
Network Policies and Procedures Guide

This guide will explain the policies and procedures across the network's governance structure



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Background and governance intentions

Nevada State High School (NSHS) and its founding members wrote a “mission-focused” charter school application that embraced the idea behind having freedom and flexibility to operate while being held accountable for increasing student achievement. In August 2004, this application received sponsorship by the State Board of Education Subcommittee on Charter Schools for its written charter. This allowed the school to operate as a public charter school under Chapter 386 of Nevada Law which was reclassified later as Chapter 388A. The written charter along with its respective sections became the primary policies and procedures on which the school governed itself.

In January 2009, the State Board of Education Subcommittee on Charter Schools which shortly thereafter became the State Public Charter School Authority (SPCSA) shared a detailed school policy document of best practices. The school aligned the document with its written charter and separated the best practices that the governing body would control (*policies and regulations*) and those which the school’s administration would control (*processes and procedures*). Other remaining items would be less formalized and given discretion at the administrative level through *practices and plans*. The adoption of these best practices came on right before the school’s first charter renewal in the spring of 2010.

Before the school’s second six-year charter renewal in 2015, NSHS revisited all of the adopted best practices and went to the Governing Body with a scaled back version the document. The school adopted a *less is more* mentality while getting back to the core of having more freedom and flexibility to operate. The school ensured that the governing body continue to control the formal policies and regulations while the school administration was in control of processes, procedures, practices and plans.

In 2021, the school will be petitioning the SPCSA for a third charter renewal. During the interim, NSHS will be reorganizing the five parts of its governance document into seven areas including: 0000 Organizational Strategy, 1000 Board, 2000 Instruction, 3000 Students, 4000 Community, 5000 Personnel, and 6000 Management. In addition, the school will be eliminating the term’s regulations and processes and combing those relevant documents in policy and procedures respectively. This will leave the control of *policy* to the governing body and *procedure* to the administration of the School. Subsequently, all processes, practices, and plans will be at the administrative level unless otherwise required approval by law.

The overall intention of the school’s governance document is to outline those policies and procedures for its community of people to act accordingly. The document follows State and Federal law and administrative code to outline non-discretionary actions and protocols to help maintain order at the school and across the entire network. It is also intended to follow the schools written charter, give clarity to those (students, guardians, staff, and community members) in the school’s community, separate control from management and governance, and support preserving the core while allowing for the school to stimulate progress for growth.



Committee members

There was a cross-section of members representing individuals with specific experience in different policy and procedural areas along with those with varying degrees of external experience from other organization in and outside the Network including:

- **Erika Capulo**, OpM – Central Support Office
- **Janet Chaffin**, DAC – Central Support Office
- **John Hawk**, COO – Central Support Office
- **Ellen Ma**, FOD – Central Support Office
- **Melissa McCormick**, DSA – Las Vegas: Summerlin and Northwest Locations
- **Andrea McDonald**, AAD – Central Support Office
- **Cristal Porter**, MED – Central Support Office
- **Dwight Reynolds**, EAC – Henderson Flagship Location
- **Jesse Welsh**, CEO – Central Support Office

Intentions

Local policies help give shape and support laws, statutes, regulation and set clear direction for the school. They are often drafted from a governance perspective to allow for managerial interpretation for the health, safety, productivity, and overall environment for students, family members, and school staff. On the other hand, school procedures are attempts to standardize things to leave little interpretation in hopes to develop a consistent and repetitive approach. Committee members used three primary goals when drafting suggested polies and procedures including:

- **Less is more** – revise current school governance using the essentials to effectuate basic understanding
- **Develop new coding** – implement a coding system that can scale with the organization.
- **Simplify layout** – author a standardized format and outline that is easy to read and models best practices from other schools



Educational governance at a glance

Those organizations designated as public schools that receive funding from the federal, state or local governments are limited in their scope and operation and bound by the educational governance structure therein.

Ares of governance

Education is governed by a body federal law, state statutes and regulation, and local policy and procedures. This partially covers personnel, pupils, property, financial support, etc.

- **Federal law:** Because of the Tenth Amendment, most education policy is decided at the state and local levels. Four main areas that the Federal government has taken a more active role include: 1) Family Educational Rights and Privacy Act (FERPA), 2) Individuals with Disabilities Education Act (IDEA), and Title Grants under the Elementary and Secondary Education Act of 1965 (ESEA), as amended, and 4) Civil Rights (disability, sex, race/national origin discrimination)
- **State statutes and regulations:** Title 34 is the section of the state constitution addressing education. There are several chapters in this section that are eliminated by numerous state statutes Nevada Revised Statutes (NRS) and administrative regulations Nevada Administrative Code (NAC) including: Chapter 385. State Administrative Organization, Chapter 385A. Accountability of Public Schools, Chapter 385B. Nevada Interscholastic Activities Association, Chapter 386. Local Administrative Organization, Chapter 387. Financial Support of School System, Chapter 388. System of Public Instruction, Chapter 388A. Charter Schools, Chapter 388C. University Schools for Profoundly Gifted Pupils, Chapter 388D. Alternative School Choices, Chapter 388E. Education of Children in Foster Care, Chapter 388F. Interstate Compact on Educational Opportunity for Military Children, Chapter 388G. Alternative School Management, Chapter 388H. Programs of Education for Incarcerated Persons, Chapter 389. Academics and Textbooks, Chapter 390. Testing of Pupils and Graduation, Chapter 391. Personnel, Chapter 391A. Training, Professional Development and Incentives, Chapter 392. Pupils, Chapter 393. School Property, Chapter 394. Private Educational Institutions and Establishments, Chapter 396. Nevada System of Higher Education, Chapter 397. Western Regional Education Compact, Chapter 398. Intercollegiate Athletics, Chapter 398A. Revised Uniform Athlete Agents Act, Chapter 399. Interstate Compact for Education, and Chapter 400. P-20W Research Data System Advisory Committee.
- **Local policy and procedures:** The school operates under a series of six areas of policy and procedure including: 0000 Organizational Strategy, 1000 Board, 2000 Instruction, 3000 Students, 4000 Community, 5000 Personnel, and 6000 Management. These policies and procedures must work in agreement with the state statutes and regulations along with federal law. The primary purpose is to allow freedom and flexibility to the local governing bodies to make decisions that are in the best interest of the students attending the school, staff that work for the school, and the community at large as stewards of public funds.



Approval of local policies and procedures layout

These two formal areas of policies and procedures governing the local governance at Nevada State High School are controlled separately. The school's governing body will control the school policy to set the direction for the school; whereas the school's administration will control and adopt any necessary procedures to protect the integrity and consistency at the school. The school follows a less is more mindset to minimize the overall number of policies and procedures in the organization which generates clarity through flexibility and a more productive work environment.

Approval of policies and procedures

Proposed new policies and/or changes in existing policies shall be presented in writing for reading and discussion at an open public meeting to the board for possible adoption.

The Chief Operations Officer shall develop procedures as necessary to ensure consistent implementation of school policies, state statutes/regulations, or federal laws. Written procedures need confirmation from the school's executive leadership team. It is not necessary to have these reviewed by the board prior to adoption. The board at any time may request to review override, change, or confirm a written procedure at an open public meeting.



Local policies and procedures coding

Nevada State High School operates under a series of seven areas of policies and procedures along with respective categories under each.

The system of coding will follow that any particular series is identified by a four-digit code with the first digit being reserved to identify the series in question. The second digit in the four-digit code will identify the particular category for that series. If the four-digit code is only numbers, then it follows that this is a school policy. When the four-digit sequence is followed by a letter “P” or “F,” then it represents that the policy respectively has an administrative procedure and/or form to accompany the policy.

Code example

To understand the structure in more detail, consider the board policy 3201 on student records. Since this policy is in the 3000s it represents a policy regarding “students.” Recognizing the second digit is a two (2) it represents the category of “rights and responsibilities.” At this point, the final two digits are counters under the category of “rights and responsibilities” going from 01 to 99 unique board policies.

- 3201 Release of Student Information
- 3201P Procedure for Release of Student Information
- 3201F Form for Release of Student Information

Chart of policy accounts

Below is the series of seven areas of policies and procedures including:

- **0000 Organizational strategy**
 - 0000 Cultural engagement
 - 0100 Core framework
 - 0200 Administrative logistics
 - 0300 Accountability for improvement
 - 0400 Program evaluation

- **1000 Board**
 - 1000 Organization
 - 1100 Bylaws (election)
 - 1200 Board organization
 - 1300 Methods of governance
 - 1400 Meetings
 - 1600 Principles of operation
 - 1700 Board member benefits
 - 1800 Board development



- **2000 Instruction**
 - 2000 Program development and resources
 - 2100 Learning programs and supports
 - 2200 School organization
 - 2300 Program supplements
 - 2400 Requirements and assessments

- **3000 Students**
 - 3100 Admission and attendance
 - 3200 Rights and responsibilities
 - 3400 Student welfare
 - 3500 Student activities
 - 3700 Safety and security

- **4000 Community relations**
 - 4000 Communication with the public
 - 4100 Public participation in schools
 - 4200 Public access to schools, staff, and students
 - 4300 Relations with other agencies and schools
 - 4400 Political affairs
 - 4500 General school operation and activities

- **5000 Personnel**
 - 5000 Recruitment and personnel selection
 - 5200 Employment practices
 - 5300 Compensation
 - 5400 Leaves
 - 5500 Benefits
 - 5600 Auxiliary personnel
 - 5700 Accountability
 - 5900 Restrictions and prohibitions

- **6000 Management support**
 - 6000 Financial planning and management
 - 6100 Revenues
 - 6200 Purchasing
 - 6500 Risk management
 - 6600 Transportation
 - 6700 Food services
 - 6800 School property
 - 6900 Capital projects

