

Information for Petition Circulators

This document has information for people who are considering gathering signatures for a parent petition.

What is the role of a petition circulator?

A petition circulator is someone who decides to collect signatures for a parent petition campaign.

What are the responsibilities of a petition circulator?

- Share the “School Plan” with the potential signer to make sure they receive information about what the petition is for
- Share information with the potential signer about who is allowed to sign
- If signing as a parent/guardian, confirm that he/she believes they qualify to sign the petition
- If not a parent/guardian, have the person sign the Community Support Petition
- Confirm that anyone who signs the petition includes all required information (Name, address, signature, date, child’s name)
- Follow petitioning rules (Citation)
- Provide petition sheets with signatures to the lead petitioner
- Do not share the contact information for petition signers with anyone other than the Lead Petitioner
- Do not post names or contact information of petition signers on social media (Facebook, Twitter, Instagram, etc.)
- Sign and turn in to the lead petitioner a “Declaration of Petition Circulator” confirming that you reviewed the *Information for Petition Circulators* and *Information for Petition Signers* and to your knowledge followed all petitioning rules

Tips for approaching someone about signing a petition:

1. Introduce yourself and explain what you are doing
2. See if the person has a child at the school
3. Share the *Information for Petition Signer* document and answer any questions he/she has about petitioning
4. Share the *School Plan* and explain what parents are petitioning for
5. Ask if he/she want to sign the petition
6. Make sure the person signs the correct petition form (Parent/Guardian Petition or Community Support Petition)
7. If he/she isn’t sure, ask how you can follow up another time
8. Encourage him/her to keep the *Information for Petition Signer* document in case they have any quesitons

Information for Petition Organizer(s)

This document has information for people who are considering starting a parent petition.

What schools are eligible for parent petition?

TBD

What can parents petition for?

Parents can petition for the following options

- To become an **Achievement Charter School** (NRS 388B) - A school that is managed by a principal and local governing board. The school has decision making power over 100% of the school funds.
- To become an **Empowerment School** (NRS 388G.010) – A school with additional flexibilities and control over 90% of the school funds to accomplish school improvement goals.
- To become a **Turnaround School** (NRS 388G.400) – A school with additional flexibilities to accomplish school improvement goals.
- For a **School Plan that includes evidence-based strategies.** – A school plan must be written in consultation with administrators and/or teachers and with input from parents and community members. It must use evidence-based strategies.
- For a **Non-profit Partnership** – A school that has a formal partnership with a non-profit organization that is working with the school to accomplish the school improvement goals.
- For **Other Evidence based action**

What is the timeline for the petition?



*Schools may begin petitioning **before** the list of schools is announced. Petition signatures do not expire at the end of the annual process.*

What are the responsibilities of petition organizers?

1. Gather input from parents, families and community members to determine what the petition will be for
2. Track and report on the *School Petition Cover Page* the Date, Time and Location of meetings to gather input
3. Write the *School Plan*
4. Identify at least one and up to three Lead Petitioner(s): a person or people who is qualified to sign the petition and who will serve as the point of contact for the petition (Citation)
 - The Lead Petitioner(s) are required to sign a Lead Petitioner Declaration confirming that they reviewed the *Information for Petition Organizers*, *Information for Petition Circulators* and *Information for Petition Signers* and to your knowledge followed all petitioning rules
5. Collect signatures from parents/guardians who are qualified to sign the petition (Citation)
6. Collect signatures from community members to show Community Support (*Optional*)
7. Provide information to petition circulators about their role and responsibilities
8. Track and report on the *School Petition Cover Page* the names of agencies and organizations that support the petition through direct financial assistance or in-kind contributions of staff and volunteer support (Citation)
9. Do not share the contact information for petition signers with anyone other than the Lead Petitioner(s)
10. Complete all forms, collect signed petition sheets and declarations and submit the petition

How do we start a petition?

To start a petition, use input from parents, families and members of the school community to complete a *School Plan* and prepare copies of the *Parent Petition Page* and *Community Support Petition Page* for people to sign.

What is a “School Plan”?

The *School Plan* is the document that describes what the petition is for. The school plan must answer the following questions:

- What is the current performance of the school?
- What option, under Nevada State Law, is the petition for?
- What are the actions that will be taken if this petition is successful?
- What are the goals for the school if this plan is implemented?

Where can I look for resources to support a parent petition?

To be filled in

How can a parent petition be submitted?

To submit a parent petition the following forms must be complete. Please keep a copy of all forms for your records and submit the originals.

- School Petition Cover Page
- Lead Petitioner Declaration(s) – *Must be notarized*
- School Plan

- Petition Circulator Declaration(s)
- Signed Parent Petition Pages
- Signed Community Support Petition Pages *(Optional)*

The petition can be mailed (postmarked) or delivered in person by 5pm on November 15:

Executive Director, Nevada Achievement School District
700 E 5th St,
Carson City, NV 89701

OR

Executive Director, Nevada Achievement School District
9890 S. Maryland Pkwy
Las Vegas, NV 89183

Where can I find a notary?

To be completed later

How will we be notified if our petition is valid?

At least one and up to three Lead Petitioner(s) must be identified to serve as the point of contact for the petition. This person or people must complete and submit as part of the petition, a Lead Petitioner Declaration. Within 15 days, the lead petitioner(s) will be informed if the petition is valid. **(Citation)**

Who can we contact with questions about the petition?

TBD

What should we do if we believe one of the rules of petitioning has been violated?

TBD

What will happen next?

- The lead petitioner(s) will be notified by December 1 if the petition is successful.
- If successful, the lead petitioner should begin working with other parties involved to implement the plan. This may include:
 - Meeting with the school administration
 - Meeting with other organizations that will be working with the school next year
 - Hosting informational meetings for parents to learn about the changes and get involved

Information for Petition Signers

This document has information for people who may choose to sign a petition about their child's school.

What is a parent petition under Nevada State Law?

A document that parents from a specific school can sign in order to advocate for a change at their school.

Who can sign a parent petition?

One parent or legal guardian may sign a petition for **each child** at the school. (Citation)

- If you have one child at the school, you may sign once for your child.
- If you have two children at the school, you may sign twice, once for each child.
- If a child has more than one parent or legal guardian, only one of you may sign for that child.

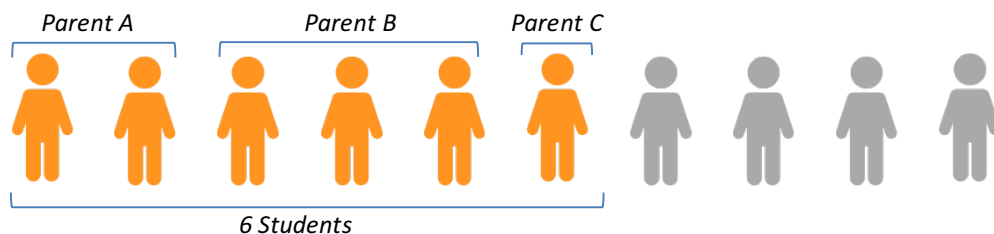
What if I don't have a child at the school but I want to support the petition?

People who are not parents or legal guardians may sign in for Community Support. Community Support signatures will demonstrate Community Support but will not be counted towards the official number of parent signatures required for a successful petition.

How many signatures are needed for a successful petition?

To be successful, the petition must have a signature for greater than 50% of the students who attend the school. One parent or guardian can sign once for each of his/her children that attend the school. (Citation)

If a school had 10 students, the parents of 6 of the students would need to sign the petition for it to be successful.



What information do I have to provide in order to sign the petition?

All signers:

- Your name
- Your address
- Your signature
- The date

Only Parent Signers:

- Your child's name
- Your child's school
- Your child's grade
- Your child's Student ID number
- *Optional:* Your phone number

What information should I expect to get from someone who is asking me to sign a petition?

If someone asks you to sign a petition, they should provide a copy of a "School Plan" which should include:

- The current performance of the school
- Detailed information about the proposed changes to the school and the actions that would be taken
- Notification if the person asking you to sign the petition is being paid to collect signatures or represents an organization

What are the rules regarding petitioning?

- The petition must be completed on the **petition form** (Citation)
- People collecting signatures on school property must **obey school rules** (Citation)
- To prevent disruption to student learning, petitions **may not** be circulated on school property during school hours (Citation)
- The school and school district **may not** use public funds or resources to campaign for or against a petition (Citation)
- **School employees** may not campaign during school hours.
- **No gifts, rewards or incentives** can be given to encourage parents/guardians to sign or not sign (Citation)
- **No threats or false statements** can be made to encourage parents/guardians to sign or not sign (Citation)
- **Parents/guardians may not be threatened based on their immigration status** (Citation)
- **Students may not be threatened or harassed** based on their parent or guardian’s decision to sign or not sign a petition (Citation)
- **School employees cannot be threatened or harassed** based on their decision to support or not support a petition (Citation)
- **Petition circulators** may not share the contact information of anyone who signs the petition

What will happen next?

- The lead petitioner(s) will collect all of the signature pages and submit them by November 15 to the Nevada Achievement School District
- The lead petitioner(s) will be notified by December 1 if the petition is successful
- If successful, parents and families will work to implement the plan

What do I do if I believe that one of the petitioning rules has been broken?

Report the issue to one of the petition organizers listed at the bottom of this page.

Who can I contact to get information about my school’s parent petition?

Below are the names and contact information of the people organizing your school’s petition:

Contact Information:		
_____	_____	_____
Name	Phone Number	Email Address
_____	_____	_____
Name	Phone Number	Email Address
_____	_____	_____
Name	Phone Number	Email Address

Parent Petition Forms

This document contains all of the forms required for a parent petition.

Forms

The following forms are required for parent petitions:

1. School Petition Cover Page
2. Lead Petitioner Declaration(s) – *Must be notarized*
3. School Plan
4. Petition Circulator Declaration(s)
5. Signed Petition Pages
6. Signed Community Support Petition Pages (*Optional*)

Submission

Please keep a copy of all forms for your records and submit the originals. The petition can be mailed or delivered in person to:

Executive Director, Nevada Achievement School District
700 E 5th St,
Carson City, NV 89701

OR

Executive Director, Nevada Achievement School District
9890 S. Maryland Pkwy
Las Vegas, NV 89183

Deadline

Petition materials must be delivered in person or postmarked by November 15.

School Petition Cover Page

School Name: _____

Lead Petitioner #1: _____
Name Phone

Lead Petitioner #2: _____
Name Phone

Lead Petitioner #2: _____
Name Phone

Eligible School Type *(please check 1 box below)*

- Non-Rising Star School** petitioning into the Nevada Achievement School District
- Rising Star School** as determined by Department Regulation
- Existing Achievement Charter School** petitioning to terminate the contract with the current operator

Petition Type *(please check 1 box below)*

- Achievement Charter School or A+ School**
- Empowerment School (NRS 388G.010)**
- Turnaround School (NRS 388G.400)**
- Plan including evidence-based strategies** in consultation with administrators and/or teachers and input from parents and community members
- Non-profit partnership**
- Other Evidence based action**

Community Input: *List the date, time and location of public meetings that were held to hear from families about the plan.*

Date	Time	Location

Disclosures: *List the names of agencies and/or organizations that support this petition, either through direct financial assistance or in-kind contributions of staff and volunteer support:*

Organization	Nature of Donation	Name of Contact Person	Phone Number of Contact Person

Lead Petitioner Declaration

Each lead petitioner must sign and notarize the form below:

Lead Petitioner:

Name: _____ Phone Number: _____

Address: _____

Statement of Compliance

I, *(print name of Lead Petitioner)* _____, state as follows:

1. That the phone number and address listed above are accurate
2. That I have read and understood the *Information for Petition Organizers, Information for Petition Circulators, Information for Petition Signers* and **NAC [regulation reference here]**
3. That I have not shared the names or contact information of petition signers with anyone.
4. I have informed XXX of any and all incidents reported to me of incidents where petitioning rules were violated.
5. That according to my best information and belief, this Petition was circulated and signed in accordance with State Regulations **NAC [regulation reference here]**
6. That according to my best information and belief, the information provided in the Petition forms is accurate and true.

I certify, under penalty of perjury, that this declaration is true and correct.

(Signature of Lead Petitioner)

Executed on _____ at _____.
(Date) (Location Where Executed)

Witnessed by: _____
(Notary Public)

School Plan

A petition of parents, legal guardians, and persons holding the right to make educational decisions for pupils, including foster parents who hold rights to make educational decisions to request that the intervention outlined in the *SCHOOL PLAN* below be implemented at _____ [school name]. We submit a petition to the Executive Director of the Nevada achievement school district on _____ [date].

What is the current performance of the school? Please include star rating and student proficiency.

What option is this petition for?

- Achievement Charter School**
- Empowerment School (NRS 388G.010)**
- Turnaround School (NRS 388G.400)**
- Plan including evidence-based strategies** in consultation with administrators and/or teachers and input from parents and community members
- Non-profit partnership**
- Other Evidence based action**

What are the actions that will be taken if this petition is successful?

What are the goals for the school if this plan is implemented?

Declaration of petition circulator

I, (print name) _____, state as follows:

1. That my residence address is:

(Number and Street)

(City and Zip Code)

2. That my telephone number is: (_____) _____
3. That I read and understood the *Information for Petition Circulators and Information for Petition Signers*
4. That I circulated the foregoing petition and saw the appended signatures being written.
5. That I have not shared the names or contact information of petition signers with anyone other than the Lead Petitioner
6. That according to my best information and belief, each signature is the genuine signature of the person whose name it purports to be.
7. That according to my best information and belief, this Petition was circulated in accordance with the rules described on the *Information for Petition Circulators and Information for Petition Signers*
8. That the dates between which all signatures to the petition were obtained are:

_____ and _____
(Beginning Date) (Ending Date)

I certify, under penalty of perjury, that this declaration is true and correct.

(Signature of Circulator)

Executed on _____ at _____.
(Date) (Location Where Executed)

Witnessed by: _____
(Lead Petitioner)

Nevada Parent Petition Form

A petition of parents, legal guardians, and persons holding the right to make educational decisions for pupils, request that the intervention outlined in the attached *SCHOOL PLAN* be implemented at _____ [school name].

#	Signatures and information. All information is required unless marked "optional"				
1	Parent/Legal Guardian Name:	Pupil's Name:	Grade:	Pupil's ID Number (optional):	Current School Attended:
	Parent/Legal Guardian Signature:	Parent/Legal Guardian Address:		Phone Number (optional):	Date Signed:
2	Parent/Legal Guardian Name:	Pupil's Name:	Grade:	Pupil's ID Number (optional):	Current School Attended:
	Parent/Legal Guardian Signature:	Parent/Legal Guardian Address:		Phone Number (optional):	Date Signed:
3	Parent/Legal Guardian Name:	Pupil's Name:	Grade:	Pupil's ID Number (optional):	Current School Attended:
	Parent/Legal Guardian Signature:	Parent/Legal Guardian Address:		Phone Number (optional):	Date Signed:
4	Parent/Legal Guardian Name:	Pupil's Name:	Grade:	Pupil's ID Number (optional):	Current School Attended:
	Parent/Legal Guardian Signature:	Parent/Legal Guardian Address:		Phone Number (optional):	Date Signed:
5	Parent/Legal Guardian Name:	Pupil's Name:	Grade:	Pupil's ID Number (optional):	Current School Attended:
	Parent/Legal Guardian Signature:	Parent/Legal Guardian Address:		Phone Number (optional):	Date Signed:
6	Parent/Legal Guardian Name:	Pupil's Name:	Grade:	Pupil's ID Number (optional):	Current School Attended:
	Parent/Legal Guardian Signature:	Parent/Legal Guardian Address:		Phone Number (optional):	Date Signed:

This petition is is not being circulated by a paid signature gatherer