

LCB File No. R088-99

**PROPOSED REGULATION OF THE
STATE BOARD OF EDUCATION**

Explanation: Matter in *italics* is new; matter in brackets ~~⊞~~ is material to be omitted.

AUTHORITY: NRS 385.080

SECTION 1. Chapter 394 is hereby amended as follows:

SECTION 2. 394.050 Qualifications of staff; reports.

1. A full-time administrator must hold an administrator's license issued by the department *or one of the following:*
 - (a) *A bachelor's degree in a field related to subjects commonly taught in grades kindergarten through 12, from an institution accredited by a regional accreditation association approved by the United States Department of Education, plus five years' verified experience in educational administration within the most recent seven years; or*
 - (b) *A master's degree in a field related to subjects commonly taught in grades kindergarten through 12, from an institution accredited by a regional accreditation association approved by the United State Department of Education, plus three years' verified experience in educational administration within the most recent five years.*
2. A supervisor must hold a teacher's license issued by the department.
3. An instructor must hold *one of the following:*
 - (a) A ~~⊞~~ teacher's license issued by the department *or any other state or territory;*
 - (b) *A bachelor's degree in an area appropriate for his assignment from an institution accredited by a regional accreditation association approved by the United States Department of Education, plus two years of verified full-time or supervised teaching experience in the appropriate grade levels within the most recent four years; or*
 - (c) *A master's degree in an area appropriate for his assignment from an institution accredited by a regional accreditation association approved by the United States Department of Education plus one year of verified full-time or supervised teaching experience in the appropriate grade levels within the most recent three years.*

4. The licensee shall:

- (a) On October 15 of each year and whenever there is a change in the staff of the institutions, submit a report *to the department* identifying each employee with a teacher's license *issued by the department*, his assignment, and the identifying number on his teacher's license, and a report identifying each employee without a teacher's license *issued by the department, the state or territory issuing said license* ~~and~~ his social security number *and the qualifications listed in Sections 1, 2, and 3 above. The department shall include in the annual private school directory the number of instructional staff who qualify under the conditions set forth in Sections 1, 2, and 3 above.*

- (b) *On or before October 15 of each year and whenever there is a change in the instructional staff of the institutions, submit in writing to the parents and/or guardians of current and prospective students a list of all instructional staff who hold a teacher's license from any state or territory and those who are otherwise qualified under Sections 1, 2, and 3 above.*

SECTION 4. 394.060 Contents and distribution of catalog or brochure; calendars; school year.

- 1. The applicant shall provide a sample of the institution's catalog or brochure containing at least the following information:
 - (a) The name and address of the institution;
 - (b) The names of the members of its governing body, its officials, and faculty, *including the names of administrators, supervisors, and instructors licensed by the department and the names of administrators, supervisors, and instructors who are not licensed by the department but who are otherwise qualified under Sections 1, 2 or 3 of NAC.050 above, and a brief description of their qualifications.*
 - (c) The date of publication of the catalog;
 - (d) The philosophy of the institution;
 - (e) A brief description of proposed grades and programs;
 - (f) The institution's daily schedule of classes and, if secondary education is provided, the number of credits which a student must earn;
 - (g) A description of all charges, the purpose of each charge and the methods and time of payment;

- (h) A detailed schedule of all fees including tuition, fees for books, supplies, activities for pupils, and for the use of laboratories, service charges, rentals, deposits, and charges for room and board.; and
 - (i) A clear statement of the institution's policy on cancellations and refunds.
2. The applicant shall indicate the method he will use to distribute the approved catalog or brochure to parents and pupils before enrollment. The contents of the catalog or brochure must be incorporated in all agreements and contracts for enrollment.
 3. Calendars showing legal holidays, beginning and ending dates of terms, and other important dates must be provided for each of the 2 years under the term of the license. The school year must include at least 180 school days.