

## DISTRICT ORGANIZATION

## Site-Based Decision-Making

- I. In compliance with state law and regulations, each school precinct operates using site-based decision-making in which certain authority to carry out responsibilities is transferred from the District to the school as set forth in NRS 388G.610. The Superintendent shall ensure that the responsibilities enumerated in NRS 388G.610(2) are transferred to schools in such a manner as to ensure:
  - A. Principals are able to make meaningful decisions regarding the responsibilities and control and discretion with respect to the use of funds allocated for the purpose of carrying out the responsibility in the best interest of students, and within the limits established by federal and state law, District policies and regulations, and collective bargaining agreements.
- II. The Superintendent shall ensure the development of administrative guidelines necessary for principals to define the limits to the authority of principals in order to ensure compliance with federal and state law, District policies and regulations, and collective bargaining agreements. These administrative guidelines shall be included in the information provided annually to principals under section XXIX of this regulation.
- III. The Superintendent or designee shall remain responsible for paying for and carrying out all responsibilities necessary for the operation of the schools and the District not specifically transferred to principals and as enumerated in NRS 388G.610(3):
  - A. Negotiating the salaries, benefits and other conditions of employment of administrators, teachers and other staff necessary for the operation of the local school precinct;
  - B. Transportation services;
  - C. Food services;
  - D. Risk management services;
  - E. Financial services, including payroll services;

- F. Qualifying employees for any position within the large school district;
  - G. Services to promote and ensure equity and diversity;
  - H. Services to ensure compliance with all laws relating to civil rights;
  - I. Identification, evaluation, program placement, pupil assignment and other services provided to pupils pursuant to the Individuals with Disabilities Education Act, 20 U.S.C. §§ 1400 et seq., and the regulations adopted pursuant thereto, or pursuant to section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794, and the regulations adopted pursuant thereto;
  - J. Legal services;
  - K. Maintenance and repair of buildings;
  - L. Maintenance of the grounds of the local school precinct;
  - M. Custodial services;
  - N. Implementation of the master plan developed for English learners;
  - O. Internal audits;
  - P. Information technology services;
  - Q. Police services;
  - R. Emergency management services;
  - S. Carrying out state mandated assessments and accountability reports;
  - T. Capital projects; and
  - U. Utilities.
- IV. The Superintendent may identify a designee to carry out responsibilities or delegate to a designee authorities provided under this regulation.

### Transfer of Responsibilities to Schools

- V. Upon recommendation of the Superintendent, the Board of Trustees may authorize the transfer of responsibilities from central services to one or more schools.
  - A. The Superintendent shall ensure the development of procedures that provide an opportunity for principals, School Associate Superintendents, Region Superintendents, and School Organizational Team members to provide recommendations related to additional authorities to be considered for transfer to schools from central services.
  - B. The Superintendent has sole discretion on developing recommendations to transfer additional responsibilities to schools, if all of the following are true:
    - 1. The Superintendent determines the transfer of responsibility will serve the best interest of students.
    - 2. The responsibility is not otherwise required by law to be carried out by someone other than the school principal.
    - 3. Principals, SOT members, Region Superintendents, and School Associate Superintendents were consulted regarding the specific transfer of responsibility being recommended.
    - 4. Funds that would be transferred to schools to support the transferred responsibility can be calculated at a per-pupil, per-school, or per-unit cost using financial data.
    - 5. The transfer of responsibility will not conflict with collective bargaining agreements.
  - C. The Superintendent may recommend responsibilities for transfer to one or more schools at any Regular meeting of the Board of School Trustees.
  - D. The Board of School Trustees shall take action on a recommendation from the Superintendent for a Transfer of Responsibilities during the meeting at which it is presented, unless rescinded by the Superintendent.
  - E. Any transferred responsibility shall be communicated with schools before January 15 prior to the start of the school year in which the transfer of responsibility becomes effective.

- F. If a responsibility is transferred, the amount that is estimated the District would spend on the responsibility in the coming school year shall be transferred to schools in accordance with NRS 388G.610, utilizing an allocation methodology determined by the Business and Finance Unit to be the most accurate and appropriate.
1. The Business and Finance Unit shall convene a working group of principals potentially impacted by the transfer of responsibility to advise and assist in the development of the allocation methodology.
  2. The estimated allocation of funds transferred to schools for each school year shall be available to schools by the preceding January 15. A revised allocation of funds transferred to schools for each school year shall be available to schools by November 1 of the school year in which the transfer takes effect, in accordance with NRS 388G.680.
  3. A principal may request a review of the allocation methodology by written request to the Chief Financial Officer. If a school organizational team, upon a majority vote of a quorum of the voting members, requests a review of the allocation methodology, the principal shall submit a written request within five business days.
  4. Upon receipt of a request for review of the allocation methodology, the Chief Financial Officer shall review the methodology in consideration of any information provided in the written request and determine whether a revision to the methodology is warranted. The Chief Financial Officer's decision may be appealed to the Superintendent. The Superintendent's decision shall be final and will be presented to the Board of School Trustees as part of the consent agenda at the next regular meeting.

## Service Level Agreements

- VI. The Superintendent has the authority under NAC 388G.120 to determine annually which District services will be made available by the District for purchase by principals via service level agreements. In such cases, a service level agreement shall be drafted in accordance with NAC 388G. Service level agreements may be developed to govern services related to a responsibility transferred from central office to schools or newly provided services unrelated to a transfer of responsibility.
  - A. Service level agreements shall include all information required by NAC 388G.110 and a description of the per-unit cost of services and how a school may calculate an estimated per-school cost based on the per-unit cost.
  - B. School associate superintendents shall include a review of draft service level agreements in a meeting of all assigned principals and shall compile feedback from the principals in accordance with NAC 388G.120.
  - C. The Superintendent or designee shall include draft service level agreements available to principals in the administrative guidelines provided to principals by January 15 prior to the school year they become effective.
  - D. A principal who wishes to negotiate terms of service level agreements under NAC 388G.130 may do so, but any negotiated adjustments must be agreeable to both the principal and the District.
  - E. The Superintendent shall not require principals to participate in service level agreements.
- VII. Services described in service level agreements exclude those purchased by the District or schools from outside organizations, including the purchase of supplemental instructional materials in accordance with Regulation 6150.

## Assignment of Staff to Schools

- VIII. Input regarding the selection of the principal for a school serves to aid in effectively meeting the needs of individual school communities. The school organizational team shall have the opportunity to participate in the selection of a principal in the case of a vacancy in accordance with NRS 388G.740.
- A. The Superintendent shall develop and implement a selection process for principals in accordance with NRS 388G.740. The process may be amended at any time, provided the requirements of the law are met.
    - 1. The Superintendent may select a principal from a pool of candidates or laterally reassign a principal into a vacant or occupied position, in accordance with NRS 388G.740(6) and appropriate negotiated agreements.
    - 2. If a principal is being selected from a pool of candidates or a principal is being transferred from another school into a vacant position, the process shall include the participation of school organizational team members in accordance with NRS 388G.740.
    - 3. If a principal is being transferred from another school into an occupied position, the process shall include the participation of school organizational team members to the greatest extent possible.
  - B. The Superintendent shall make the final selection of principal in consultation with the supervising region superintendent or school associate superintendent and in alignment with appropriate negotiated agreements, district policies and regulations, and federal and state law.
  - C. It may be necessary for the Superintendent to make employment decisions based on information that the District is not authorized to share with the school organizational team under federal and state employment law.
- IX. Principals at elementary, middle, and high schools are responsible for and have the authority for the selection and supervision of employees who are assigned to the school, evaluated by the principal or a designee of the principal, and who are not members of central services, in alignment with appropriate negotiated agreements, district policies and regulations, and state and federal law.
- A. The Superintendent shall ensure administrative procedures are established to ensure principals select teachers who are licensed and in

good standing before selecting substitutes to teach in schools, as required by NRS 388G.610.

- X. Principals at elementary, middle, and high schools shall be consulted on the assignment of central services staff to schools.
  - A. The unit, division, or department that funds and supervises the employee shall ensure that assignments are made in accordance with any applicable sections of collective bargaining agreements and in a manner that balances differentiated support to schools and efficient allocation of resources.
  - B. The Superintendent shall ensure that the unit, division, or department that funds and supervises the employee shall provide principals with a mechanism to provide feedback on the assignment and a mechanism to request a change in assignment of employees assigned to schools.
    - 1. Upon written request from a principal, the unit, division, or department that funds and supervises the employee shall determine whether a change in assignment of an employee may be accommodated.
    - 2. The unit, division, or department shall determine whether the request may be accommodated and communicate the decision to the requesting principal. If the request is not accommodated, the reasons for the decision must be included in the communication to the requesting principal. Reasons for not accommodating a request include but are not limited to a negative impact to another school, significant loss of efficiency in assignment of resources, or conflict with collective bargaining agreements, state, or federal law.
    - 3. The decision of the unit, division, or department may be appealed to the appropriate Unit Chief. The decision of the Unit chief may be appealed to the Superintendent. The Superintendent's decision will be final.
  - C. Principals shall have the opportunity to provide input into the performance of staff assigned to schools, in alignment with collective bargaining agreements.

## Selection and Placement of School Associate Superintendents

- XI. The Superintendent has the responsibility and authority for the selection, placement, reassignment, and other employment decisions related to School Associate Superintendents.
  - A. The Superintendent shall ensure the development and implementation of a selection process for School Associate Superintendents in alignment with NRS 388G.620. The process may be amended by the Superintendent or designee at any time, provided the requirements of the law are met.

## Responsibilities of Region Superintendents and School Associate Superintendents

- XII. School Associate Superintendents are responsible and have the authority for all requirements, responsibilities, and authorities ascribed to School Associate Superintendents in NRS 388G.500-820, aligned administrative regulations codified in the Nevada Administrative Code, and this regulation.
  - A. Region Superintendents, under the direction of the Superintendent and the Deputy Superintendent, are responsible for and have the authority for supervision of assigned School Associate Superintendents.
  - B. School Associate Superintendents are responsible for and have the authority for supervision of assigned principals.
  - C. The Superintendent and the Deputy Superintendent shall implement an operating structure that ensures School Associate Superintendents fulfill the responsibilities enumerated in NRS 388G.630.
  - D. Information included in quarterly reports provided by School Associate Superintendents to municipality governing boards in alignment with NRS 388G.630 shall include:
    - 1. A status update related to the compliance with NRS 388G.500-820, aligned administrative regulations codified in the Nevada Administrative Code, and this regulation.
    - 2. Student information data aligned with the District's strategic plan, disaggregated by municipality. Student information must be provided to municipality governing boards as reference material for the next practicable scheduled presentation that follows the date the information was reported to the Board of School Trustees in alignment with Board Governance Policies.



3. Highlights and celebrations related to specific schools, students, or events within the applicable municipality.
4. Available information related to the alignment of current or potential investments made by the municipality in support of District achievement goals.

## School Plan of Operation

- XIII. Principals are required to develop and submit a plan of operation, which consists of the school performance plan and the school budget, in accordance with NRS 388G.700 through NRS 388G.710 and District administrative guidelines, directives, and timelines.
- A. Principals shall develop the school plan of operation, informed by:
    - 1. The principal's experience and expertise as an educator and school leader in meeting the needs of students.
    - 2. District policies, regulations, and administrative guidelines.
    - 3. District priorities and guidance from the principal's supervisor.
    - 4. The advice and assistance of the school organizational team as it relates to the development of the school budget and school performance plan.
  - B. Presentation of the school plan of operation at a meeting of the school organizational team fulfills the public presentation requirements in NRS 388G.710.
  - C. The school performance plan must either be approved by 75 percent of the voting members of the school organizational team present for the vote or developed and approved by the Superintendent, in accordance with Nevada law.
  - D. The school performance plan and school budget may be developed and revised multiple times during the year, in accordance with Nevada Law, guidance from the Nevada Department of Education, and District policies, regulations, and administrative guidelines. Revisions to the plan of operation shall include consultation of the school organizational team and approval of the region superintendent or school associate superintendent.
- XIV. Principals are responsible and have the authority for carrying out the school plan of operation, including:
- A. The purchase of equipment, services, and supplies the principal requires to carry out the school plan of operation as defined by NRS 388G.545, in alignment with district purchasing policies and regulations and the limitations set forth in NRS 388G.610(3).
  - B. Paying for and carrying out any specific responsibility transferred to the

school by the Board of School Trustees, according to the specific terms provided in the approved transfer of responsibility.

C. Specifically planning for and use of carryforward dollars toward meeting the goals established in the plan of operation.

D. Ensuring that funds are used purposefully with a focused on student outcomes, in alignment with the school performance plan

XV. In carrying out the plan of operation, principals do not have the authority to:

A. Operate outside of State or Federal law or District policies and regulations, including procurement systems and structures.

B. Act as the signatory for contracts that obligate District funds, including funds allocated to school budgets.

C. Authorize the sharing of student information or provide access to district data systems.

XVI. School associate superintendents have the authority and responsibility to review and approve school plans of operation for assigned principals in accordance with NRS 388G.710.

## Financial Information for School Budgets

- XVII. The Superintendent shall ensure that schools are funded utilizing the State per-pupil funding model in accordance with Nevada law.
- A. At least 85% of the District's unrestricted funds shall be allocated to school budgets, in accordance with NRS 388G.660.
  - B. Unrestricted funds shall be determined by subtracting all restricted funds from the total district revenue.
  - C. Restricted funds include but are not limited to:
    - 1. Funds transferred to the Special Education Fund for special education services for pupils with disabilities.
    - 2. Funds transferred from the General Fund related to the Special Revenue Fund weighted funding for English Learners, At-Risk, and Gifted and Talented students.
    - 3. Funds included in the General Fund related to the District's medium-term bond issuances for buses, vehicles, and technology items.
    - 4. Funds related to positions within the General Fund that are required to report to central services.
    - 5. Special education-related expenditures that are not transferred to the Special Education Fund as noted above.
    - 6. Ending fund balance.
    - 7. Items required to be paid for and carried out by the District under NRS 388G.610(3).
    - 8. Funds received from federal, state, or other grants, which are required to be used on the items for which the funds were issued.
    - 9. Any other item required by state or federal law, if it is proscribed by the Department or if it has been otherwise encumbered, in accordance with NRS 388G.660.
- XVIII. By January 15 each year, the superintendent shall ensure principals are provided with information estimated required for development of a balanced budget for the next school year, based on projected school enrollment. By November 1 each

year, the Superintendent shall ensure principals are provided with updated information based upon actual school enrollment. The information shall include:

A. The estimated budget for each school in accordance with NRS 388G, including:

1. The amount of funds being allocated to the school through the pupil-centered funding model.
2. Any additional funds being allocated to schools via categorical, grant, or other funding sources.
3. The amount of unspent funds being carried forward from the previous year's budget.
4. The amount of funds being allocated to the school as a result of any transfers of responsibility.

B. Guidance for principals in developing a balanced budget including:

1. General information about accessing tools and resources available to principals for the development of a balanced budget.
2. Information on how funds are allocated to the school budget.
3. Information and guidance on how schools may allocate funds within the strategic budget.
4. A list and the cost of equipment, services, and supplies that a school may obtain from the district, which may include any services provided by the District for purchase from schools through a Service Level Agreement and any items included in the electronic textbook and shopping cart catalogs.

XIX. The Superintendent shall monitor the use of carryforward dollars to ensure funds are spent on the students for whom they were allocated to the greatest extent possible.

XX. The superintendent shall ensure certain financial information is established by January 15 annually and posted on the District website in accordance with NRS 388G.650 and NRS 388G.660. Such information shall be also provided to the Board of School Trustees.

## School Organizational Teams

- XXI. A school organizational team is a group of members of a school community that serves as an advisory body to the school principal by providing advice and assistance to the principal as it relates to the development and carrying out of the School Plan of Operation in accordance with NRS 388G.540 through NRS 388G.760.
- A. Principals shall annually determine the size of the school organizational team for the following term beginning October 1 of each year.
- B. School organizational teams consist of 8 to 14 voting members, in one of three possible combinations:
1. The school principal, 2 licensed staff members, 1 educational support professional, and 4 parents.
  2. The school principal, 3 licensed staff members, 1 educational support professional, and 5 parents.
  3. The school principal, 4 licensed staff members, 2 educational support professionals, and 7 parents.
- C. School organizational teams also include non-voting members:
1. 1 student representative in secondary schools (middle, junior high, and high schools).
  2. 1 or more community members (optional).
- XXII. The Superintendent shall ensure that processes are carried out annually to support the election and training of members of School Organizational Teams:
- A. Information shall be provided to the organizations responsible for carrying out the individual staff member school organizational team elections under NRS 388G.720, including lists of eligible school employees and the principals' selection of the number of members to be elected.
- B. Information shall be collected from principals and provided on the District website that describes the manner by which a principal informed all parents and legal guardians of the opportunity to serve on the school organizational team and all relevant accompanying information that was provided to parents by the principal.

C. Information shall be requested of those responsible for carrying out elections:

1. The number of individuals who ran for election or were included in the pool of candidates to be voted for.
2. The total number of votes cast.
3. A listing of the winner(s) of each seat on the school organizational team.

D. Information shall be requested of principals:

1. The number of years each member has served on the school organizational team.
2. The name and role of the individual elected to serve as the chair of the school organizational team.

E. Training materials shall be provided for principals to provide to school organizational team members, and a mechanism shall be established for principals to report the training of school organizational team members.

XXIII. Principals at elementary, middle, and high schools shall establish a school organizational team in accordance with NRS 388G.700.

A. Principals shall annually provide a selection of the number of licensed members of the school organizational team for the size of the school organizational team as allowed under NRS 388G.720(1)(b) and communicate the selection through a process established by the Superintendent or designee.

B. Principals shall ensure school organizational team members are elected no later than October 1 of each school year by collaborating with the organizations responsible for carrying out the individual elections under NRS 388G.720.

1. If established, the parent association at each school is responsible for carrying out elections for parent members. If the school does not have an established association of parents for the school, the principal shall carry out elections for parent members of the school organizational team.

- a) As provided by Nevada law, the principal shall inform all parents and legal guardians of the opportunity to serve on

the school organizational team and provide the parents and guardians with information about the responsibilities associated with serving as a member of the organizational team, the manner in which to submit a name to be included on a ballot, the date on which a vote will be taken and any other relevant information.

- b) The principal shall post such information on the school website and share with the Superintendent or designee to be posted on the District website through a process established by the Superintendent or designee.
2. Principals shall carry out elections for a non-voting student member of the school organizational team if the school is a junior high school, middle school, or high school.
  3. If the principal and the organizations responsible for carrying out the individual elections under NRS 388G.720 are not able to fill a position on the school organizational team, the principal shall employ additional efforts to seek additional input from members of the school community for which the vacant position would represent and present a summary of the input to the school organizational team.
  4. Principals shall ensure that any vacancy on the school organizational team is filled within 30 days by collaborating with the organizations responsible for carrying out the individual elections under NRS 388G.720. If the vacancy occurs with the end of the school year, it shall be filled within 30 days of the start of the following school year.
    - a) A parent member of the school organizational team becomes ineligible and shall vacate the position on the school organizational team if:
      - (1) The student of the parent member of the school organizational team matriculates to another school at the end of the school year.
      - (2) The student of the parent member of the school organizational team transfers to another school during or at the end of the school year.



- (3) The parent becomes employed by the school.
- b) An employee member of the school organizational team becomes ineligible and shall vacate the position on the school organizational team if:
- (1) The employee is no longer employed by the school.
  - (2) The employee was elected as a teacher or other licensed employee and the employee moves to a position other than a teacher or other licensed employee.
  - (3) The employee was elected as an employee other than a teacher or other licensed employee and the employee moves into a teacher or other licensed position.
- c) A student member of the school organizational team becomes ineligible and shall vacate the position on the school organizational team if:
- (1) The student matriculates to another school at the end of the school year.
  - (2) The student transfers to another school during or at the end of the school year.
- d) A nonvoting community advisory member becomes ineligible and shall vacate the position on the school organizational team if:
- (1) The community member becomes eligible to serve as an employee member by being employed by the school.
  - (2) The community member becomes eligible to serve as a parent member because a child of the community member matriculates into or transfers into the school.
  - (3) The school organizational team votes to remove the member from the school organizational team.

- XXIV. Principals shall carry out certain activities during meetings of the school organizational team and ensure that the activities are documented in meeting agendas and minutes:
- A. Scheduling the first meeting and acting as the chair of the team until a chair is selected.
  - B. Informing members of the school organizational team serving as parent representatives that their participation on the team does not mean that they are an employee of the school or the district and that if they are not otherwise employed by the district, they are immune from liability for civil damages as a result of an act or omission in performing any of the duties of the organizational team, in accordance with NRS 388G.720(7).
  - C. Training all members of the school organizational team utilizing materials and resources provided by the District and reporting the training utilizing a process established by the Superintendent or designee.
  - D. Seeking advice and assistance from the school organizational team regarding development of the school plan of operation, which consists of the school budget and school performance plan, including amendments and adjustments after the initial approval of the plan.
  - E. Present the proposed plan of operation to the school organization team for approval.
  - F. Seeking advice and assistance from the school organizational team regarding implementation of improvement strategies and action steps and progress toward intended outcomes within the school performance plan and the use of the school budget, including carryforward and supply dollars, to improve student outcomes.
  - G. Seeking advice and assistance from the school organizational team regarding fees, contributions, or purchase requested or required of parents, in consideration of the school budget, including carryforward and supply dollars.
  - H. Seeking advice and assistance from the school organizational team regarding ensuring that effective licensed teachers are employed at the school.
  - I. Seeking advice and assistance from the school organizational team regarding discussion of any additional authority to be recommended for transfer from central office to schools.

- J. Ensuring school organizational team meeting materials are posted on the school website and the district website through a process established by the Superintendent or designee.
    - 1. School organizational team meeting agendas shall be posted at least three business days in advance of scheduled meetings.
    - 2. School organizational team meeting minutes shall be posted no later than 60 days after the meeting.
  - K. Reviewing, collecting, and submitting feedback on District policies and regulations under consideration by the superintendent for adoption, amendment, or repeal, as posted on the District website.
- XXV. Any action carried out by the school organizational team requires a vote. A majority of the voting members of the organizational team, excluding vacancies, constitutes a quorum for purposes of voting. Except when required by law otherwise, a majority vote of the quorum is required to take action with respect to any matter. School organizational team actions may, but are not required to include:
- A. Selection of a community member to serve as a nonvoting member of the school organizational team, in accordance with NRS 388G.720(4).
  - B. Establishing and facilitating meeting procedures and norms.
  - C. Formalizing advice and assistance to the principal regarding the development or carrying out of the school plan of operation, ensuring that effective licensed teachers are employed at the school, or discussion of any additional authority to be recommended for transfer from central office to schools.
  - D. Approving the plan of operation with a vote of 75 percent of the voting members present at the time of the vote.
  - E. Providing input regarding the principal to the School Associate Superintendent or Region Superintendent during any part of but no more than two times each school year.
  - F. Participation in the process established by the Superintendent or designee for selecting a new principal in the case of a vacancy in accordance with NRS 388G.740, including identifying a list of desirable qualifications for principal, identifying one recommended candidate, and selecting a

representative of the school organizational team to participate in an interview with the Superintendent.

- G. Formalizing recommendations related to requests for use of school funds made by employees of the school.
- H. Seeking input or hearing concerns from members of the school community and formalizing recommendations related to those concerns.
- I. Initiating an investigation by the Board of School Trustees pursuant to NRS 391A.383 and CCSD Regulation 1140.1 concerning parent and family engagement and school culture.
- J. Acting as the school's Site Safety Committee in accordance with Regulation 7310.

XXVI. Unless specified in this regulation or state law, school organizational teams are encouraged to communicate directly with and/or through the principal or, if necessary, the supervising region superintendent or school associate superintendent. Any communication received from the school organizational team to any employee of the district other than the principal or supervising region superintendent or school associate superintendent will be referred to the principal or the region superintendent or school associate superintendent for consideration and reply.

- A. The school organizational team does not have the authority to make decisions for the school or the district.
- B. The school organizational team does not have the authority to act as the custodian of records, respond to requests for public records, or release information protected by FERPA or other federal or state law to third parties.
- C. Individual members of the school organizational team do not have the authority to speak on behalf of the school organizational team as a whole.

## Dispute Resolution and Compliance Recommendation Processes

XXVII. A parent member of a school organizational team, a student member of an organizational team, the parent/guardian of a student member of an organizational team, or the community member of an organizational team may submit a complaint alleging retaliation or reprisal by any District employee as a result of the performance of duties as a member of an organizational team for a local school precinct established pursuant to NRS 388G.700. As employee members of organizational teams may seek reprisal from alleged retaliation through processes established in collective bargaining agreements pursuant to Nevada law, employee members of organizational teams are not entitled to participate in the dispute resolution process described below.

- A. The complaint alleging retaliation or reprisal shall be submitted in writing to the Superintendent.
  1. No discussion or action of the school organizational team is required for a member to submit a complaint.
  2. The school organizational team does not have the authority to submit a complaint on behalf of an individual member of the school organizational team without the consent of the alleged victim of retaliation.
  3. To facilitate a thorough investigation, a complaint shall include:
    - a) The name, role on the school organizational team, and contact information of the alleged victim of retaliation or reprisal.
    - b) The name, role, and contact information of the person submitting the complaint, if that person is the parent/guardian of a student member of the school organizational team.
    - c) The name and title of the District employee who has allegedly engaged in retaliation or reprisal against the member of the school organizational team.
    - d) A description of the retaliation or reprisal and a causal link to the service as a member of the school organizational team that allegedly led to the retaliation or reprisal.

- e) Additional names of District employees involved and the nature of their involvement.
  - f) If applicable, any prior related involvement of or reports to law enforcement.
- B. Upon receipt of the complaint, the Superintendent or designee shall respond in writing within five (5) business days after the complaint is received.
1. If the complaint alleges that a parent or student member of a school organizational team is the alleged victim of retaliation or reprisal, the written response shall include
    - a) The name and role of the person who submitted the complaint.
    - b) The name and position on the school organizational team of the alleged victim of retaliation or reprisal.
    - c) The date the complaint was received by the Superintendent.
    - d) The date the initial response is required to be sent, which is 5 business days after the date the complaint was received by the Superintendent.
    - e) A statement that indicates that an investigation will be carried out and identifies who will carry out the investigation.
    - f) The date that a written report will be provided to the person who submitted the complaint, which is 15 days after the complaint was received by the Superintendent.
  2. If the report alleges that a person other than a parent or student member of a school organizational team is the alleged victim of retaliation or reprisal, the written response shall include:
    - a) The name and role of the person who submitted the complaint.
    - b) The name and position on the school organizational team of the alleged victim of retaliation or reprisal.
    - c) The date the complaint was received by the Superintendent.

- d) The date the initial response is required to be sent, which is 5 business days after the date the complaint was received by the Superintendent.
- e) A statement that indicates that the complaint is not subject to the process outlined in this regulation or in NAC 388G.100 and will not be investigated as such.
- f) Any available guidance for the appropriate path for the individual who submitted the complaint to seek a remedy to their complaint.

C. If an investigation is warranted per this regulation, the superintendent or designee shall carry out an investigation and determine if the allegations are substantiated or unsubstantiated.

D. Within thirty (30) business days after the complaint is received by the Superintendent, the Superintendent or designee shall prepare a written report outlining the outcome of the investigation, send the report to the person who submitted the complaint, provide a copy of the report to the Board of School Trustees, and publish the report on the District website with the redaction of any information that could be used to identify the parties involved.

E. Within ten (10) business days after the date on which the person receives a report outlining the outcome of the investigation, a person involved in the dispute may file with the Nevada Department of education a request that the Department resolve the dispute in accordance with NAC 388G.100.

XXVIII. An individual who believes that the District has failed to carry out any of its obligations under NRS 388G.500-820, aligned administrative regulations codified in the Nevada Administrative Code, and this regulation may submit a compliance dispute claim in writing to the Superintendent.

A. To facilitate a thorough investigation, a complaint shall include:

1. The name, role, and contact information of the person submitting the claim.
2. Identification and legal reference of the obligation that the District is allegedly not carrying out.
3. A description of how the District is allegedly not carrying out the obligation.

- B. Upon receipt of the claim, the Superintendent or designee shall confirm response of the claim in writing within five (5) business days after the claim is received. The response shall include:
    - 1. The name and role of the person who submitted the claim.
    - 2. The date the claim was received by the Superintendent.
    - 3. The date the initial response is required to be sent, which is 5 business days after the date the claim was received by the Superintendent.
    - 4. A statement that indicates that an investigation will be carried out and identifies who will carry out the investigation.
    - 5. The date that a written report will be provided to the person who submitted the claim, which is 15 days after the claim was received by the Superintendent.
  - C. The Superintendent or designee shall carry out an investigation into the alleged area of non-compliance to determine if the allegations are substantiated or unsubstantiated.
  - D. Within thirty (30) business days after the claim is received by the Superintendent, the Superintendent or designee shall prepare a written report outlining the outcome of the investigation, send the report to the person who submitted the claim, provide a copy of the report to the Board of School Trustees, and publish the report on the District website with the redaction of any information that could be used to identify the parties involved.
  - E. Within ten (10) business days after the date on which the person receives a report outlining the outcome of the investigation, a person involved in the dispute may file with the Nevada Department of education a request that the Department resolve the dispute in accordance with NAC 388G.100.
- XXIX. A principal or school organizational team who believes that the District could improve how it carries out any of its obligations under NRS 388G.500-820, aligned administrative regulations codified in the Nevada Administrative Code, and this regulation may submit a recommendation in writing to the Superintendent.



- A. Upon receipt of the claim, the Superintendent or designee shall confirm response of the recommendation in writing within five (5) business days after the recommendation is received.
- B. The Superintendent or designee shall carry out an investigation to determine if the recommendation will lead to an improvement in how the District carries out any of its obligations under NRS 388G.500-820, aligned administrative regulations codified in the Nevada Administrative Code, and this regulation.
- C. Within thirty (30) business days after the recommendation is received by the Superintendent, the Superintendent or designee shall prepare a written report outlining the outcome of the investigation, send the report to the person who submitted the recommendation, provide a copy of the report to the Board of School Trustees, and publish the report on the District website with the redaction of any information that could be used to identify the parties involved.

Reduction in Size or Conversion of Magnet Schools, Career and Technical Academies, Special Schools, or Alternative Education Programs

- XXX. A magnet school, career and technical academy, special school, or alternative education program may not be reduced in size or converted without the approval of the Board of School Trustees and the recommendation or approval of the Superintendent.
- A. The principal of a magnet school, career and technical academy, special school, or alternative education program may recommend to the Superintendent the reduction in size or conversion of the school into another type of school. The principal shall provide an opportunity for the School Organizational Team to provide advice and assistance related to the recommendation.
  - B. The superintendent may recommend the reduction in size or conversion of a magnet school, career and technical academy, special school, or alternative education program to the Board of School Trustees, with or without receipt of a recommendation from the principal.
  - C. The Board of Trustees may act on a recommendation from the Superintendent for the reduction in size or conversion of a magnet school, career and technical academy, special school, or alternative education program.

Implementation and Monitoring of the Reorganization of the Clark County School District

- XXXI. By January 15 prior to the school year they become applicable, the Superintendent or designee shall develop and provide to principals administrative guidelines that include:
- A. Information necessary for principals to fulfill their responsibilities under each applicable section of NRS 388G.500-820, aligned administrative regulations codified in the Nevada Administrative Code, and this regulation.
  - B. Defined limits to the authority of principals in order to ensure compliance with federal and state law, District policies and regulations, and collective bargaining agreements.
- XXXII. By May 1 each year, the Superintendent or designee shall conduct annual satisfaction surveys in accordance with NRS 388G.800.
- XXXIII. By October 1 of each year, the Superintendent or designee shall develop and make available on the District website a compliance report that includes:
- A. The Superintendent or designee's analysis of compliance with each section of Nevada law related to the reorganization of the Clark County School District under NRS 388G, aligned administrative regulations codified in Chapter 388G of the Nevada Administrative Code, and this regulation.
  - B. A timeline of actions required by Nevada law related to the reorganization of the Clark County School District under NRS 388G, aligned administrative regulations codified in the Nevada Administrative Code, and this regulation, and the dates those actions were completed by the District.
  - C. An enumeration of areas for which the District has received a notice of noncompliance from the Nevada Superintendent of Public Instruction and the current status of any corrective action plans developed in accordance with administrative regulations codified Chapter 388G of in the Nevada Administrative Code.
  - D. A summary of communication provided to the Superintendent of Public Instruction by the Superintendent in response to inquiries related to the monitoring of the implementation of NRS 388G.500 through NRS 388G.820 to the president of the Board of School Trustees.

E. An accounting of school organizational team meeting materials collected from schools.

F. A summary of retaliation/reprisal complaints, compliance dispute claims, and compliance recommendations and the redacted investigation reports for each.

XXXIV. By October 1 of each year, the Superintendent or designee shall develop and distribute an annual report of operating under the requirements of the Reorganization of the Clark County School District in accordance with NRS 388G.810.

XXXV. The Superintendent shall ensure the fulfillment of all public posting requirements of Nevada law related to the reorganization of the Clark County School District under NRS 388G, aligned administrative regulations codified in Chapter 388G of the Nevada Administrative Code, and this regulation.

Review Responsibility:	Office of the Superintendent
Adopted:	10/27/22
Revised:	5/9/24; 9/12/24