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1 - 504 Plan

WHITE PINE COUNTY SCHOOL DISTRICT
ELY, NEVADA 89301

PROTECTED HANDICAPPED STUDENT SERVICES SERVICE AGREEMENT
(504 PLAN)

Student Name: _____ Birthdate: _____

Grade: _____

Date of Evaluation: _____

Date Services Begin: _____

Reassessment/Review Date: _____

Date of Initial Agreement: _____

Date of Modified Agreement: _____

White Pine County School District will provide accommodations included in this plan.

The accommodations outline the educational plan for your son or daughter. If you have any questions concerning your rights, or the aids, services, or accommodations recommended, please contact the 504 Plan Coordinator of the White Pine County School District at 775-289-4851.

Please complete the parent permission portion below and return it to the district 504 plan coordinator as soon as possible.

District 504 Plan Coordinator

Date

Parent/Guardian Permission

_____ I agree and give permission to proceed as recommended.

_____ I do not agree and do not give permission to proceed as recommended. My reason for disapproval is:

_____ I would like to schedule an informal conference to discuss my concern.

Parent/Guardian Signature

Date

White Pine County School District is dedicated to the concept of equal opportunity. The school district will not discriminate on the basis of race, color, religion, sex, age, national origin, or marital status, or against any qualified individual with disabilities, in its employment practices or in the admission and treatment of students.

**WHITE PINE COUNTY SCHOOL DISTRICT
ELY, NEVADA 89301**

504 PLAN – PARENTAL RIGHTS NOTICE

- _____ 1. You have the right to an evaluation that draws on information from a variety of sources.
- _____ 2. You have the right to be informed of any proposed actions related to evaluation, eligibility, and plan for services.
- _____ 3. Your child has the right to a free and appropriate public education (FAPE).
- _____ 4. You have the right to examine all relevant records.
- _____ 5. You have the right to an individual evaluation if you believe your child to have a disability, to have a periodic re-evaluation, and to have an evaluation before any significant change in program/service modifications.
- _____ 6. You have the right to receive all information in the parent's/guardian's native language and primary mode of communication.
- _____ 7. You have the right to file a grievance with the school district over an alleged violation of Section 504 regulations or the district Section 504 policies or procedures.
- _____ 8. You have the right to participate in an impartial hearing if there is disagreement with the school district's proposed action.
- _____ 9. You have the right to be represented by counsel in the impartial hearing process.
- _____ 10. You have the right to appeal the impartial hearing officer's decision.

Parent/Guardian Signature

Date

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**WHITE PINE COUNTY SCHOOL DISTRICT
ELY, NEVADA 89301
PROTECTED HANDICAPPED STUDENT SERVICES (504 PLAN)
ELIGIBILITY DETERMINATION**

Student Name: _____ **Date of Birth:** _____

Eligibility team members: (check whether knowledgeable about the . . .)	child	meaning of evaluation	accommodations/ placement options
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Specify the mental or physical impairment: _____

Check the major life activity affected:
 _____ seeing _____ hearing _____ walking _____ learning _____ other (specify) _____

Place an "X" on the following scale to indicate the specific degree that the specified impairment limits the major life activity listed above.

- The team must focus on the major life activity as a whole (e.g. learning), not in a particular class (e.g. math) or for a particular sub-area (e.g. socialization).
- Sub-par performance due to factors other than the specified impairment should be disregarded (e.g. normal moods, motivation, etc.)
- When rating the effect of the impairment, use the average student in the general population as the frame of reference for comparison
- For an "X" at 4.0 or above, add the specific information that the team believes justifies the rating.

5		
4		
3		
2		
1		

If the team determines a rating less than four, the child is not eligible for services under Section 504. The parents should be notified of their procedural rights including the right to an impartial hearing with the school district's designated hearing officer. If the team determines a rating of four or above, the team should determine and list on the next page of this plan, the specific accommodations that are necessary for the child to have an opportunity commensurate with nondisabled students (at about the same age) in the school district.

White Pine County School District is dedicated to the concept of equal opportunity. The school district will not discriminate on the basis of race, color, religion, sex, age, national origin, or marital status, or against any qualified individual with disabilities, in its employment practices or in the admission and treatment of students.

2 - Attendance at Graduation

ADMINISTRATIVE REGULATION

ATTENDANCE AT GRADUATION

POLICY 6180

Students who have met all graduation requirements but have failed to pass all or part of the Nevada High School Proficiency Examination may participate in graduation ceremonies and receive a Certificate of Attendance in lieu of a high school diploma.

Written 2-27-00

3 - Bloodborne Pathogens – PDF 192 Page Document

Attachment A

4 - Job Descriptions

WHITE PINE COUNTY SCHOOL DISTRICT JOB DESCRIPTION Account Clerk I

Wages: Classified #1 Salary Schedule; Range: 26

Description: This position provides clerical and administrative support services for the District administrative office, assisting in the accounts payable and payroll processes and other areas as assigned.

Qualifications: High school diploma or equivalent is required and proficient computer skills, including familiarity with word processing software, as well as other general office skills. Employee must be cooperative and able to work as part of a team. Employer prefers individuals who can perform a variety of tasks and satisfy the needs of the many departments/functions. In addition, applicants should have good writing and other communication skills, be detail oriented, and be adaptable. Employee must be familiar with business office machines such as fax, copier, scanner, computers, etc. Employee must not have any physical limitations that would prevent performing and of the job duties.

Specific Duties:

1. Assist accounts payable clerk in filing, processing purchase orders and vendor invoices (Account Clerk I does not issue checks).
2. Assist the payroll clerk with filing, processing, data gathering, data entry, employee authorizations, and other payroll related duties.
3. Assists Business Supervisor with the administration of the accounting process when necessary.
4. Performs administrative support requirements such as completing forms, reports, and other documents required by local, state, and federal agencies.
5. Assists or performs other duties as assigned.
6. Performs administrative support for the Central Office.
7. Answers switchboard and provides front desk customer service when necessary.
8. Physically able to perform tasks and all major duties and responsibilities.
9. Receives and logs deposits then provides deposit logs to the Business Supervisor.
10. Coordinates centralized purchases or bid purchases for the District to reduce per unit costs and take advantage of volume discounts
11. Warehouse inventory control. Receive, maintain and distribute.
12. Handles and coordinates worker's compensation issues with proper authorities and entities.
13. Handles and coordinates non-health insurance claims with proper authorities and entities
14. Assist with annual audit preparation
15. Other duties as assigned

Performance Indicators:

1. Timely and accurate processing of work, projects, and assigned duties.
2. Ability to communicate clearly both orally and in writing
3. Ability to act independently and request assistance when necessary
4. Works well with staff.
5. Able to work on assigned tasks with minimal supervision.
6. Attendance & promptness
7. Knowledge of administrative support tools such as software programs, business machines and services
8. Ability to plan and organize
9. Annual audit comments related to work performed by Account Clerk

Physical Requirements: Account Clerk must be capable of standing/walking without restrictions. Account Clerk must have the ability to reach, grasp, handle and grip without difficulty on a continuous basis. Stooping/bending or squatting is required on a frequent basis, ranging from slight forward bending to floor level. Must be able to push and pull up to 50 pounds and lift or carry objects up to 25 pounds on an intermittent basis.

Immediate Supervisor: Business Supervisor

WHITE PINE COUNTY SCHOOL DISTRICT
JOB DESCRIPTION
Account Clerk II - Accounts Payable Clerk

Wages: Classified #1 Salary Schedule: Range 27

Description: This position is responsible for the financial, administrative and clerical services related to the accounts payable process in accordance with WPCSD policies and procedures. This includes, but is not limited to, receiving, processing and paying vendor invoices and purchase orders and assisting with production and maintenance of the District's fixed asset inventory system.

Specific Duties:

1. Work with district personnel to facilitate an effective and efficient payroll system including training new personnel with respect to a/p processes, policies and accounting system functions and reports
2. Obtain, review, and process vendor invoices and purchase orders in a timely manner.
3. Obtain proper authorization of invoices, purchase orders, and checks.
4. Encumber budget to account for authorized purchases.
5. Maintain and update vendor files (hard copy and in the accounting system)
6. Obtain appropriate documentation and set-up new vendors in the accounting system
7. Follow-up on outstanding purchases and vendor account balances.
8. Issue, mail and distribute vendor checks.
9. Maintain duplicate check, or warrant, files.
10. Process and maintain appropriate vendor documentation and files for local, state, and federal agencies.
11. Provide check registers and budget reports to Board for review and authorization at each public meeting.
12. Entertain questions from vendors regarding account status.
13. Tag and track fixed assets and maintain asset inventory system.
14. Coordinate and assist with annual physical inventory count and report results to administration
15. Perform other tasks related to the position as assigned.

Performance Indicators for Evaluation:

1. Timely and accurate processing of purchase orders, checks, and reports.
2. Obtains proper authorization before issuing checks.
3. Auditor comments relative to payment of bills and internal controls contained in audited financial statements.
4. Completes projects on time.
5. Effectively communicates with vendors and assists staff with the account payable process.
6. Accuracy of asset inventory system.

Physical Requirements:

Account Clerk II must be capable of standing/walking without restrictions. Account Clerk must have the ability to reach, grasp, handle and grip without difficulty on a continuous basis. Stooping/bending or squatting is required on a frequent basis, ranging from slight forward bending to floor level. Must be able to push, pull, lift and carry objects up to 25 pounds on an intermittent basis.

Immediate Supervisor: Business Supervisor

WHITE PINE COUNTY SCHOOL DISTRICT
JOB DESCRIPTION
Account Clerk II – Payroll Clerk

Wages: Classified #1 Salary Schedule: Range 27

Description: This position is responsible for the timely and accurate production of monthly payroll and related records and reports and completion/maintenance of all employment related forms and files.

Qualifications:

1. High School Diploma.
2. Knowledge of multi-state payroll.
3. Knowledge of wage withholding orders and garnishments.
4. Two (2) years related experience in a computerized accounting environment preferably within a payroll function.
5. Proven ability to utilize and develop computerized spreadsheets and word processing applications.
6. Working knowledge of Excel.
7. Excellent client service skills.
8. Excellent communication skills.
9. Ability to work in a team oriented environment.
10. Ability to work independently in a time sensitive environment.
11. Ability to maintain confidentiality is mandatory.
12. Ability to communicate clearly, timely, and accurately.
13. Ability to develop and maintain cooperative working relationships.
14. Ability to organize workload, adapt quickly to change, and deliver under the pressure of deadlines.

Specific Duties:

1. Obtain, review, and process monthly time and attendance reports.
2. Obtain proper authorizations of payroll records and documents.
3. Verifies accuracy of time and attendance information and produces payroll checks and reports.
4. Produces monthly payroll checks, registers, and payroll related checks and reports and distributes to employees and appropriate local, state, and federal agencies.
5. Processes new employees and ensures the appropriate documentation is completed, authorized and filed.
6. Assists with group benefit plan enrollment and provides assistance to employees with respect to employment and benefits including workers compensation and Family Medical Leave Act (FMLA)
7. Functions as liaison to employee benefit plan providers.
8. Processes and maintains appropriate employment documentation for local, state, and federal agencies.
9. Files and maintains employee payroll files including, but not limited to, payroll records, I-9's, payroll related benefits and options.
10. Reviews collective bargaining agreements, implements changes and verifies accuracy of wage schedules.
11. Performs other tasks related to the position as assigned.

Performance Indicators for Evaluation:

1. Timely and accurate production of payroll and payroll related checks and reports.
2. Timely and accurate filing of payroll and payroll related checks and reports.
3. Auditor comments in audited financial statements.
4. Completes projects on time.
5. Effectively communicates with and assists staff with payroll and employment related issues.

Physical Requirements:

Account Clerk II must be capable of standing/walking without restrictions. Account Clerk must have the ability to reach, grasp, handle and grip without difficulty on a continuous basis. Stooping/bending or squatting is required on a frequent basis, ranging from slight forward bending to floor level. Must be able to push, pull, lift and carry objects up to 25 pounds on an intermittent basis.

Immediate Supervisor: Finance Officer

WHITE PINE COUNTY SCHOOL DISTRICT
JOB DESCRIPTION
ACCOUNT CLERK

Description: This position provides clerical and secretarial services for the District administrative office and assisting in the accounts payable and payroll processes or other areas as assigned.

Specific Duties:

1. Assist accounts payable clerk in filing and processing purchase orders and vendor invoices (account clerk does not issue checks).
2. Assist the payroll clerk in the filing, processing, data gathering, data entry, employee authorizations, and other payroll related duties.
3. Assists business supervisor with the administration of the accounting process when necessary.
4. Performs administrative requirements such as completing forms, reports, and other documents required by local, state and federal agencies.
5. Assists or performs other duties as assigned.
6. Performs secretarial and clerical support for the finance office.
7. Answers central office switchboard when necessary.

Performance Indicators for Evaluation:

1. Timely and accurate processing of work, projects, and assigned duties.
2. Effectively communicates and works well with staff.
3. Able to work on assigned tasks with minimal supervision.

Immediate Supervisor: Finance Officer

WHITE PINE COUNTY SCHOOL DISTRICT
JOB DESCRIPTION
ACCOUNTS PAYABLE CLERK

Description: This position is responsible for receiving, processing and paying vendor invoices and purchase orders and assisting with production and maintenance of the District's fixed asset inventory system.

Specific Duties:

1. Obtain, review, and process vendor invoices and purchase orders in a timely manner.
2. Obtain proper authorization of invoices, purchase orders, and checks.
3. Encumber budget to account for authorized purchases.
4. Follow-up on outstanding purchases and vendor account balances.
5. Mail and distribute vendor checks.
6. Maintain duplicate check, or warrant, files.
7. Process and maintain appropriate vendor documentation for local, state, and federal agencies.
8. Provide check registers to Board for review and authorization at each public meeting.
9. Provide purchase order reports to Board for review at each public meeting.
10. Monitor cash flows and issue checks within available resources.
11. Entertain questions from vendors regarding account status.
12. Tag and track fixed assets and maintain asset inventory system.
13. Perform other tasks related to the position as assigned.

Performance Indicators for Evaluation:

1. Timely and accurate processing of purchase orders, checks, and reports.
2. Obtains proper authorization before issuing checks.
3. Auditor comments relative to payment of bills and internal controls contained in audited financial statements.
4. Completes projects on time.
5. Effectively communicates with vendors and assists staff with the account payable process.
6. Accuracy of asset inventory system.

Immediate Supervisor: Finance Officer

WHITE PINE COUNTY SCHOOL DISTRICT
JOB DESCRIPTION
ADMINISTRATIVE SECRETARY

Description: Performs secretarial work for administration. Identifies needs of visitors and callers to the District office and assists. Helps where needed in all District office duties.

Specific Duties:

1. Answers and delegates all incoming phone calls
2. Assists all visitors at the District office
3. Keeps a running account of all federal grants
4. Collects information and compiles District personnel directory
5. Prepares and keeps a current file on all in lieu of transportation contracts
6. Files and holds applications for all District positions
7. Controls all District achievement testing and materials
8. District controller for the SASIxp program throughout district
9. Coordinate with school secretaries for student information program
10. Review attendance forms from schools and mails to NDOE
11. Keep the records of all GED participants and their GED scores and certificates
12. Collect all student information from vocational teachers yearly
13. Help gather information and prepare yearly accountability report
14. Type teacher and support staff agreements
15. Keep records and verify all reduced and hot lunch students per application
16. Distribute all incoming school mail through District office
17. Keeps Policy Manual updated
18. District SMART representative with the Nevada Department of Education
19. Prepare information to be sent to NDOE via Express Nevada
20. District Webmaster for the district web site
21. Compile and create school calendar
22. Coordinate annual spelling bee
23. Coordinate the millennium
24. Control homeschool applications
25. Handle/file homebound applications
26. Other duties as assigned

Performance Indicators for Evaluation:

1. Timely completion of work
2. Meet all state and federal reporting requirements
3. Accurate accounting of programs responsible for
4. Accessible file system
5. Computer and typing capabilities

Immediate Supervisor: Superintendent

WHITE PINE COUNTY SCHOOL DISTRICT
JOB DESCRIPTION
ADMINISTRATIVE SECRETARY

Description: Performs secretarial work for administration. Identifies needs of visitors and callers to the District office and assists. Helps where needed in all District office duties.

Specific Duties:

1. Answers and delegates all incoming phone calls
2. Assists all visitors at the District office
3. Keeps a running account of all federal grants
4. Keeps all accounting records regarding petty cash account for District office
5. Collects information and compiles District personnel directory
6. Prepares and keeps a current file on all in lieu of transportation contracts
7. Files and holds applications for all District positions
8. Controls all District achievement testing and materials
9. Review attendance forms from schools and mails to NDOE
10. Keep the records of all GED participants and their GED scores and certificates
11. Collect all student information from vocational teachers yearly
12. Help gather information and prepare yearly accountability report
13. Type teacher and support staff agreements
14. Keep records and verify all reduced and hot lunch students per application
15. Distribute all incoming school mail through District office
16. Keeps Policy Manual updated and attends/participates in all committee meetings
17. Other duties as assigned

Performance Indicators for Evaluation:

1. Timely completion of work
2. Meet all state and federal reporting requirements
3. Accurate accounting of programs responsible for
4. Accessible file system
5. Computer and typing capabilities

Immediate Supervisor: Superintendent

WHITE PINE COUNTY SCHOOL DISTRICT
JOB DESCRIPTION
BUS DRIVER

Description: To transport students to and from school safely

Specific Duties:

1. Transport students safely
2. Daily overall check inside and outside bus
3. Cleaning of bus daily
4. Route driving, trip driving as assigned
5. Drivers are required to fuel buses, light maintenance, safety checks
6. Other duties as assigned

Performance Indicators for Evaluation:

1. No complaints
2. No tickets
3. No accidents
4. No self-neglected mechanical problems
5. Good relationship with students, parents
6. Consistent discipline/orderly safe environment for students

Immediate Supervisor: Transportation Supervisor

WHITE PINE COUNTY SCHOOL DISTRICT
JOB DESCRIPTION
BUSINESS SUPERVISOR

Description: This position oversees and assists with the administration of the District's business affairs by maintaining the District's accounting records according to local, state and federal guidelines and acceptable accounting standards and filing with the appropriate agencies.

Specific Duties:

1. Posting and ensuring reasonability of data entered into and produced by the District accounting system including budget, payroll, general ledger, purchase order systems, and other related modules.
2. Provide needed information and aid to auditing firm during annual audit of School District records.
3. Monthly reconciliation of District cash accounts.
4. Monitors cash flows and reports cash flows to the finance officer.
5. Assists in budget preparation, facilitation, and administration.
6. Provides financial reports to the Board of Trustees at each public meeting.
7. Supervises a program of budget control, implements control procedures for financial accounting for all programs and services of the School District.
8. Supervises the program of accounting and reporting for the financial affairs of the District.
9. Supervise and assist district office accounting personnel.
10. File necessary reports with local, state, and federal agencies.

Performance Indicators for Evaluation:

1. Timely filing of local, state and federal agency reports.
2. Accuracy of local, state, and federal agency reports.
3. Auditor comments in audited financial statements.
4. Completes projects on time.
5. Effectively communicates with and assists staff.

Immediate Supervisor: Finance Officer

WHITE PINE COUNTY SCHOOL DISTRICT
JOB DESCRIPTION
CARPENTER/MAINTENANCE

Description: A good working knowledge of all building trades including use of hand and power tools. Perform routine maintenance and repair on facilities and equipment, including but not limited to, plumbing, electrical, carpentry, mechanical, etc. Must have a good ability to work effectively and supervise other people.

Specific Duties:

1. Remove snow and ice from exterior walks and stairways from Central Office, Murry Street, and Central Ely
2. Schedule, plan and construct special classroom equipment, such as shelves, consoles, bulletin boards, etc
3. Layout, construct forms, pour and finish concrete
4. Performs minor electrical, plumbing, and roof repairs
5. Installs wood, metal and ceiling framing
6. Installs doors, door frames, window frames, cabinets and interior and exterior trim
7. Repair broken windows
8. Install, tape, and texture wallboard
9. Install electrical receptacles, lights and switches
10. Assist other maintenance personnel in their areas of responsibility when necessary
11. OSHA manual labor only. ADA compliance manual labor only
12. Other duties as assigned

Performance Indicators for Evaluation:

1. Ability to relate well with employees and the public
2. Jobs are completed in a timely fashion
3. Demonstrates a working knowledge of the uniform building codes, American Disabilities Act, and OSHA regulations

Immediate Supervisor: Facilities Director

WHITE PINE COUNTY SCHOOL DISTRICT
JOB DESCRIPTION
COMMUNICATION DISORDERS SPECIALIST

Description: Identifies, evaluates, qualifies students for services according to IDEA guidelines and plans program and placement.

Specific Duties:

1. Screen and diagnose students that are referred for deficits in speech, hearing or language using standardized tests and/or a calibrated audiometer
2. Provide written report on findings complete with observations, diagnosis and recommendations
3. Interpret results of screening or testing to MDT teams as well as parent/guardians, teacher, and other specialists
4. Schedule MDT and IEP meetings with appropriate individuals according to NAC
5. Conduct IEP meetings and develop placement, goals and objectives for students qualified to receive services under IDEA
6. Provide therapy for students according to goals and objectives listed on IEP's dealing with speech, language or hearing deficits
7. Consult with parents, teachers and specialists and provide recommendations and suggestions for interviews for students who do not qualify as disabled
8. Participate on school and district resource teams

Performance Indicators for Evaluation:

1. Completion of specific duties
2. Follows correct IEP procedures
3. Successful rapport with student, parent, teachers and administration
4. Possesses the skills to remediate students successfully
5. Continues to upgrade skills through classes and seminars

Immediate Supervisor: Principal of School assigned plus Special Education Coordinator

WHITE PINE COUNTY SCHOOL DISTRICT
JOB DESCRIPTION
DISPATCHER

Description: Dispatches bus drivers and secretarial duties

Specific Duties:

1. Route Organizer
2. Assist Transportation Director
3. Drive Bus
4. Upholsterer
5. Secretarial duties
6. Bus Cleaner
7. Other duties as assigned

Performance Indicators for Evaluation:

1. Safe and timely operations of bus routes, trips and district vehicles
2. Working relationship with supervisor

Immediate Supervisor: Transportation Director

WHITE PINE COUNTY SCHOOL DISTRICT
JOB DESCRIPTION
EDUCATIONAL INTERPRETER FOR HEARING IMPAIRED STUDENTS –ADVANCED LEVEL

Job Description: Facilitates communication for the deaf and hard-of-hearing (D/HH) students in the educational environment; signs all spoken communication including formalized instruction, classroom discussions, and incidental conversations; voices for D/HH students when required, translates audio stimuli into sign language understandable to the deaf; and performs related work as required.

Qualifications:

1. Level of Education:
 - a. High school diploma; or
 - b. General Equivalency Diploma.
2. Skill in the expressive and receptive ability to communicate fluently through a sign language system as measured by an Assessment in good standing from:
 - a. Educational Interpreter Assessment (EIPA) at level 4.0 or above which specifically addressed the knowledge and skills of interpreters working in K-12 educational settings and employing any of the of the following languages or language modalities: American Sign Language (ASL), manually Coded English (MCE), pidgin Sign English (PSE), or Signing Exact English (SEE);
 - b. Or be registered with the Office of Disability Services as a Skilled or Advanced Interpreter in a Community Setting.
 - (1) Apply with RID to become a “Certified Educational Interpreter” and participate in the Certification Maintenance Program administered by RID.
3. Proof of Registration with the Department of Health and Human Services to engage in the practice of interpreting.

Job Requirements:

1. Register annually with the Department of Health and Human Services to engage in the practice of interpreting.
2. Have and individualized plan for professional development as an interpreter, approved in writing by their supervisor.
3. Comply with the ethical codes of conduct of their certifying organization.
4. Understand general school subjects.
5. Understand and carry out oral and written instructions.
6. Establish and maintain effective relationships with those in the course of work.

Job Responsibilities:

1. Facilitate communication transfer between D/HH student and Teacher, peers, school staff, and other support personnel.
2. Provide communication transfer of classroom assignments procedures and teachers’ explanations.
3. Previews instructional information for needed sign vocabulary, view challenging instructional sign language materials to maintain and increase signing and reverse abilities.
4. Provide tutoring of presented academic instruction for classroom assignments.
5. Provide reverse-voicing of D/HH student’s questions and responses.
6. Act as a liaison between general education teachers and special education teachers.
7. Assist teaching staff in a variety of classroom and school related activities.
8. Monitor/assist with FM systems and hearing aides.
9. Maintain safety and discipline by enforcing school rules and regulations by supervising and/or assisting in the supervision of students in various school settings.
10. Operate common office machines; perform clerical work as assigned.

Terms of Employment: Classified position. Hours and salary to be determined.

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board of Trustees’ policy on evaluation of classified personnel.

Reports to: Director of Special Services

WHITE PINE COUNTY SCHOOL DISTRICT
JOB DESCRIPTION
EDUCATIONAL INTERPRETER FOR HEARING IMPAIRED STUDENTS –APPRENTICE LEVEL

Job Description: Facilitates communication for the deaf and hard-of-hearing (D/HH) students in the educational environment; signs all spoken communication including formalized instruction, classroom discussions, and incidental conversations; voices for D/HH students when required, translates audio stimuli into sign language understandable to the deaf; and performs related work as required.

Qualifications:

1. Level of Education:
 - a. High school diploma; or
 - b. General Equivalency Diploma.
2. Skill in the expressive and receptive ability to communicate fluently through a sign language system as measured by an Assessment in good standing from:
 - a. Educational Interpreter Assessment (EIPA) at level 3.0 which specifically addressed the knowledge and skills of interpreters working in k-12 educational settings and employing any of the of the following languages or language modalities: American Sign Language (ASL), manually Coded English (MCE), pidgin Sign English (PSE), or Signing Exact English (SEE).
3. Proof of Registration with the Department of Health and Human Services to engage in the practice of interpreting.

Job Requirements:

1. Participate in a plan of mentoring with an Interpreter who is registered at the Advanced level or above.
2. Have an individualized plan for professional development, which includes 75 hours per three year period of continuing education hours on a form prescribed by White Pine County School District and approved in writing by their supervisor.
3. Register annually with the Department of Health and Human Services to engage in the practice of interpreting.
4. Comply with the ethical codes of conduct of their certifying organization.
5. Understand general school subjects.
6. Understand and carry out oral and written instructions.
7. Establish and maintain effective relationships with those in the course of work.

Job Responsibilities:

1. Facilitate communication transfer between D/HH student and Teacher, peers, school staff, and other support personnel.
2. Provide communication transfer of classroom assignments procedures and teachers' explanations.
3. Previews instructional information for needed sign vocabulary, view challenging instructional sign language materials to maintain and increase signing and reverse abilities.
4. Provide tutoring of presented academic instruction for classroom assignments.
5. Provide reverse-voicing of D/HH student's questions and responses.
6. Act as a liaison between general education teachers and special education teachers.
7. Assist teaching staff in a variety of classroom and school related activities.
8. Monitor/assist with FM systems and hearing aides.
9. Maintain safety and discipline by enforcing school rules and regulations by supervising and/or assisting in the supervision of students in various school settings.
10. Operate common office machines; perform clerical work as assigned.

Terms of Employment: Classified position. Hours and salary to be determined.

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board of Trustees' policy on evaluation of classified personnel.

Reports to: Director of Special Services

WHITE PINE COUNTY SCHOOL DISTRICT
JOB DESCRIPTION
EDUCATIONAL INTERPRETER FOR HEARING IMPAIRED STUDENTS –INTERMEDIATE LEVEL

Job Description: Facilitates communication for the deaf and hard-of-hearing (D/HH) students in the educational environment; signs all spoken communication including formalized instruction, classroom discussions, and incidental conversations; voices for D/HH students when required, translates audio stimuli into sign language understandable to the deaf; and performs related work as required.

Qualifications:

1. Level of Education:
 - a. High school diploma; or
 - b. General Equivalency Diploma.
2. Skill in the expressive and receptive ability to communicate fluently through a sign language system as measured by an Assessment in good standing from:
 - a. Educational Interpreter Assessment (EIPA) at level 3.1 to 3.9 which specifically addressed the knowledge and skills of interpreters working in k-12 educational settings and employing any of the of the following languages or language modalities: American Sign Language (ASL), manually Coded English (MCE), pidgin Sign English (PSE), or Signing Exact English (SEE)
3. Proof of Registration with the Department of Health and Human Services to engage in the practice of interpreting.

Job Requirements:

1. Participate in a plan of mentoring with an Interpreter who is registered at the Advanced level or above.
2. Have an individualized plan for professional development, which includes 75 hours per three year period of continuing education hours on a form prescribed by White Pine County School District and approved in writing by their supervisor.
3. Register annually with the Department of Health and Human Services to engage in the practice of interpreting.
4. Comply with the ethical codes of conduct of their certifying organization.
5. Understand general school subjects.
6. Understand and carry out oral and written instructions.
7. Establish and maintain effective relationships with those in the course of work.

Job Responsibilities:

1. Facilitate communication transfer between D/HH student and Teacher, peers, school staff, and other support personnel.
2. Provide communication transfer of classroom assignments procedures and teachers' explanations.
3. Previews instructional information for needed sign vocabulary, view challenging instructional sign language materials to maintain and increase signing and reverse abilities.
4. Provide tutoring of presented academic instruction for classroom assignments.
5. Provide reverse-voicing of D/HH student's questions and responses.
6. Act as a liaison between general education teachers and special education teachers.
7. Assist teaching staff in a variety of classroom and school related activities.
8. Monitor/assist with FM systems and hearing aides.
9. Maintain safety and discipline by enforcing school rules and regulations by supervising and/or assisting in the supervision of students in various school settings.
10. Operate common office machines; perform clerical work as assigned.

Terms of Employment: Classified position. Hours and salary to be determined.

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board of Trustees' policy on evaluation of classified personnel.

Reports to: Director of Special Services

WHITE PINE COUNTY SCHOOL DISTRICT
JOB DESCRIPTION
EXECUTIVE SECRETARY

Description: Performs secretarial work for the Superintendent of Schools and Board of School Trustees.

Specific Duties:

1. Secretary to Superintendent
2. Works with the Board of School Trustees
3. Prepares reports and compiles agendas for Board of Trustees meetings
4. Compiles Board packets for meetings in a timely manner
5. Records and transcribes minutes of Board of Trustees meetings
6. Keeps personnel files current and confidential
7. Keeps legal and union organization files current
8. Works closely with Nevada Department of Education Teacher Licensure
9. Assists teachers in certification and range progression matters
10. Prepares routine correspondence
11. Other duties as assigned

Performance Indicators for Evaluation:

1. Completion of tasks as assigned
2. Meeting timelines, deadlines
3. Follows District procedures, policies
4. Confidential, professional and ethical record
5. Good working relationship with Superintendent and Board

Immediate Supervisor: Superintendent

WHITE PINE COUNTY SCHOOL DISTRICT
JOB DESCRIPTION
FACILITIES/MAINTENANCE DIRECTOR

Description: Manage and oversee all maintenance work and facilities, oversee the transportation department and the fleet, supervise the employees with the help of the transportation supervisor.

Specific Duties:

1. Oversee maintenance, capital projects, transportation, facilities and grounds
2. All EPA and OSHA work for the District
3. Handle all purchasing for the district, both ordering and receiving
4. Handle SIIIS work for the District
5. Trouble shoot for the facilities and maintenance areas
6. Maintain District inventory
7. Official representative for all asbestos control for the district
8. Federal energy grants as pertaining to the facilities and maintenance
9. Oversees all construction projects
10. Maintain work order list, schedule work
11. Maintain District capital projects list
12. Other duties as assigned

Performance Indicators for Evaluation:

1. Works efficiently with principals, fellow workers in the office, parents, oversight committees
2. Accuracy in performance of work
3. Audit results
4. Good working relationship with superintendent
5. Timely completion of work
6. The Facilities/Maintenance Director may request Board input on evaluation

Immediate Supervisor: Superintendent

WHITE PINE COUNTY SCHOOL DISTRICT
JOB DESCRIPTION
FINANCE OFFICER

Description: Oversee all financial activities of the District

Specific Duties:

1. Prepare regular and special fiscal reports
2. Prepare budgets with staff, community and Board involvement
3. Maintain an efficient payroll benefit system
4. Oversee District inventories
5. Grant writing, reporting
6. Audit preparation, presentation
7. Oversee all purchasing/payments
8. Insure excellent internal controls
9. Create and maintain business partnerships
10. Manage office computer network
11. Meet or exceed all state, federal and grant fiscal accounting requirements
12. Prepare long range fiscal plans
13. Evaluate finance office staff
14. Other duties as assigned

Performance Indicators for Evaluation:

1. Annual audits
2. Relationship with Board, Superintendent, staff
3. Timelines and correctness of work
4. The Finance Officer may request Board input on evaluation

Immediate Supervisor: Superintendent *

* The Finance Officer also reports directly to the Board monthly.

WHITE PINE COUNTY SCHOOL DISTRICT
JOB DESCRIPTION
INFORMATION SYSTEMS MANAGER

Specific Duties: This individual manages all the technology assets within the White Pine County School District. This individual must not only be experienced in the operations of network files servers, personal computers (both IBM compatibles and Macintosh) and all associated network and application software packages, he/she must also know how to prepare reports, grant proposals, bid specifications, etc. for district, state and federal agencies. This individual must also be able to represent WPCSD at meetings that include their counterparts from the other school districts, personnel from state and federal offices and sometimes state and federal legislative members. The functions required for this position far outweigh the impression that is perceived for an individual whose job title is Technology Specialist. Changing this job title would give this individual the proper job title to meet his/her capabilities.

Performance Indicators for Evaluation:

1. Timely and accurate processing of work, projects, and assigned duties.
2. Effectively communicates and works well with staff.
3. Able to work on assigned tasks.

Immediate Supervisor: Superintendent

WHITE PINE COUNTY SCHOOL DISTRICT
JOB DESCRIPTION
MAINTENANCE APPRENTICE/ASSISTANT

Description: Assist with maintenance jobs under the direction of skilled employees.

Specific Duties:

1. As assigned

Performance Indicators for Evaluation:

1. Report of work quality and completion by skilled employees

Immediate Supervisor: Facilities Director

WHITE PINE COUNTY SCHOOL DISTRICT
JOB DESCRIPTION
MECHANIC/FABRICATOR

Description: Maintain all buses, school district equipment and vehicles, metal fabrication for maintenance.

Specific Duties:

1. Engine overhaul - gas and diesel
2. Manual Transmission overhaul and repair
3. Differential overhaul and repair
4. Diagnose all mechanical and electrical
5. Diagnose and repair charging systems
6. Recharge and repair air conditioning systems (from macs #122971)
7. Diagnose and repair air brake systems
8. Diagnose and repair hydraulic systems
9. Prepare repair estimates and order all job repair parts
10. All metal fabrication for maintenance
11. Operate all school equipment, snow plowing
12. Other duties as assigned

Performance Indicators for Evaluation:

1. Quality of work
2. Timely completion of work
3. Neatness of work and work area
4. Work performed without supervisions
5. Positive relationship with co-workers and supervisor

Immediate Supervisor: Facilities Director with input from Transportation Supervisor

Work week: 40 hour/week

Benefits: 1 to 5 years experience - \$18.14 - \$21.60, health insurance and retirement

WHITE PINE COUNTY SCHOOL DISTRICT
JOB DESCRIPTION
NETWORK ADMINISTRATOR

Specific Duties: This individual is responsible for ensuring that the WPCSD Wide Area Network is managed properly with minimal downtime or loss of access by staff and students. With approximately 400 networked personal computers and 22 file servers, White Pine County School District has a very large and complex Wide Area Net (WAN) that take a very knowledgeable and dedicated individual to ensure continual operations. This individual must have in-depth knowledge in aspect such as network topology, network protocols, network hardware and software specifications and personal computer hardware and software requirements. This individual is the backbone of the Technology Section for his/her abilities to ensure that the day-to-day operations of the WAN meet the needs of all White Pine County School District staff and students. This individual is also required to perform the duties of the Information Systems Manager in his/her absence. The functions required for this position far outweigh the impression that is perceived for an individual whose job title is Network Administrator.

Performance Indicators for Evaluation:

1. Timely and accurate processing of work, projects, and assigned duties.
2. Effectively communicates and works well with staff.
3. Able to work on assigned tasks with minimal supervision.

Immediate Supervisor: Information Systems Manager

WHITE PINE COUNTY SCHOOL DISTRICT
JOB DESCRIPTION
NETWORK TECHNICIAN

Specific Duties: This individual requires special knowledge in building and maintaining file server and personal computer hardware configurations. This individual must also have knowledge of network protocols and network and software applications required to process data across the network and on personal computers. This individual is an important part of the Technology Section because the functions he/she performs allows the Network Administrator to concentrate on his/her responsibilities. The functions required for this position far outweigh the impression that is perceived for an individual who job title is Network Technician.

Performance Indicators for Evaluation:

1. Timely and accurate processing of work, projects, and assigned duties.
2. Effectively communicates and works well with staff.
3. Able to work on assigned tasks with minimal supervision.

Immediate Supervisor: Information Systems Manager

WHITE PINE COUNTY SCHOOL DISTRICT
JOB DESCRIPTION
DISTRICT PAINTER

Description: Oversee all painting needs district wide.

Specific Duties:

1. Prepare and paint interior and exterior of all school buildings
2. Asbestos inspection
3. Light plumbing
4. Light electrical
5. Light carpentry
6. Locks
7. Glass replacement
8. Support concrete work
9. Drywall tape and texture
10. Preventive maintenance
11. Other duties as assigned

Performance Indicators for Evaluation:

1. Organize and complete jobs in a timely fashion
2. Cooperate with supervisor and school administrators

Immediate Supervisor: Facilities Director

WHITE PINE COUNTY SCHOOL DISTRICT
JOB DESCRIPTION
PAYROLL CLERK

Description: This position is responsible for the timely and accurate production of monthly payroll and related records and reports and completion/maintenance of all employment related forms and files.

Specific Duties:

1. Obtain, review, and process monthly time and attendance reports.
2. Obtain proper authorizations of payroll and records and documents.
3. Verifies accuracy of time and attendance information and produces payroll checks and reports.
4. Produces monthly payroll checks, registers, and payroll related checks and reports and distributes to employees and appropriate local, state, and federal agencies.
5. Processes new employees and ensures the appropriate documentation is completed, authorized and filed.
6. Entertains questions regarding employment and benefit plan enrollment.
7. Functions as liaison to employee benefit plan providers.
8. Processes and maintains appropriate employment documentation for local, state, and federal agencies.
9. Performs other tasks related to the position as assigned.

Performance Indicators for Evaluation:

1. Timely and accurate production of payroll and payroll related checks and reports.
2. Timely and accurate filing of payroll and payroll related checks and reports.
3. Auditor comments in audited financial statements.
4. Completes projects on time.
5. Effectively communicates with and assists staff with payroll and employment related issues.

Immediate Supervisor: Finance Officer

WHITE PINE COUNTY SCHOOL DISTRICT
JOB DESCRIPTION
PLUMBER/WELDER

Description: Basic plumbing, heating, ventilation repair and installation, some welding

Specific Duties:

1. Basic plumbing work and repair
2. Welding as assigned
3. Work/supervise assistant or apprentice
4. Basic heating and ventilation repair and maintenance

Performance Indicators for Evaluation:

1. Timely completion of work
2. Meet federal/state safety requirements

Immediate Supervisor: Facilities Director

**WHITE PINE COUNTY SCHOOL DISTRICT
JOB DESCRIPTION
PSYCHOLOGIST/COORDINATOR**

Description: The Psychologist/Coordinator is responsible for the identification, evaluation, qualification, planning and placement for students who may need special education services. He/she provides testing, gives, assistance with program development and insures that the District meets federal and state program requirements.

Specific Duties:

1. Keep current the district policy and procedures manual for special education
2. Provide reports and corrective action plans as required
3. Write grant proposals for special education programs
4. Oversee all individualized special education programs
5. Assist with the professional development of all special education staff
6. Assist in hiring, training and supervising all special education staff
7. Work with building administrators to develop resources and student action teams for each school
8. Facilitate the provision of special education services throughout the district
9. Insure a free and appropriate education in the least restrictive environment for each and every student who has a disability
10. Coordinate and facilitate the cooperation of special education personnel, activities and resources
11. Insure the identification, evaluation, planning and placement of students who qualify for special education services
12. Supervise secretary
13. Other duties as assigned

Performance Indicators for Evaluation:

1. Successful audit
2. Feedback for parents and professional staff

Immediate Supervisor: Director of Special Programs and Projects

**WHITE PINE COUNTY SCHOOL DISTRICT
JOB DESCRIPTION
DIRECTOR OF SPECIAL PROGRAM AND PROJECTS**

Description: This position oversees all special district programs including Special Education, Title I, Title VI, Carl Perkins, Adult Education, Early Childhood and Rural Assistance. The director guides curriculum reform and interpretation and coordinates home school, home bound, and gathers information about students that require other alternative types of educational programs. The director is assigned special duties and responsibilities throughout the school year.

Specific Duties:

1. Grant writing and reporting
2. Problem solve student needs at schools upon request of Principals
3. Resolve personnel issues, placement, hiring and training for federal programs with principals
4. Manage adult education, home school, correspondence and GED
5. Figure hire dates on all personnel plus record pertinent information
6. Serve as District Special Educator Director
7. Oversee curriculum committee's plan for reform of District curriculum including inservice and research
8. Act as liaison between District and Department of Education Special Education as well as between Principals and White Pine County School District Special Education
9. Gather information on students in need of alternative placement and submit proposal for serving these students
10. Help Principals develop student action teams and help with training of staff upon request
11. Serve on the Administrative Management Team
12. Oversee District testing
13. Other duties as assigned

Performance Indicators for Evaluation:

1. Successful completion of projects as assigned
2. Effective with principals when they have requested help (students, Intervention teams, personnel)
3. Works effectively with parents and students needing home bound or processing homeschool requests
4. Completed information requested for personnel files during the 1996-97 school year
5. Turns in successful grant applications to Department of Education
6. Successful development of a comprehensive curriculum
7. Works as an effective team management member for betterment of the District
8. Successful program audits
9. The Director of Special Programs may request Board input on Evaluation

Immediate Supervisor: Superintendent

<p style="text-align: center;">WHITE PINE COUNTY SCHOOL DISTRICT <i>JOB DESCRIPTION</i> SPECIAL EDUCATION SECRETARY</p>

Description: Performs secretarial work for Psychologist/Coordinator and District Resource Teachers

Specific Duties:

1. Maintains Special Education databases
2. Assists all visitors to the special education department
3. Schedules testing times and places for Psychologist
4. Maintains records and files
5. Assists special education teachers to maintain proper records
6. Grant writing, reporting
7. Maintains Special Education Policy Manual
8. Aids Psychologist in generation of special education reports
9. Aids coordinator in generation of state and federal reports
10. Other duties as assigned

Performance Indicators for Evaluation:

1. Timely completion of work
2. Accessible file system
3. Computer and typing capabilities

Immediate Supervisor: Psychologist/Coordinator

WHITE PINE COUNTY SCHOOL DISTRICT
JOB DESCRIPTION
TRANSPORTATION SUPERVISOR

Description: Manages all transportation operation of the school district and supervises the employee of the district bus garage.

Specific Duties:

1. Creates transportation schedule, routing of all district vehicles
2. Oversee operation of district runs. (Check for efficiency, set-up, and maintain)
3. Supervise maintenance of district vehicles (comply with state bus inspections)
4. Meet state safety and health regulations (conduct evacuations, etc.)
5. Dispatch drivers and routes
6. Train new drivers and ongoing training as needed
7. Screen surplus sales as needed
8. Office work (purchase order, time sheets, etc.)
9. Write vehicle specifications as needed
10. Ordering (parts, fuel, supplies)
11. Assist mechanic and fill-in as driver when needed
12. Snow plowing, operate fork lifts, loaders, trucks
13. Meet with parents and principals
14. Supervision of all drivers and mechanics
15. Other duties as assigned

Performance Indicators for Evaluation:

1. Positive relationship with staff
2. Safe and timely bus operations
3. Meet all inspection and safety rules

Immediate Supervisor: Facilities Director

WHITE PINE COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

Director of Transportation

Job Title: Director of Transportation
Wages: Administrative Salary Schedule
Range 1: \$65,504 to \$73,725

Education/Experience: The Director of Transportation must have a bachelor's degree (or equivalent) or served in the industry for four years or more.

Description: Manage the District fleet of vehicles, inventory, and other transportation operations of the school district and supervise all transportation personnel. This position is also responsible for all local, state and federal regulatory compliance and reporting.

Specific Duties:

1. Create transportation schedule, routing of all district vehicles for instruction and extra-curricular needs.
2. Oversee operation of district routes (check for efficiency, set-up, and maintain).
3. Supervise maintenance of district vehicles (comply with state bus inspections).
4. Meet state safety and health regulations (conduct evacuations, etc.).
5. Dispatch drivers and routes.
6. Train new drivers and ongoing training as needed.
7. Screen surplus sales as needed.
8. Office work (purchase order, timesheets, etc.).
9. Write vehicle specification as needed.
10. Ordering (parts, fuel, supplies).
11. Assist mechanic and fill-in as driver when needed.
12. Snow plowing, operate fork lifts, loaders, and trucks.
13. Meet with parents and principals.
14. Supervision of all drivers and mechanics.
15. Maintain a fleet vehicle replacement schedule for all busses, staff and utility vehicles.
16. Maintain and track a parts inventory for all District vehicles.
17. Recommend procurement of materials, supplies and equipment for the Transportation Department.
18. Develop and maintains an aggressive safety program, to include enforcement of a safe driver plan.
19. Develop and maintain statistical data to evaluate volume of fuel, fuel efficiency, operating costs per mile, frequency of repairs and other operating costs and statistical information that will help assess and evaluate the operating efficiency and effectiveness of transportation.
20. Evaluate personnel in accordance with the collective bargaining agreement.
21. Develop, maintain and administer a pre-trip inspection routine and preventative. maintenance checklist for each vehicle.
22. Implement an automated system that will determine the most cost effective bus routes to maximize travel efficiency and minimize the miles driver.
23. Be on-call for and assist with all instance of stranded students, staff and vehicles including those from other districts stranded in our service area.
24. Other duties as assigned.

Physical Requirements:

This individual in this position must be capable of standing/walking without restrictions and be able to reach, grasp, handle and grip without difficulty. Stooping/bending or squatting is required ranging from slight forward bending to floor level. The employee must be able to push, pull, lift and carry objects in excess of 25 pounds on an intermittent basis. The position will also require the individual sit for long periods of time either for office administrative duties or transportation duties.

Performance Indicators for Evaluation:

1. Positive relationship with staff.
2. Safe and timely bus operations.
3. Meet all inspection and safety rules.
4. Frequency of stranded students, staff and vehicle.
5. Response time.

Immediate Supervisor: Superintendent

5 - Coaches/Advisors Handbook

WHITE PINE COUNTY SCHOOL DISTRICT

COACHES/ADVISORS HANDBOOK

INTRODUCTION

The Athletic/Extra-Curricular Handbook has been established as a guideline to serve staff who have responsibilities in connection with the administration of any phase of the White Pine County School District athletic/extra-curricular programs.

The policies and procedures in this handbook are designed so there is a clear understanding of what is expected of each member of the athletic/extra-curricular staff in the performance of his/her duties in keeping with continued growth and improvement in the overall program. They are not intended to restrain a coach/advisor or their staff in the performance of duties or hold back the school in fulfilling its function.

The titles coach, advisor and sponsor are used interchangeably throughout this handbook. The terms teams/activities are also used interchangeably.

GENERAL POLICIES AND PROCEDURES

Purposes:

- to afford an opportunity to identify, recognize and praise quality coaching and instruction
- to provide an opportunity to identify potential leadership within a system
- to create a climate to achieve individual improvement through job targets
- to provide information necessary to make an objective assessment of the performance of a coach
- to identify those factors which interfere with a coach/advisor's overall contribution to the program
- to assure that quality coaching/advising is a responsibility shared by the entire coaching/advising staff and the athletic director

1. ASSIGNMENT PROCEDURES

A. The Athletic Director shall survey the coaching staff in March of each year to determine coaches' intentions for the following year. Current coaches, sponsors, etc., with acceptable performances, may be offered a contract for next year.

B. When vacancies develop or new positions are added to the coaching staff, the following actions shall be taken:

1. The Athletic Director shall post a listing of the position(s) available for next year in the District Link publication.
2. The Athletic Director, in consultation with the principal, shall determine if interested persons possess the minimum qualifications necessary to perform the responsibilities of the position.
3. The Athletic Director shall then notify interested candidates if further consideration will be extended.
4. The Athletic Director and Principal shall interview selected candidates and hire based on what is best for the school programs.
5. All head coaches will be in consultation with the Athletic Director regarding the selection of assistant coaches.
6. Coaches must meet normal hiring procedures.
7. The Superintendent must approve all appointments of coaches/advisors.
8. NIAA hiring procedures will be followed.

2. ATHLETIC EMERGENCY INFORMATION AND MEDICAL RELEASE

This form must be filled out by the student and parent and returned directly to the school office. This release must be with coaches at all home/away games. Coaches must have this form if medical service is needed for a student.

3. ATHLETIC RULES AND REGULATIONS

The Rules and Regulations policy form must be signed by the parent and athlete and returned to the Athletic Director before the start of the season. Coaches/Advisors are encouraged to meet with parents prior to the beginning of the season to discuss expectations, rules, etc.

4. ATHLETIC SCHEDULES

All athletic schedules will be established and distributed by the Athletic Director. Coaches must request any deletions, additions, or changes.

5. AUTHORIZED PRACTICE SCHEDULE

There shall be no practice on Sundays. A participant must have ten practice days recorded before he/she can participate in the first contest unless there are special circumstances. Special circumstances need to be cleared through the Athletic Director and the N.I.A.A.

6. AWARDS

The Athletic Department issues a varsity letter to an athlete once during his/her four (4) years, along with a yearly certificate and sports emblem. Junior varsity players receive certificates. Guidelines for receiving a letter are the responsibility of the coach of that individual sport.

7. COACHES CLINICS/TRAINING

Coaches clinics and training are the individual coach's responsibility. However, when possible, the Athletic Department will help coaches with expenses and release time for one clinic per year. All requests are to be made in writing to the Athletic Director and must be approved by the Principal.

8. EXCUSING ATHLETES FROM CLASS

The Athletic Director will distribute pre-arranged lists to the teachers for each sport.

9. EXPECTATIONS OF COACHES

A classroom is a location where instruction takes place. This includes but is not limited to a regular classroom, a practice field, or the area where an activity or event is conducted. The position of a role model for the youth of White Pine County School District cannot be taken lightly. Coaches/advisors assigned to working with students are expected to demonstrate ethical professional conduct at all times.

Appraisals - The Athletic Director will assess the performance by assistant coaches utilizing input from the head coach. The Athletic Director and Principal will conduct assessments of head coaches. The Athletic Director and Principal will be responsible for contract recommendation. A post appraisal conference may be scheduled for each coach.

If an incident occurs at such time as a coach is removed from a contest for inappropriate conduct, the following shall take place:

1. Notification of the coach that he/she is ineligible to coach for at least the next scheduled contest. Should the incident warrant additional disciplinary action, the school administrator shall act accordingly. Coaches are not to be in attendance at games in which they are ineligible to coach.
2. Should a coach be disqualified a second time, the coach will be ineligible for a minimum of the next two subsequent contests. If the incident warrants additional disciplinary action, the school administrator may lengthen the suspension or replace the coach. Such coaches are not to be in attendance at games in which they are ineligible to coach.

10. PARTICIPATION PROCEDURES

While it is our goal to give every student the opportunity to participate in athletics, it sometimes becomes necessary to limit numbers by "cutting" athletes after trying out for a position on a team. Numbers carried on teams will be set at the maximum to provide appropriate developmental opportunities for as many athletes as possible without significantly detracting from the coaches' responsibilities to teach and manage the team.

Our goal is to utilize Junior Varsity programs to develop young athletes' skills and attitudes to a level that will contribute to successful and highly competitive Varsity programs. When it is necessary to "cut" athletes, consideration must go beyond the current year, always planning for the future. It is possible that senior students may be "cut" before younger players.

No one can dispute the extreme difficulties coaches encounter when forced to eliminate athletes from a program. While most coaches agree "cutting" is the worst part of their job, it is the sole responsibility of the coach to make these decisions in the best interests of the students they serve and the programs they manage.

11. REMOVING/SUSPENDING A STUDENT FROM THE TEAM/EXTRA-CURRICULAR ACTIVITIES

After the athletic squad/extra-curricular group has been selected only the head coach/advisor of any sport/activity may request the removal of a student from a team. An assistant coach/advisor is never to remove a student from the team. It is expected the head coach/advisor will exercise mature judgment and give ample time for consideration before removal of students from an athletic/extra-curricular team. Before the head coach/advisor removes a student athlete/participant from his/her team/activity the

coach/advisor must confer with administration. Any occurrence at any district, school, school sponsored activity/event, or on school transportation, these regulations will be enforced. Any violation which occurs late in the school year, the administration may elect to require community service or extend the punishment into the next school year. Counseling will be recommended and families will be asked to inform the school of their efforts.

Tobacco: Any student using or in possession of tobacco products will be denied the privilege of participation in all athletic/extracurricular activities for 10 calendar days for first offense and 20 school days for the second offense.

Alcohol: Any student using or in possession of an alcoholic beverage will be denied the privilege of participation in all athletic/extracurricular activities for a period of 30 calendar days for the first offense and 60 school days for a second offense.

Controlled Substance and Narcotics - Any student using or in possession of a controlled substance and/or narcotic will be denied the privilege of participation in all extracurricular/athletic activities for a period of 120 school days.

Individual Activity Contracts – Penalty for the above offenses will be served before a student can be eligible to participate in any other sport or activity, including tryouts. Individual sport/activity contracts may supersede. All contracts must be approved in advance by the Athletic Director and principal. Contracts will be signed and explained to the student at the beginning of each sport/activity.

Criminal Offenses - Any student involved in any criminal offenses will be denied the privilege of participation in all athletic/extracurricular activities for a period of 60 school days.

12. RESPONSIBILITIES OF COACHES

The function of a coach is to properly educate students through participation in interscholastic competition. The interscholastic program is designed to enhance academic achievement and never should interfere with opportunities for academic success. Each child should be treated as though he/she was the coaches'/advisors' own, and the child's welfare shall be uppermost at all times. In recognition of this, the following guidelines for coaches have been adopted by the National Federation of State High School Associations (NFICA) Board of Directors.

The coach/advisor must be aware that he or she has a tremendous influence, either good or bad, in the education of the student-athlete and, thus, shall never place the value of winning above the value of instilling the highest desirable ideals of character.

The coach/advisor must constantly uphold the honor and dignity of the profession. In all personal contact with the student-athlete, officials, athletic directors, school administrators, the state high school athletic association, the media and the public, the coach shall strive to set an example of the highest ethical and moral conduct.

The coach/advisor shall take an active role in the prevention of drug, alcohol and tobacco abuse and under no circumstances should authorize their use.

The coach/advisor shall not use tobacco or alcohol products when in contact with players/participants during school sanctioned activities.

The coach/advisor shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.

The coach/advisor shall be acquainted thoroughly with the contest rules and is responsible for their interpretation to team members. The spirit and letter of rules should be regarded as mutual agreements. The coach shall not try to seek an advantage by circumvention of the spirit or letter of the rules.

Coaches/advisors shall actively use their influence to enhance sportsmanship by their spectators, working closely with cheerleaders, pep club sponsors, booster clubs and administrators.

Coaches/advisors will know the District policies, regulations and laws governing education and will work to ensure that they benefit students.

Contest officials shall have the respect and support of the coach/advisor. The coach/advisor shall not indulge in conduct which will incite players or spectators against the officials. Public criticism of officials or players is unethical.

Before and after contests, rival coaches/advisors should meet and exchange friendly greetings to set the correct tone for the event.

A coach/advisor shall not exert pressure on faculty members to give student-athletes special consideration.

It is unethical for coaches/advisors to scout opponents by any means other than those adopted by the league and/or state high school athletic association.

13. TRIP PROCEDURE

Before leaving on an athletic trip coaches should check with the Athletic Director to make sure:

- buses have been arranged
- bus drivers have been arranged
- the bus shop has been notified of departure time
- room reservations have been made

- meal money checks have been issued
- time and place of games have not been changed
- players have been pre-arranged

Upon return an athletic trip coaches should:

- make sure the bus is cleaned
- insure all students have transportation home
- make sure gym doors are locked and lights are turned out
- report any incidents to the Athletic Director as soon as possible
- complete bus report/evaluation after each trip
- coaches/advisors will not leave the school premises until all students/participants have a ride home

14. VOLUNTEER COACHES

Any individual helping with an athletic program must be cleared through the Athletic Director, the Principal, the District Office and the N.I.A.A.

15. MEDIA

Coaches will complete a results form after each competition and turn it in to the Athletic Director by the next school day. Athletic Directors are responsible for sharing this information with local media.

NATIONAL STANDARDS FOR ATHLECTIC COACHES

SUMMARY OF STANDARDS

Domain: Injuries: Prevention, Care and Management

Standard 1 - Prevent injuries by recognizing and insisting on safe playing conditions.

Standard 2 - Ensure that protective equipment is in good condition, fits properly and is worn as prescribed by the manufacturer; ensure that equipment and facilities meet required standards.

Standard 3 - Recognize that proper conditioning and good health are vital to the prevention of athletic injuries.

Standard 4 - Prevent exposure to the risk of injuries by considering the effects of environmental conditions on the circulatory and respiratory systems when planning and scheduling practices and contests and implementing programs for physical conditioning.

Standard 5 - Be able to plan, coordinate and implement procedures for appropriate emergency care.

Standard 6 - Demonstrate skill in the prevention, recognition and evaluation of injuries and the ability to assist athletes with the recovery/rehabilitation from injuries that are generally associated with participation in athletics in accordance with guidelines provided by qualified medical personnel.

Standard 7 - Facilitate a unified medical program of prevention, care and management of injuries by coordinating the roles and actions of the coach and a National Athletic Trainers Association certified athletic trainer with those of the physician.

Standard 8 - Provide coaching assistants, athletes and parents guardians with education about injury prevention, injury reporting and sources or medical care.

Domain: Risk Management

Standard 9 - Understand the scope of legal responsibilities that come with assuming a coaching position, i.e. proper supervision, planning and instruction, matching participants, safety, first aid and risk management.

Standard 10 - Properly inform coaching assistants, athletes, and parents/guardians of the inherent risks associated with sport so that decisions about participation can be made with informed consent.

Standard 11 - Know and convey the need and availability of appropriate medical insurance.

Standard 12 - Participate in continuing education regarding rules changes, improvement in equipment, philosophical changes, improved techniques and other information in order to enhance the safety and success of the athlete.

Domain: Growth, Development and Learning

Standard 13

Recognize the developmental physical changes that occur as athletes move from youth through adulthood and know how these changes influence the sequential learning and performance of motor skills in a specific sport.

Standard 14

Understand the social and emotional development of the athletes being coached, know how to recognize problems related to this development and know where to refer them for appropriate assistance when necessary.

Standard 15

Analyze human performance in terms of developmental information and individual body structure.

Standard 16

Provide instruction to develop sport specific motor skills and refer the athletes to appropriate counsel as needed.

Standard 17

Provide learning experiences appropriate to the growth and development of the age group coached.

Domain: Training, Conditional and Nutrition

Standard 18

Demonstrate a basic knowledge of physiological systems and their responses to training and conditioning.

Standard 19

Design programs of training and conditioning that properly incorporate the mechanics of movement and sound physiological principles taking into account each individual's ability and medical history, avoiding contra-indicated exercises and activities and guarding against the possibility of over-training; be able to modify programs as needed.

Standard 20

Demonstrate knowledge of proper nutrition and educate athletes about the effects of nutrition upon health and physical performance.

Standard 21

Demonstrate knowledge of the use and abuse of drugs and promote sound chemical health.

Domain: Social/Psychological Aspect of Coaching

Standard 22

Subscribe to a philosophy that acknowledges the role of athletics in developing the complete person.

Standard 23

Identify and interpret to co-coaches, athletes, concerned others and the general public the values that are to be developed from participation in sports programs.

Standard 24

Identify and apply ethical conduct in sport by maintaining emotional control and demonstrating respect for athletes, officials and other coaches.

Standard 25

Demonstrate effective motivational skills and provide positive, appropriate feedback.

Standard 26

Conduct practices and competitions to enhance the physical, social and emotional growth of athletes.

Standard 27

Be sufficiently familiar with the basic principles of goal setting to motivate athletes toward immediate and long range goals.

Standard 28

Treat each athlete as an individual while recognizing the dynamic relationship of personality and socio-cultural variables such as gender, race and socio-economic differences.

Standard 29

Identify desirable behaviors (self discipline, support of teammates, following directions, etc.) and structure experiences to develop such behaviors in each athlete.

Domain: Skills, Tactics and Strategies

Standard 30

Identify and apply specific competitive tactics and strategies appropriate for the age and skill levels involved.

Standard 31

Organize and implement materials for scouting, planning practices and analysis of games.

Standard 32

Understand and enforce the rules and regulations of appropriate bodies that govern sport and education.

Standard 33

Organize, conduct and evaluate practice sessions with regard to established program goals that are appropriate for difference stages of the season.

Domain: Teaching and Administration

Standard 34

Know the key elements of sport principles and technical skills as well as the various teaching methods that can be used to introduce and refine them.

Standard 35

Demonstrate objective and effective procedures for the evaluation and selection of personnel involved in the athletic program and for periodic program reviews.

Domain: Professional Preparation and Development

Standard 36

Demonstrate organizational and administrative efficiency in implementing sports programs, e.g. event management, budgetary procedures, facility maintenance, participation in public relations activities.

Standard 37

Acquire sufficient practical field experience and supervision in the essential coaching areas to ensure an adequate level of coaching competence for the level of athlete coached. This would include a variety of knowledge, skills and experiences.

INFECTIOUS DISEASE GUIDELINES

The NIAA Board of Control has adopted the following policy in an effort to minimize the possibility of transmission of blood-borne pathogens such as the Human Immunodeficiency Virus (HIV) and the resulting Acquired Immune Deficiency Syndrome (AIDS) and Hepatitis B. It is strongly recommended that each school adopt a similar policy to apply to any situation in which an injury might occur which results in bleeding. These injuries are most likely to occur in physical education classes, athletic practice sessions and contests. It is extremely important that teachers, coaches and referees follow the procedures outlined in this policy and be cognizant that any time there is blood present it should be treated with respect regarding its ability to transmit infectious diseases.

Blood borne pathogens are serious infectious diseases which are present in blood, semen, vaginal fluids and breast milk. While HIV and Hepatitis B are most common, there are a number of such diseases.

The precise risk of HIV transmission during exposure to open wounds or mucous membranes such as eyes, ears, nose or mouth is not known. Evidence, however, would suggest the risk is extremely low. The risk of contracting Hepatitis B or other blood borne infections in this way is much greater than the possibility of contracting HIV.

Precautions for reducing the potential for transmission of infectious agents should include, but not be limited to, the following:

1. The bleeding must be stopped, the open wound covered, and if there is an excessive amount of blood on the uniform, it must be changed before the athlete/participant may participate. Soiled linen should be bagged and washed in hot water with detergent.
2. Routine use of barrier precautions to prevent skin and mucous-membrane exposure when contact with blood or other body fluids is anticipated. Gloves should be worn for touching blood, bloody fluids, mucous membranes or nonintact skin (e.g. abrasions, dermatitis) of all athletes for handling items or surfaces soiled with blood or body fluids, and for performing venipuncture. Gloves should be changed after contact with each student-athlete. Masks and protective eye wear should be worn during procedures that are likely to generate droplets of blood or other body fluids to prevent exposure of mucous membranes of the mouth, nose and eyes.
3. Immediately wash hands and other skin surfaces if contaminated (in contact) with blood or other body fluids. Wash hands immediately after removing gloves.
4. When cleaning contaminated surfaces, use a solution of household bleach and water or a commercially-prepared, EPA-approved solution. The household bleach solution should be mixed fresh daily and should be a dilution of 100 parts water to 1 part bleach, the equivalent of ¼ cup bleach to each gallon of water, or 1 tablespoon of bleach to each quart of water.
5. Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags or other ventilation devices should be available for use.
6. Athletic trainers/coaches with bleeding or oozing skin conditions should refrain from all direct athletic care until the condition resolves.
7. Do not use common towels to clean surfaces contaminated with blood or other body fluids containing visible blood. The use of common towels any time during athletics is a very poor health habit.

8. Follow acceptable guidelines in the immediate control of bleeding and when handling bloody dressings, mouthguards and other articles containing body fluids.
9. In general, use good hygienic practices. Shower after each practice or competition, using a liberal amount of soap and water. Avoid sharing towels, cups and water bottles.

Following are some general procedures for activities:

1. All athletes must cover any open wound.
2. Student athletes should treat and cover their own wounds whenever possible.
3. If an individual, whether a player, coach, advisor or official, has someone else's blood on their skin, the area should be washed with soap and water and wiped with disinfectant, such as isopropyl alcohol.
4. If a student athlete begins to bleed during an activity, play must be stopped, the student athlete is to be considered injured, removed from play, and any potentially contaminated surfaces cleaned using a disinfectant. The surface should then be wiped with clean water.
5. All soiled linens such as towels and uniforms should be washed in hot water and in detergent containing bleach, if possible.
6. Towels, cups and water bottles should not be shared.

HEAT STRESS AND ATHLETIC/ACTIVITY PARTICIPATION

Early fall football, cross country, soccer and field hockey practices are conducted in very hot and humid weather in many parts of the United States. Due to the equipment and uniform needed in football, most of the heat problems have been associated with football. Under such conditions the athlete is subject to the following:

HEAT CRAMPS – painful cramps involving abdominal muscles and extremities caused by intense, prolonged exercise in the heat and depletion of salt and water due to profuse sweating.

HEAT SYNCOPE – weakness, fatigue and fainting due to loss of salt and water in sweat and exercise in the heat. Predisposes to heat stroke.

HEAT EXHAUSTION (WATER DEPLETION) – Excessive weight loss, reduced sweating, elevated skin and deep body temperature, excessive thirst, weakness, headache and sometimes unconsciousness.

HEAT EXHAUSTION (SALT DEPLETION) – exhaustion, nausea, vomiting, muscle cramps, and dizziness due to profuse sweating and inadequate replacement of body salts.

HEAT STROKE – an acute medical emergency related to thermoregulatory failure. Associated with nausea, seizures, disorientation, and possible unconsciousness or coma. It may occur suddenly without being preceded by any other clinical signs. The individual is usually unconscious with a high body temperature and a hot dry skin (heat stroke victims, contrary to popular belief, may sweat profusely).

It is believed that the above mentioned heat stress problems can be controlled provided certain precautions are taken. According to the American Academy of Pediatrics Committee on Sports Medicine, heat related illnesses are all preventable. (*Sports Medicine: Health Care for Young Athletes, American Academy of Pediatrics, 1991*). The following practices are precautions are recommended:

1. Each athlete should have a physical examination with a medical history when first entering a program and an annual health history update. History of previous heat illness and type of training activities before organized practice begins should be included. State High School Associations recommendations should be followed.
2. It is clear that top physical performance can only be achieved by an athlete who is in top physical condition. Lack of physical fitness impairs the performance of an athlete who participates in high temperatures. Coaches should know the **physical condition** of their athletes and set practice schedules accordingly.
3. Along with physical conditioning the factor of acclimatization to heat is important. Acclimatization is the process of becoming adjusted to heat and it is essential to provide for **gradual acclimatization to hot weather**. It is necessary for an athlete to exercise in the heat if he/she is to become acclimatized to it. It is suggested that a graduated physical conditioning program be used and that 80% acclimatization can be expected to occur after the first 7-10 days. Final stages of acclimatization to heat are marked by increased sweating and reduced salt concentration in the sweat.
4. The old idea that water should be withheld from athletes during workouts has **no scientific foundation**. The most important safeguard to the health of the athlete is the replacement of water. Water must be on the field and readily available to the athletes at all times. It is recommended that a minimum of 10-minute water break be scheduled for every half hour of heavy exercise in the heat. Athletes should rest in a shaded area during the break. **Water should be available in unlimited quantities**. Check and be sure athletes are drinking the water. Cold water is preferable. Drinking ample water before practice or games has also been found to aid performance in the heat.
5. Salt should be replaced daily. Modest salting of foods after practice or games will accomplish this purpose. Salt tablets are not recommended. **Attention must be directed to replacing water – fluid replacement is essential.**

6. Know both the **temperature** and **humidity**. The greater the humidity the more difficult it is for the body to cool itself. Test the air prior to practice or game using a wet bulb, globe, temperature index (WBGT index) which is based on the combined effects of air temperature, relative humidity, radiant heat and air movement. The following precautions are recommended when using the WBGT Index: (*ACSM's Guidelines for the Team Physician, 1991*)
- | | |
|----------|--------------------|
| Below 64 | Unlimited activity |
| 65-72 | Moderate risk |
| 74-82 | High risk |
| 82 plus | Very high risk |

There is also a weather guide for activities that last 30 minutes or more (*Fox and Mathews, 1981*) which involves knowing the relative humidity and air temperature:

AIR TEMP	DANGER ZONE	CRITICAL ZONE
70 F	80% RH	100% RH
75 F	70% RH	100% RH
80 F	50% RH	80% RH
85 F	40% RH	68% RH
90 F	30% RH	55% RH
95 F	20% RH	40% RH
100 F	10% RH	30% RH

RH – Relative Humidity

One other method of measuring the relative humidity is the use of a sling psychrometer, which measures wet bulb temperature. The wet bulb temperature should be measured prior to practice and the intensity and duration of practice adjusted accordingly. Recommendations are as follows:

- | | |
|------------|-------------------------------------------------------------------|
| Under 60 F | Safe but always observe athletes |
| 61 – 65 F | Observe players carefully |
| 66 – 70 F | Caution |
| 71 – 75 F | Shorter practice sessions and more frequent water and rest breaks |
| 75+ F | Danger level and extreme caution |
7. Cooling by evaporation is proportional to the area of the skin exposed. In extremely hot and humid weather, reduce the amount of clothing covering the body as much as possible. **Nevada use rubberized clothing.**
 8. Athletes should weigh each day before and after practice and **weight charts checked**. Generally a 3% weight loss through sweating is safe and over a 3% weight loss is in the danger zone. Over a 3% weight loss the athlete should not be allowed to practice in hot and humid conditions. Observe the athletes closely under all conditions.
 9. Observe athletes carefully for signs of trouble, particularly athletes who lose much weight and the eager athlete who constantly competes at his/her capacity. Some trouble signs are nausea, incoherence, fatigue, weakness, vomiting, cramps, weak rapid pulse, visual disturbance and unsteadiness.
 10. Teams that encounter hot weather during the season through travel or following an unseasonable cool period, should be physically fit but will not be environmentally fit. Coaches in this situation should follow the above recommendations and substitute more frequently during games.
 11. Know what to do in case of an emergency and have your emergency plans written with copies to all your staff. Be familiar with immediate first aid practice and prearranged procedures for obtaining medical care, including ambulance service.

HEAT STROKE: **This is a medical emergency – delay could be fatal.** Immediately cool body while waiting for transfer to a hospital. Remove clothing and use cool water on body. An increasing number of medical personnel are now using a treatment for heat illness that involves applying either alcohol or cool water to the victim's skin and vigorously fanning the body. The fanning causes evaporation and cooling. (*Source – The First Aider – September 1987*)

HEAT EXHAUSTION: Obtain medical care at once: Cool body as you would for heat stroke while waiting for transfer to the hospital. Give fluids if athlete is able to swallow and is conscious.

SUMMARY: The main problem associated with exercising in the hot weather is water loss through sweating. Water loss is best replaced by allowing the athlete unrestricted access to water. Water breaks two or three times every hour are better than one break an hour. The small amount of salt lost in sweat is adequately replaced by salting food at meals. Talk to medical personnel concerning emergency treatment plans.

**COPY
AS
NEEDED**

NEWSPAPER /RADIO REPORT FORM

This form is to be completed by the coach/sponsor after each competition and given to the school's Athletic Director. The AD will get the information to the newspaper and radio stations.

Teams competing:

Location:

Date of Competition:

Scores:

Comment about your team/group:

Next game/competition:

Other comments:

Name of sponsor/coach:

STUDENT ACCIDENT REPORT

HIGH SCHOOL

STUDENT INJURED: _____ **GRADE:** _____

DATE OF ACCIDENT: _____ **TIME:** _____

DATE OF THIS REPORT: _____

PLACE OF ACCIDENT: _____

CAUSE OF ACCIDENT: _____

Sport/Activity whether practice or participation

NATURE OF INJURY:

WITNESS(ES): _____

WERE PARENTS CONTACTED? BY WHOM? _____

WAS A DOCTOR SEEN _____

ACCIDENT OCCURRED: DURING REGULAR PRACTICE _____

DURING SCHOOL-SPONSORED ACTIVITY _____

OTHER _____

SIGNATURE OF COACH/ADVISOR _____

WAS AN AMBULANCE NEEDED? _____

WAS HOSPITALIZATION REQUIRED?

District Policy 8108 (7): Students who ride to an activity on a District bus or car must return by the same method, unless a legal parental excuse is filed with the sponsor.

It is expected that students participating in school activities will travel with the team or organization to the scheduled activity, unless special arrangements have been made with the coach or advisor.

Parents who wish to have their son/daughter released from returning via school transportation must:

1. Complete this form and return it to the office prior to the team's departure if the parent is not attending the activity and wishes their child to leave the activity with someone other than the parent. The permission form will be returned to the school and the school will confirm with the parent via a telephone call that they have approved the release.
2. Parents may complete this form at the site of the activity and return it to the coach/advisor. Release form will not be accepted from the student.
3. Requests to release students will not be honored if this form is not completed. Handwritten notes will not be accepted.

I am requesting that my son/daughter be released from District transportation following the activity. From the time of such release, the District shall have no further custody, care, responsibility or liability with respect to the student.

STUDENT'S NAME _____

ACTIVITY _____

DATE OF ACTIVITY _____

PARENT SIGNATURE _____

Coaches/Advisors

1. This completed document must be in your possession before the student is released.
2. All completed releases must be turned in to the office after the trip.
3. Please carry copies of this form with you on all trips.

WHITE PINE/LUND HIGH SCHOOL SPORTS/ACTIVITIES REPORTS

SPORT _____

YEAR _____

COACH/ADVISOR _____

TEAM RECORD _____

CONFERENCE RECORD _____

POSITION IN DIVISION _____

POSITION IN DIVISIONAL TOURNAMENTS _____

POSITION IN STATE TOURNAMENTS _____

TEAM AWARDS _____

INDIVIDUAL AWARDS _____

COMMENTS

DEPARTMENT OF ATHLETICS

LETTERS AND AWARDS

Sport

Date

Coach

<i>Alphabetical Order LAST</i>	<i>FIRST</i>	<i>Varsity</i>	<i>Junior Varsity</i>	<i>Other Awards or Achievements</i>
1.				
2.				
3.				
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30.				



ATHLETE OF THE MONTH

SPORT _____

PLAYER _____

REASON FOR NOMINATION

COACH _____

DATE _____

FYI Only

**WHITE PINE COUNTY SCHOOL DISTRICT
COACHES/ADVISORS EVALUATION**

COACH/ADVISOR _____

SPORT/GROUP

NUMBER OF YEARS COACHING/ADVISING IN THIS SPORT/ACTIVITY: _____

NUMBER OF YEARS COACHING/ADVISING IN THIS POSITION: _____

STRENGTHS:

AREAS NEEDED TO BE IMPROVED:

SUGGESTED RECOMMENDATIONS:

GENERAL EVALUATION OF THE COACH'S/ADVISOR'S PERFORMANCE IN THIS ASSIGNMENT:

COACH'S/ADVISOR'S SIGNATURE **DATE**

PRINCIPAL'S SIGNATURE **DATE**

ATHLETIC ADMINISTRATOR'S SIGNATURE (If necessary) **DATE**

6 Family and Medical Leave - Family and Medical Leave – repeat of #9?

7 CPR Training

TRAINING and CERTIFICATION of EDUCATIONAL PERSONNEL in the ADMINISTRATION of CARDIOPULMONARY RESUSCITATION

The White Pine County School District establishes the following plan for the teachers and other licensed educational personnel in the school district who teach or supervise pupils in courses of study or activities which involve a high risk that cardiopulmonary resuscitation will need to be administered.

The following activities, job classifications or courses of study shall require that the coach, teacher or aide be trained in cardiopulmonary resuscitation and basic first aid in accordance with the standards of the American Red Cross or the American Heart Association.

- | | |
|--------------------------|------------------------|
| 1. Physical Education | 5. Laboratory Sciences |
| 2. Coaching of any sport | 6. Marching Band |
| 3. Special Education | 7. Nursing Staff |
| 4. Vocational Education | |

In the event that any site in the district does not have any of the above listed personnel on staff full time it shall be the building administrator's responsibility to appoint a staff member to receive training in cardiopulmonary resuscitation.

A course in cardiopulmonary resuscitation and basic first aid will be provided by the school district annually. The school district will provide training for 3 staff members, one of which will be the school nurse, to obtain instructor certification from either the American Red Cross or the American Heart Association. These staff members at the school district's expense will maintain instructor certification. Instructors shall provide training for staff members on an annual basis.

Failure to maintain certification in cardiopulmonary resuscitation, on the part of the staff member, will result in removal from the position until certification is obtained. Implementation, instructor training and purchase of equipment from this policy shall begin upon approval of the board of trustees and enforcement will begin the first day of school for the 1998-99 school year. Record keeping of cardiopulmonary resuscitation certified staff would be maintained by the nursing department.

per NRS 391

Adopted 01-26-98

8 Dress Expectations

ADMINISTRATIVE REGULATION

Dress Expectations

7400

The purpose of this policy is to promote a comfortable non-offensive learning environment. Besides the following guidelines, any style of dress or grooming that disturbs this environment is forbidden. The principal determines what is disturbing.

1. Shoes or sandals must be worn.
2. Tops must extend to cover the midriff area. At the shoulder area, they must be at least three inches wide. Tops must cover all undergarments and may not be sheer so as to display undergarments. Tank tops, halter tops, shirts with tears that display skin other than the arms are not permitted.
3. Shorts and skirts must be no shorter than five inches above the knee. For a standard interpretation, this measurement is conducted as the student kneels and the ruler is placed on the floor. The student may conduct the measurement himself or herself. Torn or ripped jeans are permitted so long as tears or rips do not reveal skin or are consistent with the five inch rule described above.
4. Pajamas are not allowed.
5. Clothing and jewelry must not include symbols advertising controlled substances, alcohol, or tobacco. It must not include inappropriate words or pictures or contain any type of inappropriate innuendo. Clothing and accessories that imply known gang connotations are also prohibited. This includes apparel and the manner in which it is worn, jewelry, pocket chains, wallet chains, accessories, notebooks, or any manner of personal grooming. Any clothing promoting hate speech or degrading references towards is forbidden.
6. Caps, hats, and other head coverings may not be worn in classrooms. Any confiscated clothing or other item will only be returned to a parent or legal guardian.
7. Schools, teachers, and supervisors may require specific apparel for certain courses (such as PE or career and technical education) and work environments.
8. The principal is the final authority as to interpretation and decisions with regard to acceptable dress in the school.

9 Family Medical Leave Act

ADMINISTRATIVE REGULATION

05-10-99

White Pine County School District

Family and Medical Leave Policy

General

Employees who have been employed for at least one (1) year, and for at least 1,250 hours -during the preceding 12-month period are eligible for family medical leave.

Family or medical leave will be unpaid leave. If leave is requested for an employee's own serious health condition or for the serious health condition of the employee's spouse, son or daughter, the employee must use all of his or her accrued paid vacation leave, or sick leave as part of the FMLA leave. If leave is requested for any of the other reasons listed below, an employee must use all of his or her accrued paid vacation as part of the FMLA leave. The remainder of the leave period will then consist of unpaid leave.

Leave taken for serious health conditions may be taken on an intermittent basis (not all at one time) when medically necessary. The District may require an employee on intermittent leave to transfer temporarily to an available alternative position for which the employee is qualified, if the position has equivalent pay and benefits and better accommodates recurring periods of leave than the employee's regular position. With an agreement between the employee and the District, an employee may take family leave on a reduced leave schedule. This may involve reducing the employee's usual number of hours per workday or workweek during the leave.

Reasons for Leave

Any employee who meets the applicable time-of-service requirements may be granted a total of twelve (12) weeks unpaid family leave and paid sick, vacation, and personal leave combined (during a rolling 12 month period measured backward from the date an employee uses any FMLA leave) for the following reasons:

- (1) The birth of the employee's child and in order to care for the child;
- (2) The placement of a child with the employee for adoption or foster care;
- (3) To care for a spouse, child or parent who has a serious health condition; or
- (4) A serious health condition that renders the employee incapable of performing the functions of his or her job. Serious health conditions may include conditions resulting from job-related injuries and illnesses.

The entitlement to leave for the birth or placement of a child for adoption or foster care will expire twelve (12) months from the date of the birth or placement. If the District employs both an employee and his/her spouse, their combined time off may not exceed 12 workweeks during any 12-month period for birth, adoption or foster care, or care of a parent with a serious health condition. Each spouse is, however, eligible for the full 12 weeks within a 12-month period to care for a son, daughter, or spouse with a serious health condition.

Application for Leave

In all cases, an employee requesting leave must complete the District approved "Application for Family or Medical Leave" and return it to the payroll department. The completed application must state the reason for leave, the duration of the leave, and the starting and ending dates of the leave.

The District may require the use of FMLA leave for any absence which would otherwise qualify as leave even if no formal application for such leave was made by the employee, provided notice given to the employee.

Notice of Leave

An employee intending to take family or medical leave because of an expected birth or placement, or because of planned medical treatment, must submit an application for leave at least thirty (30) days prior. An employee must give notice to his or her immediate supervisor and to the payroll department as soon as the necessity for the leave arises.

Medical Certification of Leave

An application for leave based on the serious health condition of the employee or the employee's spouse, child or parent must be supported by the District approved "Medical Certification Statement" completed by the applicable health care provider. The certification must state the date on which the health condition commenced the probable duration of the condition, and the appropriate medical facts regarding the condition.

If the employee is needed to care for a spouse, child or parent, the certification must so state along with an estimate of the amount of time the employee will be needed. If the employee has a serious health condition, the certification must state that the employee cannot perform the functions of his or her job.

If the District questions the validity of the certification, it may require, at the District's expense, that the employee obtain a second opinion. If the second opinion conflicts with the original opinion, the District may require, at its expense, that the employee obtain the opinion of a third health care provider designated or approved jointly by the District and employee. This third opinion will be considered final and binding on both parties. The District may require that the employee obtain subsequent recertifications on a reasonable basis. The employee on a family leave must notify his/her supervisor periodically of his/her status and intention to return to work. The supervisor has the authority to determine how often the employee must provide this notification.

Benefits Coverage During Leave

During a period of family or medical leave, an employee will be retained on the District's health plan under the same conditions that would apply if the employee were not on family or medical leave. To continue health coverage, the employee must continue to make any contributions that he or she would otherwise be required to make. Failure of the employee to pay his or her share of the health insurance premium may result in loss of coverage.

If the employee fails to return to work after the expiration of the leave, the employee will be required to reimburse the District for payment of health insurance premiums during the family leave, unless the reason the employee fails to return is the presence of a serious health condition which prevents the employee from performing his or her job or to circumstances beyond the employee's control.

An employee is not entitled to the accrual of any seniority or employment benefits that would have occurred if not for the taking of leave. An employee who takes family or medical leave will not lose any seniority or employment benefits that accrued before the date the leave began.

Restoration to Employment

An employee eligible for family and medical leave will be restored to his or her old position or to a position with equivalent pay, benefits, and other terms and conditions of employment. The District cannot guarantee that an employee will be returned to his or her original job. The District will make a determination as to whether a position is an “equivalent position”.

Failure to Return from Leave

The failure of an employee to return to work upon the expiration of a family or medical leave absence will subject the employee to immediate termination unless an extension is granted. An employee who requests an extension of family leave or medical leave due to the continuation, recurrence or onset of her or his own serious health condition, or of the serious health condition of the employee's spouse, child or parent, must submit a request for an extension, in writing, to the employee's immediate supervisor. This written request should be made as soon as the employee realizes that she or he will not be able to return at the expiration of the leave period.

WHITE PINE COUNTY SCHOOL DISTRICT
APPLICATION FOR FAMILY OR MEDICAL LEAVE

Employee Name: _____ Date of Request: _____
Location: _____ Position/Title: _____
Your Date of Hire: _____

I request a Family/Medical Leave for the following reason (check one):

- _____ A. Employee's own serious health condition that makes the employee unable to perform the functions of his/her position. (*Must submit "Certification of Health Care Provider" within 15 days*).
- _____ B. In order to care for an immediate family member if such a family member has a serious health condition. Circle one: CHILD SPOUSE PARENT (*Must submit "Certification of Health Care Provider" within 15 days*)
- _____ C. The birth of a child in order to care for such child or the placement of a child for adoption or foster care.

Date leave is requested to begin: _____ Request ending date of leave:

Type of Leave Requested:

- _____ A. Leave will be taken for a period of consecutive workdays.
- _____ B. Leave will be taken on an intermittent schedule or require a reduced work schedule.
(Specify Scheduled Below)

_____ Initial If the duration of my family/medical leave (total of paid and unpaid time) does not exceed 12 weeks, I will be returned to my same or equivalent position. I understand that if my family/medical leave should exceed 12 weeks, I will be returned to my same or similar position, only if available, in accordance with applicable laws. If my same or similar position is not available, I understand that I may be terminated.

_____ Initial I hereby authorize White Pine County School District to contact my physician to verify the reason for my requested leave or for any other information necessary to evaluate my requested leave pursuant to the Family Medical and Leave Act.

_____ Initial I understand that a failure to return to work at the end of my leave period may be treated as a resignation unless an extension has been agreed upon and approved in writing by White Pine County School District.

Employee Signature: _____ Date: _____

APPROVED BY:

Administrator: _____ Date: _____

****This application must be submitted to the payroll department. The application will be reviewed by the Finance Officer. A response form will be issued to the employee and administrator on application approval or denial.**

**WHITE PINE COUNTY SCHOOL DISTRICT
RESPONSE TO EMPLOYEE'S REQUEST FOR FAMILY/MEDICAL LEAVE**

TO: _____
(Employee's Name)

FROM: PAYROLL DEPARTMENT

SUBJECT: REQUEST FOR FAMILY/MEDICAL LEAVE

On _____ *(date)* you notified us of your need to take family/medical leave due to:
_____ the birth of a child, or the placement of a child with you for adoption or foster care; or
_____ a serious health condition that makes you unable to perform the essential functions of your job; or
_____ a serious health condition affecting your _____ spouse, _____ child, _____ parent, for which you are needed to provide care.

You notified us that you need this leave beginning on _____ *(date)* and that you expect leave to continue until on or about _____ *(date)*.

Application: APPROVAL/DENIAL *(check appropriate spaces)*

_____ Please be advised that your application for Family/Medical leave has been approved.

_____ Please be advised that you application for Family/Medical leave has been denied. Please contact the White Pine County School District for further information.

Signature: Finance Officer

Date

Attached to the response form: Copy of application form and Family/Medical Leave Policy.

10 Health, Safety and Welfare PDF File – 9 pages

Attachment B

11 Hiring Practices

HIRING PRACTICES

2120

ADMINISTRATIVE REGULATION

Employment decisions must be carefully weighed by Administration and follow State and Federal law, negotiated agreements and this administrative regulation.

1. The administrator at each site will recommend in writing to the Superintendent by April 15th what positions will be open for the next school year at his/her site. The Superintendent can then begin to match up the overall needs in the District. When filling these openings, the site administrators will have the lead role in filling them. Inter-district transfers will be made by the Superintendent in consultation with the administrator(s) involved.
2. The position must be advertised for not less than five working days throughout the District (District email and building postings). Employees will be considered for openings for which they are qualified and as covered by the negotiated agreements.
3. A position that is not filled within the District will then be advertised outside the District for not less than one calendar week.
4. Applicants must submit a completed District application form and meet all listed requirements to be considered. The Superintendent, with concurrence of the Finance Office, may elect to waive a non-legal or non-contractual requirement if deemed in the best interest of the District.
5. The site administrator determines whom to interview for each position based on the applications submitted. The site administrator may use a staff/parent committee to assist with the interview process.
6. The site administrator must complete reference checks and submit a completed District Personnel Reference Form and Employee Authorization Form to the Superintendent. The candidate must not be told of the recommendation to hire until approval is given by the Superintendent.
7. The Superintendent approves/disapproves of the intent to hire.
8. All of these actions will be in accordance with the provision in Section 3106 of the District Policy Manual.

Passed 2-17-04

White Pine County School District

Personnel: Reference Form

This form must accompany a recommendation to the superintendent for the hire of any staff member. The first reference must be from the last or current employer.

Candidate's Name _____
Possible position/opening _____
Date position was posted for in-district transfer request? _____

Name _____ **Position** _____
Relationship to candidate _____
Phone # _____ **Dates of Service** _____
Would the supervisor employ the candidate again? _____

Name _____ **Position** _____
Relationship to candidate _____
Phone # _____ **Dates of Service** _____
Would the supervisor employ the candidate again? _____

Name _____ **Position** _____
Relationship to candidate _____
Phone # _____ **Dates of Service** _____
Would the supervisor employ the candidate again? _____

Number of candidates interviewed for this position? _____

Based on a thorough review of the candidate's records, interview, and the above reference checks; I recommend employment. I certify that this candidate meets all requirements, has not been dismissed from any prior position, and is the best candidate considered.

okay to hire _____
Superintendent/Date

Interviewer's signature/date

Revised 06/07

White pine county school district EMPLOYEE AUTHORIZATION/CHANGE FORM

EMPLOYEE **AUTHORIZATION** FORM _____(COMPLETE ENTIRE FORM)

EMPLOYEE **CHANGE** FORM _____(COMPLETE ONLY CHANGES FOR CHANGE FORM)

Description of change: _____

Employee Name: _____

Address: _____ Hire Date: _____
Mailing New Hire Only – First Day Worked
 _____ Effective Date: _____
City, State Zip
 _____ Position Title: _____
Physical Title from Salary Schedule
 _____ Location: _____
City, State Zip

Primary Phone #: _____ Secondary Phone #: _____

E-mail: _____ Work Phone # _____

Temporary: Yes _____ No _____ New Position _____ Replacement _____

Board Approval Date for Unbudgeted Position: _____

If replacement, who is employee replacing? _____

If temporary, how long will this job continue? _____

Part time _____ Full Time _____ (must be 40 hrs/wk for classified only)

Estimated # hours/ day _____ Days/wk _____ Months/year _____

Salary Schedule _____ Range _____ Step _____

Fund Account _____ % _____ %
 _____ % _____ %

_____/_____
 Administrator Signature/Date Superintendent Signature/Date Employee Signature/Date
 Recommendation Pending Background Check

<u>FINANCE OFFICE USE ONLY:</u>	
FTE _____	Exempt <input type="checkbox"/> yes <input type="checkbox"/> no
PERS: <u>ER or EE/ER</u> Pay rate/hour: _____	Other Pay Rate if applicable _____
Unbudgeted _____	Est. Variance Including Benefits: _____

	Leave Factor	Leave Accrual	Adjustments
Sick Leave Factor:	_____	_____ days/hrs	_____ days/hrs
Personal Leave Factor:	_____	_____ days/hrs	_____ days/hrs
Vacation Leave Factor:	_____	_____ days/hrs	_____ days/hrs

Finance/Prepared by: _____ **Posted to Infinite Visions:** _____

Approved By: _____ **Control Code:** _____

Master Spreadsheet

NOTICE:

1. This Form needs to be completed for all new employees and changes for existing employees.
2. The Superintendent may authorize employment pending Board approval.
3. Employment shall not be in effect until the Finance Officer or Superintendent has approved the form.

Subfinder

12 Nova Center

WHITE PINE COUNTY SCHOOL DISTRICT

STEPTOE VALLEY HIGH SCHOOL - ADMINISTRATIVE REGULATION

STEPTOE VALLEY HIGH SCHOOL is an adult education and an alternative education site.

Students eligible for enrollment include:

- a. School-age students who have been assigned alternative placement. High School students enrolled are enrolled in Steptoe Valley High School.
- b. Students enrolled in other secondary schools who are credit deficient and unable to make up the credits during the regular school day.
- c. Regularly enrolled students wishing to take classes on a tutorial basis but not for regular school credit toward graduation or promotion.
- d. Regularly enrolled students requiring remediation to pass state mandated proficiency examination.

Students who do not meet these criteria and who wish to attend the STEPTOE VALLEY HIGH SCHOOL must have permission from the STEPTOE VALLEY HIGH SCHOOL Director and Building Administrator. If the Center Director and Building Administrator do not concur, the decision shall rest with the Superintendent.

13 - ONLINE CLASSES (added 5-22-00)

ADMINISTRATIVE REGULATION

ONLINE CLASSES

STEPTOE VALLEY HIGH SCHOOL, is an adult education and an alternative education site with statewide service via the Internet.

Students eligible for enrollment include:

- a) School age students between 14 and 22 years of age (students must not have been enrolled in any regular program of instruction for a period of ten weeks or more).
- b) Currently enrolled students who are scheduled to graduate but are unable to fulfill course requirements through regularly offered District programs.
- c) Regularly enrolled students wishing to take classes on a tutorial basis but not for regular school credit toward graduation or promotion.
- d) Regularly enrolled students who may have failed all or a portion of the statewide administered proficiency tests.
- e) Traditional high school students who wish to:
 1. Earn credit for a course not otherwise available at the school.
 2. Resolve a schedule conflict.
 3. Make up deficient credits to keep a student on track for on-time graduation.
 4. Retake a class for a higher grade in accordance with District policy.
 5. Earn credits under an alternative placement with the principal's approval.

Primary access to online courses must be at the school where the student is enrolled unless approved by the building principal.

Online course registration requires both counselor/principal and parent approval.

The STEPTOE VALLEY HIGH SCHOOL, director and superintendent may, in exceptional circumstances, recommend the placement of other students. These might include but not limited to:

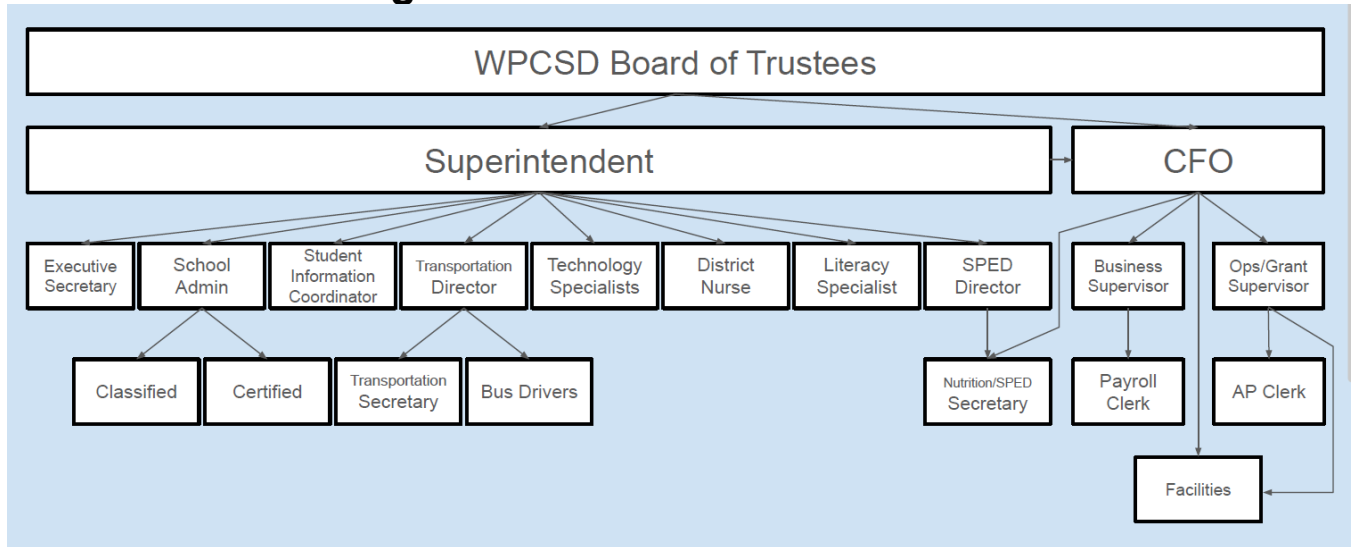
- a) Students expelled from regularly offered educational programs within the White Pine County School District.
- b) Students requiring an alternative placement based on life concerns or other mitigating circumstances.

STEPTOE VALLEY HIGH SCHOOL, may contract with other school district, government agencies, private schools, states, private businesses, and individuals to provide educational services.

Written 05-22-00

14 - Organization Chart

White Pine County School District Organization Chart – FY2026



15 PAC Committee

PRINCIPAL ADVISORY COMMITTEES

A licensed principal appointed by the Superintendent will administer each school. The principal will form a Principal's Advisory Committee, PAC, to advise him/her on management of the school.

Certificated staff, Support staff, the Organized Parent Group and Student Council will each select two members from their organizations to participate as a member of that schools PAC. The PAC must have a minimum of two elected parent representatives, two teachers, two support staff members and two students.

Decisions and recommendations of the PAC are normally arrived at through consensus. Voting may take place if group agrees.

PAC meetings are held at least twice monthly and are included on the District calendar. Meetings are open to the public; agendas must be posted at the school one-week prior to the meeting and minutes made available. Minutes are published for each school's PAC in the Board of Trustees' Expanded Agenda each month and school newsletters.

PAC members must participate in a training session provided by the Central Council and District administration each year.

16 Special Education Guide

Attachment C

17 Student Activity Account

Student Activity Accounts Cash Handling Procedures

Cash Boxes: All cash boxes must be lockable and must have a currency log signed by an authorized representative that identifies the currency contained in the cash box. The log must identify the prior currency balance, recent activity, cash removed for deposit, and ending balance.

All cash boxes must be maintained in a central location with limited accessibility. The building principal and a member of the administrative staff at each facility will be designated as the custodian of the cash boxes and will be responsible for the distribution and receipt of cash boxes. If cash remains in the box when not being used for an event or activity, it must be placed in a safe or secure, lockable storage unit until the money can be deposited. The money must be deposited the next business day. Outlying areas more than 30 miles from the nearest financial institution can deposit the money within three business days.

Lockable cash boxes are required for all events and activities that collect cash. Each cash box will maintain a minimum balance prior to the beginning of each event and/or activity.

Activity during an event must be recorded through logs, coupons, receipts, or other written records that accurately reflect the activity that directly correlates to the revenue or cash received. The written log must be prepared, reviewed, and attested to under dual control and initialed by each individual.

After an event or activity, the cash boxes must be delivered to a centralized location with restricted access and maintained in a lockable cabinet, safe, or other storage unit.

Whenever the cash boxes are transferred from a group or individual to another, the receiving group, or individual, must immediately count the currency in the box to verify the contents prior to transferring the money to another group, individual or financial institution and initial the currency log as proof of verification.

Procedures:

All cash boxes must be kept in a vault or other fire rated lockable storage unit. Only the principal, vice-principal (or dean of students), athletic director and administrative secretary may have keys or access to the vault or storage unit. One individual should be assigned as the primary custodian of the cash boxes and the other individuals will handle the cash boxes in the absence or inaccessibility of the primary custodian.

When a group or organization needs a cash box for an event or activity, they must contact the primary custodian and submit a purchase order through the student activity account for the beginning cash balance they want to have for their event or activity. A check is issued payable to cash and the check is converted to cash by the primary custodian or principal designee. The cash must be given to the primary custodian if someone other than the primary custodian converted the check into cash. The primary custodian must label the cash box to identify the group or organization assigned to the cash box, then count the cash, place the cash in the cash box, and complete and initial a currency log to verify the beginning cash balance. The cash box can then be given to the group of organization representative.

Each station where cash is to be collected must have two individuals assisting with the collection of cash and recording of activity. One individual should be in charge of the collection and distribution of cash while the other individual is responsible for tracking the event activity. Evidence of the activity can be in the form of a log sheet, coupons, receipts or other written record that is practical for the venue. When cash is collected, the individual recording the activity must record the activity prior to the collection of cash and distribution of change. The activity must be recorded with non-erasable ink.

Upon conclusion of the event or collection of cash, the activity form and cash must be reconciled and a new currency log completed. The cash balance should reflect the beginning balance plus the activity from the event or activity. Both individuals must initial the activity log and the currency log to attest to the verification of the activity and cash. Any amount that is over or short of the amount that should have been recorded after the activity log and cash were compared must be noted on the currency log.

The boxes must be collected by the group or activity advisor and taken to the centralized, lockable storage unit at the school. Any of the individuals with access to the storage unit can assist the advisor and put the cash into storage unit.

The next business day, the primary custodian must count the cash and review the activity log. After the cash is counted and the activity reviewed, the custodian must document any discrepancies found and report the discrepancies and any over/short amounts to the principal. A deposit slip must be complete by the custodian and the funds deposited in the bank. The deposit information must be recorded in the student activity account accounting system and a report provided to the advisor/group/organization that reflects the activity.

It is the principal's responsibility to ensure proper cash handling and internal controls are in place and followed. The principal must intermittently have the cash stations checked for accuracy during an event to limit mistakes and ensure procedures are being followed. The principal may designate individuals to observe the cash handling procedures during the events without the group or organizations knowledge to make certain procedures are being followed.

At no time should an individual that is receiving cash at an event take or make change using their own pockets.

The form below, or a similar form, should be used in each cash box to track the activity and cash at each event.

Cash Receipts Activity and Verification

Beginning Balance

		Initials
Currency		
Coin		
Checks		
Total		

Event/Activity Revenue

Cash Receipts:	Qty	Price	Amount	Initials
<u>Admissions:</u>				
Student				
Child				
Adult				
Other				
Total Cash				

Reconciliation

		Initials
Currency		
Coin		
Checks		
Total		

Less Deposit

		Initials
Currency		
Coin		
Checks		
Total		

Ending Balance

		Initials
Currency		
Coin		
Checks		
Total		

**STUDENT
ACTIVITIES
HANDBOOK**

WHITE PINE COUNTY SCHOOL DISTRICT

INTERSCHOLASTIC ATHLETIC/EXTRA-CURRICULAR ACTIVITIES

RULES AND REGULATIONS

1. **Physical Examinations:** Every athlete who participates in an NIAA sport or activity must have a NIAA physical examination completed and on file in the school office before participating in any practices or competitions. A student needs only one physical examination during his/her high school years. However, the sports participation health record must be completed and signed by a parent/guardian each year.
2. **Insurance:** Every student who participates in any school sport or activity must be covered by an insurance policy. School insurance is available at the school office. If a student's injury requires hospitalization, it is the parent/guardian responsibility to make arrangements for the student's transportation. Our activity buses are unable to remain for indefinite periods of time.
3. **Tobacco:** Any student using or in possession of tobacco will be denied the privilege of participation in all athletic/extra-curricular activities for 10 calendar days for first offense and 20 school days for the second offense.
4. **Alcohol:** Any student using or in possession of an alcoholic beverage will be denied the privilege of participation in all athletic/extracurricular activities for a period of 30 calendar days for the first offense and 60 school days for a second offense.
5. **Controlled Substance and Narcotics:** Any student using or in possession of a controlled substance and/or narcotic will be denied the privilege of participation in all athletic/extracurricular activities for a period of 120 school days.
6. **Criminal Offenses -** Any student involved in any criminal offenses will be denied the privilege of participation in all athletic/extra-curricular activities for a period of 60 school days.

(Students please note: Penalty for 3-5 above will be served before you can be eligible to participate in any other sport or activity, including tryouts. Also each sport/activity may require you to sign a contract between yourself and the coach/advisor which will supersede these statutes. Contracts will be signed at the beginning of each sport/activity.)

7. **Attendance:** Every student must be in attendance in all classes to participate in any extra-curricular activity or practice for that school day. Professional appointments will be honored for an absence the day of the activity. All professional appointment excuses must be accompanied by verified documentation. The Athletic Director or activity sponsor will evaluate emergency situations. Any student participating in any athletic/extra-curricular activity who has an unexcused absence will be ineligible to participate in any activity during the week in which the unexcused absence occurs.
8. **Absence from Practice:** There will be no excused absences from practice unless approved by the head coach/advisor. This includes all athletic/extra-curricular activities, meetings, class offices, clubs, etc.
9. Listed are the general guidelines applicable to all:
 - Travel:** White Pine County School District activities require a great deal of travel and involve overnight trips. Students are to adhere to the school and athletic/extra-curricular codes throughout the trip. Coaches and sponsors will review their specific requirements with their individual teams or organizations.
 - Dress:** Clothing should adhere to the White Pine County School District Policy 7400 (Administrative Guide).
 - Bus Conduct:** All White Pine County School District rules apply on activity buses. Students who cannot follow the bus rules will be suspended from the bus, with the length of time being determined by the coach/advisor and the dean of students/vice principal.
 - Hotel/Motel:** Frequently our school teams and organizations are required to stay in a hotel/motel. Remember that you are a guest and should behave accordingly. Any behavior on your part that brings discredit to yourself, your group and your school will result in appropriate disciplinary action upon your return to your school. If hotels/motels have negative experiences with our students, it has a major impact on all of us.
 - Law Violation:** Any action by a student which brings discredit to the student or any organization of White Pine County School District may be subject to disciplinary action. This includes, but is not limited to, inappropriate use of language, indecent exposure, or violation of any local, state or federal law. If members of a law enforcement agency detain a student, the parent/guardian will be notified. It will be the parent/guardian's responsibility to make arrangements with local law enforcement and, if need be, for transportation of their student. Activity buses may not wait for students who are in police custody.

10. **Training Facilities:** The head coach/advisor will advise his/her team in relation to dressing room and training room procedures. It is the responsibility of the students and coaches/advisor to keep the areas clean and leave them in good condition.
11. **Equipment:** The head coach/advisor will advise and instruct athletes and participants in relation to the care and use of equipment. Players are responsible for the equipment that has been checked out to them. Any player will be billed and charged for lost or damaged equipment. If an athlete needs to replace equipment or make other adjustments, he/she should see the equipment manager.
12. **Lettering Requirements:** All coaches/advisors will provide athletes/participants with the lettering requirements at the beginning of each season. The head coach/advisor is the final authority on the awarding of an athletic or activity letter.
13. **Citizenship:** Students participating in athletic/extra-curricular activities are required to display respect for their fellow students and the staff at their respective schools. A student may be deemed ineligible if his/her personal conduct is unsatisfactory. Classroom teachers and the administration have the authority to declare a student ineligible based on citizenship. A student will remain ineligible for a minimum of one week and must submit a signed statement from the teacher or administrator to the athletic director before he/she will be permitted to compete.
14. **Academic Eligibility:** Student athletes must have earned two credits (passed four classes) the previous semester before they are eligible to participate in any NIAA sanctioned activities. Freshmen students must have met this requirement during their last semester in the eighth grade. All students participating in athletics or extra-curricular activities must be passing all of their classes in order to compete. The White Pine County School District Policy 7440 will be adhered to.
15. **Detention:** Students are not excused from detention because of any athletic/extra-curricular participation. Students need to make arrangements with their coach or sponsor if they have a detention to complete. They will be allowed one day to make arrangements. Students should take care not to allow detention to interfere with their opportunities to compete.
16. **Suspension:** Students who are serving in-school or out-of-school suspensions are also suspended from participation in all other after school activities, including participation in practices or competitions.

The following forms must be completed and on file at the student's school office before a student may participate in any athletic/extra-curricular practice:

- A. Physical Examination Record
- B. Sports Participation Health Record
- C. Emergency Medical Information and Release with proof of insurance and parent/guardian notarized signature.
- D. Signed Athletic and Extra-Curricular Activities Handbook Codes.

It is realized that some of the above are not required for some extra-curricular groups.

ELIGIBILITY TO REPRESENT THE SCHOOL

White Pine County School District

Policy 7440

White Pine County School District attempts to provide students with a wide array of activities in which they may participate. The school district believes that such participation provides students with both immediate and long-term educational, physical, emotional and social benefit.

The secondary schools (grades 6-12) in the White Pine County School District sponsor activities which operate under the rules and regulations established by the NIAA (Nevada Interscholastic Activities Association).

- a) A student must maintain a 2.0 academic grade point average and satisfactory citizenship in all courses for the current semester. Progress must be checked a minimum of once every week.
- b) All grades must be calculated cumulatively from the first day of each grading period. All subjects will be included.
- c) Teachers in calculating grades for academic and citizenship grades will compute unexcused absences.
- d) Students' grades will be checked every week from the first day of school.
- e) If a student receives a failing grade in either academics or citizenship at the weekly check, the student will be declared ineligible the following Monday through Saturday.
- f) If an eligibility check falls on the last day before any vacation, excluding summer vacation, the ineligibility will go into effect the following school day.
- g) If a student is suspended, in school or out-of-school, any time during the week, the student will be ineligible to play/perform/participate for that week and will not be allowed to practice for the day(s) of the suspension.
- h) Eligibility requirements apply to co-curricular activities – that is, school-sponsored activities offered as adjuncts to academic instruction and not recognized by the NIAA – when student participants will be removed from class time.
- i) Eligibility requirements will apply for grades 6-12 for all open try-outs for NIAA regulated activities.

WHITE PINE COUNTY SCHOOL DISTRICT

Rules of Behavior and Discipline Code

For Athletics and Extra-Curricular Activities

I understand the White Pine County School District Student Activity Handbook including its discipline code and guidelines for travel and its implications. I also understand that if I fail to uphold the provisions set forth in the handbook, my privilege to participate in any school sponsored activity may be revoked.

When I am on a school sponsored activity; I am a representative of the White Pine County School District in the same manner as when I attend school. My actions while away from school may result in suspension from school.

I will assume responsibility for damages caused by me and agree to pay for the damages. I will be financially responsible for all equipment checked out to me. I understand that my eligibility will be dependent upon completion of these responsibilities.

I realize that this page is but a summary of the complete handbook and that my signature attests to the fact that I understand the provisions set forth in the handbook and support it fully.

Signature of Student

Date

I have reviewed this handbook with my student and accept these rules.

Signature of Parent

Date

WHITE PINE COUNTY SCHOOL DISTRICT

STUDENT ACTIVITY TRANSPORTATION RELEASE FORM

District Policy 8108 (7): Students who ride to an activity on a District bus or car must return by the same method, unless a legal parental excuse is filed with the sponsor.

It is expected that students participating in school activities will travel with the team or organization to the scheduled activity, unless special arrangements have been made with the coach or advisor.

Parents who wish to have their son/daughter released from returning via school transportation must:

1. Complete this form and return it to the coach/advisor prior to the teams' departure if the parent is not attending the activity and wishes their child to leave the activity with someone other than the parent. If the student returns the permission form to the school, the school will confirm with the parent via a telephone call that they have approved the release.
2. Parents may complete this form at the site of the activity and return it to the coach/advisor. Release form will not be accepted from the student.
3. Requests to release students will not be honored if this form is not completed. Handwritten notes will not be accepted.

I am requesting that my son/daughter be released from district transportation following the activity. From the time of such release, the District shall have no further custody, care, responsibility or liability with respect to the student.

STUDENTS NAME _____

ACTIVITY _____

DATE OF ACTIVITY _____

PARENT SIGNATURE _____

Coaches/Advisors

1. This completed document must be in your possession before the student is released.
2. All completed releases must be turned in to the office after the trip.
3. Please carry copies of this form with you on all trips.

EMERGENCY INFORMATION

NAME _____ AGE _____ GRADE _____

ADDRESS _____

PHONE _____ SOCIAL SECURITY _____

SPORTS/ACTIVITY PARTICIPATING IN _____

LIST TWO PEOPLE TO CONTACT IN CASE OF AN EMERGENCY:

NAME _____ HOME PHONE _____

ADDRESS _____ WORK PHONE _____

RELATIONSHIP _____

NAME _____ HOME PHONE _____

ADDRESS _____ WORK PHONE _____

RELATIONSHIP _____

INSURANCE COMPANY _____

!!!!!!IMPORTANT!!!!!! *Please Complete*

Are you allergic to any medication? _____ If so what? _____

Do you have any allergies? _____

Are you on any medication ? _____ If so what? _____

List major past injuries and dates _____

Other comments _____

Parent Signature _____ Date _____

19 Student Discipline

WHITE PINE COUNTY SCHOOL DISTRICT STUDENT RIGHTS AND RESPONSIBILITIES

GOAL

It shall be the goal of the White Pine County School District to maintain a safe and productive environment for students and staff and to teach students to manage their own behavior within the standards accepted within society.

STUDENT RIGHTS AND RESPONSIBILITIES

A primary responsibility of the White Pine County School District will be the development of an understanding and appreciation of the representative form of governing, the rights and responsibilities of the individual, and the legal process whereby necessary change is brought about.

The school is a community and the rules of the school are the laws of that community. All those who are citizens of the school community have a responsibility to respect and follow the laws of the community. The laws are designed and have been adopted to ensure an effective learning environment free from disruption, violence, fear, and substance abuse.

Infringement on the rights of others and failure to exercise personal responsibility with regard to community laws will result in corrective action being taken against offenders. Disregard of the laws may also be violation of criminal offenses that may also subject violators to criminal punishment in addition to district or school punishment.

STUDENT EXPECTATIONS

Students may be disciplined for violation of rules at school, at school activities, at school bus stops, on school buses, at other sites while representing their parent school, and for acts related to the orderly operations of the school and its activities or any other aspect of the educational process. Students are expected to:

- Attend class regularly and on time
- Cooperate with school personnel
- Cooperate with other students (refrain from violence, threats and harassment)
- Drive vehicles (including bicycles) safely and legally
- Keep dangerous weapons out of the school
- Obey school rules and staff directions
- Refrain from the use, possession and sale of alcohol, drugs and tobacco
- Share student concerns about policy and procedure appropriately
- Support the educational process with appropriate behavior
- Use appropriate language at all times

CONSEQUENCES

All violations of rules will have consequences consistent with the offense. In the event that a violation occurs, staff may impose a range of escalating penalties within classroom management procedures. Beyond that, consequences will include, but not be limited to, those listed in the discipline chart.

Each circumstance will be dealt with on an individual basis and discipline will reflect the severity of the offense and the student's discipline history. In every instance, students will have the opportunity to explain their version of the facts and will be told why they are being disciplined. Wherever possible, parents will be notified as soon as practicable of the circumstances.

CRIMINAL ACTS

Students and other citizens are expected to obey the law at school, on school buses, and at school sponsored activities. Suspected violations may be referred to law enforcement at the discretion of school administration. Violations may also be dealt with as district rule violations.

Criminal acts include but are not limited to:

Arson	Assault	Battery
Burglary	Coercion	Extortion
Forgery	Malicious Mischief	Possession of weapons or explosives
Robbery	Theft	Trespass
Sale, delivery or possession of alcohol or other controlled substances.		

PROTEST OF DISCIPLINARY ACTION

Appeals of action taken for disciplinary infractions will be conducted in accordance with existing White Pine County School District policy. Time limits for appeals are spelled out in the White Pine County School District policy and will be strictly adhered to.

SEARCHES

School lockers and other storage areas issued to a student by the school district may be searched without permission of students, and without reasonable cause. If there is reasonable cause, searches of student personal effects and automobiles may be conducted. All searches will be conducted in accordance with White Pine County School District policy.

WEAPONS

Students who bring a gun to any school in the White Pine County School District will be expelled. Those who bring any other weapon to school will be severely disciplined up to and including expulsion.

DESCRIPTION OF OFFENSES

Alcohol: Any manufactured substance containing alcohol in any form which possess the necessary properties to alter one's behavior and which is prohibited by law to be in one's possession.

Arson: The intentional setting of a fire.

Assault: Physical or verbal threats against a person with the intent to carry through with same. Inflicting or threatening or attempting to inflict physical injury upon another person.

Battery: An unconsented to touching or application of force to another person.

Blackmail: Obtaining money or goods by violence or threat of violence, or forcing someone to do something against their will by threat of violence or release of information.

Burglary: Breaking and entry of school property with the intent to steal or commit a crime.

Bomb threat: Willfully conveying by mail, written notes, telephone, telegraph, radio, electronic or any other means of communication, any threat of bombs or other explosives or explosive devices, knowing it be false.

Coercion: See blackmail above.

Collusion: An agreement or action between two or more persons for deceitful purpose(s).

Defiance: Intentionally provocative behavior or attitude in resisting persons in authority.

Destruction of property: Willfully and maliciously destroying or injuring real or personal property of another.

Disobedience: Refusal to follow or obey an order, rule or policy.

Disturbing the peace: Maliciously and willfully disturbing the peace of another person, student, or teacher. Maliciously and willfully interfering with or disturbing persons in the school.

Drugs: Any controlled substance prohibited by law to be in the possession of an individual without an accompanying valid medical prescription.

Explosives: Possession of explosives or any other explosive or incendiary devices on school property including buses or at school sponsored activities.

Extortion: See blackmail above.

Fighting: Assertive, aggressive behavior in a physical altercation or conflict with another individual(s) for the purposes of inflicting injury, gaining victory, or making one's point.

Fire alarms: False reporting of or the transmission of a fire alarm or signal while knowing it to be false.

Firearms: Any weapon capable of propelling a projectile of any type with the use of any type of charge sufficient enough to cause bodily injury or loss of sight, life or limb. *Includes without limitation, any pistol revolver, shotgun, explosive substance or device, and any other item included within the definition of a firearm in 18 U.S.C. sec 921, as that section existed on July 1, 1995.*

Fireworks: Any type of explosive device intended to create a disturbance, cause bodily injury or property damage.

Forgery: The production of a counterfeit document, the appending of a bogus signature, or the transmission of fictitious information on an official matter such as school records.

Gambling: The wagering of funds in any amount on the outcome of any event, series of events, or speculation on events for the purpose of monetary gain.

Harassment: Unwanted, persistent irritation through verbal means, physical contact gestures, or body language.

Immoral Conduct: Conduct which the Board of Trustees determines is not in conformance with accepted principles of right and wrong behavior, and which is contrary to the moral standards of the community.

Indecent Exposure: Any open incident or obscene exposure of the person or the person to another.

Insubordination: Failure to submit to authority, rebellious, act in opposition to directions provided by person(s) in authority.

Intimidation: Interference with administrators, teachers, students, or other district personnel with the threat of force or violence.

Larceny: Stealing, taking, or carrying away property of another.

Libel: A malicious defamation of another person's character expressed to impeach a person's honesty, integrity, virtue, or reputation.

Lying: Transmission of false information for deceitful purposes.

Malicious Mischief: Intentional property damage.

Misconduct: Any action, which creates a safety hazard, distracts the attention of a driver, or disrupts the learning environment of a classroom.

Narcotics: See drugs above.

Narcotics Paraphernalia: Any object or objects used to enhance or carry out the acts required in substance abuse.

Plagiarism: Appropriation of writings or ideas of another and using them as one own.

Profanity: Use of vile, indecent language in the presence of another or directed at an individual.

Resisting an officer or school official: Willfully resisting, delaying, or obstructing an officer or school official in the performance of their duties.

Robbery: Unlawful taking of personal property belonging to another through the use of force or threat.

Trespass: Being present in an unauthorized place or refusing to leave when directed to do so by a person in authority.

Stolen Property: Property belonging to one individual, but in the possession of another individual, without the owner's permission.

Weapon: Any dirk, dirk knife, sword, sword cane, dagger, switch blade, blackjack, billy, sling shot, sand club, sandbag, metal knuckles, nunchakus, pistol, gun, or other device possessed, used or brandished in a rude, threatening, or angry manner with the intent to intimidate or do bodily harm.

		Offense	1st	2nd	3rd
		Type	Offense	Offense	Offense
1	Alteration or unauthorized access to records including electronic records	D	4	4,5,6	6,11
2	Arson	C	4,5,6	4,5,6	4,6,11
3	Assault/Battery on school personnel <i>see note #1 e</i>	C	4,6,14	6,14	
4	Assault/Battery on students/others <i>see #15 below</i>	C	4,6	4,5,6	4,6,11
5	Bomb threat	C	4,6	4,5,6	4,6,11
6	Burglary	C	4,6	4,6	4,6,11
7	Chronic tardiness to school/class	D	(See Attendance Policy)		
8	Construction or production of drug paraphernalia or other prohibited items	D	2,4	4,5,6	4,6
9	Defiance of authority or insubordination	D	1,2,3,4	4,5	4,5,11
10	Disruptive behavior	D	1,2,3,4	4,5	4,5
11	Dress policy	B,D	1,2	4,5	4
12	Driving/parking violations	D	1,2,13	4,13	4,13
13	Failure to comply with policy or building regulations	C	1,2,3,4	4,5	4,5,11
14	False fire alarm	C	1,4,6,7	4,6,7,10	6,10,11
15	Fighting <i>see note # 1 b</i>	C	1,2,3,4	4,5,6	4,6,11
16	Fighting in a laboratory area	C	1,2,3,4	4,5,6	4,6,11
17	Extortion, coercion, blackmail <i>see note #1 c</i>	C	4,5	4,5,6	4,6,11
18	Forgery	D	4,	4,5	4,5,11
19	Gambling/wagering	D	1,2,4	4,5	4,6,11
20	Gang activity	C	4,5,6	4,5,6	4,6,11
21	Harassment, hazing	D	1,2,3,4,12	4,5,12	4,12
22	Immoral conduct	C	4,5,12	4,5,6,12	4,6,11,12
23	Inappropriate display of affection	B,D	1,2	4,5	4
24	Intentional failure to follow safety rules established for lab instructional areas	B	2,3,4	4,5	4,1
25	Intentional misuse of school equipment, supplies or materials	B	2,3,4	4	4
26	In building halls without authorization	B	1,2,3	1,2,3	1,2,3
27	Leaving campus without permission	B	1,2,4,5	4,5	4,5,11
28	Libel or slander	C,D	2,3,4	4,5	4,5,11
29	Misconduct on or in a school vehicle	D	1,2,4	4,5	4
30	Misrepresentation or lying to school personnel	B	2,3,4	4,5	4
31	Obstruction	D	2,4	4,5	4
32	Sales or distribution of a controlled substance	C	4,6,11*	11*	
33	Possession or use of drugs, alcohol, or paraphernalia	C	4,5,6	4,6,9	4,6,10,11
34	Use of profanity or display of vulgarity	C	1,2,3,4	4,5	4
35	Radios, CD players, toys, etc.	B	1,2,15	2,4,15	4,15
36	Repeated misconduct	B	2,3,4,5	4	4
37	Sales or receipt of stolen property	C	2,4,6	4,5,6	4,6
38	Scholastic dishonesty	D	1,2,4,5	4,5	4,11
39	Sexual harassment	D	4,5,12	4,12	5,11,12
40	Tampering with motor vehicles	C	2,4,6	4,6	4,6,11
41	Theft	C	2,4,6	4,6	4,6,11
42	Throwing objects or substances at vehicles	B	2,4	4	4
43	Trespassing	C	1,2,4	4	4
44	Truancy	D	2	4	4
45	Unauthorized communication devices (cell phones, beepers, etc.)	NRS	1,2,15	2,4,5,15	4,15
46	Under the influence of drugs or alcohol	D	4,5,6	4,5,6	4,6,11
47	Unintentional destruction of property (school, other)	B	1,2	2,4,5	4
48	Use or possession of fireworks or other explosive devices	C	4,5,6	4,6	4,6,11
49	Use or possession of tobacco products	D	1,2,4	2,4,5	4

50	Use or possession of firearms	C	6,14*	6,14*	
51	Use or possession of other weapons	C	4,5,6,11*	4,5,6,11*	
52	Vandalism	C	4,8,6	4,6,8	4,6,11
53	Verbal abuse, assaults, or threats	D	1,2,4,5	4,5,6	4,6,10,11
CONSEQUENCES					
1	Warning				
2	Detention after school				
3	R.O.P. Detention for rest of period - Office or Detention Hall				
4	Suspension (ISS or OSS, 1 day - 10 days) <i>see note #1 a</i>				
5	R.P.C. Required Parent Conference (before student returns to class)				
6	Police Contact				
7	Community Service: After School Work Program (1-5 days with specific tasking - within parent school)				
8	Restitution				
9	Drug, alcohol scan test with parent notification/consent				
10	Notification to prosecutors office				
11	Recommended expulsion				
12	Human Rights Officer referral				
13	Revocation of driving privileges on campus (1 day - 1 year)				
14	Mandatory expulsion				
15	Confiscation (retain for evidence or return to parent)				

1. In Accordance with Nevada Revised Statutes

- a. Any student suspended five times in one school year will be declared a habitual disciplinary problem and must be expelled for a period equal to at least one semester of school.
- b. Any student who has been suspended for initiating at least two fights on school property will be declared a habitual disciplinary problem and must be suspended or expelled for a period equal to at least one semester of school.
- c. Any student who has threatened or extorted, or attempted to threaten or extort another pupil, or teacher or other personnel employed by the school will be declared a habitual disciplinary problem and must be suspended or expelled for a period equal to at least one semester of school.
- d. Any student who is found in the possession of a firearm while on the premises of any public school, at any activity sponsored by a public school or on any school bus, must for the first occurrence, be expelled from school for a period of not less than one year. For the second occurrence they must be permanently expelled.
- e. Any student who commits a battery which results in the bodily injury of an employee, must for the first occurrence, be suspended or expelled from that school; although he may be placed in another kind of school, for at least a period equal to one semester for that school. For a second occurrence, the student must:
 - i. Be permanently expelled from that school; and
 - ii. Secure equivalent instruction authorized by the state board pursuant to NRS

Revised 12-7-98

20 Use of Baker Facilities

Administrative Regulation

5000-5060

Use of Baker School Facilities

Requests for community use of the Baker Hall facility will be directed to the building principal. If the Principal is unavailable the request should be submitted to the District Office. Approval will be granted if the requesting group is non-profit, completes the use request form, pays a deposit and does not conflict with regular school or student use. Liability insurance requirements were waived by the White Pine county School District Board of Trustees at the regular meeting of December 16, 2003. (This provision is applicable to any facility that is located more than 45 miles from any other Nevada facility that could host the same activity.)

- A. Priority of use: When more than one qualifying group applies to use a facility at the same time the principal will use the following priority order:
 - 1. groups providing a direct service; the event directly benefits WPCSD students (example: scouting, youth sports)
 - 2. groups providing an indirect service; (example: concerts, public meetings, churches)
 - 3. groups providing no service to students (example: open political meeting, adult class)
- B. Use Fees: Qualifying groups are not assessed a use fee.
- C. Refundable Deposit: Qualifying groups must pay a deposit prior to use of a school facility. The deposit will be used by the school to cover costs if cleaning or maintenance is needed as a result of the group's use. An additional deposit will be levied if the original deposit must be used for cleaning/maintenance. The deposit will be returned if there are not cleaning/maintenance issues.
 - 1. Single use, \$150
 - 2. Multiple use \$100
- D. Damages: The District shall charge the using group for damage to the facility or District equipment. Failure to pay within 30 days is cause for legal action and will end the group's use of all school facilities.
- E. Denial of Use: The District may deny use of a school facility if a group is failing to provide proper supervision, uses the facility for an unqualified purpose, consistently leaves the facility dirty or damages property.
- F. User groups may appeal decisions of the principal to the superintendent. The Superintendent's decision on appeals is final.

White Pine County School District
Baker School Facility Use Request Form

Name of Organization _____ Non-profit ID _____

Contact Person _____ Phone _____

Mailing Address _____

Facility _____ Dates/Times requested _____

Describe intended use

I certify that our organization has liability insurance in effect that will cover our use of the school facility. Additionally, our organization agrees to hold the District harmless for any claim connected with our use.

Name/title/date

Deposit: _____ Received by _____

Our organization understands it is responsible for any damages to the facility and will provide adequate supervision and will leave the facility cleaner after the use than before.

Name/title/date

Our organization agrees to follow and enforce all school and District rules including alcohol/tobacco prohibitions on school property. We have a copy of these rules. (This includes parking areas/sports fields.)

Name/title/date

21 - Use of Facilities

Administrative Regulation

5000-5060

Use of School Facilities

Requests for community use of school facilities will be directed to the building principal. Principals will approve use if the requesting group is non-profit, meets insurance requirements, completes the use request form, pays a deposit and does not conflict with regular school or student use.

- A. Priority of use: When more than one qualifying group applies to use a facility at the same time the principal will use the following priority order:
 - 1. groups providing a direct service; the event directly benefits WPCSD students (example: scouting, youth sports)
 - 2. groups providing an indirect service; (example: concerts, public meetings, churches)
 - 3. groups providing no service to students (example: open political meeting, adult class)

- B. Use Fees: Qualifying groups are not assessed a use fee unless they are charging an admission fee. The use fee may be waived by the superintendent if the event is co-sponsored by the District.
 - 1. Single use, less than 4 hours: \$100
 - 2. Single use, more than 4 hours: \$150
 - 3. Multiple use, 5-10 sessions: \$300

- C. Refundable Deposit: Qualifying groups must pay a deposit prior to use of a school facility. The deposit will be used by the school to cover costs if cleaning or maintenance is needed as a result of the group's use. An additional deposit will be levied if the original deposit must be used for cleaning/maintenance. The deposit will be returned if there are no cleaning/maintenance issues.
 - 1. Single use, \$150
 - 2. Multiple use \$150 for each use
 - 3. Multiple use, multiple site \$300

- D. Damages: Principals shall charge the using group for damage to the facility or District equipment. Failure to pay within 30 days is cause for legal action and will end the group's use of all school facilities.

- E. Denial of Use: Principals may deny use of a school facility if a group is failing to provide proper supervision, uses the facility for an unqualified purpose, consistently leaves the facility dirty or damages property.

- F. User groups may appeal decisions of the principal to the superintendent. The Superintendent's decision on appeals is final.

White Pine County School District

Community Use Request Form

Name of Organization _____ Non-profit ID _____

Contact Person _____ Phone _____

Mailing Address _____

Facility _____ Dates/Times requested _____

Describe intended use

I certify that our organization has liability insurance in effect that will cover our use of the school facility. Additionally, our organization agrees to hold the District harmless for any claim connected with our use.

Name/title/date

Deposit: _____ Received by _____

Our organization understands it is responsible for any damages to the facility and will provide adequate supervision and will leave the facility cleaner after the use than before.

Name/title/date

Our organization agrees to follow and enforce all school and District rules including alcohol/tobacco prohibitions on school property. We have a copy of these rules. (This includes parking areas/sports fields.)

Name/title/date

21 – Volunteer Procedures with Policy 3117

WHITE PINE COUNTY SCHOOL DISTRICT VOLUNTEER PROCEDURE – Admin Regs with (Policy 3117

1. Procedure/Regulation

a. Scope

- i. This Procedure applies to the entire school community, the school, and White Pine County School District staff, volunteers, and community partners. This procedure covers activities at all White Pine County School District elementary, middle, and high schools, on school property, at school-sponsored events and activities, on school buses or vehicles, and at all times and places in which a volunteer has direct contact with children.

b. Definitions

- i. “Community Partner” means a public agency, business, or non-profit organization that employs volunteers who support the work of the school district.
- ii. “Chaperone” means a volunteer who drives students in personal vehicles to school-sponsored events or accompanies students on a school-sponsored single-day field trip or trip involving an overnight stay.
- iii. “Direct Contact with Children” means interaction with children on school property or school-sponsored events that involves the possibility of care, supervision, guidance, or control of children by a volunteer.
- iv. “Direct Supervision” means an employee of White Pine County School District or other person designated by White Pine County School District is, if indoors, present in the same room as the pupil or has visual contact with the pupil; or, if outdoors, within 30 yards of the pupil or has visual contact with the pupil.
- v. “Volunteer” means any person who, without compensation, works at, assists with, or oversees any activity or event conducted or sponsored by a public school during or outside of school hours. A “volunteer” includes, without limitation, a coach, assistant coach, director of in-school or extracurricular activities, and chaperone of an overnight trip. A “volunteer” does not include a student who is enrolled at an institution of higher education and is taking a course which requires the student to be present in the classroom of a public school on a limited basis to observe and be observed in a classroom, and under direct supervision of a teacher or his/her professor at all times while in the classroom.

c. Background Screening

- i. White Pine County School District screens all volunteers who work with our students and staff. The White Pine County School District will conduct background screening before any volunteer works with students. The White Pine County School District may decline the services of any volunteer for any reason or no reason. All information collected on volunteers will be considered confidential to the extent allowed by law and will only be used to protect students or minimize disruption to the educational environment.
- ii. Background screening of a volunteer applicant will include fingerprinting and a full state and federal background check pursuant to NRS 391.104, where volunteer duties include Direct Contact with Children or volunteering as a Chaperone.
- iii. Volunteer applications and screening must be completed before the volunteer begins his or her work with White Pine County School District programs.

d. Background Screening Results

- i. Notice of individuals who have been cleared shall be forwarded to the school, and the school shall ensure that only volunteers who have been cleared are allowed to serve as volunteers.
- ii. If the background screen does not clear, the volunteer will receive notice informing him or her of the status. The volunteer will be directed to call the background investigation service with questions.
- iii. If the background screen does clear, the volunteer will receive notice, and the district will create a profile in their volunteer database. Approval is conditional upon volunteer position availability and verification of information provided, including the proper U.S. Government-issued photo identification. Verification of identification will be completed at the school upon the volunteer’s initial visit and check-in.

e.

Supervision

- i. White Pine County School District employees are responsible for direct supervision of volunteer activities. No volunteer shall be allowed to work with students unsupervised; however, parents/guardians may have unsupervised contact only with their own child or children. School administrators and supervisors will take necessary measures to ensure volunteers are under direct supervision in a manner appropriate for duties assigned.
- ii. Inappropriate conduct of volunteers will be reported to the school administrator or supervisor. School administrators and supervisors have the discretion to terminate a volunteer from service at any time. White Pine County School District staff may notify administrators and supervisors if they elect not to have a volunteer in their classroom or program area.
- iii. Volunteers are expected to abide by all applicable laws, White Pine County School District policies, and administrative procedures when performing their duties. Volunteers are expected to dress in appropriate attire suitable for the assigned tasks.
- iv. As a condition of service, all volunteers and chaperones shall be required to sign a Volunteer Agreement expressly acknowledging and agreeing to comply with all applicable Board policies, administrative regulations, school rules, safety procedures, and directives issued by authorized District personnel. Failure to comply with such policies or directives may result in immediate suspension or termination of volunteer service.
- v. Standards of Conduct and Professional Boundaries. Volunteers and chaperones serve in a position of trust and shall maintain appropriate professional boundaries with students at all times. Prohibited conduct includes, but is not limited to:
 1. unsupervised or unauthorized one-on-one contact with students;
 2. private electronic, text, or social media communication with students outside of District-authorized platforms or supervision;
 3. possession or use of alcohol, illegal drugs, or tobacco while engaged in volunteer service or in the presence of students; and
 4. use of physical discipline, inappropriate language, or conduct inconsistent with District expectations.
 5. Detailed behavioral expectations may be further addressed through training, rules for chaperones, and related procedures.
- vi. Volunteers shall be restricted from access to confidential student and employee records or information except as specifically provided by volunteer duties, in a manner consistent with legal requirements and White Pine County School District policies and procedures. Volunteers are responsible for maintaining confidentiality regarding information seen or heard while working as a volunteer. Volunteers shall be required to sign a Volunteer Agreement and will be subject to being barred from volunteering if confidentiality of sensitive and/or confidential student information is shared.

f.

Parental Notification

- i. Parents/guardians will be notified through student handbooks, newsletters, and the White Pine County School District website that schools use volunteers to enrich the educational programs of the school.
- ii. Parents/guardians should notify the school administrator or program supervisor if they have concerns about contact between a specific volunteer and their child.

g.

Orientation/Training

- i. All volunteers shall complete all District-required orientation and training prior to engaging in any direct contact with students, and shall complete additional training as required based on the nature of their assigned duties. The school administrator or supervisor will meet with the volunteer and staff member(s) the volunteer is assisting to be familiar with expectations for the assignment.

h.

Volunteer Duties

- i. Specific volunteer duties are approved by the school administrator or program supervisor. Duties may involve, but are not limited to, supporting libraries, classrooms, athletic programs and events, music programs, field trips, tutoring or mentoring, mini-lessons, career-related events, and similar activities. Other duties may include serving as a chaperone or supervisor for events or activities, or providing services to improve facilities, campus buildings, or equipment.
- ii. Chaperones driving students must be at least 25 years of age. Non-driving chaperones must be at least 21 years of age. Chaperones under 25 years of age may transport their own student child(ren) but may not transport any other student/children.
- iii. Chaperones eligible to transport students (other than their own student/child) in their own vehicles must have vehicles inspected by the Director of Transportation within 24-48 hours of the scheduled event. The inspection will check for:
 1. General vehicle operation, including, but not limited to, signal lights, head lamps, brakes, brake lights, seat belts for each passenger, mirrors, and other vehicle safety systems.
 2. A valid driver's license.
 3. A copy of the current vehicle insurance with the minimum required coverage and current registration.
 4. In the event of an accident, the chaperone driver/owner of the vehicle understands and agrees that the driver/owner will have primary liability for all claims and damages.

- iv. Volunteers are Mandatory Reporters and, where the volunteer knows or has reasonable cause to believe a child has been subjected to (1) abuse or neglect; (2) sexual conduct between the student and a school employee or volunteer (NRS 201.540); (3) luring by a school employee or volunteer (NRS 201.560), or (4) unlawful communication from a school employee or volunteer (NRS 201.553), must report the suspected conduct to the local child welfare services and/or law enforcement agency.
- i. **Volunteer Status and Termination**
- i. Under no circumstances shall a volunteer be considered an employee or independent contractor of White Pine County School District.
 - ii. A volunteer shall not receive wages, salaries, or other valuable consideration for the performance of his or her service. Holding the position of a volunteer is not a right, but a privilege conferred upon volunteering with White Pine County School District, acting through the school administrator of each school within White Pine County School District.
 - iii. Volunteers are covered under White Pine County School District's liability and workers' compensation policies while performing authorized duties and activities.
 - iv. White Pine County School District reserves the right to terminate the services or status of any volunteer, with or without cause or notice, in its sole and absolute discretion.

Volunteer Agreement, Consents and Releases, and Conditions

Whereas, it is deemed that the services of volunteers are both necessary and in the best interest of the White Pine County School District. Now therefore, the parties mutually agree as follows:

1. **Employer Assent.** White Pine County School District accepts the service of the volunteer until such services are terminated with or without cause or notice at the discretion of either party.
2. **Volunteer Assent, Certification, and Authorization.** As a White Pine County School District volunteer, I, _____ (hereinafter "Volunteer") agree to
 - a. Observe the policies and procedures of White Pine County School District and White Pine County School District departments
 - b. Participate in initial training as well as any additional training required
 - c. Notify the immediate supervisor when unable to volunteer
 - d. Perform duties as outlined by the volunteer coordinator
 - e. Dress in business attire suitable for the assigned tasks
 - f. Keep all information confidential, in whatever form, produced, prepared, observed, or received, to the extent that such information is confidential by law.

Volunteer hereby certifies that all statements made in his/her volunteer application are true. Volunteer authorizes White Pine County School District to investigate all matters contained in Volunteer's application. Volunteer authorizes White Pine County School District to receive any criminal history information that may be contained in the files of any national, state, or local agency.

Please initial to indicate you have read the above _____

3. **Informed Consent and Release:** Volunteer offers to volunteer his/her services to White Pine County School District. Volunteer understands that s/he is working at all times on a voluntary basis without compensation or benefits and not as a paid employee. Volunteer understands that White Pine County School District and/or Volunteer can cancel this agreement at any time, for any reason, with or without notice. Volunteer understands that s/he shall be covered by workers' compensation in accordance with NRS 616A.130 while engaged in the performance of those services set forth in the "Description of Volunteer Duties" statement. Volunteer has read and understands this release. Volunteer knowingly and voluntarily signs below and no promise, inducement, or agreement has been made to induce Volunteer to sign this agreement.

Please initial to indicate you have read the above _____

4. **Conditions:** Volunteer fully understands, acknowledges, and agrees to the following conditions: White Pine County School District reserves the right to make the final decision on placement of volunteers. Standard background checks, in accordance with White Pine County School District policy, will be conducted on applicants. Any false statements or misrepresentations in the Volunteer's application will be cause for refusal of placement or immediate dismissal at any time during the period of placement. Volunteer understands that the volunteer program does not qualify Volunteer for paid employment with White Pine County School District. Volunteer further understands that pursuant to NRS 239.010, information or documents received from a volunteer may be open to public inspection and copying. Volunteer understands that White Pine County School District will have the duty to disclose unless a particular record is made confidential by law or common law balancing of interests.

Please initial to indicate you have read the above _____

Volunteer's Name (Please Print Legibly):

Description of Volunteer Duties: _____

Volunteer Signature: _____ Date: _____

Parent/Guardian Name (if volunteer is a minor): _____

Parent/Guardian Signature (if volunteer is a minor): _____

Date: _____

White Pine County School District Representative Name (Please Print Legibly): _____

Employer Signature: _____ Date: _____

Rules for Chaperones

Before the event, the volunteer supervisor will provide you with information regarding the activities planned for the trip, expectations for supervising students, and emergency procedures. In addition, the following general rules will help you be a good Chaperone. If you have questions regarding these rules, please speak to the event leader.

1. All school district rules apply on school sponsored field trips. Chaperones are expected to know and follow school rules, follow the directions given by the event leader, work cooperatively with other volunteers and school staff members, and serve as a role model for students. The Chaperone will follow the trip plan developed by the supervisor.
2. Chaperones must report any injury she/he observes or are aware of (however slight) to the supervisor immediately.
3. Chaperones must follow the “two-deep” requirement with all students; that is, there must be at least two adults present with students. There shall be no “one-on-one” contact between Chaperones and students (unless the Chaperone is a parent/guardian of the student).
4. Please arrive on time. Delays may disrupt the activity for everyone. Be sure that you and your group arrive at the appointed location before the planned departure time.
5. Do not release students to anyone other than the teacher/event leader. Parents/guardians who want to take children home must secure permission from the teacher/event leader.
6. Students must be supervised at all times while on a school field trip. As a Chaperone, you will supervise a small group of students, helping them learn and making sure they follow the rules and are safe. Students must stay with you at all times.
7. Review the rules and standards of behavior, safety rules, and any site-specific rules with students. It is the responsibility of the event leader to report student misbehavior to the event leader immediately.
8. Chaperones:
 - a. May not use or possess alcohol or drugs;
 - b. May not use tobacco in the presence of, or within the sight of, students;
 - c. May not administer any medications, prescription or nonprescription, to students;
 - d. May not use a cell phone for non-emergency or non-trip-related purposes. It is not acceptable for outside work or reading to be completed while you are supervising students.
9. Be sure you know what to do in an emergency (medical emergency, natural emergency, lost child, serious breach of rules, etc.). Know who is first aid trained, where the first aid kit is located, and where your cell phone is.
10. Obtain the cell phone contact number of the supervisor and other Chaperones.
11. When transporting students, stay with the group, do not make unauthorized stops unless there is an emergency, do not skip planned stops, and make sure that all students have appropriate safety restraints.
12. A head count and/or roll call of students in your care is required prior to any departure.

Emergency Contact: In the event that I have a personal emergency while chaperoning, the school district is directed to contact:

Printed Name: _____

Relationship: _____

Cell/contact Phone: _____

Acknowledgment: I acknowledge that I have received the Rules for Chaperones, have read, understand, and agree to comply with the Rules for Chaperones.

Printed Name: _____

Date: _____

Signature: _____

Cell Phone: _____

Form/Application reviewed and approved by White Pine County School District:

Printed Name: _____

Date: _____

Signature: _____