.332 that apply.

This section does not prohibit the District or its authorized representatives from advertising for or requesting bids regardless of the estimated annual amount required to perform the contract.

When competitive bids are required, they shall be submitted in writing and presented in a sealed envelope. Receipt of such bids shall be at the place, date and time designated in the notice of publication.

The Superintendent or its authorized representative shall maintain a record of all requests for bids and all bids received for the contract for at least 7 years after the date of execution of the contract. (NRS.332.091)

Dividing the total purchase price among several purchase orders to avoid the requirements of this policy and NRS.332 will not be allowed. Any proposal for leasing must have prior Board approval.

Code: DJC
Adopted: June 24, 2006
Revised: May 16, 2023
Revised: April 8, 2025

All bid advertisements must be reviewed and approved by the Finance Officer prior to placement. All bids involving facilities, transportation, and maintenance must also be reviewed and approved by the director of Maintenance and Transportation prior to placement.

Pursuant to NRS 332.195 with respect to on-line bidding. The District or its authorized representatives may use on-line bidding to receive bids submitted in response to a request for bids but shall not use on-line bidding as the exclusive means of receiving bids.

Pursuant to NRS 332.195 the District or its authorized representative(s) may join or use the contracts of the State or another State and other local governments located within or outside this State with the authorization of the contracting vendor.

Awarding bids will be done in accordance with Nevada Revised Statutes (NRS 332.065)

Any or all bids received in response to a request for bids may be rejected by the District if it is either determined that any bidder is not responsive or responsible or that the quality of the services, supplies, materials, equipment or labor offered does not conform to requirements or if the public interest would be served by such a rejection. Acceptance of any bid is also contingent upon bidder being in good standing with the Secretary of State of Nevada and upon the bidder not being included on the debarment list in SAM.

When a local merchant's quotations for materials or services are competitive with out of the area businesses, the Board prefers to purchase from the established local merchant with the district, provided the local merchant is properly licensed through the State of Nevada.

Competitive bidding is not required for emergency contracts per Nevada Revised Statutes (NRS 332). Unless otherwise provided by NRS, an emergency is a result of a disaster such as, but not limited to fire, flood, hurricane, riot, power outage, or disease.

The Superintendent has authority to approve emergency purchase orders when deemed necessary for the continued operation of the district. A purchase order must have a clear statement to explain why the purchase must be considered an emergency and must be reported to the Board at the next public meeting.

Exceptions to Requirements for Competitive Bidding

Contracts that, by their nature, are not adapted to award by competitive bidding may not be subject to competitive bidding
requirements. The District will follow the provisions in NRS 332.112 through NRS 332.148 governing these exceptions. This includes, but is not limited, to the following categories which may be further defined by NRS:

1. Items which may only be contracted from a sole source;
2. Professional services;
3. Additions to and repairs and maintenance of equipment which may be more efficiently added to, repaired or maintained by a certain person;
4. Equipment which, by reason of the training of the personnel or of an inventory of replacement parts maintained by the local government is compatible with existing equipment;
5. Perishable goods;
6. Insurance;
7. Hardware and associated peripheral equipment and devices for computers;
8. Software for computers;
9. Books, library materials and subscriptions;
10. Supplies, materials or equipment that are available pursuant to an agreement with a vendor that has entered into an agreement with the General Services Administration or another governmental agency located within or outside this State;
11. Items for resale through a retail outlet operated in this State by a local government or the State of Nevada;
12. Goods or services purchased from organizations or agencies whose primary purpose is the training and employment of persons with disabilities; and
13. The design of, and equipment and services associated with, systems of communication,
14. Emergency contracts as defined by NRS 332.112

END OF POLICY

Legal Reference(s): NRS 332

NRS 332.063 Contracts for which estimated annual amount required to perform is more than $50,000 but not more than $100,000: Solicitation of responses; permissive advertisement; award.

1. Except as otherwise provided by specific statute, if the estimated annual amount required to perform a contract is more than $50,000 but not more than $100,000, the governing body or its authorized representative:

(a) Shall solicit responses from two or more persons capable of performing the contract, if such persons are available; and

(b) May advertise the contract in the manner prescribed in NRS 332.045.

2. The governing body or its authorized representative shall award such a contract on the basis of price, taking into account the minimum requirements of a responding offeror prescribed in the solicitation pursuant to NRS 332.043 and the method prescribed in that solicitation for awarding the contract.

(Added to NRS by 2019, 767)

NRS 332.065 Contracts for which estimated annual amount required to perform is more than $100,000: Advertisement required; permissive solicitation; award; prohibition on entering without certification relating to certain boycotts of Israel.

Code: DJC
Adopted: June 24, 2006
Revised: May 16, 2023
Revised: April 8, 2025

1. Except as otherwise provided by specific statute, if the estimated annual amount required to perform a contract is more than $100,000, the governing body or its authorized representative:

(a) Shall advertise the contract in the manner prescribed in NRS 332.045; and

(b) May issue a solicitation for the contract.

2. If the estimated annual amount to perform a contract is more than $100,000 and the method for obtaining the contract designated in the solicitation is an invitation to bid, the governing body or its authorized representative must, except as otherwise provided by specific statute, award the contract to the lowest responsive and responsible bidder. The lowest responsive and responsible bidder may be judged on the basis of:

(a) Price;

(b) Conformance to specifications;

(c) Qualifications of the bidder, including, without limitation:

(1) The possession of or limit on any required license of the bidder;

(2) The financial responsibility of the bidder;

(3) The experience of the bidder; and

(4) The ability of the bidder to perform the contract;

(d) Adequacy of the equipment of the bidder;

(e) Past performance;

(f) Performance schedule or delivery date;

(g) If the contract requires the delivery of goods, the total cost of ownership of the goods;

(h) If the contract requires the delivery of goods, the purpose for which the goods to be supplied are required;

(i) The best interests of the public; and

(j) Such other criteria as may be set forth by the governing body or its authorized representative in the advertisement or solicitation, as applicable, that pertains to the contract.

Ê If after the lowest responsive and responsible bidder has been awarded the contract, during the term of the contract he or she does not perform in accordance with the bid specifications, or if he or she repudiates the contract, the governing body or its authorized representative may award the contract to the next lowest responsive and responsible bidder without requiring that new bids be submitted. Awarding the contract to the next lowest responsive and responsible bidder is not a waiver of any liability of the initial bidder awarded the contract.

3. Except as otherwise provided by specific statute, if the estimated annual amount to perform a contract is more than $100,000 and the method for obtaining the contract designated in the solicitation is a method other than an invitation to bid, the governing body or its authorized representative shall award such a contract taking into account the minimum requirements for a responding offeror prescribed in the solicitation pursuant to NRS 332.043 and the method prescribed in that solicitation for awarding the contract.

4. A governing body or its authorized representative shall not enter into a contract pursuant to this section with a company unless the contract includes a written certification that the company is not currently engaged in, and agrees for the duration of the contract not to engage in, a boycott of Israel.

5. As used in this section:

(a) "Boycott of Israel":

(1) Means, except as otherwise provided in subparagraph (2), refusing to deal or conduct business with, abstaining from dealing or conducting business with, terminating business or business activities with or performing any other action that is intended to limit commercial relations with:

(I) Israel; or

(II) A person or entity doing business in Israel or in territories controlled by Israel,

Ê if such an action is taken in a manner that discriminates on the basis of nationality, national origin or religion.

(2) Does not include an action that is described in subparagraph (1) if the action:

(I) Is based on a bona fide business or economic reason;

(II) Is taken pursuant to a boycott against a public entity of Israel if the boycott is applied in a nondiscriminatory manner; or

(III) Is taken in compliance with or adherence to calls for a boycott of Israel if that action is authorized in 50 U.S.C. § 4607 or any other federal or state law

(b) "Company" means any domestic or foreign sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited-liability partnership, limited-liability company, or other domestic or foreign entity or business association, including, without limitation, any wholly owned subsidiary, majority owned subsidiary, parent company or affiliate of such an entity or business association, that exists for the purpose of making a profit.

(b) "Total cost of ownership" includes, without limitation:

(1) The history of maintenance and repair of the goods;

(2) The cost of routine maintenance and repair of the goods;

(3) Any warranties provided in connection with the goods;

(4) The cost of replacement parts for the goods; and

(5) The value of the goods as used goods when given in trade on a subsequent purchase.

(Added to NRS by 1975, 1537; A 1991, 375, 1673, 2191; 1999, 1683; 2001, 1315; 2003, 618; 2005, 2553; 2017, 1610, 1611; 2019, 769)

NRS 332.091 Maintenance of records of solicitations and responses. A governing body or its authorized representative shall maintain a record of each solicitation and response to a solicitation for at least 7 years after the date of execution of the contract.

(Added to NRS by 2019, 766)

ACTION ITEM #4

MINERAL COUNTY SCHOOL DISTRICT
P.O. BOX 1540 – 751 A Street
HAWTHORNE, NV 89415
PHONE (775) 945-2403 – FAX (775) 945-3709

AGENDA ITEM REQUEST FORM

DATE OF MEETING: April 8, 2025

AGENDA ITEM TITLE: Let's Go Learn SPED Curriculum 3-year subscription $34,080

PRESENTER: Stephanie Kuehey

LENGTH OF PRESENTATION: 5 minutes

ITEM IS ON THE AGENDA FOR:

_____ INFORMATION

_____ INFORMATION AND DISCUSSION

__X__ DISCUSSION AND POSSIBLE ACTION

SPECIAL EQUIPMENT NEEDED (e.g., screen, projector, etc.):

NA - quote attached

Please return the Agenda Request Form to the Board Secretary at least **five working days** prior to the scheduled meeting along with any supporting documents.

Date Received: _____ Time: _____

Mineral County SD - Mineral County School District - Renewal

Mineral County School District
751 A Street, PO Box 1540
Hawthorne, NV 89415
United States

Paul McDonald
mcdonald.paul@nvmcsd.org
(623) 640-2909

Let's Go Learn, Inc.
705 Wellesley Avenue

Kensington, CA 94708
Tax ID: 94-3377052

Prepared by: Angela Bost
VP of Partner Success
abost@letsgolearn.com
+13364470001

Reference: 20250110-124603577
Quote created: January 10, 2025
Quote expires: May 28, 2025

Total **$34,080.00**

PRODUCTS & SERVICES	QUANTITY	PRICE
LGL Math Platform	300	$9,000.00 after 20% discount for 3 years
LGL Reading Platform	300	$9,000.00 after 20% discount for 3 years
Onsite Professional Development - Materials & Travel	3	$7,200.00 after 20% discount for 3 years
Virtual PD	6	$7,200.00 after 20% discount

PRODUCTS & SERVICES	QUANTITY	PRICE
Silver Level: Data Portal and Reporting - Single Site	3	$1,680.00 after 20% discount for 3 years
SUMMARY		
One-time subtotal		$34,080.00 after $8,520.00 discount

Total	**$34,080.00**

Comments

3 year contract for
-ELA and Math Platform for up to 100 per year
-Silver DATA Portal and DATA reviews per year
-1 on site per year
-6 virtual per year

Purchase terms

By signing you are authorizing this quote to become an order of Let's Go Learn products and services. And you agree to the standard terms of use published at: (http://www.letsgolearn.com/lglsite/terms/)

All quotations are good for 60 days.
Fax: 415-367-4569
Let's Go Learn Cust. Service: 888-618-7323

Signature

Signature

Date

Printed name

ACTION ITEM #7

MINERAL COUNTY SCHOOL DISTRICT
TRAVEL REQUEST

NAME(S) Of ATTENDEE: Mercedes Krause — DATE: 3-31-25
Full Name on Passport/I.D if needing a flight reservation.

NAME OF CONFERENCE: Unbounded Standards Institute Denver
(Attach conference program information and provide website address)

CITY/STATE OF CONFERENCE: Denver, CO

DATE OF DEPARTURE: June 22, 2025 — DATE OF RETURN: June 27, 2025

ESTIMATED EXPENSES

Registration Fees:	Pathway-Leadership					$	2,700
Travel By: Air (see next page)						$	397
						$	

(District vehicle MUST be requested and not available in order to receive reimbursement at the private vehicle at rate of .67¢/mile for district convenience; otherwise the reimbursement will be made at .22¢/mile for personal convenience)

Lodging:	**Room rate**	$	289	X	5	nights	$	1,445

(Use GSA ratings for lodging and meals www.gsa.gov. M&IE total for the full daily amount received for a full calendar day of travel when that day is neither the first nor last day of travel. Use M&IE daily rate for first and last day of travel which equals 75% of total M&IE) All miscellaneous and lodging receipts must be obtained and sent to District Office attached to Per Diem & Mileage Reimbursement Form upon return within 15 days of travel. Meal receipts DO NOT need to be turned in.

M&IE Total First day of Travel		$	69	X	1		$	69
Meals:								
	Breakfast	$				days		
				X		days	$	
	Lunch	$						
	Dinner	$	38	X	4	days	$	152
	Incidentals	$	5	X	4	days	$	20
M&IE Total Last day of Travel			69	X	1		$	69

Other transportation fees: (i.e. car rental, taxi, Uber, shuttle, parking, etc.)	$	50
Other Miscellaneous expenses: (attach explanation) Airport Parking $15 x 6	$	
TOTAL EXPENSES	$	4,902

NOTE: After site administrator/supervisor approval, All OUT-OF-STATE travel MUST have the approval of the Board of Trustees prior to making travel arrangements. Submit request a minimum of *TWO WEEKS PRIOR* to Board Meeting.

DATE: _____ Site Administrator Signature

BOARD DATE: _____ Grant Manager Signature

Finance Manager Signature

Superintendent Signature

To assist everyone in making your trip plans, please fill out ***completely*** to ensure you get the trip you need.

Conference Dates & Times:	June 23 - 26, 2025
Name of where conference is being held Hotel, School/College or Convention Center:	Gaylord

Do you need airline reservations? ( ) Yes ( ) No
Note: Registration must be made by the attendee(s) before flights are made to ensure that you have a spot in the training or conference. District Office cannot get refunds on flights and changes cost extra…in some cases employee may be held responsible for the excess cost or the non-refundable ticket.

Date & Time you wish to **DEPART:**	June 22, 2025
Date & Time you wish to **RETURN:**	June 27, 2025

(Attach your preferred flight schedule)

Do you need lodging reservations? ( ) Yes ( ) No

(Circle Preferences)	Single	Double	Triple
GSA (Per Diem Rate) : _____ Go To: www.gsa.gov to get rates.	Smoking		Non-Smoking
Register under what name(s)?	Mercedes Krause		
Name, Address, Phone number of motel/hotel you are wishing to stay at:	Gaylord		

If this activity is sponsored by a large group, does the group have a block of rooms/code reservation name or number reserved in a particular hotel? ( ) Yes ( ) No

Deadline Date:		**Code Information:**	

*NOTE: Please furnish a copy of any information you have on the conference, workshop, etc. which might help with travel scheduling. **Conference/Workshop registration will be the responsibility of the attendee** and may only be made after a purchase order has been approved. If travel must be cancelled, the person traveling is responsible for cancelling all travel/lodging, and must notify the District Office of any refunds due. Room fees and flights cancelled at the last minute for anything other than an emergency or unforeseen circumstance may be charged to the employee.*

Please send ORIGINAL travel form and SIGNATURES to district office for approval. Keep copies at your site, this paperwork will not be returned to you.